Prospective Student Information

Prospective students are encouraged to contact the Admissions Office at their convenience to arrange a campus visit, to request additional information or assistance with questions regarding admissions, programs of study, financial aid or course registration. The Admissions Office can be contacted at 1-800-295-6368 or by email at admissions@mcs.edu. The Admission Office is open Monday to Thursday from 8:00 a.m. – 4:30 p.m. and from 8:00 a.m. – 1:00 p.m. on Fridays.

Master’s College and Seminary is located at 780 Argyle Street, Peterborough, Ontario. Phone: (705) 749-0725; Fax: (705) 749-0417; Email: admissions@mcs.edu

This College Catalogue is effective for the academic years 2013 - 2014. It replaces all previous Catalogues and pertains to students who are admitted for the years indicated. Master’s College and Seminary reserves the right to make changes to this Catalogue, in its printed or electronic form, without any prior notice. At the time of publication the information presented in this Catalogue was believed to be accurate. If you require additional information or any clarification regarding this Catalogue, please contact the Registrar’s Office.

www.mcs.edu
1-800-295-6368
admissions@mcs.edu

Master’s College and Seminary is an accredited member of the Association of Biblical Higher Education (ABHE). Contact information for ABHE:

Association for Biblical Higher Education
5850 T.G. Lee Blvd., Ste. 130
Orlando, FL 32822
Phone: (407) 207-0808
Fax: (407) 207-0840
http://www.abhe.org

NOTE: The information contained in this Catalogue is considered accurate at the time of publication. Master’s College and Seminary reserves the right to make changes at any time.
Message from the President

I am thrilled that you are investigating how Master’s can help prepare you for the next phase of your life. I believe your search will lead you to discover that MCS is the place for you! Through engaging in new and meaningful friendships, challenging classroom learning, hands-on ministry formation, personal mentoring, diverse travel team and internship opportunities, leadership development, and spiritual and intellectual encounters with God, you’ll encounter the truth about us: Master’s is a place where students love to learn, learn to love and find ways to follow God for life. Whether it’s through the one-year FIRST YEAR program or the diploma (three year) or degree programs (four years), I know that choosing to join the Master’s family will help you to find the fulfillment of God’s plan and purpose for your life.

We live in a broken and lost world, so there is a real and urgent need to train the next generation of Pentecostal leaders to serve the Church as pastors and leaders, both locally and globally. Our own nation of Canada is a mission field, and we have five missional priorities for Canada: Quebec, Aboriginals, Urban Realities, New Canadians and the Emerging Generation, including children, youth, young adults and campus ministries. Today, there are many opportunities for ministry both at home and overseas.

Master’s College and Seminary delivers the kind of leadership necessary to impact the current and future world. If you are looking to establish a foundation of faith, learn a life of service and commitment and make yourself available to God, there is no better place than Master’s for you to be educated, equipped, and empowered for life and ministry.

As you think and pray about the next step in your life, our prayer is for God’s best for you. I trust this catalogue will give you further insight into what Master’s has to offer. We would be delighted to answer any questions you might have. Feel free to contact us via email, phone or through our various social media options (Facebook & Twitter).

Do Life Different,

Rich Janes
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1: About Master's College and Seminary

1.1: General Description
Located in Peterborough, in the beautiful Kawartha Lakes region (about an hour’s drive northeast of Toronto), Master's College and Seminary is committed to the preparation of credentialed ministers and the training of laypeople for the Western Ontario, Eastern Ontario, Quebec and Maritimes Districts of the Pentecostal Assemblies of Canada. In providing this theological and biblical training, within a practical context, Master’s is committed to the distinctive priorities of Pentecostal doctrines, experience and practice. The following streams assist Master’s in accomplishing this mandate:

- **Master's Bible College**
The focus of Master's Bible College is to prepare and equip students for vocational ministry in Canada and around the world as pastors, missionaries, and ministry leaders. With its emphasis on ministry formation, the College seeks to integrate personal spiritual growth, theological reflection, and practical ministry skills in the lives of students as they prepare for leadership in Christ’s Church. The degrees, diplomas, and certificate programs of the College include courses in Biblical and theological studies, practical ministry skill development, and general studies. Vital to the training provided by the College is the cultivation of a mentoring environment where both faculty and pastors in active ministry speak into lives of students. The College offers live courses at the Main Campus, at extension sites in local churches in Ontario. The College program is also supported by “state of the art” online course instruction, making ministry training accessible to students already active in a ministry setting and/or involved in their local communities. Graduates from Master's fulfill the credentialing requirements for ministry in the churches of the Pentecostal Assemblies of Canada and the Pentecostal Assemblies of Newfoundland and Labrador.

- **Master's Seminary**
Master's Pentecostal Seminary (MPS), formerly Canadian Pentecostal Seminary, was established in 1996, with one primary objective: to train graduates for ministry in a pentecostal context. MPS is a church-based program, which is located in Agincourt Pentecostal Church in Toronto. The dean, Dr. Van Johnson, is on the pastoral staff there. MPS is partnered with Tyndale Seminary in North York, which means that all courses offered by MPS are accredited through Tyndale. Our signature degree program is the **MTS in Pentecostal Studies**. Launched in 2002, this program provides an intensive look at Pentecostalism within a framework of evangelical studies.

1.2: Mission Statement
- The mission of Master's College and Seminary is to create a learning community that provides programs and services which equip Pentecostal leaders for ministry.

1.3: Vision Statement
- Master's College and Seminary will be the institution of choice in Eastern Canada for those seeking Pentecostal training to serve in Christian ministry.

1.4: Guiding Principles:
Our approach to learning is characterized by theological education and ministry training that is:
- **Formational**: Learning at MCS will encourage the development of Christ-like character and spiritual, theological, and practical formation through an integrated program of mentoring, ministry, and participation in Christian community.
- **Pentecostal**: Learning at MCS will seek to establish a Biblical and theological foundation for Pentecostal identity and ministry and nurture vibrant Pentecostal spirituality and practice.
- **Biblical**: Learning at MCS will be based on sound and thorough Biblical Studies as foundational to the formation of an integrated worldview, to personal spiritual growth, to healthy theological reflection, and application of Biblical principles and paradigms to life and ministry.
- **Practical**: Learning at MCS will equip students with practical skills essential to leadership and ministry in the church and in the world.
- **Missional**: Learning at MCS will prepare students to carry out the Great Commission through culturally-relevant mission and ministry in the Canadian and global contexts.

1.5: Institutional Goals
- To help the student become knowledgeable in the Bible, God's inerrant Word, the infallible rule for
personal and corporate faith and conduct, and competent in its interpretation, proclamation, and application.

- To help the student understand the biblical foundation of historical development of Christian doctrine and practice as a basis for contemporary holy living.
- To help the student clarify the call of God as he/she seeks God's will for life and ministry, to provide him/her with a knowledge of the ministries within the PAOC and the community in general, and to equip the student with the necessary skills to function within these ministries.
- To help the student apply a Christian worldview to disciplines relating to human thought and behaviour, and value the biblical ethic as always superior to other religious and secular humanistic ethics, thereby motivating the student toward holiness.
- To help the student understand the biblical basis and historical development of our Pentecostal heritage, distinctives, and mission, emphasizing the person and ministry of the Holy Spirit, and cultivate an attitude and practice of loyalty under God to the PAOC.

### 1.6 Organizational Values

Master's College and Seminary regards the following values as integral to its success. It will never compromise on these values simply to be successful.

- **Trust** - We will be consistent in what we say and do.
- **Service** - We will meet stakeholder needs in a timely manner.
- **Quality** - We will apply excellence in all we do.
- **Results** - We will achieve our goals without compromising integrity.
- **Innovation** - We will embrace creativity to achieve success effectively.

### 1.7: Statement of Faith

We believe the Holy Scripture to be the divinely inbreathed, infallible, inerrant and authoritative Word of God. We believe that there is one God, eternally existent in the persons of the Holy Trinity. We believe in the virgin birth of the Lord Jesus Christ, His unqualified deity, His sinless humanity, and perfect life, the eternal all-sufficiency of His atoning death, His bodily resurrection, His ascension to the Father's right hand, and His personal coming again at His second advent. We believe that justification is a judicial act of God on the believer's behalf, solely on the merits of Christ and that regeneration by the power of the Holy Spirit is absolutely essential for personal salvation. We believe in holy living, the present day reality of the baptism of the Holy Spirit, and the Lord's supernatural healing of the body. We believe in ordinances of Christian baptism by immersion for believers, and the Lord's Supper. We believe in the eternal blessedness of the redeemed in heaven and the eternal doom of the unregenerate in the lake of fire.

### 1.8: History

Sensing a great need to train Pentecostal ministers, the 1925 General Conference of the Pentecostal Assemblies of Canada authorized the establishment of a national Bible College. This college, which was named the Canadian Pentecostal Bible School, was located in Winnipeg and Dr. J.E. Purdie, a former Anglican minister, was the first principal. In 1930 this school was relocated to Toronto but it closed its doors in 1932 in the midst of the Great Depression. Throughout the 1930s there was a growing sense among pastors in Ontario for the establishment of a Bible College to serve Eastern Canada. During the 1938 General Conference of the PAOC, a motion was passed to create a Bible College in Toronto. A year later in the Fall of 1939, Ontario Bible College accepted its first forty-five students. These students found nearby living accommodations and used the street car to commute to their classes, which were held in the basement of Bethel Pentecostal Church (later renamed Danforth Pentecostal Church). The first principal of the new College was James Swanson, who was also the pastor of Bethel. Under the direction of C.B. Smith, who was principal from 1940 to 1944, the College changed its name to Ontario Pentecostal Bible School and it also came under the jurisdiction of the Districts of Western Ontario and Eastern Ontario and Quebec. With increasing enrollments during the seven year tenure of the next principal, Tom Johnstone, the College moved to more spacious accommodations at Evangel Temple. When the Maritime District of the PAOC and the Pentecostal Assemblies of Newfoundland and Labrador began to officially support the College, it was renamed Eastern Pentecostal Bible College in 1949 to more accurately reflect the constituencies that supported it.

With continual growth and little room to expand, the Board of Directors authorized the purchase of Nicholls Hospital in Peterborough and relocated the College to Peterborough in 1951, where it became a residential college. During the next half century, the College experienced phenomenal growth with students coming, not only from eastern Canada but from many countries around the world. In the mid-1980s Eastern, as it was commonly referred
to, added degree programs alongside the ministerial diploma program and it also became accredited by the Accrediting Association of Bible Colleges, now known as the Association of Biblical Higher Education (ABHE).

In Spring 2000 the district conferences of the Pentecostal Assemblies of Canada in Western Ontario, Eastern Ontario, Quebec, and the Maritimes, along with the Pentecostal Assemblies of Newfoundland and Labrador determined that the time was right to bring Eastern Pentecostal Bible College together with Canadian Pentecostal Seminary East (which had been formed in 1996 in cooperation with Tyndale Seminary), expand training options to those whose first language was not English, create a discipleship school based on The Master's Commission, and create a campus in the Greater Toronto Area (GTA). Master's College and Seminary was selected as the new name for this institution. Then in June 2003 Master's College and Seminary relocated from Peterborough to a new campus in Toronto at Yonge and Lawrence. The Toronto campus served as the hub for the network of theological education and pastoral training that spanned Eastern Canada with undergraduate courses that were taught face to face, online and in local churches throughout the constituency. Seminary courses were offered primarily at Tyndale Seminary or Agincourt Pentecostal Church. In Fall 2008, Master’s made a temporary relocation to 282 Cummer Avenue. Classes, as well as chapel and an array of student activities, were held at Willowdale Pentecostal Church, which was located next to the administrative office.

In the summer of 2010, Master’s property in Peterborough was sold to a group of Pentecostal businessmen on the condition that Master’s become the anchor tenant in its former buildings. When that decision was ratified by the Board of Governors, Master’s relocated to Peterborough and classes commenced in Fall 2010. A significant advantage of the move to Peterborough was the additional classroom and administrative space, along with residence for the students.

1.9: Accreditation and Affiliation
Master's College and Seminary is approved by The Pentecostal Assemblies of Canada (PAOC) and the Pentecostal Assemblies of Newfoundland and Labrador (PAONL) for the training of candidates for Christian ministry. It has been accredited with the Association for Biblical Higher Education (ABHE) since 1989. ABHE is accredited by CHEA (Council for Higher Education Accreditation) and the United States Department of Education. Master's is also chartered by the government of Ontario to offer programs of ministerial training and to grant appropriate undergraduate degrees.

Individuals who have concerns that Master’s is not meeting standards for accreditation may contact the Association for Biblical Higher Education, 5850 T.G. Lee Blvd., Ste. 130 Orlando, FL 32822, telephone (407) 207-0808, fax (407) 207-0840, e-mail info@abhe.org

Successfully completed studies at Master’s are recognized in full by colleges accredited by the ABHE and students completing baccalaureate degrees are accepted in graduate programs at seminaries. A number of Canadian universities grant transfer of credit to their baccalaureate programs. For additional information regarding graduate/seminary studies or the transferability of credits, please contact the Registrar’s Office.

1.10: Graduation and Placement Rate
• Graduation Rate: 30% (2013)
• Placement Rate for Bachelor of Theology Graduates (2013) (Six Months After Graduation)

<table>
<thead>
<tr>
<th>Bachelor of Theology Graduate Placement Rate (2013)</th>
<th>Number of Graduates</th>
<th>Placement Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Theology (Pastoral)</td>
<td>6</td>
<td>67%</td>
</tr>
<tr>
<td>Bachelor of Theology (Youth)</td>
<td>17</td>
<td>71%</td>
</tr>
</tbody>
</table>

Note: 100% of placements were in PAOC ministries: Churches (82%); International Missions (12%) and District Offices (6%).
1.11: Important Notice
Master’s College and Seminary reserves the right to make changes to this Catalogue, in its printed or electronic form, without any prior notice. At the time of publication the information presented in this Catalogue was believed to be accurate. Any polices established by the Board of Governors, Lead Team and the Faculty Council shall take precedence over any material contained in this Catalogue.

Master's also reserves the right to modify or cancel any course offerings or programs. If programs are modified or cancelled, Master's will attempt to enable students who are registered in the affected programs to complete their graduation requirements. Not all courses listed in this Catalogue will be available each year. Check the website or the Registrar’s Office for a listing of courses, which will be offered each semester.

Although advice is available, students hold the responsibility to ensure that they are fully aware of their program requirements and that they fulfill all of the graduation requirements of the program in which they are enrolled. By virtue of registering for courses, students agree to abide by the regulations and policies of Master’s College and Seminary that are in effect at the time of their registration.

1.12: Fee Schedule (2013 -2014)

<table>
<thead>
<tr>
<th>Face-to-Face Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• 3 credit-hour course</td>
<td>$624.00</td>
</tr>
<tr>
<td>• Connections &amp; Field Ed.</td>
<td>$208.00</td>
</tr>
<tr>
<td>• Audit course</td>
<td>$236.00</td>
</tr>
<tr>
<td>• Alumni Audit Fee</td>
<td>$118.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Internet Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• 3 credit-hour course</td>
<td>$672.00</td>
</tr>
<tr>
<td>• Mentoring &amp; Field Ed.</td>
<td>$224.00</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Mature Students (55+) Courses</th>
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<tbody>
<tr>
<td>• Face-to-Face</td>
<td></td>
</tr>
<tr>
<td>• 3 credit-hour course</td>
<td>$484.00</td>
</tr>
<tr>
<td>• Connections &amp; F.Ed</td>
<td>$161.00</td>
</tr>
<tr>
<td>• Internet Courses</td>
<td></td>
</tr>
<tr>
<td>• 3 credit-hour course</td>
<td>$532.00</td>
</tr>
<tr>
<td>• Mentoring &amp; F.Ed</td>
<td>$177.00</td>
</tr>
</tbody>
</table>

| Textbooks per course                                      | $75.00 - $100.00 per course |

<table>
<thead>
<tr>
<th>Residence, Security Deposit and Parking Fees</th>
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</tr>
</thead>
<tbody>
<tr>
<td>• Room &amp; Board</td>
<td>$2,850 - Fall semester</td>
</tr>
<tr>
<td></td>
<td>$2,750 - Winter semester</td>
</tr>
<tr>
<td>• Parking Fee</td>
<td>$100.00 per semester</td>
</tr>
<tr>
<td>• Security Deposit</td>
<td>Varies ($25.00 – 100.00)</td>
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<table>
<thead>
<tr>
<th>Commuter Student Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Residence Fee</td>
<td>$450.00 (1 night week)</td>
</tr>
<tr>
<td></td>
<td>$900.00 (2 nights week)</td>
</tr>
<tr>
<td></td>
<td>$1,350.00 (3 nights week)</td>
</tr>
<tr>
<td>• Parking Fee</td>
<td>$1.00 per night</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER FEES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Regular Application Form</td>
<td>$75.00</td>
</tr>
<tr>
<td>• Occasional Student Application Form</td>
<td>$25.00</td>
</tr>
<tr>
<td>• First-Year Program Fee</td>
<td>$2,600.00</td>
</tr>
<tr>
<td>• B.Th. Internship (15 credits)</td>
<td>$3,570.00</td>
</tr>
</tbody>
</table>

See Note #1, See Note #2, See Note #3, See Note #4, See Note #5, See Note #6, See Note #7.
- Ministerial Diploma Internship (6 credits) $1,248.00
- B.R.E. Internship (9 credits) $1,872.00

### Additional Fees
- Spiritual Formation Activities Fee per Semester $85.00 See Note #8
- Replacement Fee for Keys/Swipe Card Varies ($10.00 – 50.00) See Note #9
- Student Insurance $3.00 per year See Note #10
- Yearbook $35.00 See Note #11
- Technology Fee $10.00 per semester See Note #12

### Miscellaneous Fees
- Appeal Form Fee $25.00
- Deferred Payment Fee $75.00
- Drop/Add Form $25.00
- Certificate/Diploma/Degree Replacement Form $25.00
- Supplemental Exam $25.00
- Graduation Fee (Extra $25.00 for late applications) $100.00
- Fee for Returned Cheques¹ $20.00 - $30.00
- Textbook Fee per Course $75.00 - $100.00
- Writing Skills Tutorial² $208.00

¹See “Service Charges and Outstanding Accounts” section below for additional information.
²Required for 1st Year Campus students who do not pass the Written Placement Test.

## Estimated Cost for a First-Year Peterborough Campus Student

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Total for One Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUITION - Comprehensive Fee (16 credit hours + Field Education)</td>
<td>$3,536.00</td>
<td>$3,536.00</td>
<td>$7,072.00</td>
</tr>
<tr>
<td>First Year Program Fee (Retreats, Field Trips &amp; Missions Trip)</td>
<td>$2,600.00</td>
<td>-</td>
<td>$2,600.00</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$2,850.00</td>
<td>$2,750.00</td>
<td>$5,600.00</td>
</tr>
<tr>
<td>Spiritual Formation Activities Fee</td>
<td>$85.00</td>
<td>$85.00</td>
<td>$170.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Additional Fees (e.g. Student Insurance &amp; Yearbook)</td>
<td>$38.00</td>
<td>-</td>
<td>$38.00</td>
</tr>
<tr>
<td>Total for FIRST YEAR Student</td>
<td>$8,519.00</td>
<td>$6981.00</td>
<td>$15,500.00</td>
</tr>
<tr>
<td>Writing Skills Tutorial Fee¹</td>
<td>$208.00</td>
<td>-</td>
<td>$208.00¹</td>
</tr>
</tbody>
</table>

¹The Writing Skills Tutorial fee is ONLY required for first-year campus students who do not pass the Written Placement Test.

**NOTE:** Students should budget about $750.00 – $1000.00 per year for textbooks.

### Notes to the Fee Schedule

**Note #1:** Three-credit hour course fees include $187.00 per credit hour for tuition plus $21.00 per credit hour for compulsory fees (which is used for Athletic, Class Dues, Library, Missions, Computer Cost, Student Government, Copyright Charges and miscellaneous charges.) Three-credit hour internet course fees include an additional $16.00 per credit hour internet access fee. Due to the nature of Internet courses, the College strongly recommends that students do a maximum of 13 credits hours per semester. Since this may have implications for government-issued student loans, students are advised to check with the Financial Aid Office if they need additional information.

**Note #2:** 55+ Student Tuition Discount (25%): To receive the 55+ Student Tuition Discount, students who are 55 or older by September 30th (Fall Semester), January 31st (Winter Semester) or April 30th (Summer Semester) must send
confirmation of age (e.g. birth certificate, driver’s license) to the Registrar’s Office via email (registration@mcs.edu), fax or mail if they have not done so previously.

Note #3: A $200 Room Reservation & Security Deposit is payable upon acceptance as a student at Master’s. Of the $200 Deposit, $100 will be applied to Room and Board upon arrival and $100 will be a Security Deposit, refundable upon submission of an approved Room/Key Tracking Form. The Security Deposit will be applied towards the student’s residence room for the following year, unless the student requests a refund. Off-Campus students will be charged $25.00 deposit for their swipe card/mail box key, which is refundable when the cards/keys are returned.

Note #4: Commuter students must pay their residence fees, and if applicable, their parking fees, in full for the semester prior to staying in the residence or using the parking lot. Rooms for commuter students are only available on a first-come first served basis.

Note #5: If students have paid the $25.00 Occasional Student Application Form fee, they only have to pay $50.00 when they submit the Regular Application Form.

Note #6: FIRST YEAR Program fees include Boot Camp, Retreat, Field Trips & the Missions Trip. Students are encouraged to raise donations from friends and family towards the Missions Trip ($1,650). Master’s will provide a letter to assist with this. (NOTE: $950 is due on or before September 2nd; $1,050 is due by October 15th and the remaining $600 is due on or before November 28, 2013.)

Note #7: The B.Th Internship Fee includes a $450.00 fee to cover the Capstone Week Intensive.

Note #8: The Spiritual Formation Activities Fee applies to all Peterborough campus students doing nine or more credit hours.

Note #9: To replace the Swipe Card, Mail Box Key or Laundry Card, students will be charged $10.00; to replace a damaged/lost Residence Room Key, students will be charged $25.00/$50.00.

Note #10: Student Insurance is payable by students at the Peterborough campus doing nine or more credit hours during the year.

Note #11: The Yearbook Fee is payable by students at the Peterborough campus doing nine or more credit hours during the year.

Note #12: The Technology Fee is payable by all students each semester at the Peterborough campus, as well as all students enrolled in internship during the Winter or Summer semesters.

STUDENT PAYMENT INFORMATION

1. Payment of Fees
Prior to receiving permission to attend class or to access Internet courses, students must choose one of the following payment options:

1.1: Payment in Full - Students who choose this option must make full payment for all fees on or before Wednesday, September 4th, January 8th or April 16th. This is the only option available for part-time students who are doing fewer than nine credit hours.

• International students from countries other than the United States of America must pay their tuition and all other fees for both the Fall and Winter semesters by August 1st.

1.1.1: Deferred Payment Plan – To be eligible for a Deferred Payment Plan, which is subject to a $75.00 fee per semester, a student must register for nine or more credit hours. The first payment of 40%, plus the deferred payment fee of $75.00, is due on or before the third Thursday of August, December or April. The remaining balance for the Fall semester is due in three equal payments (20%) on the last Thursday of September, October and November; for the Winter semester, the remaining balance is due on the last Thursday of January, February, and March. For the Summer session, the remaining balance is due in two equal payments on the second Thursday of May and June. Students who use the Deferred Payment Plan must provide the Finance Office with post-dated cheques or permission to use a Visa or
MasterCard so that payments can be processed according to the dates indicated. If a scheduled payment is more than five business days late, a student may be suspended from the college. Service charges will be applied to the Deferred Payment Plan if the required payment arrives after the payment date as specified above.

1.1.2: Canada/Provincial Student Loans - Students who receive their Canada / Provincial Student Loan documents by the first day of the semester can use their student loan to pay their tuition fees. Students should also note that they will need to pay their compulsory fees, and Distance Education fees if applicable, on or before the first day of the semester.

- Students who have not received their Canada/Provincial Student Loan documents on or before Registration Day, or their student loan is not sufficient to cover all required fees, can either arrange personal interim financing or use the Deferred Payment Plan.

When students receive their Canada/Provincial Student Loan documents, they have five business days to pay any fees that have not been covered by their loan; otherwise they may be suspended from the college.

1.2: Methods of Payment
Cash, cheque, money order, debit card, Visa Card or MasterCard can be used to make payments. Payment should be made payable to Master’s College and Seminary.

1.3: Service Charges and Outstanding Accounts
A Service Charge of 1% per month is levied on accounts if students have not paid in full or their payments for the Deferred Payment Plan arrived late. See the “Miscellaneous Fees” section of this form for applicable charges for handling returned cheques. No further cheques will be accepted from students if they have had two returned cheques. Students who have outstanding accounts are not permitted to write final exams, register for courses, graduate, or receive an official transcript, grade report or a T2202A Form.

TUITION REFUND POLICY

1.4: Tuition Refund Policy
Tuition refunds are provided to students once a Drop/Add Form is submitted to the Registrar's Office. The Drop/Add Form, which is available in the “Forms” section of the Registrar's Office on our website, specifies the dates and the percentage refund that students are eligible to receive. Courses will be deleted from students’ schedules if they qualify to receive a 100% refund. The rebate is processed effective from the date the Registrar’s Office receives the written notice of withdrawal and the percentage of refund will be determined accordingly. Students are responsible to check their own schedules for accuracy. They may be held responsible for any associated costs that occur for any errors that are not corrected.

TUITION DISCOUNTS*

1. Tuition Discount for Dependents of Credential Holders in Active Ministry (10%)
A tuition discount (10%) is available for dependents of credential holders in active ministry of the PAOC or PAONL who enroll in a minimum of 15 credit hours at the Peterborough campus. A photocopy of the parent’s credential must be submitted to the Registrar’s Office to process this discount. Discount only applies to tuition since all students pay 100% of the compulsory fees.

2. Family Tuition Discount
Families who have more than one full-time dependent student (i.e. all students doing 12 or more credit hours) attending the Peterborough campus are eligible for a tuition discount. The student with the highest tuition pays 100%, the second student pays 80% and the third student pays 60%. Discount only applies to tuition since all students pay 100% of the compulsory fees.

3. Spousal Tuition Discount (50%)
A Spousal Tuition Discount (50%) is available for the spouse of a full-time student who is attending the Peterborough campus. The full-time student must be enrolled in a minimum of 15 credit hours per semester at the Peterborough campus. The spouse eligible for the reduction is the one taking the fewer credit hours. Courses for both students must be completed at the Peterborough Campus. Discount only applies to tuition since all students pay 100% of the compulsory fees.

4. 55+ Student Tuition Discount (25%)
A 55+ Student Tuition Discount (25%) is available for students who are 55 years old or older by September 30th for the Fall semester, January 31st for the Winter semester or April 30th for the Summer semester. To receive this discount, students should send confirmation of age (e.g. Birth Certificate, Driver's License) to the Registrar's Office via email (registration@mcs.edu), fax or mail if they have not done so previously. Discount only applies to tuition since all students pay 100% of the compulsory fees.

*Students can only qualify for ONE of the Family, Spousal or 55+ Student Tuition Discounts listed above.

Master's reserves the right to change fees and/or discounts at any time. For further information please contact the Registrar's Office, 705-749-0725 ext. 236 or 241
2. Administration and Faculty

2.1 Board of Governors

Master's College and Seminary is directed by a Board of Governors comprised of the President, the Superintendents and one executive member, one pastor and one lay person from each of the four supporting constituent districts of the Pentecostal Assemblies of Canada (Maritime District, District of Quebec, Eastern Ontario and Western Ontario). Master's is dedicated to the training of candidates for Christian ministry within the doctrinal and organizational parameters of the PAOC.

Rev. Michel Bisaillon (Executive Committee)
Rev. Craig Burton (Executive Committee, Chair)
Mr. Tom Buscarino
Rev. David Charles
Rev. Garry Fess
Rev. Lorrie Gibbons (Executive Committee, Vice-Chair)
Rev. John Ippolito
Rev. Rich Janes (President) (Executive Committee)
Mr. Joe Halligan
Rev. Kevin Johnson (Secretary) (Executive Committee)
Mr. Harvey MacLeod
Rev. Sheldon MacLeod
Rev. Roger Malcolm
Ms. Verna O'Coin
Mr. Ken Pelissero (Treasurer) (Executive Committee)
Ms. Pauline Richards
Rev. Mark Scarr
Rev. Kevin Shepherd
Rev. Peter Snow
Rev. David Wells (ex officio member)
Ms. Sandra Witlarge

2.2: Administrative Faculty

Richard Janes
President
B.Th. Honours, Youth Major, Eastern Pentecostal Bible College
Pastor, 17 years
Director of Recruiting, Communication and FIRST YEAR Program, Master's College and Seminary, 4 years
President of Master's since 2013
rich.janes@mcs.edu

Robin Adair
Director of Corporate Services
Business Manager, 20 years
Business Owner, 16 years
Master's since 2013
Robin.Adair@mcs.edu

Merv Anthony
Director of Student Services and Registrar
Bachelor of Theology Completion Program Coordinator
Diploma, Eastern Pentecostal Bible College
B.A., B.Ed., Memorial University of Newfoundland
M.Ed., University of Ottawa
Teacher/Librarian, 2 years
Guidance Counsellor/Teacher, 13 years
EPBC/Master's since 1998
Merv.Anthony@mcs.edu
Nathan Flight  
Director of Leadership Services & Development  
B.A. (Hon), The Royal Military College of Canada  
Canadian Forces Military Police Academy  
Canadian Joint Staff Officer Program  
Canadian Forces, 20 years  
Nathan.Flight@mcs.edu

Linda Gibson  
Academic Dean, College  
Diploma, Confederation College of Applied Arts & Technology  
Diploma, Eastern Pentecostal Bible College  
B.A. University of Waterloo  
M.Sc. University of Guelph  
Missionary/Bible College - 4 yrs  
Higher Education curriculum design, program assessment and faculty development - 15 yrs  
Master's since 2009 (on contract since 2002)  
Linda.Gibson@mcs.edu

Sue James  
Director of Student Development  
Diploma, B.R.E., Eastern Pentecostal Bible College  
M.T.S., Ontario Theological Seminary  
Counsellor, 2 years  
Counsellor and Supervisor, 5 years  
EPBC/ Master's since 1982  
Sue.James@mcs.edu

Van Johnson  
Dean, Seminary  
B.A., McGill University  
M.Div., Trinity Evangelical Divinity School  
Th.D. Wycliffe College, University of Toronto  
Bible College Instructor, 5 years  
Pastor, 15 years  
Canadian Pentecostal Seminary East/ Master's since 1996  
Vjohnson@apchurch.com

Luciano Lombardi  
Director of Operations and Distance Education  
B.Th. Eastern Pentecostal Bible College  
M.Div., Tyndale Seminary  
Pastor, 10 years  
Master's since 2002  
Luciano.Lombardi@mcs.edu

Peter Neumann  
Assistant Academic Dean  
B.Th., Eastern Pentecostal Bible College  
B.A., York University  
M.T.S., Wycliffe College  
Pastor, 9 years  
Master's since 2001  
Peter.Neumann@mcs.edu
Nancy Warwick
Director of Learning Resources
B.A., McMaster University
MLS, University of Western Ontario
Librarian/Chief Librarian/CEO, 30 years
Master's since 2006
Nancy.Warwick@mcs.edu

Robert Taitinger
President Emeritus
Diploma, Northwest Bible College
Pastor, 28 years
PAOC General Superintendent, 14 years
EPBC President, 14 years
Master's since 2001

Lyman Kulathungam
Dean Emeritus (Intercultural)
BA, University of Sri Lanka
BA (Honours), University of London
MA, Dalhousie University
PhD, McMaster University
High School Teacher, 12 Years
University Lecturer, 7 years
Master's since 1985

2.3: Core Teaching Faculty
R. Owen Black
Director of Field Education/Pastoral Ministry Program Coordinator
Diploma, Eastern Pentecostal Bible College
B.Sc, Southwestern Assemblies of God University
M.A., Assemblies of God Seminary
D.Min., McMaster University
Pastoral Ministry, 33 years
Master's since 2009
Owen.Black@mcs.edu

Graham Gibson
Diploma, Eastern Pentecostal Bible College
B.R.E., B.Th., Emmanuel Bible College
M.T.S., Ontario Theological Seminary
M.A., Wilfrid Laurier University
Pastoral Ministry, 4 years
Missionary/Principal/Teacher, 4 years
EPBC/ Master's since 1994
Graham.Gibson@mcs.edu

Doug James
B.App.Sc, University of Waterloo
Diploma, Eastern Pentecostal Bible College
M.Div., Ontario Theological Seminary
Youth Pastor, 4 years
EPBC/ Master's since 1985
Doug.James@mcs.edu
Eldon Wright
Youth Ministry Program Coordinator
Ministerial Diploma, Central Pentecostal Bible College
Pastor, 20 years
Executive Director of Global 180 Student Communications since 2001
Master's since 2005
Eldon.Wright@mcs.edu

2.4: Adjunct Faculty
Tom Barker, Dip., M.T.S., M.A.
Tim Beech, B.Th., M.T.S., M.A., Ph.D.
Dean Bursey, B.Th., M.T.S. M.A.
Donna Butler, B.Mus., B.Ed, M.A.
Mark Collins, B.Th.
Justin A.J. Comber, B.Th., M.A.
James D. Craig, Dip., B.A., M.A.
Mark Goring, B.Th.
Burton Janes, Dip, B.A., M.A.
Katherine Knoke, B.A., M. Div
David Larmour, B.Th., M.A.
Kathy Maietta, Dip ECE
Ben Manickam, M.A., M.B.A., M.A.
W. Shannon Potter, B.Miss.
R. Brian Robson, B.Th., B.A., M.T.S
Cindy Rose, B.Th.
Dominic Russo, B.Th., M.A.
Sundar Savarimuthu, B.Sc., B.Ed., M.Sc., M.T.S
Jennifer Shepherd, B.Th., M.A., Ph.D.
William Sloos, B.Th., M.T.S
Adam S. Stewart, B.Th, B.A., M.A., Ph.D.
Tina Strutt, B.A., M.A.
Patrice Wheeler, M.W.S.
Roger White, B.Sc., B.Ed., BRE, M.A.

2.5: Administrative Staff
Flora Anthony (Recruiting/Admissions Counsellor): Flora.Anthony@mcs.edu
Rosemary Assels (Receptionist): Rosemary.Assels@mcs.edu
Ben Cochrane (Finance Manager): Ben.Cochrane@mcs.edu
Esther Dillabough (Administrative Assistant to the Academic Dean): Esther.Dillabough@mcs.edu
Donna Haug (Administrative Assistant to the Director of Student Services & Registrar): Donna.Haug@mcs.edu
Kathy Quinn (Administrative Assistant to the President & Director of Operations): Kathy.Quinn@mcs.edu
Julie Sejrup (Finance Clerk): Julie.Sejrup@mcs.edu
Laura Wilson (Administrative Assistant to the Academic Office): Laura.Wilson@mcs.edu
3. Admissions

3.1: Application Procedure
- Our aim is to make the admission process as simple as possible. Students who are interested in doing up to five courses without applying to a program, can submit the Occasional Student Application Form. Students who want to be admitted or re-admitted into a program can submit either the Regular Application Form or the Re-Admission Application Form. All Application Forms are available online at www.mcs.edu. If you need any assistance in the admission process, please phone (1-800-295-6368) or email admissions@mcs.edu.

3.2: Application Timelines
- Canadian Applicants are encouraged to submit their completed applications by August 1st for the Fall Semester, December 1st for the Winter Semester and April 1st for the Summer Session. Applications can be submitted after these dates and they will be processed as time permits.
- International Applicants are encouraged to submit their completed applications at least six months prior to the start of the semester to allow sufficient time for them to apply for a Student Visa.

3.3: Nondiscriminatory Policy
- Master’s admits students of any sex, race, colour, national, or ethnic origin. Persons from various church affiliations are welcome to apply, provided they meet the general admissions requirements and the standards of conduct.

3.4: Notification of Acceptance
- When an application is complete (i.e. we have received all references forms and official transcripts) we will process the application as soon as possible, usually within five business days. Applicants will be notified by phone as well as by mail of our decision.

3.5: General Admission Requirements: To be considered for admission to Master’s, applicants must:
- have accepted Jesus Christ as Lord and Saviour
- have lived a consistent Christian life, as well as be committed to a local church, for at least one year prior to enrollment.
- have successfully completed grade 12 or be accepted as a Transfer Student, Mature Student or Home School Student.
- be committed to live by the biblical standards and the guidelines that are outlined in our Code of Conduct.
- submit proof of English proficiency by completing the Test of English as a Foreign Language (TOEFL) if their first language is not English*. Check with the Registrar’s Office if you are unsure whether you need to complete this test. Additional information about TOEFL is available by contacting:
  - Educational Testing Service
  - Ewing Office
  - 225 Phillips Boulevard
  - Ewing, NJ 08628 USA
  - (609) 921-9000
  - http://www.ets.org/toefl/
- *Completing TOEFL is not a requirement for students if they register for courses with their own language/cultural group.
- See Academic Admissions Requirements for additional information.

3.6: Academic Admission Requirements

3.6.1: Certificate Program: Applicants are required to have a grade 12 high school diploma (students from Quebec need one year of CEGEP) or provision as follows under “Mature Applicant”.

3.6.2: Diploma Program: Applicants are required to have a grade 12 high school diploma (students from Quebec need one year of CEGEP) or provision as follows under “Mature Applicant”.
3.6.3: Bachelor of Theology Program

3.6.3.1: Applicants from Canada are required to have successfully completed Grade 12 in the university preparatory program of their province of residence (students from Quebec need twelve academic CEGEP courses). Applicants who have NOT successfully completed the courses necessary to be admitted to university in their province of residence will initially be accepted in the Ministerial Diploma program. Once they have completed their first year and have achieved a cumulative GPA of at least 2.00, they can then submit a Change of Program Form to enroll in the Bachelor of Theology program of their choosing.

3.6.3.2: Applicants from the United States of America are required to have successfully completed grade 12 in the university preparatory program of their state of residence. They should submit their Scholastic Aptitude Test (SAT) or American College Test (ACT) scores, if available. Applicants who have not completed the university preparatory program will follow the same procedures as outlined above for Canadian applicants.

3.6.3.3: Applicants from Other Countries are required to have the equivalent of a Canadian grade 12 secondary school diploma in a university preparatory program. Applicants who have not completed the university preparatory program will follow the same procedures as outlined above for Canadian applicants. Please note: Documents in a language other than English must be accompanied by a notarized English translation.

3.6.4: Bachelor of Religious Education (BRE) Program: Applicants are required to have completed at least two years at a recognized university or attained a minimum of a two-year community college diploma.

3.6.5: Bachelor of Theology Completion Program: Applicants are required to have a ministerial diploma from Master's College and Seminary or equivalent (with transcript evaluation by the Registrar). The applicant must also have earned their diploma at least three years prior to enrollment in the Bachelor of Theology Completion Program.

3.6.6: Occasional Students: Applicants wanting to take one or more courses without being formally accepted into a program must complete the Occasional Student Application Form, available from the Registrar's Office. To submit an Occasional Student Application Form, applicants must be high school graduates as well as Canadian citizens or landed immigrants. Students who have not graduated from high school but who are at least 21 years old should check with the Registrar's Office to determine their options in doing courses.

Acceptance as an Occasional Student does not guarantee acceptance into a program at Master's. Occasional Students cannot enroll in more than three courses per semester, with a maximum limit of five courses while they are Occasional Students. To complete more than five courses, Occasional Students must apply for acceptance into a program as a part-time or full-time student by completing the Regular Application Form. If they are accepted into a program, the courses already completed may be applied toward a certificate, diploma, or degree program, providing they are required by that program. Master's reserves the right to prevent Occasional Students from taking additional courses if their lifestyle contravenes standards as outlined in this Catalogue.

3.6.7: Transfer Students: Master's will recognize previous studies for transfer of credit or advanced standing provided such studies were completed at a recognized college or university. Applicants desiring advanced standing at Master's on the basis of previous work must submit a Regular Application Form and have official transcripts sent directly to the Registrar's Office from the institution where the credits were earned. Additional information is available regarding transfer credits in the Academic Information section of this Catalogue.

3.6.8: Letter of Permission Students: Students who have been granted a Letter of Permission to study at Master's by another institution, student can be accepted as an Occasional Student by completing an Occasional Student Application Form (See “Occasional Students” section for additional information).

3.6.9: Mature Applicants: Mature Applicants (i.e. someone who does not meet the regular academic requirements for admission) may apply as Occasional Students (See Occasional Student Section 3.6.6), providing they:
- are 21 years of age or older on Registration Day;
- have been away from formal education for a minimum of two years;
- successfully complete an English Proficiency Test, which will be administered by Master's*;
- submit a letter explaining what they want to achieve by completing a program and why they feel they can be successful with university-level studies.
An interview in person or by phone may be arranged at the discretion of the Admissions Committee. After the successful completion (GPA of 2.00 or higher) of five courses, “Mature Students” can complete a **Regular Application Form** to apply for a program. Mature Applicants will be considered on an individual basis and only a limited number can be accepted.

*Mature applicants who fulfill the requirements listed above can choose to do a psychometric test (contact the Registrar's Office for additional information), instead of the English Proficiency Test and be considered for acceptance into a program and be eligible to do full-time studies, providing they submit the **Regular Application Form**. Intercultural students are not required to do the English Proficiency Test if they enroll with their cultural group and do courses in their first language.*

**3.6.10: Home School Applicants**
Home school applicants will be considered on an individual basis in order to determine their readiness to undertake university-level studies. As part of the application process, home school applicants must:

- Provide an overview of the Home School program they completed. This overview should include a description of the major courses completed as well as a list of textbooks used in the final three years of the program and an academic transcript of the courses taken.
- Provide ONE of the following:
  - Results from the SAT. A minimum score of 600 must be attained to demonstrate proficiency. (Information on SAT is available at [http://www.collegeboard.com/testing/](http://www.collegeboard.com/testing/))
  - Results from the ACT. (Information on ACT is available at [http://www.act.org/](http://www.act.org/)). A minimum composite score of 20 is required to demonstrate proficiency.
  - Results from a psychometric test (contact the Registrar’s Office for additional information).
- Provide a personal/career portfolio detailing their personal and community participation and accomplishments (e.g. academic achievements, volunteer involvement) as well as their future goals and why they have chosen their particular program at Master’s.
- Provide a letter of recommendation from the teacher/parent, including a summary of academic achievements.
- An interview in person or by phone may be arranged at the discretion of the Admissions Committee.

**3.6.11: Learning Disabled Students:** Learning Disabled applicants will be considered on an individual basis in order to determine their readiness to undertake university-level studies. As part of the application process, learning disabled applicants must provide documentation regarding their particular learning disability. Prior to submitting their application, learning disabled applicants are encouraged to familiarize themselves with Master’s Learning Disability Policy. This policy is located in the **Academic Policies and Regulations** section of this Catalogue.

**3.6.12: Audit Students:** Students who want to audit a course can do so by submitting an Occasional Student Application Form. Please check with the Registrar's Office to determine if a specific course is available for auditing.

**3.7: Extra Admission Requirements For International Applicants**

**3.7.1: Applicants from the United States:** In addition to meeting the general and academic admission requirements, applicants from the United States must also adhere to the following regulations.

- They must obtain a valid student visa prior to commencing studies. To obtain a student visa one must present a letter of acceptance and evidence of sufficient funds or financial support for the school year to Canadian Consulate officials or Canadian Immigration authorities at the point of entry into Canada. Applying for a student visa at the nearest Canadian Consulate is strongly recommended as unanticipated circumstances may result in the denial of a student visa at the point of entry into Canada.
- Have basic health insurance prior to enrolling in any courses.
- Be prepared to pay for their children’s schooling if they bring them into Canada.
- Should not plan to finance their education by working in Canada since they will encounter difficulty in obtaining the work permits required for remunerative employment in Canada.
- Are advised to initiate the application procedure to Master’s several months prior to their anticipated enrollment to allow for sufficient time for the processing of their student visa.
3.7.2: Applicants From Other Countries: In addition to meeting the general and academic admission requirements, applicants from other countries should submit a letter of reference from a local Pentecostal Assemblies of Canada missionary with their application form if possible.

- Applicants, whose first language is not English, must submit proof of English proficiency by completing the Test of English as a Foreign Language (TOEFL). (Students who are applying so that they can enroll in courses that are taught in their first language are not required to do the TOEFL). Applicants who are not residents of Canada at the time of application must arrange to take TOEFL in the country from which they are applying. Minimum scores of 570 (paper-based), 230 (computer-based) or 88 (internet-based test (iBT)) on TOEFL is required for admission. TOEFL scores must be received by the Registrar’s Office before students can be accepted at Master’s. Additional information on TOEFL is available by contacting:
  
  Educational Testing Service
  Ewing Office
  225 Phillips Boulevard
  Ewing, NJ 08628 USA
  (609) 921-9000
  http://www.ets.org/toefl/

- A notarized English translation accompanying all documents submitted in a language other than English.
- Payment of tuition and related fees for the full year by August 1st and specific details outlining your ability to finance living expenses while at Master’s.
- Must have basic health insurance prior to enrolling in any courses.
- Must be prepared to pay for their children’s schooling if they bring them to Canada.
- Warrant that they will not plan to finance their education by working in Canada since they will encounter difficulty in obtaining the work permits required for remunerative employment in Canada.
- Are advised to initiate the application procedure to Master’s six - eight months prior to their anticipated enrollment to allow for sufficient time for the processing of their student visa.
- After an international applicant has received notification of acceptance by the Admissions Committee, application should be made for a student visa. Canadian immigration will usually require the following:
  - Evidence of acceptance at Master’s College and Seminary.
  - Evidence of good character, lack of criminal record, and, if applicable, a letter from the sponsoring organization.
  - Certificate of medical clearance if applicable.
  - Evidence of adequate funds to live and study in Canada, including return transportation.
  - Valid passport.

3.8: English Language Proficiency

All students, with the exception of Intercultural students who enroll in courses that are taught in their first language, are required to provide evidence of their oral and written proficiency in English. Students can satisfy this requirement by meeting one of the following criteria:

- Their first language or mother tongue is English.
- They have studied full-time for at least two years (equivalent part-time studies is four semesters) in an educational institution where the language of instruction and examination was English. Being enrolled in ESL courses cannot be used in meeting this requirement.
- Successfully complete the Test of English as a Foreign Language (TOEFL) with minimum scores of 570 (paper-based), 230 (computer-based) or 88 (internet-based test (iBT)). Applicants who are not residents of Canada at the time of application must arrange to take TOEFL in the country from which they are applying. TOEFL scores must be received by the Registrar’s Office before students can be accepted at Master’s. Additional information on TOEFL is available by contacting:

  Educational Testing Service
  Ewing Office
  225 Phillips Boulevard
  Ewing, NJ 08628 USA
  (609) 921-9000
  http://www.ets.org/toefl/

3.9: Provisional Acceptance: If an applicant is currently completing courses at a secondary or postsecondary institution and their acceptance at Master’s is conditional on the successful completion of those courses, the applicant
will be offered a provisional acceptance. Once the student has successfully completed those courses and Master's has received an official transcript, the conditions attached to the student’s acceptance will be removed. If other circumstances warrant Master’s offering provisional acceptance to an applicant, those conditions will be clearly specified in the provisional acceptance letter. Master’s will inform students in writing when the conditions have been removed from their acceptance and they are fully accepted into a program.

3.10: Students with Learning Disabilities: Students who have learning disabilities are encouraged to include supporting documentation with their Application Form. Students who are accepted with Learning Disabilities should familiarize themselves with Master’s Learning Disability policy.

3.11: Changing Programs: Students who decide to change programs after they have been accepted must submit a Change of Program Form to the Registrar’s Office. Admission requirements of the new program must be met prior to the student being able to change programs. Also students must be prepared to meet all of the requirements of the new program.

3.12: Honesty and Full Disclosure in Applications: Students must fully and truthfully answer all questions on their application form. In particular they must disclose their full educational history. Also they must advise the Registrar’s Office in writing prior to enrolling in any courses at another institution while they are students at Master’s. Any false or misleading information provided to Master’s may result in disciplinary action.

3.13: Appeal of an Admission Decision: Students who disagree with an admission decision may appeal in writing to the Registrar's Office. They should clearly state their reasons for their appeal. Once a final decision is reached, they will be notified as soon as possible. The appeals process should be completed within 8-10 days.

3.14: Application Forms
Students can access Master’s Application Forms online at www.mcs.edu or they can request one by contacting the Registrar’s Office at 1-800-295-6368.

3.14.1: Occasional Student Application Form: Students who want to enroll in courses without applying to a program can complete an Occasional Student Application Form (See “Occasional Students” section for additional information.). To submit an Occasional Student Application Form, applicants must be Canadian citizens or landed immigrants. This Application Form can also be submitted by students who are only interested in auditing a course. Please check with the Registrar’s Office to determine if a specific course is available for auditing.

3.14.2: Regular Application Form: Students applying for acceptance into a program (e.g. Certificate, Diploma or Bachelor) must complete the Regular Application Form. This Application Form must also be submitted by students who were previously accepted at Master’s and who chose not to attend within two years of their initial acceptance. In addition former students of Master’s who have not attended in the previous three years must submit this Application Form.

3.14.3: Re-Admission Application Form

3.14.3.1: Former Students: All former students who have been away from Master’s for more than one semester (Fall or Winter) but for less than three years or who were on Academic or Disciplinary Probation must complete the Re-Admission Application Form when they want to re-apply to Master’s. Former students should be aware that the current program requirements for graduation that are in effect when they return to their studies must be met. Before being re-admitted, a former student’s account must be paid in full. Official transcript(s) from any institutions that the student attended since their last attendance at Master’s must be sent directly to Master’s by the issuing institution.

3.14.3.2: Former Applicants: This Application Form can also be submitted by former applicants if they want to update their file for admission, providing they had been initially accepted within the previous two years. After two years have elapsed, former applicants must submit the Regular Application Form to update their file.

3.14.4: Re-Enrollment Form: Former students who have only been away from studies for one semester (Fall or Winter) can complete the Re-Enrollment Form, rather than the Re-Admission Application Form, unless they have
been on Academic or Disciplinary Suspension. If either one of those situations applies, the former student must submit a Re-Admission Application Form.

3.14.5: Bachelor of Theology Completion Program Application Form: All students applying to the Bachelor of Theology Completion program must submit this Application Form.
4. Student Life

4.1: Introduction
The quality of life for each student is an important concern at Master’s and is taken into consideration when planning formal school activities such as classes, chapel services, outreach, social events, and sports. However, it does not stop there. We endeavour to exercise positive influence on the total development of our students. Many of the formal lessons learned find practical application through the informal interaction between faculty, staff, and students.

While Christian students are responsible primarily to God, they are also responsible to one another. In coming to Master’s, they join a special type of community where accountability to the family of God is essential for the welfare of the whole community. Therefore, for the sake of order and harmony, some rules are required and clearly indicated in the Student Life Guidelines (supplied on registration day). The rules are kept to a minimum. They have the goal of developing Christian submission, self-discipline, tolerance, moderation, and consideration in the body of Christ in general, and the school body in particular.

Every member of the faculty and staff is concerned with the life development of students, but the main responsibility in this area comes under the portfolio of the Director of Student Development.

Since the Intercultural students are very much part of the MCS community, they are accountable to its well-being and are expected to follow the rules indicated in the Student Life Guidelines, which are sent to students upon their admission to Master’s. Realizing the absolute necessity to help students already in ministry to develop inter-personal and intercultural relationships, the college is committed to providing opportunities for students to socialize, minister and worship together.

4.2: Spiritual Life
The emphasis on spiritual life and development is a large part of the preparation for ministry offered at Master’s. Not only Student Development personnel, but each member of the faculty at Master’s is actively involved in giving spiritual direction on both a formal and an informal basis.

Under the direction of the Director of Student Services, Master’s provides one chapel per week at the Main Campus. As well, special days of spiritual emphasis are planned each semester.

Master’s provides various prayer meetings throughout the semester in which all students are encouraged to participate.

Students are encouraged to consult the Student Handbook for additional information regarding expectations concerning spiritual development.

4.3: Orientation for Students at the Main Campus
Each September during Orientation Days at the Main Campus, new students are introduced to the various aspects of life at Master’s. During these orientation sessions, students are provided with the information needed to help them as they make their transition to postsecondary studies.

4.4: Conduct Standards for Master’s Students
To ensure an effective witness, all members of Master’s College and Seminary are expected to abide by the following Conduct Code. As a member of Master’s College and Seminary students will:

1. maintain Christ-like attitudes of humility, thoughtfulness, and kindness toward others, consistent with being part of a Christian community (Philippians 2: 4);
2. respect the authorities which God has established (Romans 13: 1-7);
3. maintain a high standard of sexual morality, refraining from immoral behaviour including, but not limited to, pre-marital sexual activity, adultery, homosexuality, incest, involvement with pornography (I Corinthians 6: 9-10, Romans 1: 26-27);
4. maintain ethical standards consistent with Biblical principles, including integrity in relationships, refraining from improper behaviour including, but not limited to, gossip, cheating, stealing, vulgarity, profanity, and all forms of harassment (Ephesians 4: 25-32);
5. maintain evidence of a separated lifestyle, refraining from alcohol, tobacco, the abuse of drugs, gambling, involvement with the occult, and any activity that would be offensive to the Christian community (Romans 14: 13, I Corinthians 8: 9-13, Ephesians 5: 3-18);
6. refrain from improper involvement with the print, electronic and broadcast media and other forms of entertainment that are detrimental to spiritual growth in oneself and others (Matthew 12:35, Romans 12: 1, 2 and Philippians 4: 8);
7. maintain Christ-like attitudes and behaviour in relationships with the wider community, including courtesy, humility, respect, and caring (Ephesians 5: 15-17, Colossians 4: 5-6).

Any behaviour, either on campus or off, which indicates that a student has little desire to live a life honouring God, or which gives evidence of disregard for Master’s College and Seminary’s standards, is sufficient reason for dismissal. Students, by virtue of their enrolment, agree to live within the framework of this Conduct Code. While some may not have personal convictions in accord with these standards, agreeing to them obligates the individual to follow them while they are attending Master’s, including Christmas and summer breaks. Deviations from these standards may be considered as grounds for dismissal or denial of re-admission to Master’s. If an internship is terminated because of a breach of this Conduct Code the student may be required to appear before the Disciplinary Committee.

By accepting an offer of admission, students agree to abide by the rules and regulations of Master’s College and Seminary as outlined in this Conduct Code, as well as in the Student Handbook and the Residence Life Handbook for those students who live in residence. While enrolled at Master’s, students agree to conduct themselves honourably at all times. Failure to abide by the published standards will result in an accountability process and potential disciplinary action. Students also understand that Master’s operates under the Statement of Faith of the Pentecostal Assemblies of Canada.

4.5: Housing

4.5.1: Peterborough Campus Residence – Master’s College and Seminary is a residential campus located at 780 Argyle Street in Peterborough, Ontario. All first-year students are required to live on campus (unless they are married or are living at home.). Students should consult the Residence Life Handbook for additional information regarding living in residence.

4.5.2: Places of Residence/Apartments – Students should acquaint themselves with the regulations governing rental agreement, damage deposit, official notice of vacation, guest privileges, and rules set out by the owners of your dwelling place. Students who board with a family need to discuss and clarify house rules prior to making their final decision.

4.5.3: Guest Privileges – It is the recommendation of Master’s that students should not visit or entertain members of the opposite sex alone in an apartment or place of residence. Such visits should include the company of other adults and should conclude at 12:00 midnight on week nights and 1:00 am on week-ends.

4.5.4: Co-ed Habitation – Any co-ed habitation of dwellings by unmarried individuals (excluding siblings) is prohibited. Any known breach may result in disciplinary action. This applies to both Main Campus students and Distance Education students.

4.6: School Organizations
In addition to academic pursuits and spiritual development, numerous opportunities are available to those who wish to have further organized involvement in life at Master’s. The Student Council, Athletic Committee and Student Missions Fellowship are some of the organizations that form an integral part of student life and growth at Master’s. Students must have a Cumulative Grade Point Average of 2.25 to be eligible to serve as a Student Council Member or a Student Leader.
4.6.1: Athletics
Athletics exists for personal relaxation and enjoyment as well as to encourage the physical and social well-being of students. Competition within an environment of good-will and Christian values is a healthy supplement to academic pursuit.

4.6.2: Social Life
As at most colleges, friendship plays an important role in the life of the student at Master’s. Lifelong relationships are formed and nurtured during the years spent here. Some of the interaction is as casual as a chat over coffee or a game of fosse ball in the student lounge. Other, more structured “memory making” occasions include such events as the Christmas Program and Graduation Banquet and various retreats.

4.7: Student Services

4.7.1: Library
A library collection of over 45,000 volumes and more than 300 periodical subscriptions are available for students and faculty. The library's holdings are accessible on-line and through a link to the library on the College's web page ([www.mcs.edu](http://www.mcs.edu)). Additional automated resources are available including Religion Index on CD-ROM, Dead Sea Scrolls, Pathways through Jerusalem, and The Bible in English. Microfiche readers and a reader/printer as well as other audio-visual equipment are available for use in the library. The library is open Monday through Saturday during the school year as well as on a slightly modified schedule during the summer months. It offers various services designed to assist students and faculty in study and research. A library handbook, further describing library collections and services, is available on request. Our Librarian and staff are always willing to lend a helpful hand. The library is an invaluable asset to the College since the theological student will spend considerable time using library resources.

4.7.2: Purchasing Books Online
Students can purchase their textbooks and course readers through booksforchrist.com. Books for Christ offers secure online ordering, competitive pricing and free shipping on orders over $50.00.

4.7.3: Medical Insurance
Hospital and medical care are not included in the cost of fees. No one should come to Ontario without arranging for adequate medical insurance.

Ontario students should ensure their coverage through the Ontario Health Insurance Plan. Out-of-province students should ensure their coverage through the plan in their home province (with the exception of Quebec students who should contact the local Ontario Health Office). Students from outside of Canada are responsible to obtain medical coverage either in their country of origin or through a private insurance company. This should be done prior to their arrival in Canada so coverage is in effect at the time of their arrival. Proof of health insurance is required prior to enrollment. If the student is married with dependents, the dependents will need medical coverage as well.

4.7.4: Group Accident Student Insurance
All students taking nine credit hours or more per semester are covered by group accident insurance. The charge is included as a separate fee. This covers accidental death or the following expenses if they result from an accident: medical, excess hospitalization, dental, ambulance, tutorial, and repatriation. Claim forms are available from the Finance Office.

4.7.5: Alumni Association
The Alumni Association plays an active role in the life of the school and readily welcomes former students to its ranks.
5. Ministry Formation

5.1: Overview of Ministry Formation
Effective ministry requires not only theological and biblical knowledge, but also Christian character and ministry competencies. Ministry Formation involves the preparation of the whole person for ministry through the combination of instruction, experience, and reflection.

Though Campus and Distance Education students differ somewhat in the paths that they take towards ministry formation, the goal is the same for all students, which is that they would become effective ministers able to not only discern biblical and theological truths but that they would also have the practical skills necessary to lead others towards spiritual maturity.

5.2: Unique Ministry Formation Components for Campus Students

5.2.1: Connection Credits
Depending on their program of study, campus students enroll in up six Connection credits. During the first and second year Connection I - IV occur in a small groups of 8-10 members, which is led by a faculty member, a local pastor or other mature Christian leader chosen by the Director of Field Education. The focus of these four credits is to increase self-awareness and to provide opportunities for the student to connect with each other and with God. Connection V and VI occur within a large group where students are provided with an introduction to the pastoral life, the work of the ministry and the professional life associated with vocational ministry. Carefully chosen pastoral leaders are invited to share their personal experiences on a wide variety of ministry-related topics and to then engage the students in a discussion relative to their presentation. These two Connections credits equip students to make a spiritual and intelligent decision regarding their ‘call’. Subsequent benefits will be to introduce a pastor to a small group of students and them to him/her and trust that some connection or relationship has the potential for internship, dialogue, mentoring or follow-up visits.

5.2.2: Core Values in Connection Credits
Through participation in the Connections credits, students will discover truths about themselves, the potential of a transformed life, the nature of ministry and their personal ‘call’ to ministry. These will become apparent in their interaction with peers and constituency pastors over the course of six semesters. The core values in the Connection credits are as follows:

- **The Role of the Journey of Self-Discovery**
  Each individual has the ability to have a relationship with God, understand His will for their lives, make great choices as well as have the capacity to steward his or her own life. Connections groups have the potential to unleash the power of God for change in a person’s life.

- **A Belief in the Students’ Ability to Self-Discover**
  When students are prompted to exercises in introspection through the lenses of the Scriptures, the example of peers and the personal and professional lives of established pastors, they are naturally engaged in self-discovery.

- **In the Setting of Self-Discovery God Initiates Change**
  God is actively implementing a personalized, long-term growth plan to transform students into people who fulfill his ‘call’ on their lives.

- **Emerging Leaders take Responsibility for Transformational Growth**
  Because leaders take responsibility over their own growth, the student will take responsibility over their Connections relationships in order to gain the greatest benefits from their experiences.

5.2.3: Outcomes of Connections Credits:
Through the Connection credits, it is anticipated that students will:

- Be submitted to an ongoing process of spiritual formation;
- Discuss and apply the aspects of the personal life of the spiritual person including the five essentials to mature spirituality including: Attitude, Passion, Commitment, Power and Submission.
- Understand the relationship between their ministry formation and Character, Calling, Gifting and Leadership Formation.
Illustrate the potential of the ‘examined life’ and be encouraged to actively engage self-discovery disciplines for the remaining years of their lives.

Have an ability to relate the gospel to an ever-changing culture.

5.2.4: Program Requirement for Connections Credits
All Connections courses are one-credit and final grades of CR (Credit) or NC (No Credit) are assigned. Program requirements for Connections are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Christian Ministry Certificate</th>
<th>Ministerial Diploma</th>
<th>Bachelor of Theology</th>
<th>Bachelor of Religious Education</th>
</tr>
</thead>
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<tr>
<td>PR1106 Connections I</td>
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<td>✓</td>
<td>✓</td>
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<tr>
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<td>✓</td>
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<tr>
<td>PR2102 Connections III</td>
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<tr>
<td>PR3100 Connections V</td>
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<td>✓</td>
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<td>✓</td>
</tr>
<tr>
<td>PR3101 Connections VI</td>
<td></td>
<td>✓</td>
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</tbody>
</table>

5.3: Unique Ministry Formation Components for Distance Education Students
Depending on their program of students, Distance Education students enroll in up to six Mentoring credits. Mentoring is an intentional exposure to ministry and community in a real life setting that is focused by a weekly contact with an active practitioner in ministry designed to provide an opportunity for observation, investigation and reflection on the experience of ministry. The Mentoring credits take the student through four important components in a ministry leader’s formation: Character, Calling, Gifting and Leadership Formation. The goal is that a student will be able to identify and confirm what God has called them to as well as what that calling will mean in terms of ministry leadership in the future. The Mentoring program is designed to heighten the academic experience of students training for ministry by involving them in the life of a local church and local church pastor. Exposure in this way gives the student a training ground where their character and their ministry will be molded and shaped for their future.

The pastors and leaders of the four supporting constituencies of Master's College and Seminary (Western District, Eastern District, Quebec District, and Maritime District of the PAOC) are committed to engaging in mentoring relationships with Distance Education students. Students who enroll in the college who are not from one of the four supporting district can access mentors from their denominational background upon consultation and approval from the Director of Field Education.

5.3.1: Core Values in Mentoring*
The values that are essential as a student and mentor engage in a mentoring relationship are the following:
Similar to the Connections credits, students involved in the Mentoring credits will discover truths about themselves, the potential of a transformed life, the nature of ministry and their personal ‘call’ to ministry. These will become apparent in their interaction with peers and constituency pastors over the course of six semesters. The core values in the Mentoring credits are as follows:

- **Believe in the Individual**
  Each individual has the ability to have a relationship with God, make great choices and the capacity to steward his or her own life. Mentoring relationships have the ability to unleash the power of God for change in a person’s life.

- **God initiates Change**
  God is actively implementing a personalized, long-term growth plan to transform students into people of destiny.

- **Leaders take Responsibility**
  Because leaders take responsibility over their own growth, the student and the mentor will take responsibility over their mentoring relationship in order to make the most of their experience.
5.3.2: Outcomes of Mentoring Credits
Through this mentoring program, it is anticipated that students will:
- Have a Spirit-filled lifestyle that is thoroughly Pentecostal in experience, perspective and expression;
- Be able to translate his/her Biblical understanding into a Christian worldview;
- Have a commitment to furthering his/her leadership skills;
- Be submitted to an ongoing process of spiritual formation;
- Have an ability to relate the gospel to an ever-changing culture.

5.3.3: Program Requirements for Mentoring Credits
All Mentoring courses are one-credit and final grades of CR (Credit) or NC (No Credit) are assigned. Program requirements for Mentoring are as follows:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Program</th>
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</thead>
<tbody>
<tr>
<td>PR1102</td>
<td>Mentoring I</td>
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<tr>
<td>PR1103</td>
<td>Mentoring II</td>
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<tr>
<td>PR2100</td>
<td>Mentoring III</td>
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<td>PR2101</td>
<td>Mentoring IV</td>
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<tr>
<td>PR3102</td>
<td>Mentoring V</td>
</tr>
<tr>
<td>PR3103</td>
<td>Mentoring VI</td>
</tr>
</tbody>
</table>

5.4: Common Components of Ministry Formation for Campus and Distance Education Students

5.4.1: Field Education Credits
Field Education credits, which involves four-to-five hours (including preparation time) of ministry per week for twelve weeks, are designed to provide experience in the church and in the community that is both supervised and evaluated within a mentoring relationship. The requirements for Field Education credits are specified by the syllabus and the final grade is assigned by the Director of Field Education with input from the supervisor of the Field Education credit. All Field Education credits are assigned final grades of CR (Credit) or NC (No Credit).

5.4.1.1: Outcomes of Field Education Credits
- Students will gain hands on experience in ministry in a real life context.
- Students will gain an appreciation for ministry in both the church and community by being involved in both types of settings
- Students will develop an awareness of the knowledge, skills, and attitudes required for effective ministry.
- Students will gain an appreciation for their unique calling, gifting, and skills.
- Students will commit to a process of life-long learning in developing their ministry competencies and personal approach to ministry.

5.4.1.2: Program Requirements for Field Education Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Program</th>
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<tbody>
<tr>
<td>PM116X</td>
<td>Field Education I</td>
</tr>
<tr>
<td>PM117X</td>
<td>Field Education II</td>
</tr>
<tr>
<td>PM316X</td>
<td>Field Education III</td>
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<tr>
<td>PM317X</td>
<td>Field Education IV</td>
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<tr>
<td>PM318X</td>
<td>Field Education V</td>
</tr>
<tr>
<td>PM319X</td>
<td>Field Education VI</td>
</tr>
</tbody>
</table>

*NOTE: Students in the Christian Ministry Certificate or Bachelor of Religious Education can choose to do any two of the first four Field Education credits.
5.4.2: Internship
All students in the Ministerial Diploma, Bachelor of Theology and the Bachelor of Religious Education degrees must complete an internship requiring a full-time placement in a ministry setting. Students are not permitted to hold a job or do courses at Master’s or other post-secondary institutions while they are on internship. The internship for the diploma and BRE programs are done in May and June, while the Bachelor of Theology internship is done during Winter semester of the fourth year.

5.4.2.1: Outcomes of Internship
- Students will gain hands on experience in full time ministry in a real life context.
- Students will develop an awareness of the knowledge, skills, and attitudes required for effective ministry and an appreciation for the unique rhythms and day-to-day details of congregational life.
- Students will gain an understanding of their unique calling, gifting, and skills and confidence while participating in ministry and leadership.
- Students will develop a commitment to a process of life-long learning in developing their ministry competencies and personal approach to ministry.
- Students will begin to build a track record of significant ministry experience that will assist them in securing future ministry placement.
- Students will build relationships with the Districts who will guide them in the credentialing process.

5.4.2.2: Program Requirements for Internship
All students graduating from the Ministerial Diploma, Bachelor of Theology degree or the Bachelor of Religious Education degree must complete an internship requiring a full-time placement in a ministry setting. Students are not permitted to hold a job or do courses at Master’s or other post-secondary institutions while they are on internship. Prior to applying for Internship, students must complete Homiletics (BRE students can complete either Homiletics or Communicating Through Teaching). Internship placements are made by the supporting District the student was originally from at their initial enrollment into the college. Any exceptions to this must be approved by the respective districts.

Ministerial Diploma (6 credits) and Bachelor of Religious Education (6 credits) students are required to complete an eight-week full time internship placement. The Diploma internship usually takes place during the summer semester between the second and third year of studies. The Bachelor of Religious Education internship usually takes place during the summer immediately following first year. While on Internship, the Bachelor of Religious Education students complete a Pastoral Ministry practicum (3 credits).

Bachelor of Theology students are required to complete a four month full-time integrative internship (15 credits) that is scheduled in the Winter semester of the fourth year. This internship is generally completed in a ministry setting that corresponds to the student’s chosen program (B.Th Pastoral students are placed with a Senior or Associate Pastor and B.Th Youth students are placed with a Youth Pastor). Students return to the main campus for the last two weeks of the semester for purpose of debriefing and exploring current issues in pastoral ministry.

5.4.2.3: Applying for Internship
Students must submit an Internship Application Form, in the Fall semester preceding the desired internship year. Application forms are available in the “Forms” section of the Registrar’s Office at www.mcs.edu. Applications received after the last Thursday of October will be assessed a late fee. Eligibility for internship will be determined by the Field Education and Registrar’s Office on the basis of progress in the program and the student’s cumulative GPA. Students with a cumulative GPA of less than 2.00 are not eligible to apply for Internship. The names of successful applicants will be forwarded to the District Offices in early December.

5.4.2.4: Role of the District
The supporting Districts partner with Master’s in placing students in approved internship settings among the constituent churches of the Districts. Districts take into consideration for placement the following information – the student’s testimony and current ministry experience, the students program of study, and the student’s personal circumstances. The District Internship Representatives walk alongside the student and Internship Supervisor to ensure a successful internship experience.
6. Academic Programs

6.1: Availability of Programs at Various Locations

For Course Descriptions, please see Section 9 of this document.

NOTE: See insert in Information Packet regarding the course requirements in the FIRST YEAR Program.

Students at Master’s can choose to do their programs at various locations using a variety of methods. At the Peterborough Campus and for Intercultural students, courses are typically offered in the classroom as full-semester courses or as intensive courses. Students who choose to study via Distance Education can complete their program online and, if they are within commuting distance of a Distance Education Site (check our website for an up-to-date listing of DE Sites), they can choose to enroll in classroom courses as well, which may be offered for the full semester or as intensive courses. Students in all locations can choose to do Internet and/or intensive courses during the summer depending on course offerings.

Mentoring, Field Education and Internship credits are typically completed by students in a church or community setting. Master’s generally assists with the location of these ministry placements as required. These credits are designed to ensure that students have significant practical ministry placements as they complete their program requirements.

As indicated below Intercultural students can enroll in the Christian Ministry Certificate program (If they want to do a diploma or degree program they will need to do courses at the Peterborough campus or via the Internet. To enroll in courses at the Peterborough campus or via the Internet, intercultural students will need to demonstrate their proficiency in English). The courses offered in the Certificate program are culture-specific. They are not simply theological education in different languages but ministry training through cultural concepts familiar to the students, with an emphasis on material that is relevant to a specific culture. Some courses are taught in English and translated into another language; while others are taught directly in the language of the group. Evening classes, week-end classes as well as one-week intensives are available in a variety of locations for Intercultural students.

The following program listing indicates the various locations where the programs are available. Please contact the Registrar’s Office if you need any clarification regarding availability of programs.

6.1.1: Programs Available at the Peterborough Campus

The following programs are fully available at the Peterborough Campus. (Note: Only the diploma and degree programs are eligible for funding under the Ontario Student Assistance Program (OSAP). See Section 8 for additional information.).

- **Christian Ministry Certificate (Christian Studies) (1-Year)** (If students decide to continue their studies after the completion of this Certificate program, all of the courses can be used towards the completion of the Diploma, BRE or B.Th programs. Some slight adjustment in course selection will be made for BRE students. Please check with the Registrar’s Office for additional details.)
- **Christian Ministry Certificate (Church Leadership) (1-Year)** (This certificate satisfies the educational requirements for the Recognition of Ministry (ROM) credential with the PAOC.)
- **Ministerial Diploma (3-Years)**
- **Bachelor of Theology (4-Years)**
  - Pastoral Ministry
  - Youth Ministry
- **Bachelor of Religious Education (2-Years)** (For students who have completed at least two years of University or who have graduated with a two- or three-year Community College diploma.)
  - Pastoral Ministry

6.1.2: Programs Available via Distance Education

The following programs are fully available via Distance Education. Students have the option of doing courses via the Internet or at a Distance Education site if they are within commuting distance. Please check the website (www.mcs.edu) for a current listing of the DE sites. (Note: Only the diploma and degree programs are eligible for funding under the Ontario Student Assistance Program (OSAP). See Section 8 for additional information.).
Christian Ministry Certificate (Church Leadership) (1-Year) (This certificate satisfies the educational requirements for the Recognition of Ministry (ROM) credential with the PAOC. Check with the Registrar’s Office for a current listing of groups where this certificate is offered.)

Ministerial Diploma (3-Years)

Bachelor of Religious Education (2-years) (For students who have completed at least two years of University or who have graduated with a two- or three-year Community College diploma.)

NOTE: Interested in our Bachelor of Theology program? Contact the Registrar’s Office at 1-800-295-6368 to explore your options.

6.2: Educational Outcomes Common to All Programs: Graduating students will:

- experience ongoing spiritual formation through the development of personal and spiritual disciplines that will nurture a whole and healthy life as the foundation for compassionate and effective ministry to the church and the world.
- demonstrate an appreciation for the Bible as the basis for Christian life, community, and ministry and develop competencies in the exegesis, interpretation, application, and proclamation of Scriptural truth.
- demonstrate an understanding of the biblical basis and historical development of Christian theology and practice in the formation of an integrated Biblical world view that will serve as foundational for effective contemporary mission, spiritual growth, ethics, and ministry.
- understand and respond to the unfolding call of God as the basis for authentic and effective mission and ministry to Pentecostal churches and the world.
- acquire the practical ministry and leadership skills essential to effective mission and ministry to the church and to the world.
- be able to participate in, nurture, and give leadership to Christian community and to function effectively in a team-based approach to ministry.
- appreciate and value the biblical basis and historical development of our Pentecostal identity, heritage, distinctive doctrine and practice, and mission with an emphasis on reliance on the power of the Holy Spirit for growth in faith and character and for effectiveness in ministry to the church and to the world.
- honour God through the pursuit of excellence in life and ministry and an attitude of lifelong learning.

6.3: Educational Requirements for Ministerial Credentials
The completion of the ministerial diploma, Bachelor of Religious Education or Bachelor of Theology programs only satisfies the educational requirements for credentials with the Pentecostal Assemblies of Canada. Additional information regarding the other requirements necessary for obtaining ministerial credentials is available from the district office of the PAOC.

6.4: Modifications in Program Requirements: Master’s reserves the right to modify any program, its structure, or course offerings. Although advice is available, students hold responsibility to ensure that they fulfill all the requirements of the program in which they are enrolled. Graduate studies may be pursued upon completion of the degree programs. Check with the Registrar’s Office for additional information.

6.5: Descriptions of programs offered at Master’s College and Seminary:

6.5.1: Certificate Programs

6.5.1.1: One-Year Christian Ministry Certificate Programs: The one-year Christian Ministry Certificate programs in Christian Studies and in Church Leadership were developed to meet the need for short-term training of lay leaders as well as to give a basic grounding in biblical and theological knowledge in preparation for a university or college experience. They are not designed specifically for those who wish to continue in Bible College. If a student completing one of these Certificate programs wishes to proceed to another program, all requirement of the other program must be completed before graduation.

6.5.1.2: Christian Ministry Certificate Program Outcomes: Students completing the Certificate program will:

- have a better understanding of the content of the scriptures.
- understand doctrines of the faith.
- be able to articulate and defend Pentecostal distinctives.
- feel drawn toward deeper fellowship with God.
- experience greater confidence in their abilities to minister effectively as lay leaders in the local church.
- become more deeply motivated to grow further in faith and practice.
- be able to demonstrate their faith.

6.5.2: Ministerial Diploma: This is the traditional three-year program of ministerial preparation offered by the College since its founding. It meets the educational requirements for credentials with the Pentecostal Assemblies of Canada. Students who complete these studies are prepared for general pastoral ministry, having done studies in Bible and theology, and overview courses in practical Christian education, missions, homiletics, and evangelism.

6.5.2.1: Program Outcomes: Students completing the Ministerial Diploma program will:
- demonstrate knowledge of basic areas of ministry.
- be equipped with ministerial skills in evangelism, preaching, teaching, administration, and counselling.
- have a growing appreciation of the complex nature of contemporary society allowing for a heightened personal understanding of the needs of the world and the nature of ministry.

6.5.3: Bachelor of Theology (Pastoral Ministry): This four-year degree is a comprehensive program of training for ministry. The program is built upon expanded objectives of the three-year program, with the basic philosophy being further preparation for pastoral ministry. Additional practical courses and general studies provide a well-rounded program for pastoral work.

6.5.3.1: Program Outcomes: Students completing this program will:
- be able to demonstrate a basic knowledge of all areas of ministry.
- have a missional perspective towards pastoral ministry that will build the Church.
- be equipped with leadership, relational, and ministerial skills necessary to be effective in church leadership, discipleship, evangelism, communication, preaching, teaching, administration, ministry team building, mentoring, counseling, and mission in order to function adequately within the multi-faceted context of church ministry.
- demonstrate a basic knowledge in all areas of ministry pertaining to introducing people to Christ, coaching them in the development of a lifetime faith commitment, and directing them in the knowledge of and cooperation with the Holy Spirit out of the context of an integrated Biblical worldview.
- understand contemporary human thought and behaviour patterns with a redemptive view toward the world and the church.
- gain a foundational knowledge of Greek grammar and the use of foundational language tools.
- have a growing appreciation of the complex nature of contemporary society allowing for a heightened personal understanding of the needs of the world and the nature of ministry.
- embrace the call to addressing felt needs through social action by transferring to church members a healthy and accurate global worldview of the poor and suffering.
- understand the role of the local church in community life.

6.5.4: Bachelor of Theology (Youth Ministry): The Youth Ministry Program is designed to equip the student with the needed attitudes, knowledge, and skills to effectively minister to youth and administer youth programs within The Pentecostal Assemblies of Canada.

6.5.4.1: Program Outcomes: Students completing this program will:
- Have a missional perspective towards student ministry that will build the Church.
- Be equipped with leadership, relational, and ministerial skills necessary to be effective in student leadership, discipleship, evangelism, communication, preaching, teaching, administration, ministry team building, mentoring, counseling, and mission in order to function adequately within the multi-faceted context of student ministry.
- Demonstrate a basic knowledge in all areas of ministry pertaining to introducing students to Christ, coaching them in the development of a lifetime faith commitment, and directing them in the knowledge of and cooperation with the Holy Spirit out of the context of an integrated Biblical worldview.
- Demonstrate a basic knowledge and current understanding of children and student development and behavior toward the development of an integrated approach to student ministry within the community of faith.
o Have the understanding of family systems and the ability to support parents in the parenting of their students.

o Have the ability to understand and interpret Canadian student culture and contemporary trends relating to student ministry.

o Have a growing appreciation of the complex nature of contemporary culture allowing for a heightened personal understanding of the needs of the world and the nature of ministry.

o Have a foundational knowledge of Greek or Hebrew as related to Bible study and interpretation.

o Embrace the call to addressing felt needs through social action by transferring to adolescents a healthy and accurate global worldview of the poor and suffering.

o Possess the ability to assist the larger multi-generational local church faith community in understanding, prioritizing and supporting adolescent mission.

o Understand the role of the local church in community life and the student ministries leader as adolescent and family resource person.

6.5.5: Bachelor of Religious Education (Pastoral Ministry)  (For students who have completed at least two years of University or who have graduated with a two- or three-year Community College diploma.)

This two-year program meets the educational requirements for credentials with the Pentecostal Assemblies of Canada. Due to the shortness of the program, the curriculum is restricted to the central elements of ministry training with a special emphasis on practical pastoral courses, within a strong biblical and theological framework.

6.5.5.1: Program Outcomes: Students completing this program will:

o demonstrate knowledge of basic areas of ministry.

o be equipped with corresponding ministerial skills in evangelism, preaching, and administration.

o have a growing appreciation of the complex nature of contemporary society allowing for a heightened personal understanding of the world and the nature of ministry.

6.5.6: Bachelor of Theology Completion Program: The Bachelor of Theology Completion Program was created to assist students who have already earned a ministerial diploma to complete a Bachelor of Theology degree without being required to return to full-time studies. The emphasis in this program is to further develop self-awareness in ministry, leading to ongoing learning and skill development. Particular attention will be given to understanding the unfolding nature of the call to and practice of ministry. This program is constructed to provide relevant ministry education, flexibility for the active person in ministry and accessibility.

6.5.6.1: Admission Requirements: Applicants are required to have a ministerial diploma from Master's College and Seminary or equivalent, with transcript evaluation by the Registrar. The applicant must also have earned their diploma at least three years prior to enrollment in the Bachelor of Theology Completion Program.

6.5.6.2: Program Outcomes: Students completing this program will:

o have a greater level of competency in Bible, theology and related fields.

o have enhanced proficiency in the areas of preaching, teaching, and leadership.

o be able to better articulate a statement of personal faith and communicate both in the church and the world.

o be able to better apply the relevance of scripture to contemporary life issues through integration of theory and practice.

6.5.6.3: Program Requirements: The B.Th Completion program requires the successful completion of ten courses: PR4307 Personal Ministry Development and nine additional elective courses, with at least one course taken from each of the following categories: Bible, Theology, Practical Ministry and General Studies. A minimum of a ministerial diploma, which is required for admission to the program, as well as the 30 credit hours detailed above, satisfy the graduation requirements. For more detailed information on course selection, please contact the Registrar’s Office.

6.5.6.4: Courses Offerings and Modes of Delivery: Course offerings will reflect a range of instruction relevant to people in active ministry. These will include specially designed program courses, conference-based courses, courses from the regular College offerings and other modes. Classes may be taken as one-week intensives, seminar instruction, online, in the classroom at the campus, or at a Distance Education site.
6.5.6.5: Personal Ministry Development Course: PR4307 Personal Ministry Development is designed to assist the person in ministry in assessing their life and ministry experience as a prelude for future personal development. The focus of this course is the assembling of a personal ministry portfolio that will indicate past ministry training and experience as well as personal development and spiritual formation. The portfolio will serve the basis for prior learning assessment and mapping future learning. Prior learning assessment is a way of evaluating past ministry experience that allows the College to determine the extent to which prior ministry involvement corresponds to the objectives of the program. This course, which must be one of the first three courses taken in this program, and possibly an interview, will be used to determine how many courses a student may be credited with based on their ministry/life experience.

6.5.6.6: Credit for Prior Learning or Transfer Credits: Based on the submission of a portfolio assignment in the PR4307 Personal Ministry Development course, which will provide information on their ministry/life experience, students may be credited with up to three courses towards the completion of this program. Alternatively students may receive transfer credit for up to three courses completed at an accredited community college or university with transcript evaluation by the Registrar.

6.5.6.7: Program Duration: The B.Th Completion Program may be completed in approximately two years based on receiving maximum credit for life and ministry experience or receiving transfer credits for previous post-secondary courses completed and by taking one course in each of the Fall, Winter and Summer sessions each year. The College will provide academic support and advice to each student in the program to help them progress through the program on a schedule they can manage.
6.6: PETERBOROUGH CAMPUS – Program Tracking Forms

6.6.1: Certificate Programs:

### Christian Ministry Certificate (Christian Studies - Campus)

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<th>Winter Semester</th>
<th>Cr</th>
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<td>PR1204 Family, Church and Society</td>
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</table>

**Term Credits**: 16

**Total Credits**: 32

NOTE: See Section 6.5 for Program Descriptions and Outcomes. See online for course descriptions:

[http://www.mcs.edu/Registrar/course_description.html](http://www.mcs.edu/Registrar/course_description.html)

### Christian Ministry Certificate (Church Leadership - Campus)

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<td>PR2313 Homiletics</td>
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<td>PR3305 Pastoral Theology</td>
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**Term Credits**: 16

**Total Credits**: 32

NOTE: See Section 6.5 for Program Descriptions and Outcomes. See online for course descriptions:

[http://www.mcs.edu/Registrar/course_description.html](http://www.mcs.edu/Registrar/course_description.html)
### Ministerial Diploma (Campus)

#### First Year

<table>
<thead>
<tr>
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<th>Cr</th>
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<tr>
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**Term Credits** 16

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<tr>
<td>BT2100 Hebrew History</td>
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<td>BT2201 Pauline Literature</td>
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<td>GE2216 World Religions</td>
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<td>GE2212 Church History II</td>
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<td>PR2203 Strategic Ministry</td>
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**Term Credits** 16

#### Summer Session

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**Summer Session Credits** 6

#### Third Year

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<td>BT3303 The Church and Its Future</td>
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<td>BT3300 Christology</td>
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<td>BT4301 Soteriology</td>
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<td>GE3302 Ethics</td>
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**Term Credits** 16

**Total Credits** 102

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**NOTE:** See Section 6.5 for Program Descriptions and Outcomes. See online for course descriptions: [http://www.mcs.edu/Registrar/course_description.html](http://www.mcs.edu/Registrar/course_description.html)
### Bachelor of Theology (Pastoral Ministry - Campus)

#### First Year

<table>
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<tr>
<th>Fall Semester</th>
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<th>Winter Semester</th>
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<tbody>
<tr>
<td>BT1100 Pentateuch</td>
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<td>BT1104 Bible 101</td>
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<td>BT1304 Interpreting the Bible</td>
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<td>GE1205 Canadian Society &amp; Evangelism</td>
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<tr>
<td>PR1106 Connections I</td>
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<td>PM119X Roots – Life &amp; Ministry Dev I</td>
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<td><strong>Term Credits</strong></td>
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<td><strong>Term Credits</strong></td>
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#### Second Year

| BT2100 Hebrew History             | 3  | BT2201 Pauline Literature          | 3  |
| BT2310 God, Humans & Creation     | 3  | BT2309 Holy Spirit: Pentecostal Perspective | 3 |
| GE2216 World Religions            | 3  | GE2212 Church History              | 3  |
| PR2203 Strategic Ministry         | 3  | GE2215 Understanding Human Behaviour | 3 |
| **Term Credits**                  | 16 | **Term Credits**                    | 16 |

#### Third Year

| BT3303 The Church and Its Future  | 3  | BT3100 Hebrew Prophets             | 3  |
| GE3104 Using Biblical Greek       | 3  | BT3300 Christology                 | 3  |
| GE3200 History of Pentecostalism  | 3  | GE3302 Ethics                      | 3  |
| PR3305 Pastoral Theology          | 3  | PR3312 Administering the Local Church | 3 |
| **Term Credits**                  | 16 | **Term Credits**                    | 16 |

#### Fourth Year

| BT4301 Soteriology                | 3  | PM4201 B.Th Pastoral Internship    | 15 |
| PR4313 Pastoral Ministry: Special Topics | 3  |                                |    |
| GE4300 Philosophical Foundations  | 3  |                                |    |
| **Term Credits**                  | 15 | **Term Credits**                  | 15 |

**Total Credits**: 126

**NOTE #1**: Courses in italics are program specific courses.

**NOTE #2**: See Section 6.5 for Program Descriptions and Outcomes. See online for course descriptions: [http://www.mcs.edu/Registrar/course_description.html](http://www.mcs.edu/Registrar/course_description.html)
# Bachelor of Theology (Youth Ministry) - Campus

## First Year

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<tr>
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<tr>
<td>BT1100 Pentateuch</td>
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<td>GE1205 Canadian Society &amp; Evangelism</td>
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<td>PR1204 Family, Church &amp; Society</td>
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<td>PR1303 Communicating Through Teaching</td>
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<td>PM119X Roots – Life &amp; Ministry Dev I</td>
<td>CR</td>
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**Term Credits** 16

## Second Year

<table>
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<th>Fall Semester</th>
<th>Cr</th>
<th>Winter Semester</th>
<th>Cr</th>
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<tbody>
<tr>
<td>BT2100 Hebrew History</td>
<td>3</td>
<td>BT2201 Pauline Literature</td>
<td>3</td>
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<tr>
<td>BT2310 God, Humans &amp; Creation</td>
<td>3</td>
<td>BT2309 Holy Spirit: Pentecostal Perspective</td>
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<td>GE2216 World Religions</td>
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<td>GE2212 Church History</td>
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<td>GE2218 Understanding Adolescence</td>
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<td>GE2215 Understanding Human Behaviour</td>
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<td>PR2203 Strategic Ministry</td>
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<td>PR2313 Homiletics</td>
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<tr>
<td>PR2102 Connections III</td>
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<td>PR2103 Connections IV</td>
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**Term Credits** 16

## Third Year

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<th>Cr</th>
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<tbody>
<tr>
<td>BT3303 The Church and Its Future</td>
<td>3</td>
<td>BT3100 Hebrew Prophets</td>
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<tr>
<td>GE3104 Using Biblical Greek</td>
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<td>BT3300 Christology</td>
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<tr>
<td>GE3200 History of Pentecostalism</td>
<td>3</td>
<td>GE3302 Ethics</td>
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<tr>
<td>PR3305 Pastoral Theology</td>
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<td>PR3312 Administering the Local Church</td>
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<tr>
<td>PR3314 Youth Ministry Workshop</td>
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<td>PR3317 Youth Discipleship &amp; Mission</td>
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<td>PR3100 Connections V</td>
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<td>PM316X Field Education V</td>
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**Term Credits** 16

## Fourth Year

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<td>BT4301 Soteriology</td>
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<td>PM4202 B.Th Youth Internship</td>
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<tr>
<td>GE4201 Popular Culture &amp; Media</td>
<td>3</td>
<td></td>
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<tr>
<td>GE4300 Philosophical Foundations</td>
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<td>Bible Elective</td>
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<tr>
<td>Elective</td>
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**Term Credits** 15

**Total Credits** 126

**NOTE #1:** Courses in italics are program specific courses.

**NOTE #2:** See Section 6.5 for Program Descriptions and Outcomes. See online for course descriptions: [http://www.mcs.edu/Registrar/course_description.html](http://www.mcs.edu/Registrar/course_description.html)
### Bachelor of Religious Education (Pastoral Ministry - Campus)

<table>
<thead>
<tr>
<th>First Year</th>
<th>Winter Semester</th>
</tr>
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<td><strong>Fall Semester</strong></td>
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<tr>
<td>BT1104 Bible 101</td>
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<tr>
<td>BT1304 Interpreting the Bible</td>
<td>3</td>
</tr>
<tr>
<td>GE1205 Canadian Society and Evangelism</td>
<td>3</td>
</tr>
<tr>
<td>PR1302 Spiritual Integration</td>
<td>3</td>
</tr>
<tr>
<td>PR2203 Strategic Ministry</td>
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<td>Optional Elective*</td>
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<tr>
<td>PR1106 Connections I</td>
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</tr>
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<td>PM119X Roots – Life &amp; Ministry Dev I</td>
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<td><strong>Term Credits</strong></td>
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<td><strong>Summer Session</strong></td>
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<td>PR3206 BRE Internship</td>
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<td><strong>Summer Session Credits</strong></td>
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<table>
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<th>Second Year</th>
<th>Winter Semester</th>
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<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>Cr</strong></td>
</tr>
<tr>
<td>BT1100 Pentateuch</td>
<td>3</td>
</tr>
<tr>
<td>BT2310 God, Humans &amp; Creation</td>
<td>3</td>
</tr>
<tr>
<td>BT3303 The Church and Its Future</td>
<td>3</td>
</tr>
<tr>
<td>BT4301 Soteriology</td>
<td>3</td>
</tr>
<tr>
<td>GE3200 History of Pentecostalism</td>
<td>3</td>
</tr>
<tr>
<td>PR3305 Pastoral Theology</td>
<td>3</td>
</tr>
<tr>
<td>PR3100 Connections V</td>
<td>1</td>
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<td>PM116X Field Education I</td>
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<td><strong>Term Credits</strong></td>
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<td><strong>Total Credits</strong></td>
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</table>

*Students at the Peterborough campus can choose to register for an “optional elective” each semester in their first year without paying any additional tuition. These “optional electives” cannot be used to satisfy program requirements.*

**NOTE:** See Section 6.5 for Program Descriptions and Outcomes. See online for course descriptions: [http://www.mcs.edu/Registrar/course_description.html](http://www.mcs.edu/Registrar/course_description.html)
6.7: DISTANCE EDUCATION – Program Tracking Forms

6.7.1: Certificate Program

### Christian Ministry Certificate (Church Leadership – Distance Education)

<table>
<thead>
<tr>
<th>Fall Semester</th>
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<th>Winter Semester</th>
<th>Cr</th>
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<tbody>
<tr>
<td>GE3200 History of Pentecostalism</td>
<td>3</td>
<td>BT1304 Interpreting the Bible</td>
<td>3</td>
</tr>
<tr>
<td>PR2309 Homiletics I</td>
<td>3</td>
<td>BT2309 Holy Spirit - A Pentecostal Perspective</td>
<td>3</td>
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<tr>
<td>PR3305 Pastoral Theology</td>
<td>3</td>
<td>Theology Elective</td>
<td>3</td>
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<tr>
<td>Theology Elective</td>
<td>3</td>
<td>Theology Elective</td>
<td>3</td>
</tr>
<tr>
<td>PR1102 Mentoring I</td>
<td>1</td>
<td>PR1103 Mentoring II</td>
<td>1</td>
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<tr>
<td>PM316X Field Education III</td>
<td>CR</td>
<td>PM317X Field Education IV</td>
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**Term Credits 16**

**Total Credits 32**

### Ministerial Diploma (Distance Education)

#### First Year

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<tr>
<td>BT1100 Pentateuch</td>
<td>3</td>
<td>BT1101 Introduction to Old Testament</td>
<td>3</td>
</tr>
<tr>
<td>BT1200 Introduction to New Testament</td>
<td>3</td>
<td>BT1201 Synoptic Gospels</td>
<td>3</td>
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<tr>
<td>GE1203 World Religions</td>
<td>3</td>
<td>PR1204 Family, Church &amp; Society</td>
<td>3</td>
</tr>
<tr>
<td>GE1101 Research and Writing</td>
<td>3</td>
<td>GE1203 Cross-Cultural Studies</td>
<td>3</td>
</tr>
<tr>
<td>PR1102 Mentoring I</td>
<td>1</td>
<td>PR1103 Mentoring II</td>
<td>1</td>
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<tr>
<td>PM316X Field Education III</td>
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<td>PM317X Field Education IV</td>
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**Term Credits 16**

#### Second Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Cr</th>
<th>Winter Semester</th>
<th>Cr</th>
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<tbody>
<tr>
<td>BT2201 Pauline Literature</td>
<td>3</td>
<td>BT2100 Hebrew History</td>
<td>3</td>
</tr>
<tr>
<td>BT2310 God, Humans &amp; Creation</td>
<td>3</td>
<td>BT2309 Holy Spirit - A Pentecostal Perspective</td>
<td>3</td>
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<tr>
<td>GE2211 Church History I</td>
<td>3</td>
<td>GE2212 Church History II</td>
<td>3</td>
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<tr>
<td>PR2309 Homiletics I</td>
<td>3</td>
<td>GE2400 Counselling Psychology</td>
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<tr>
<td>PR3305 Pastoral Theology</td>
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<td>PR3305 Homiletics II</td>
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<tr>
<td>PR2100 Mentoring III</td>
<td>1</td>
<td>PR2101 Mentoring IV</td>
<td>1</td>
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<tr>
<td>PM116X Field Education I</td>
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<td>PM117X Field Education II</td>
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**Term Credits 16**

#### Summer Session

| PM3200 Internship | 6 |

**Summer Session Credits 6**

#### Third Year

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<tbody>
<tr>
<td>BT3100 Hebrew Prophets</td>
<td>3</td>
<td>BT3300 Christology</td>
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<td>BT3303 The Church &amp; Its Future</td>
<td>3</td>
<td>BT4301 Soteriology</td>
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<td>GE3200 History of Pentecostalism</td>
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<td>GE3302 Ethics</td>
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<td>Elective</td>
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<td>GE3206 Canadian Culture &amp; Evangelism</td>
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<tr>
<td>PR3102 Mentoring V</td>
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<td>PR3103 Mentoring VI</td>
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<tr>
<td>PM318X Field Education V</td>
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<td>PM319X Field Education VI</td>
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**Term Credits 16**

**Total Credits 102**

NOTE: See Section 6.5 for Program Descriptions and Outcomes. See online for course descriptions:

[http://www.mcs.edu/Registrar/course_description.html](http://www.mcs.edu/Registrar/course_description.html)
6.7.3: Bachelor of Theology Program

**Bachelor of Theology (Online) (Distance Education)**

### First Year

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<tr>
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<tbody>
<tr>
<td>BT1100 Pentateuch</td>
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<td>BT1200 Introduction to New Testament</td>
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<tr>
<td>BT1101 Introduction to Old Testament</td>
<td>3</td>
<td>BT1201 Synoptic Gospels</td>
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<td>BT1304 Interpreting the Bible</td>
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<td>GE1200 Cross-Cultural Studies</td>
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<td>GE1101 Research and Writing</td>
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<td>GE1205 Canadian Society &amp; Evangelism</td>
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<td>GE1203 World Religions</td>
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<td>PR1204 Family, Church &amp; Society</td>
<td>3</td>
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<tr>
<td>PR1102 Mentoring I</td>
<td>1</td>
<td>PR1103 Mentoring II</td>
<td>1</td>
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<tr>
<td>PM316X Field Education III</td>
<td>CR</td>
<td>PM317X Field Education IV</td>
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**Term Credits**: 16

### Second Year

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<th>Cr</th>
<th>Winter Semester</th>
<th>Cr</th>
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<tbody>
<tr>
<td>BT2100 Hebrew History</td>
<td>3</td>
<td>BT2201 Pauline Literature</td>
<td>3</td>
</tr>
<tr>
<td>BT2310 God, Humans &amp; Creation</td>
<td>3</td>
<td>BT2309 Holy Spirit: Pentecostal Perspective</td>
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<tr>
<td>GE3100 Elementary Greek</td>
<td>3</td>
<td>GE3101 Intermediate Greek</td>
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<td>GE2400 Counselling Psychology</td>
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<td>PR2310 Homiletics II</td>
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<td>PR2100 Mentoring III</td>
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<td>PR116X Field Education I</td>
<td>CR</td>
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**Term Credits**: 16

### Third Year

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<th>Cr</th>
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<tbody>
<tr>
<td>BT3303 The Church and Its Future</td>
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<td>BT3100 Hebrew Prophets</td>
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<tr>
<td>GE2211 Church History I</td>
<td>3</td>
<td>BT3300 Christology</td>
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<tr>
<td>GE3200 History of Pentecostalism</td>
<td>3</td>
<td>GE2212 Church History II</td>
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<tr>
<td>PR3305 Pastoral Theology</td>
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<td>GE3302 Ethics</td>
<td>3</td>
</tr>
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<td>PR4307 Personal Ministry Development</td>
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<td>PR3301 Pastor, Church and Law</td>
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<td>PR3102 Mentoring IV</td>
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<td>PM318X Field Education V</td>
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**Term Credits**: 16

### Fourth Year

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<tr>
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<td>GE4300 Philosophical Foundations</td>
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<tr>
<td>Bible Elective</td>
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<tr>
<td>Elective</td>
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**Term Credits**: 15

**Total Credits**: 126
### Bachelor of Religious Education (Pastoral Ministry – Distance Education)

**First Year**

<table>
<thead>
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<th>Fall Semester</th>
<th>Winter Semester</th>
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<tbody>
<tr>
<td>BT1100 Pentateuch</td>
<td>BT1101 Introduction to Old Testament</td>
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<tr>
<td>BT1200 Introduction to New Testament</td>
<td>BT1201 Synoptic Gospels</td>
</tr>
<tr>
<td>GE1200 Cross-Cultural Studies</td>
<td>BT1304 Interpreting the Bible</td>
</tr>
<tr>
<td>PR2309 Homiletics I</td>
<td>GE3206 Canadian Culture and Evangelism</td>
</tr>
<tr>
<td>PR3305 Pastoral Theology</td>
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<td>PR1103 Mentoring II</td>
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<td>PM117X Field Education IV</td>
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**Term Credits**: 16

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<tbody>
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<td>PR3206 BRE Internship</td>
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**Second Year**

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<th>Winter Semester</th>
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<tbody>
<tr>
<td>BT2201 Pauline Literature</td>
<td>BT2100 Hebrew History</td>
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<td>BT2310 God, Humans &amp; Creation</td>
<td>BT2309 Holy Spirit - A Pentecostal Perspective</td>
</tr>
<tr>
<td>BT3100 Hebrew Prophets</td>
<td>BT3300 Christology</td>
</tr>
<tr>
<td>BT3303 The Church and Its Future</td>
<td>BT4301 Soteriology</td>
</tr>
<tr>
<td>GE3200 History of Pentecostalism Elective</td>
<td>GE2212 Church History II</td>
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<td>PR2100 Mentoring III</td>
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**Term Credits**: 19

**Summer Session Credits**: 9

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**NOTE**: See Section 6.5 for Program Descriptions and Outcomes. See online for course descriptions: [http://www.mcs.edu/Registrar/course_description.html](http://www.mcs.edu/Registrar/course_description.html)
7. Academic Policies and Regulations

7.1: Student Classification

7.1.1: Full-Time Students
Students are considered to be full time if they have been accepted into a certificate, diploma, or degree program and they are enrolled in a minimum of 12 credit hours. The Regular Application for Admission must be completed to be admitted to a program. Full-time status may affect a student’s eligibility for student loans or scholarships.

7.1.2: Part-Time Students
Students are considered to be part time if they have been accepted into a certificate, diploma, or degree program and they are enrolled in less than 12 credit hours. The application process is the same as for full-time program applicants.

7.1.3: Occasional Students
Students are considered to be occasional students if they have not been formally accepted into the certificate, diploma, or degree program but are taking one or more courses. They must first complete the Occasional Student Application Form, available from the Registrar’s Office. Occasional Students cannot enroll in more than three courses per semester, with a maximum limit of five courses while they are Occasional Students. To complete more than five courses, Occasional Students must apply for acceptance into a program as a part-time or full-time student by completing the Regular Application for Admission. If they are accepted into a program, the courses already completed may be applied toward a certificate, diploma, or degree program, providing they are required by that program. Master’s reserves the right to prevent Occasional Students from taking additional courses if their lifestyle contravenes Master’s Code of Conduct.

7.1.4: Mid-Term Students
‘Mid-termers’, the name often applied to students who begin their studies in January, are strongly encouraged to complete the courses they missed from the previous Fall semester by doing courses on the Internet during the summer, especially if they are in the Bachelor of Theology program. By doing this they will complete the required credit hours necessary to enroll in Internship, which is scheduled during the fourth year.

7.1.5: Year Status
The number of credit hours successfully completed determines the students’ year classification as follows:
- First year: 1 – 32 credit hours
- Second year: 33 – 64 credit hours
- Third year: 65 – 96 credit hours
- Fourth year: 97+ credit hours

7.2: Program Classification

7.2.1: Certificate
There are two one-year Certificate programs:
- Christian Ministry Certificate in Church Leadership (32 credits).

7.2.2: Ministerial Diploma
Three-year program leading to a ministerial diploma (102 credits).

7.2.3: Bachelor of Theology
Four-year program leading to a baccalaureate degree (126 credits).

7.2.4: Bachelor of Religious Education
Two-year program leading to a baccalaureate degree (79 credits).
7.2.5: Program Coordinators
Program Coordinators help students who have questions regarding their programs. They explain the intent of the program, as well as assist the students in course selection. These Program Coordinators also make recommendations to the Academic Council Committee and the College Council to ensure that the programs remain relevant.

7.3: Academic Policies and Procedures

7.3.1: Academic Load
The academic year at Master’s is divided into three semesters Fall (September – December), Winter (January – April) and Summer (two six-week sessions (May – mid-June and late June – August)). During the Summer semester students can do Internet courses and possibly intensive courses at the Main campus or at selected Distance Education sites. At the Main campus, students normally register for five (16 credit hours), depending on their program requirements, while students who do courses via the Internet or at a Distance Education site generally enroll in 13 credits or less. Students must receive permission from the Registrar to enroll in more courses than is required in their program. In addition, students must complete their courses in sequence as outlined in the Program Tracking Forms as much as possible.

7.3.2: Course Registration
Students studying at the Main campus, at a Distance Education site or via the Internet, register for their courses by submitting a Course Registration Form that is available online, usually six weeks prior to the start of the semester. Check the Registrar’s Office link at www.mcs.edu for additional information. Course registration for Intercultural students occurs in each of the cultural groups at the beginning of the semester. Courses must be completed in sequence as much as possible to ensure that students are prepared to meet the demands of senior level courses. Students should also ensure that they are aware of their program requirements so that they can plan their program accordingly. Due to the nature of Internet courses, it is strongly recommended that students do a maximum of 13 credit hours during the regular Fall or Winter semesters. (Students should note that by only doing 13 credit hours, they may not qualify to receive Government Student Loans since some provinces require that a student do 60% or 80% of the required credits in a program to qualify for a student loan. If you have any questions regarding this, please contact the Financial Aid Office at Master’s). During the Summer sessions Internet courses are taught in an intensive format (i.e. 12-week courses are taught during a six-week session) and students need to consider this in determining the number of courses they want to do during the Summer session. Special permission is required to do more than two courses in each Summer session.

7.3.3: Dropping or Adding Courses
Students at the Main campus, Distance Education and Intercultural sites can add courses to their schedule up to the end of the first week of the semester. Students can only add Internet courses as long as the Course Registration Form is available online or they have permission from the Registrar’s Office. Students can withdraw from any or all courses within the first four weeks of the semester without any academic consequences by submitting a Drop/Add Form to the Registrar’s Office. Please consider all course changes carefully since they may have implications for meeting your program requirements or your ability to qualify for student loans. The Tuition Refund Policy (see Financial Matters section or the Drop/Add Form) explains the amount of tuition refund a student is eligible to receive when they drop a course.

Courses officially dropped during the first week of the semester are removed from a student’s schedule. (See the current Course Registration Form for special regulations concerning the dropping and adding of Internet and Intensive courses). A grade of WNP (Withdrawal No Academic Penalty) is assigned to courses that are officially dropped during weeks two to four. Though a WNP does not affect the calculation of the Grade Point Average, students should be aware that a large number of “WNP” grades may affect how an employer or other educational institutions view their transcripts. For courses dropped during weeks five to eight, a grade of WF (Withdrawal Failure) is assigned. Courses dropped after week eight will be assigned a grade of F (Failure). A final grade of WF or F will negatively affect a student’s GPA. See the current Calendar or Course Registration Form for specific dates related to the dropping/adding of courses and the assigning of final marks. Students are responsible to check their own schedules for accuracy. If there are any errors that are not corrected, students may be held responsible for any associated costs.
7.3.4: Repeating Courses
Students are permitted to repeat courses in which they have received a final grade of “D+” or lower. All previous grades will remain on the transcript but only the highest grade will be used in calculating the cumulative GPA.

7.3.5: Auditing Courses
Students can audit a course at the Main Campus, at a Distance Education or Intercultural site by indicating their intention when they register for the course. Students who audit a course are not required to complete assignments or write examinations. A Drop/Add Form must be completed to change a course from audit to credit or credit to audit and it must be submitted to the Registrar’s Office during the first week of the semester. Not all courses are available for auditing, due to the nature of the course or the size of the class. Full-time students are limited to auditing one course per semester. Students who audit courses will receive a grade of AUD (Audit) on their transcripts, providing they meet the attendance policy; otherwise they will receive a grade of NC (No Credit).

7.3.6: Independent Study Courses
Independent Study Courses (commonly known as Reading Courses) may be available to senior level students if they are unable to do a required course in a particular semester. These courses are designed to allow students to complete a course without attending regular class sessions. Not all courses are available by Independent Study due to the nature of the course. To be considered for an Independent Study course, students must have a minimum GPA of 2.50 and complete an Independent Study Course Request Form, available at the Registrar’s Office. Students are limited to doing two such courses in their program. An extra fee is charged to enroll in Independent Study courses (See current Fee Schedule).

7.3.7: Letter of Permission

7.3.7.1: Letter of Permission to Study at Other Institutions
Students who want to enroll in courses at other institutions for credit towards their program at Master’s must apply for and be granted a Letter of Permission. Applications for a Letter of Permission must be made at the Registrar’s Office at least one month prior to the start of the term in which the student wants to do the course. Catalogue course descriptions for the course(s) being requested must accompany the application. A Letter of Permission will not be granted for a course that is scheduled in the final semester of a program. Courses that are completed by Letter of Permission will be treated in the same manner as transfer credits; neither the course name nor grade will appear on the student’s record at Master’s. The student’s transcript will indicate that the student has received transfer credit for the completed course, providing a minimum grade of C has been achieved. These courses will not affect the student’s GPA. Students are responsible to ensure that an official transcript for courses taken by a Letter of Permission is sent directly to Master’s by the issuing institution. A Letter of Permission may be given for a maximum of five courses provided that there are compelling reasons for doing so.

7.3.7.2: Letter of Permission to Study at Master’s
If granted a Letter of Permission to study at Master’s by another institution, a student can be accepted as an Occasional Student, providing they submit an Occasional Student Application Form.

7.3.8: Course Attendance Policy

7.3.8.1: Face-To-Face Full Semester Courses: Students are required to attend ALL classes. Any student missing a total of three three-hour sessions of class time in any course will be required to meet with the Dean and show cause for continuance in the class; otherwise a “F” grade will be assigned.

7.3.8.2: Intensive Courses: Students are required to attend all classes. Any student missing more than one three-hour session in any intensive will be required to contact the Academic Dean and show cause for continuance in the class; otherwise a “F” grade will be assigned.

7.3.8.3: Internet Courses: Students are required to participate* in all weekly sessions in an Internet course. Any student missing a total of three weeks in a 12-week Internet course or one and half weeks in a 6-week Internet course will be required to contact the Dean and show cause for continuance in the course; otherwise a “F” grade will be assigned. *Logging into the system does not qualify as participating in the course; a student actually needs to participate in the course’s weekly activities. [e.g. quizzes, assignments, readings, discussions].
7.3.9: Late Assignment Policy
All assignments must be submitted to the instructor by the deadlines indicated on the syllabus. Permission to submit a Minor or Major Assignment after the deadline will **not** be provided for reasons such as poor time management, involvement in extra-curricular activities (including voluntary responsibilities for the college), work or Christian ministry scheduling conflicts, minor illnesses (e.g., a “cold”), or technology problems. **Extensions for Minor or Major Assignments will only be granted due to hospitalization, physical or psychological illness/challenges (doctor’s note may be requested), family emergencies, or other significant extenuating circumstances that may prevent a student from submitting an assignment on time.** Please note the details below.

7.3.9.1: Minor Assignments
(i.e. all assignments that are not classified as ‘major assignments’):
(i.e., all assignments that are not classified as “major assignments”): A Minor Assignment submitted after the deadline will receive a grade of “0” (zero), unless the student has received permission from the course instructor for an extension. Whenever possible, students are expected to contact their instructors prior to the assignment deadline in order to determine if there is sufficient reason for an extension (see list of legitimate reasons above).

7.3.9.2: Major Assignments
(i.e. identified as such on the course syllabi or by the instructor):
(i.e., identified as such on the course syllabi): To be eligible to receive a passing grade in any course, a student must complete all major assignments, as indicated in the syllabus. If a major assignment is submitted after the deadline the following penalties apply:
- Assignments received one to seven days late will be penalized 5% per day on the value of the assignment (maximum 35% penalty).
- Assignments received after seven days will receive a grade of “0.”

**Instructors do not have the authority to grant extensions for major assignments. Therefore students must apply directly to the Academic Office (Academic Dean, Assistant Academic Dean or designate) to receive permission to submit a Major Assignment after the deadline without incurring the above noted penalties. The Academic Office may grant an extension based on the reasons listed above.**

7.3.9.2.1: Major Assignments and Academic Probation
Students on Academic Probation MUST attach a properly completed ASC Evaluation Form to their major assignment or it will not be accepted. Refer to the Academic Probation Policy in the Catalogue for more information.

7.3.10: Change of Program Form
To change programs a student must submit a Change of Program Form, available at the Registrar’s Office. When a program is changed, all requirements of the new program must be met.

7.3.11: Learning Disability Policy
Master’s is concerned about all students’ ability to achieve success and, recognizing the special needs of Learning Disabled students, has developed the following policy. Please note that this policy covers applicants with documented Learning Disabilities only; not applicants classified as developmentally delayed.

7.3.11.1: Identification
1. The Regular Application Form includes a question about learning disabilities. Applicants deliberately trying to hide a Learning Disability (LD) may be denied acceptance to Master’s.
2. Applicants indicating an LD must provide official documentation before benefiting from this policy.
3. Non-identified, yet suspected, LD students will be referred to an appropriate agency for testing. Any costs are to be borne by the student although some government financial assistance is available. Further information may be obtained from the Registrar’s Office.

7.3.11.2: Admission of LD Students
1. The Registrar will review all pertinent documentation and provide an overview to the Admissions Committee.
2. An interview may be requested.
3. A decision will be made at that time concerning the perceived probability of success. Admission will then be subsequently granted or denied.
4. When a student has been identified as LD after admission, Master’s reserves the right to decide whether or not that student may continue in their studies. If deception was used, appropriate disciplinary action may be taken.
5. An LD student will receive written confirmation, which would then be shown by the student to individual faculty members to confirm approval for alternate assessment tools.

7.3.11.3: Essential Elements
1. Master’s academic standards must be maintained. Graduation must still be predicated on the student’s mastery of course material, personal spiritual development and practical ministry skills required of all students.
2. Providing alternative assignments or evaluation tools should maximize an LD student’s strengths, yet be as demanding as normal assignments. This should not be considered as the means to an easy pass.
3. Faculty must be aware that a learning disability is a physical dysfunction like blindness or deafness, yet is invisible. LD students need to be treated with respect and not be the brunt of derogatory comments in public or in private.
4. LD students should not be given undue advantage over other students.

7.3.11.4: Responsibility of the Student
1. Students wishing to avail themselves of this policy must present the written confirmation to faculty during the first week of the semester.
2. An LD student must possess and use a computer for all written assignments.
3. The LD student is responsible for any additional costs incurred for tutors, editors and equipment.
4. The student will be required to submit semester time management planning forms to their assigned faculty advisor.
5. The LD student must demonstrate personal initiative and compliance in obtaining appropriate help.
6. All material sent to an editor must be the student’s work. Normally each assignment should be edited at least twice before submitting it to the editor.
7. Reading assignments should be started prior to the beginning of the semester, if possible.
8. LD students having difficulty may have a reduced workload (i.e. reduced number of courses per semester) established by the Registrar’s Office.

7.3.11.5: Responsibility of the Institution
1. A faculty advisor will be appointed for every LD student and will act as a mediator with faculty when required. (The Dean will serve as final arbitrator in all matters.)
2. Master’s has established an Academic Success Centre, supervised by a qualified individual, where help (in the form of tutors and editors) is available, free of charge.
3. If advantageous, permission to use a tape recorder or computer in class may be granted by the Dean’s Office in conjunction with the instructor.
4. Course syllabi and required reading will generally be provided before the beginning of the semester.
5. Alternative-style assignments will be provided when appropriate. Examples are:
   - oral scripture memory quizzes
   - class presentation in lieu of term paper
   - oral tests and exams (normally for essay style questions, depending on the nature of the disability). The student receives the exam at the same time as the others, takes time to prepare the answers (contemplation, point form notes, organization of response) and then presents the material to the faculty member orally, on tape. The audio recording will be made and preserved to document oral examinations.
6. Teachers can interview the student about reading assignments.
7. Master’s will provide supervised alternate locations for LD students to write final examinations (if requested in advance at the Registrar’s Office) and more time will be allotted (if necessary, depending on the nature of the disability).
8. Students should not be given more questions or hints when taking oral exams.
9. The editor for term papers provides a proof-reading service and is not to provide help in research, doctrine, or adding supplementary information. They provide help with syntax, point out mistakes for the student to correct, ask for clarification where meaning is unclear and provide feedback for the student. The research, material, and ideas must be those of the student.
10. Teachers will permit LD students to copy other students' notes after class, allowing them to more freely participate in class lectures and discussions.

7.3.12: Transfer Credit Policy
Master's will recognize previous studies for transfer of credit or advanced standing provided such studies were completed at a recognized college or university (See additional information below for courses completed at non-accredited institutions). Applicants desiring advanced standing on the basis of previous work must submit a Regular Application Form and have official transcripts sent directly to the Registrar's Office from the institution where the credits were earned. The following stipulations will be used in determining the number of transfer credits that will be provided:

- Evidence of honourable dismissal from all other schools is required.
- The student must have a minimum grade of C or its equivalent in the course(s) to be transferred.
- To be transferable, a course must be equivalent or near equivalent of Master’s course requirements, or fit within the maximum number of elective hours in the particular program selected.
- Students from ABHE (Association of Biblical Higher Education) accredited schools will receive full credit for equivalent courses provided grades earned were C or above and that the courses parallel requirements outlined in the program selected.
- If the school is non-accredited, a transfer student, upon successful completion of one year at Master’s (achieving a minimum GPA of 2.00 in their first 30 hours of study) may receive transfer of credit for their previous studies in which a grade of C or better was achieved. Such transfer of credit will depend upon a review of the course syllabi, faculty credentials, and other information that may be requested by the Registrar’s Office.
- Grades for credits transferred will not appear on the transcript; nor will they be considered in the calculation of a student's GPA.
- Students wishing to graduate from Master’s must take at least 30 credit hours at this institution.

7.3.13: Final Examination Policy

Final examinations are written in all courses (unless otherwise approved by the Dean) at the Main Campus and Distance Education sites in the week immediately following the conclusion of the course. If a final exam is scheduled in a course, students must write it to be eligible to receive a passing grade in that course. The Final Exam Schedule for the Main Campus is available from the Registrar’s Office around the beginning of the semester. Final examinations at Distance Education and Intercultural sites are usually written during the same time slot on the day in which the course was taught. For Internet courses, the syllabus will indicate whether there is a final exam in the course or not. Final exams generally cover all or a substantial portion of the material covered in the course.

Students must have all outstanding fees paid prior to writing their final exams or have made alternate arrangements with the Finance Office regarding these fees.

Students at the Main Campus who are unable to write a final exam because of an emergency situation (e.g. family crisis, sickness), should contact the Dean or Registrar as soon as possible to explain the situation. Students at a Distance Education site should contact the Site Director who will then contact the Dean or Registrar. Proper documentation (e.g. Doctor’s note) must be provided before a final decision can be made. Students may be given one of two options:

- A revised exam can be written at a later date. If all course requirements have not been completed, students must write the revised version of the final exam.
- The students’ final mark will be determined by averaging their term mark and the class average for the final exam.

7.3.13.1 Exam Conflicts: Students who have an exam conflict or three or more exams scheduled in consecutive time slots (e.g. Tuesday afternoon, Tuesday night and Wednesday morning), should complete the conflict form attached to the exam schedule and return it to the Registrar’s Office by the date specified. To request a change in the final exam schedule for other reasons, students must contact the Dean.

7.3.13.2: Supplemental Exams: A supplemental exam can be given to eligible graduates in their final semester, providing they:

- completed all course requirements,
- did not fail the course due to absenteeism,
- wrote the final exam, and
- have not failed more than one course in their final semester.

The highest mark a student can receive in the course by writing a supplemental exam is a “D”.

7.3.14: Academic Integrity Policy
Academic integrity is expected of all students at MCS. Since cheating or plagiarism compromises academic integrity, such practices will result in disciplinary action. Impersonation of one’s identity in a classroom or an online course by another person will result in disciplinary action.

7.3.14.1: Cheating: Though not limited to the following, cheating includes the copying or use of unauthorized aids in any academic assignment. Students found guilty of cheating may receive a failing grade in the assignment or exam or face other disciplinary action. Their names will be placed on the Academic Misconduct List in the Dean’s Office.

7.3.14.2: Plagiarism:
Students are guilty of plagiarism when they use materials and/or ideas from another source (such as articles on the Internet, books, journals, etc.), but present them as their own work. To avoid plagiarism, students must be careful to acknowledge the materials they use by properly identifying quotations, clearly referring to the original authors, using citations, and including a list of works that are cited in the assignment. All research papers at Master’s must adhere to the requirements of the MLA Handbook. The following penalties will apply if students are guilty of plagiarism:

- They will receive a maximum grade of 40% on their assignment if it was their first offence.
- Their names will be placed on the Academic Misconduct List in the Dean’s Office.
- For subsequent offences, they will receive a final grade of “F” in the course and possible disciplinary action such as suspension or termination from the College.
- Students who receive a failing grade as a result of being found guilty of plagiarism will not be permitted to write a supplemental exam in that course.

7.3.15: Classroom Etiquette Guidelines:
Master’s College highly values the classroom learning experience. Because we learn together, there must be an attitude of respect, humility and servanthood toward one another. This means adopting attitudes and behaviours that enrich, rather than hinder, the learning environment in which we participate. In particular, this means that each student is expected to:

- Honour the right of the instructor to oversee and regulate the learning environment of the classroom
- Be aware of and make room for other students and different learning styles
- Be prepared for and participate in classroom activities
- Limit movement in and out of the classroom to scheduled breaks
- Communicate openly and respectfully with others in the classroom
- Avoid use of electronic devices for any activity not directly related to the classroom learning experience including: social networking (e.g. Facebook, texting, Skype), games, listening to music, surfing the internet, watching videos and other media, etc.

Students choosing to ignore the above guidelines by hindering the classroom learning experience should expect disciplinary measures at the discretion of the instructor, such as restricting the use of electronic devices, or asking the offending student to leave the classroom. Students who continue to disregard the above guidelines will be referred to the Student Conduct Committee.

7.3.16: Grading
Final grades for all courses are submitted to the Registrar's Office, using the following letter grade scale. Credit is only granted for courses completed with a grade of D or better. The descriptions outline the quality of work associated with each letter grade.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point Value</th>
<th>Description</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
<td>Outstanding</td>
<td>90 - 100</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
<td>80 - 89</td>
</tr>
<tr>
<td>B+</td>
<td>3.50</td>
<td>Very Good</td>
<td>75 - 79</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Good</td>
<td>70 - 74</td>
</tr>
<tr>
<td>C+</td>
<td>2.50</td>
<td>Average</td>
<td>65 - 69</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Passing</td>
<td>60 - 64</td>
</tr>
</tbody>
</table>
### 7.3.17: Academic Standing

Academic standing is determined by the cumulative grade point average (GPA) that the student has achieved. A minimum GPA of 2.00 is required for graduation. Students are considered to be good academic standing, unless otherwise indicated on their grade report/transcript.

#### 7.3.17.1: Academic Probation:

Students are placed on Academic Probation (AP) when their cumulative GPA falls below 2.00. While on AP, students at the Main Campus:
- are required to submit ALL Major Assignments to the Academic Success Centre (ASC), prior to submitting them to the instructors. Instructors will not accept major assignments unless they have been checked by tutors at the ASC.
- are expected to make and attend appointments at the ASC for at least two hours per month and must bring academic work to the tutor. (Attendance will be reported to the Dean’s Office.)
- must submit to the Director of the ASC, at the beginning of the semester, a 4-month time management plan and weekly schedule.
- may not serve on school committees, the Student Council, or play on any intervarsity athletic team.
- must retake any compulsory courses that they failed as soon as they are available.
- can only enroll in five or fewer courses as determined by the Dean.

While on Academic Probation, students studying via Internet or at a Distance Education site:
- may be limited by the Dean to enrolling in four or fewer courses.
- must retake any compulsory courses that they failed as soon as they are available.

If students on Academic Probation do not improve their GPA, they may be suspended from Master’s for one or more semesters.

#### 7.3.17.2: Academic Suspension:

When students are placed on Academic Suspension, they are not permitted to enroll in any courses. Students who are studying via Internet or at a Distance Education site who would ordinarily face Academic Suspension may be provided the option of studying at the Main Campus so that they can avail of the services provided by the Academic Success Centre. Students who are suspended may apply for readmission by submitting the appropriate application to the Registrar’s Office (See Admission Section for additional information). If accepted, they will be placed on Academic Probation and must agree to meet any conditions that are stipulated.

The following sliding retention scale is used by the Dean to determine when students are suspended due to poor academic performance.

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below 15</td>
<td>1.00</td>
</tr>
<tr>
<td>15 – 44</td>
<td>1.25</td>
</tr>
<tr>
<td>45 – 59</td>
<td>1.50</td>
</tr>
<tr>
<td>60 – 74</td>
<td>1.75</td>
</tr>
<tr>
<td>75 – 89</td>
<td>1.90</td>
</tr>
</tbody>
</table>

A cumulative GPA of 2.00 is needed to graduate.
7.3.17.3: **Academic Termination:** If students consistently perform below the academic standards established by Master’s, they may be placed on Academic Termination by the Dean, meaning they will not be permitted to enroll in any courses for at least five years.

7.3.18: **Graduation**

7.3.18.1: **Graduation Requirements:** Students may be recommended for graduation by the College Council provided they:
- show evidence of mature Christian character as outlined in the Student Handbook;
- complete a minimum of one year at Master’s;
- successfully complete all course requirements;
- successfully complete the practical ministry requirements of their program;
- have a minimum cumulative GPA of 2.00;
- have all outstanding fees paid; and
- submit a Graduation Application Form to the Registrar’s Office by the first Friday in December for the graduation in April or by last Friday of September for the Administrative Graduation in the Fall semester.

7.3.18.2: **Administrative Graduation Date:** Students who complete all graduation requirements as listed above in the Summer Session, may apply to receive their degree, diploma or certificate in October by submitting a Graduation Application Form to the Registrar’s Office by October 1st. Students who choose this option can participate in the April graduation ceremony, if they notify Master’s at least one month prior to that date.

7.3.18.3: **Graduation with Honours/Highest Honours:** Students who graduate with a cumulative GPA of 3.55 to 3.79 will have the words “Honours” added to their degree parchment and to their transcript. Students who achieve a cumulative GPA of 3.80 or higher will have the words “Highest Honours” added to their degree parchment and to their transcript.

7.3.19: **Academic Appeals**

Students can appeal a final grade in a course or on a major assignment or penalties assessed due to class absences by completing an Academic Appeal Application Form, available at the Registrar’s Office.

7.3.19.1: **Final Grades:** Students who have concerns with the accuracy of their final grades should initially check with the Registrar’s Office to ensure that no clerical errors were made. If necessary, they can then discuss their concerns with their instructor. If their concerns are still unresolved, they can submit an Academic Appeal Application Form to the Registrar’s Office. Note the deadlines below for submitting Academic Appeal Application Forms.

7.3.19.2: **Academic Appeal Application:** To make an academic appeal, students must submit an Academic Appeal Application Form, along with a $25.00 fee, to the Registrar’s Office. These application forms are available from the Registrar’s Office or online at www.mcs.edu. If the application is successfully, the $25.00 fee will be returned. The Academic Appeals Committee, consisting of the Registrar (Chair), Dean, appointed faculty members and a Student Council Executive Member will review the application. The decision of the committee is binding and cannot be appealed further. The student will be notified in writing of the committee’s decision.

7.3.19.3: **Deadline for Academic Appeals:**
- Fall Semester: March 15th of the following Winter Semester.
- Winter Semester: October 15th of the following Fall Semester.
- Summer Session: November 15th of the following Fall semester.

Appeals received after these dates will not be accepted.

7.3.20: **Recording of Class Lectures**

Students are not permitted to use any audio/video equipment to record any lectures or classroom discussions unless permission is provided by the instructor.

7.4: **Academic Success Centre**
The Academic Success Centre (ASC) is designed to offer students of all years and programs a place to receive assistance on managing time, writing skills, and study skills. Tutors work one-on-one with writers at any stage of the writing process, from pre-writing an outline to polishing a draft. In their sessions, tutors identify potential writing problem areas; through questions and conversation, tutors help writers to solve those problems. Tutors can also help students understand difficult reading and study for tests. The peer tutors who work in the ASC are generally students who have a GPA or 3.50 or higher and good relationship skills.

The goal of the ASC is to help students improve their academic skills in general, not to help students improve a particular piece of writing. While not trained specifically in grammar, tutors work to identify consistent patterns of errors and help students to create strategies to avoid such errors in future. Tutors also help to identify inconsistencies of voice, problems with unity and coherence, difficulties with an argument's progression, weak thesis statements, and a myriad of other trouble spots. Further, creative writers are encouraged to bring their creations to the ASC to receive feedback from peers who are trained to give honest, pertinent reactions.

Though the ASC welcomes walk-ins, it is suggested that students make an appointment to guarantee a time to meet with a tutor. Students must sign up with a tutor in the appointment book. This booklet is located outside the library. Students must sign their name under the name of a tutor, and one-hour appointments are recommended. Tutors write confidential reports of tutoring sessions, and these are considered in the academic review of a student's progress.

Attendance at the ASC is mandatory for students on Academic Probation, with special needs, and ESL needs. The ASC Director determines the frequency of these regular appointments in the ASC and also offers special seminars each semester. The ASC tutoring service is free to every student at Master's. Many students will find the ASC a useful service to help improve their academic skills while at Master's.

7.5: Articulation Agreement with Tyndale University College
Master's College and Seminary and Tyndale University College has an articulation agreement whereby students from Master's are able to transfer up to two years of credits towards the completion of a Bachelor of Arts degree at Tyndale University College. Certain conditions apply. Students are encouraged to contact the Registrar's Office at Master's for additional information.

7.6: Documents and Student Files
Documents submitted to Master’s become the property of Master’s College and Seminary. These documents may not be returned to the student or sent to other institutions or organizations. Furthermore they will not be shared with third parties unless written permission is provided by the student.

7.7: Name Change Policy
All currently-enrolled students may change their names on institutional records upon the production of evidence showing that the student’s name has officially changed. The following documents will be accepted as proper evidence of an official name change:
- Certified copy of a marriage license, court order, or dissolution decree reflecting the new name in full;
- Especially for non-Canadian citizens: Current passport or official proof of identity, certified by a Canadian embassy abroad or by the appropriate foreign embassy in Canada.

7.8: Certificate/Diploma/Degree Replacement Policy
7.8.1: Reissuance/Replacement of Certificate/Diploma/Degree Policy
Upon receipt of the original, Master's College and Seminary will reissue a certificate/diploma/degree for a graduate whose name has been legally changed. To protect the institution and continuity of records, the new certificate/diploma/degree will have the following printed on its face:

Original (certificate/diploma/degree) awarded at Master's College and Seminary on (date) . Upon request of the awardee, this (certificate/diploma/degree) was issued following a legal change of name.

The reprinted certificate/diploma/degree will carry the precise date the certificate/diploma/degree was originally awarded and the date of reissue. For practical purposes the signatures of the officials will be of those currently in office.
7.8.2: Replacing a Lost or Destroyed Diploma Policy
To replace an original that has been lost or destroyed, the reprinted certificate/diploma/degree will carry the precise date the certificate/diploma/degree was originally awarded and the date of reissue. For practical purposes the signatures of the officials will be of those currently in office. To protect the institution and continuity of records, the new certificate/diploma/degree will have the following printed on its face:

(Certificate/diploma/degree) awarded at Master’s College and Seminary on (date). Upon request of the awardee, this document was reissued on (date) to replace the original that was lost or destroyed.

7.8.3: Replacing a Diploma after Institutional name Change Policy
Master’s College and Seminary was formerly known as Eastern Pentecostal Bible College. Upon receipt of the original certificate/diploma/degree, Master’s College and Seminary will reissue a certificate/diploma/degree for a graduate awarded under the former institution name. The following will be printed on the reprinted diploma face:

(Certificate/diploma/degree) granted by Eastern Pentecostal Bible College on (date). Upon request of the awardee, this document was reissued on (date) to replace the original which contained the institution’s former name. This institution officially became Master’s College and Seminary in 2001.
8. Financial Matters

8.1: Tuition, Compulsory and Distance Education Fees
Tuition, Compulsory and Distance Education fees are charged on a per credit-hour basis. Compulsory fees cover such things as athletics, practical ministry, class dues, library, computer cost, student government, copyright charges and other miscellaneous charges. Distance Education fees help defray the cost of providing Distance Education courses.

8.2: Payment of Fees
Students are not officially registered for their courses until they have paid their fees in full or have made alternate arrangements with the Finance Office. If any student on a Deferred Payment Plan misses a payment, they will be required to meet with the Finance Office and/or Registrar and may be prevented from continuing in their courses. Prior to receiving permission to attend class or to access their Internet courses, students must choose one of the following payment options:

8.2.1: Payment in Full
- Students who choose this option must make full payment for all fees on or before the start of the semester. This is the only option available for part-time students who are doing fewer than nine credit hours.
- International students from countries other than the United States of America must pay their tuition and all other fees for both the Fall and Winter semesters by August 1st.

8.2.2: Deferred Payment Plan
- A Deferred Payment Plan, which is subject to a $75.00 fee per semester, is available for students who are registered in nine or more credit hours. The first payment of 40%, plus the deferred payment fee of $75.00, is due on or before the second Thursday of August for the Fall semester and the third Thursday of December for the Winter semester or for Campus Students, on or before their arrival at the Peterborough Campus. The remaining balance is due in three equal payments on the last Thursday of September, October and November for the Fall semester and the last Thursday of January, February and March for the Winter semester. For the Summer semester students must pay 40%, plus a Deferred Payment Fee of $75.00, by the second Thursday in April. The remaining balance is due in two equal payments on the second Thursday of May and June.
- Students who use the Deferred Payment Plan must provide the Finance Office with post-dated cheques or permission to use a Visa or MasterCard so that payments can be processed according to the dates indicated.
- If a scheduled payment is more than five business days late, a student may be suspended from the college.
- Service charges will be applied to the Deferred Payment Plan if the required payment arrives after the payment date as specified above.

8.2.3: Canada/Provincial Student Loans
- Students who receive their Canada/Provincial Student Loan documents by the first day of class can use their student loan to pay their tuition fees. Students should also note that they will need to pay their compulsory fees, and Distance Education fees if applicable, on or before this date as well.
- Students who have not received their Canada/Provincial Student Loan documents on or before the start of the semester, or their student loan is not sufficient to cover all required fees, can do one of the following to pay their fees:
  - Arrange personal interim financing.
  - Use the Deferred Payment Plan.

8.3: Methods of Payment
Cash, cheque, money order, debit card, Visa Card or MasterCard can be used to make payments. Payment should be made payable to Master’s College and Seminary.
8.4: Service Charges and Outstanding Accounts
- A Service Charge of 1% per month is levied on accounts if students have not paid in full or for late arrival of payments for the Deferred Payment Plan.
- The current Fee Schedule specifies the applicable charges for handling NSF cheques and other returned cheques. No additional cheques will be accepted if two cheques are returned.
- Students who have outstanding accounts are not permitted to:
  - Write final exams.
  - Register for courses.
  - Receive an official transcript or grade report.
  - Receive T2202A Forms.
  - Graduate.

8.5: Tuition Refund Policy
Tuition refunds are provided to students, according to the dates on the current Fee Schedule, providing a Drop/Add Form is submitted to the Registrar’s Office. A Drop/Add fee applies to all courses dropped after the dates indicated on the current Fee Schedule. Courses will usually be deleted from students’ schedule if they qualify to receive a 100% refund. The rebate is processed effective from the date the Registrar’s Office receives the written notice of withdrawal. No refund will be issued for Intensive courses after the cutoff date that is published on the Course Registration Form. Students are responsible to check their own schedules for accuracy. They may be held responsible for any associated costs that occur for any errors that are not corrected.

8.6: Student Financial Assistance
Students at Master’s may be eligible to qualify for financial assistance from the following sources:

8.6.1: Entrance Scholarships

8.6.1.1: President’s Entrance Scholarship
- President’s Entrance Scholarship, valued at $1000 for Main Campus students and $500 for Distance Education students, are available for new or transfer students accepted into a diploma or degree program who enroll as full-time students (i.e. register for 12 or more credit hours) for the Fall and Winter semesters. These scholarships will be awarded to students selected by a committee based on the submission of the President’s Entrance Scholarship Application Form, available from the Registrar’s Office or online at www.mcs.edu. A limited number of these scholarships are available.
- Recipients of President’s Entrance Scholarship are not eligible for the Alumni Entrance Scholarship.
- Deadline for applying for this Scholarship: July 31st.

8.6.1.2: Alumni Entrance Scholarship
- Applicants for the Alumni Entrance Scholarship must be a dependent of a parent who completed at least one full year of studies (i.e. 30 credits hours) at Master’s/Eastern. These scholarships, valued at $1000 for Main Campus students and $500 for Distance Education students, will be awarded to new or transfer students accepted into a diploma or degree program who enroll as full-time students (i.e. register for 12 or more credits hours) for the Fall and Winter semesters. These scholarships will be awarded to students selected by a committee based on the submission of the Alumni Entrance Scholarship Application Form, available from the Registrar’s Office or online at www.mcs.edu. A limited number of these scholarships are available.
- Recipients of the Alumni Entrance Scholarship are not eligible for the President’s Entrance Scholarship.
- Applications for this scholarship must be received by July 31st.

8.6.1.3: Matching Entrance Scholarship
- Matching Entrance Scholarships, valued at up to $1000 for students studying at the Main Campus and up to $600 for students studying via Distance Education, will be awarded to new or transfer students accepted into a diploma or degree program who enroll as full-time students (i.e. register for 12 or more credit hours) for the Fall and Winter semesters. Master’s will match a home church’s sponsorship of a student for an amount up to $500 for Main Campus students or up to $300 for Distance Education students. The church’s contribution will be applied to the student’s account for the Fall semester and Master’s contribution will be applied to the student’s account in the Winter semester. The Matching Entrance Scholarship Application Form is available from the Registrar’s Office or online at www.mcs.edu. A limited number of these scholarships are available.
- Applications for this scholarship must be received by July 31st.
8.6.1.4: College Days Scholarship

- Prospective new students, including transfer students, who attend “College Days”, which are held at the Main Campus in mid-March each year, are eligible to receive a College Days Scholarship, valued at $500. Recipients of this scholarship must attend the Main Campus as full-time students (i.e. register for 12 or more credit hours) in any of our programs in the following Fall and Winter semesters.
- College Days Scholarship Application Forms will be available during College Days at the Main Campus.
- Deadline for applying for this Scholarship: Students must submit their Application for Admission to Master’s on or before July 31st to be considered for this scholarship.

8.6.2: Returning Student Scholarship

- Returning Student Scholarships, valued at $500, are available to returning students who have completed 30 or more credit hours with a cumulative GPA of 3.00 (B) or higher. These scholarships will be awarded to students selected by a committee based on the submission of the Returning Student Scholarship Application Form, available from the Registrar’s Office or online at www.mcs.edu. A limited number of these scholarships are available.
- Deadline for applying for this Scholarship: July 31st.

8.6.3: Other Scholarships/Bursaries

The Awards Committee oversees the selection of eligible students for the following list of special awards and bursaries that are provided each year at either a special awards assembly or at the graduation ceremony. Students do not have to submit an application form for these scholarships/bursaries as the recipients are chosen by the Awards Committee.

- Alumni Awards
- Arnold Lucas Bursary
- C.B. and Beulah Smith Award
- Christian Family Award
- College Council Award
- David Mainse Scholarship Fund Awards
- Delta Epsilon Chi Honor Society Award
- Donald W. Orser Award
- Dr. C.A. Ratz Award
- Eastern Ontario District Award
- Eastern Ontario District WM Awards
- Edna Lee Memorial Awards
- George and Florence Grundy Award
- Grace Katherine Gooding Award
- Harold Reid Award
- Hubert and Muriel Mountney Memorial Bursaries
- James and Mae Swanson Award
- Jean Smith Bursary
- Kennedy Road Tabernacle Award
- Layman’s Awards
- Maritime District Award
- Maritime District WM Award
- Mathetai ’82 Award
- M.J. Strutt Memorial Awards
- Ora David Award
- Quebec District Award
- Quebec District WM Award
- R.E. Sernall Award
- Ruth I. Tunks Award
- Susan Miles Award
- The William Morrow Leadership Awards
- Walter and Margaret McKay Memorial Scholarships
- Western Ontario District Award
- Western Ontario District MF Award
- Western Ontario District WM Award
- Williams Pentecostal Heritage Award

8.6.4: Tuition Discounts

8.6.4.1: Tuition Discount for Dependents of Licensed Credential Holders (10%)

A tuition discount (10%) is available for dependents of credential holders in active ministry of the PAOC or PAONL who enroll in a minimum of 15 credit hours at the Peterborough campus. A photocopy of the parent’s credential must be submitted to the Registrar’s Office to process this discount. Discount only applies to tuition since all students pay 100% of the compulsory fees.

8.6.4.2: Family Tuition Discount

Families who have more than one full-time student (i.e. all students doing 12 or more credit hours) attending the Peterborough Campus are eligible for a tuition discount. The student with the highest tuition pays 100%, the second student pays 80% and the third student pays 60%. Discount only applies to tuition since all students pay 100% of the compulsory fees.
8.6.4.3: Spousal Tuition Discount (50%)
A Spousal Tuition Discount (50%) is available for the spouse of a full-time student who is enrolled in a minimum of 15 credit hours per semester at the Peterborough campus. The spouse eligible for the reduction is the one taking the fewer credit hours. Discount only applies to tuition since all students pay 100% of the compulsory fees.

8.6.4.4: 55+ Student Tuition Discount (25%)
A 55+ Student Tuition Discount (25%) is available for students aged 55 and over. Discount only applies to tuition since all students pay 100% of the compulsory fees.

8.6.5: Short-Term Interest-Free Loans
A student experiencing financial difficulty within a semester may inquire about a Student Financial Assistance Loan at the Finance Office. The student must meet certain criteria to be eligible for such a loan. These criteria will include several items such as:

- A satisfactory reason for requesting the loan.
- An ability to repay the loan within a reasonable length of time.
- Post-dated cheques, credit card authorization (subject to a surcharge as indicated on the current Fee Schedule), or other method of payment will be required to meet the loan repayment schedule as set out by the Finance Office.
- The student must have a good payment record with Master's.
- In most cases the loan, if approved, will be applied directly to the student's account.
- Master's retains the right to refuse any application for a Student Assistance Loan.

Students who are default of their loan repayment schedule will be subject to service charges and to the rules applying to students’ outstanding accounts as indicated in the current Fee Schedule. The funds used for Student Assistance Loans are available for current students only. These loans are not available during the student’s first semester. It is imperative that funds borrowed by current students be repaid so that future students can benefit from the same funds.

8.6.6: First Nations Assistance
Qualifying First Nations students may be eligible for financial assistance from their band council since Master’s is recognized by the First Nations as a degree-granting institution.

8.6.7: Workers’ Compensation
Individuals who are receiving Worker’s Compensation are encouraged to speak with their Workers’ Compensation Counsellor to determine if they are eligible to receive any assistance under their retraining program.

8.6.8: Canada/Provincial Student Loan Programs
Although Master’s does not advocate that a student go into debt, if there is any possibility that a loan will be needed, early application (when the new loan forms become available each year - usually in May) is encouraged to ensure that the loan is available when the student starts the semester. Students are cautioned to borrow as little as possible, keeping in mind that the loans must be repaid at a time when there may be heavy financial obligations. Additional inquiries regarding student loans/grants should be directed to our Financial Aid Office or to the provincial Student Loans Offices listed below. **Students from Quebec**, who are not eligible to receive government-issued student loans when they attend a private institution such as Master’s, are encouraged to check with the Registrar's Office to discuss funding possibilities while they are students at Master's.

8.6.8.1: Canada Student Loans Program
For information on federal student loans and grant programs, visit Human Resources Development Canada's website at [http://www.sdc.gc.ca/en/gateways/nav/top_nav/program/cslp.shtml](http://www.sdc.gc.ca/en/gateways/nav/top_nav/program/cslp.shtml)

8.6.8.2: Provincial Student Loan Offices
For information on the provincial student loan and grant program, check the websites of your province as listed below.
Alberta
Alberta Student Finance
P.O. Box 28000
Station Main
Edmonton, AB T5J 4R4
1-800-222-6485
780-422-4516 fax
http://www.alis.gov.ab.ca/studentsfinance/eap.asp

British Columbia
Student Services Branch
Ministry of Education, Skills and Training
Mailing address:
P.O. Box 9173
Station Provincial Government
Victoria, BC V8W 9H7
Tel: (250) 387-6100
1-800-561-1818 (BC only)
1-888-262-2112
Fax: (250) 356-9455
http://www.aved.gov.bc.ca/studentservices/

Manitoba
Student Financial Assistance
Manitoba Education and Training
409-1181 Portage Avenue
Winnipeg, MB R3G 0T3
Tel: (204) 945-6321
Fax: (204) 948-3421

New Brunswick
Student Financial Services Branch
Department of Advanced Education and Labour
Frederick Square,
P.O. Box 6000
Room 500, Floor 5
77 Westmorland St
Fredericton, NB E3B 5H1
Tel: (506) 453-2577
1-800-667-5626
Fax: (506) 444-4333
https://www.studentaid.gnb.ca

Newfoundland and Labrador
Student Financial Services Division
Department of Education
P.O. Box 8700
216 Prince Philip Dr.
St. John's, NL A1B 4J6
1-888-657-0800
Tel: (709) 729-5849
Fax: (709) 729-2298
www.edu.gov.nl.ca/studentaid/

Northwest Territories
Student Services
Department of Education, Culture, and Employment
Box 1320
Government of the North West Territories
Yellowknife, NWT X1A 2L9
Tel: (867)-873-7190
1-800-661-0793
Fax: (867)-873-0336
1-800-661-0893

Nova Scotia
Student Assistance Office
Department of Education and Culture
P.O. Box 2290
Halifax, NS B3J 3C8
Tel: (902) 424-8420
1-800-565-8420
Fax: (902) 424-0540
TDD: 902-424-2058
http://studentloans.ednet.ns.ca

Ontario
Student Support Branch
Ministry of Education and Training
189 Red River Road
4th Floor, P.O. Box 4500
Thunder Bay, ON P7B 6G9
Tel: (807) 343-7260
Fax: 807-343-7278
TDD: 1-800-465-3958
http://osap.gov.on.ca

Prince Edward Island
Student Financial Services
Department of Education
P.O. Box 2000
16 Fitzroy Street
Sullivan Building 3rd Floor
Charlottetown, PEI C1A 7N8
Tel: (902) 368-4640
Fax: (902) 368-6144
http://www.gov.pe.ca/educ/

Saskatchewan
Student Financial Assistance
Post-Secondary Education and Skills Training
4635 Wascana Parkway
Box 650
Regina, SK S4P 3A3
Tel: (306) 787-5620
1-800-787-5620
www.ae.gov.sk.ca/student-loans
9. Course Descriptions

9.1: Explanation of Course Codes
All courses are three-credit hours unless otherwise indicated. Each course is identified by a six-digit code, composed of letters and numbers (e.g. BT1100 Pentateuch). The first two letters designate the courses by division:

BT - Biblical and Theological Studies Division
GE - General Studies Division
PM - Practical Ministry Division
PR - Practical Studies Division

If the second letter in the course code is “A”, the course is being audited. A grade of AUD or NC is assigned. If the second letter is “X”, it signifies that the course is a “Transfer Credit” and a mark of “TR” will be assigned. Marks assigned for courses that are audited or for transfer courses are not used in calculating the Grade Point Average (GPA). The remaining course code consists of four digits. The first three digits are numeric, while the last digit may be numeric or alphabetic. The first digit indicates the year in which the course is normally taken. If the first digit is ‘0’ the course is an elective and it is generally taken in the year as specified in the program. ‘1’, ‘2’, ‘3’ and ‘4’ indicates the year in which the course is taken at the undergraduate level; ‘5’, ‘6’ and ‘7’ indicate courses taken at the graduate level; ‘8’ indicates courses taken at the post-baccalaureate level for purposes of professional development. The second, third, and fourth digits are used to distinguish courses within a division. If the fourth digit is “X”, the course has not been allocated a credit value. Grades for non-credit courses are assigned as follows: CR (Credit) or NC (No Credit). These grades are not used in calculating the GPA.

NOTE: Master’s reserves the right to terminate or revise any of the courses listed or to cancel any course for which there is insufficient demand.

9.2: Biblical and Theological Studies Division

BT0100 Apocalyptic Literature
An introduction to the meaning and message of "apocalyptic," especially in Jewish thought, and an exposition of the English text of Daniel and Revelation with respect to issues of genre, socio-historical setting, structure, message, and theological significance, both in the first century and modern life, and their contribution to Old and New Testament Biblical theology, especially eschatology.

BT0101 Hebrew Poetry
An exegetical and theological study of selected Psalms and the Song of Solomon first as types of lyric poetry, and then as reactions to some of the profound moral and religious issues that concerned humankind in the first millennium B.C. Students will be encouraged to develop their exegetical skill with this genre with a view to equipping them to develop sound biblical sermons.

BT0102 Wisdom Literature
This course is an introduction to the basic elements of the exegesis of Hebrew wisdom literature through a study of Job, Proverbs and Ecclesiastes. The background, literary style, theology, doctrinal value and contemporary importance of these books will also be studied as a basis for developing a method for teaching and preaching this Scripture.

BT0103 Prophetic Literature Exegesis
An analytical treatment of the Book of Isaiah or Jeremiah, with an emphasis on its history, doctrinal concepts, issues of authorship, New Testament use, and personal relevance.

BT0200 Pastoral Epistles
An exegetical analysis of Paul's writings to Timothy and Titus in an attempt to understand the place of these letters in the New Testament and their relationship to the early Christian church. Questions of contemporary relevance to pastoral ministry are presented, as well as critical issues relating to background, context, and literary characteristics.
**BT0201 Johannine Literature**
This course will conduct a thorough analysis of the text and teaching of the Fourth Gospel and the Epistles of John. The distinctive contribution of the theology of the Fourth Gospel to New Testament theology will be presented. Emphasis will be given to distinctive Johannine concepts such as logos, faith, signs and eternal life.

**BT0202 Romans and Galatians**
An exegesis of selected portions of the texts of these epistles, with special attention to the background of each letter and the theological message and development of principle apostolic themes (e.g. law, authority, gospel, justification, and the role of the Spirit).

**BT0203 Corinthian Epistles**
An exegetical study of Paul's letters to the Corinthians. The life setting, purposes, and key teachings of these epistles will be considered. Emphasis will be placed on Paul's approach to resolving church problems, and his portrait of Christian ministry.

**BT0204 Prison Epistles**
A general survey of Philippians, Colossians, and Philemon, and a detailed study of Ephesians. Emphasis will be given to the themes of the person of Christ and the Church. Issues such as the historical setting, background context, and purpose of each epistle will be presented to demonstrate the effect of Paul's enforced confinement on his ministry.

**BT0205 Hebrews**
An expository presentation of the content of Hebrews, emphasizing the priestly work of Christ. Consideration will be given to the Old Testament background and present relevance of this book.

**BT0206 Sermon on the Mount**
The Sermon on the Mount is one of the most familiar parts of the Bible, yet it is certainly not the best understood. It is a challenging call to the righteousness that God requires, and it contains several difficult sayings of Christ. This course will allow students to conduct their own study of this sermon, to gain a better understanding of how to correctly interpret and apply it to believers today. Students will be asked to complete a list of assigned readings that will enrich their understanding of this beloved passage of Scripture. They will also be given opportunity to conduct a thorough exegetical study of at least two passages from this section of Scripture, or to prepare a set of teaching notes on the entire sermon. It is anticipated that this course will further the ongoing process of spiritual formation in our lives, by challenging us to more fully embrace the radical righteousness to which Christ calls his disciples.

**BT0207 Acts**
This course provides a narrative exegesis of the Book of Acts. Critical issues with regard to the rudimentary development of the Early Church are presented. Focus is on the major theological doctrines presented in the preaching of the Apostles. In particular, attention is given to the operation and the evidence of the Holy Spirit in the Early Church.

**BT0300 Contemporary Theological Thought**
This course is a theological and historical overview of the development of modern Christian thought, including an analytical and critical investigation of the writings of selected modern theologians. After a brief introduction concerning the Enlightenment, this course will concentrate on the development of modern theology from neo-orthodoxy to the present. Readings will be assigned that include radical and secular theology, process theology, liberation theology, feminist theology, Roman Catholic theology, Pentecostal theology, and evangelical theology.

**BT0301 Current Trends in Pentecostalism**
Life does not stand still. The lives of both individuals and corporate entities are constantly "in process" -- such is the nature of existence. This course will explore the process of the Pentecostal movements with primary attention directed towards the theological shifts and trends currently found within the movement. Innovations and developments in Western Pentecostal theology will be discussed and the merit of these will be examined. Also, the challenges and problems that they pose for Pentecostals in the future will be explored. In order to make these trends more intelligible, social and economic factors which have conditioned their development will also be analyzed.
**BT1100 Pentateuch**
This course is a survey of the first five books of the Old Testament with particular attention to the early chapters of Genesis. Patriarchal history, the Exodus, the legislation of Sinai, the rebellion in the wilderness, and the exhortations of the book of Deuteronomy are examined in sufficient detail to trace, in particular, the concept of covenant as it developed in God's relations with Israel.

**BT1101 Introduction to Old Testament**
An introduction to the literature of the Old Testament, critical issues of canon formation, the history of ancient versions, manuscript transmission, analysis of major critical approaches to the interpretation of the text, and issues of unity, dating, and authenticity of selected Old Testament books are major topics covered in this course. This course also analyzes selected texts and issues related to the use of the Old Testament in the New, with a view to informing and strengthening the student's commitment to Scripture.

**BT1104 Bible 101**
The Bible may be the best-selling book in the world today, but it is certainly not the best understood. This course is a general introduction to the Bible. Its primary goal is to familiarize students with the overall storyline of the Bible, and to show how the various books of Scripture fit into it. Prior to looking at this storyline, students will examine some basic issues relevant to any study of the Bible, including things such as the inspiration of the Scriptures, the nature of divine revelation, the formation of the canon, the question of the Apocrypha, issues accompanying the translation of the Scriptures into English and some important general considerations in approaching any study of the Bible. This course is intended to help students see the integrity and complete trustworthiness of God's Word, and to cultivate a deeper love for it.

**BT1200 Introduction to New Testament**
This course is an introductory study of the New Testament, with an emphasis on literary issues of authorship, text formation and transmission, canonicity, manuscript analysis, version comparison, as well as the materials of textual criticism. Historical, geographical, political, and cultural background data will be considered for its interpretative value. Special attention will be given to how the New Testament builds on Old Testament revelation.

**BT1201 Synoptic Gospels**
An examination of the good news about Jesus Christ as recorded by Matthew, Mark and Luke is the focus of this course. The unique perspectives and theological concerns of each gospel writer will be considered and a detailed expository study of Mark's gospel will be undertaken. This study of Mark will be supplemented with consideration of material unique to Matthew and Luke in their accounts of the gospel.

**BT1204 Jesus and the Gospels**
No person has impacted this world more than Jesus Christ. This course will study his life and ministry, as it is recorded in the four canonical Gospels. Jesus will be considered in terms of his unique relationship with, and revelation of the Father, his unique claims and his impact on others, his discipling of the twelve apostles he selected, as special witnesses of his life, death and resurrection, his teaching of God’s Word, and finally his death and resurrection for the sins of the whole world. By way of introduction, consideration will be given to some important Old Testament expectations concerning the Messianic Age, and how they come to fulfillment in Christ. This course will focus on the Biblical content itself, and not current critical issues such as the so-called Synoptic Problem; however, the unique theological concerns and interests of each evangelist will be explored.

**BT1303 Biblical Hermeneutics**
The course is founded on the conviction that the Bible is God's revelation through the channel of human language. Hence, understanding the Bible would involve knowing the principles and methods of interpreting a work of language as well as being sensitive as to what God intends to reveal through the Bible. The course is an introduction to Biblical Hermeneutics, highlighting its task, its history, and the need for it. It examines the exegetical methods of interpreting the Bible and the specific modes of interpreting the various genres that it contains. While examining contemporary trends and critical issues in Hermeneutics that are having an impact on biblical/theological studies, the central thesis of this course is that God the Holy Spirit is indispensable for interpreting the Bible. Hence, the course calls for a commitment to allow the Holy Spirit to guide in interpreting the Bible.
**BT1304 Interpreting the Bible**
The course is founded on the conviction that the Bible is God’s revelation through the channel of human language. Hence, understanding the Bible would involve knowing the principles and methods of interpreting a work of language as well as being sensitive as to what God intends to reveal through the Bible. The course is an introduction to Biblical Hermeneutics, highlighting its task, its history, and the need for it. It examines the exegetical methods of interpreting the Bible and the specific modes of interpreting the various genres that it contains. While examining contemporary trends and critical issues in Hermeneutics that are having an impact on biblical/theological studies, the central thesis of this course is that the working of God the Holy Spirit is indispensable for interpreting the Bible. Hence, the course calls for recognition of and a submission to the influence of the Holy Spirit as critical in interpreting Scripture.

**BT1305 Theology in Real Life**
Does it matter what I believe as a Christian? Learning about theology and “doctrine” can seem like such an impractical, abstract exercise, distracting believers from getting busy with doing real ministry for Jesus! But is this really the case? In this course, through class discussion and investigative assignments, we will explore what Christians believe, and why it really matters. Specifically, students will be exposed to foundational doctrines that Christians through the centuries have held to be true, and will be given opportunity to compare and contrast these with current beliefs in North American society and culture. Doing so will help demonstrate how beliefs have practical implications for daily life and the state of the world, and why Christians need to care about what they believe.

**BT2100 Hebrew History**
A study of the historical books of Joshua through to Esther, this course surveys Israel's history, combining a review of the physical and historical geography of Palestine, issues of chronology, and the political and cultural developments of the Hebrew nation from Pre-Monarchic times through to the Monarchic and Post-Monarchic periods.

**BT2201 Pauline Literature**
This course will undertake a general survey of the writings of the Apostle Paul. Attention will be given to the purposes, characteristics and key themes of each epistle, with particular emphasis on the content of Romans, Galatians and the Corinthian epistles. Consideration will be given to selected doctrinal and practical issues that will be encountered in this study.

**BT2309 Holy Spirit – A Pentecostal Perspective**
This course will focus on the biblical and theological understanding of the person and work of the Holy Spirit within a Classical Pentecostal context. Special attention will be given to the doctrines of Spirit baptism and divine healing, while exploring some of the practical implications of these subjects.

**BT2310 God, Humans and Creation**
This course is designed to help you understand the relationship between God, humanity and creation as it is communicated to us through Scripture. The Existence of God will be discussed in terms of the concept of the Trinity. Humanity will be defined and discussed in relation to the Trinity, Creation and the world they inhabit. This will be done using the Biblical story as the basis for such understanding. The hope of this course is to help you understand these relationships from a biblical worldview so you will be able to effectively communicate God in your own culture.

**BT3100 Hebrew Prophets**
This course is a study of the relevant historical background, theological themes and contemporary relevance of selected Old Testament Prophets. The content of a selected number of the biblical books is analyzed in some detail with a view to application in personal and corporate church life.

**BT3300 Christology**
This course is an historical and systematic investigation of the Christian understanding of Jesus Christ and his significance as proclaimed by the Christian Church. Topics include the historical Jesus, the humanity and divinity of Christ, the development of New Testament Christology, and the decisions of early church councils. Emphasis is placed on the crucial aspects of this doctrine as it faces the challenges of contemporary options.
BT3303 The Church and Its Future
An introductory study of the nature of the Church, both in its universal and local dimensions. Students will be exposed to the major alternatives that have been proposed to explain the character of the Church and will formulate systematically a Biblical understanding of the people of God in their corporate life on earth. Since eschatology has been an essential component to the identity of Pentecostals, the course will conclude with a major focus on the way in which the Church’s life on earth will be concluded.

BT4301 Soteriology
What does it mean to be “saved” and how is this realized in human life? This course examines the Christian doctrine of salvation from an evangelical perspective, emphasizing salvation as accomplished by Christ through the cross and resurrection, and applied by the Holy Spirit in response to faith. Relying on biblical and historical Christian sources, students will be exposed to and personally investigate a variety of perspectives concerning significant soteriological issues, including the atonement, justification, election, the relationship between God’s sovereignty and human free will, the destiny of the unevangelized, faith and repentance, and eternal security.

9.3 General Studies Division

GE0200 Understanding Cultural Diversity
This course will introduce the student to the fundamentals of the science of Cultural Anthropology - its nature and scope, methods and techniques of research. The course will examine concepts such as culture, worldview, social/kinship structures and belief systems. The insights of Cultural Anthropology speak to the task of effective cross-cultural communication and witness in the context of the Canadian and global cultural mosaic; this will be the focus of this study.

GE1101 Research and Writing
This course is designed to promote skill in the research and writing of college term papers and essays. The focus is on the use of writing to discover, organize, and convey information; and on the use of research in terms of the various practices and tools available. Attention will be given to using both the college library and internet resources, while following the guidelines of the Modern Language Association (MLA). Students will be taken step-by-step through the process of picking a topic, developing a research strategy, writing a proposal, and writing multiple drafts of a final paper all the while avoiding plagiarism and promoting academic integrity, creativity, and good scholarship.

GE1200 Cross-Cultural Studies
This course offers an introductory study of the world mission of the church: reasons for, purpose and objectives, methods, trends and emphasis, and the challenge of how best to complete the task. Special attention is given to the principles and program of PAOC missions.

GE1203 World Religions
This course introduces the student to the cultural and theological foundations of the world’s major religions. It examines the fundamental doctrines, belief systems, moral codes and organizational structuring particularly of those religions which are pertinent to the current missionary enterprise. The basic texts of certain religions will be taken for exegetical analysis. The worldview and moral codes emanating from the respective religions will be critically examined.

GE1205 Canadian Society & Evangelism
This course will examine how recent trends, including secularism, pluralism, multiculturalism, privatization of faith and post-modernism have shaped Canadian values and assumptions. Application to outreach and pastoral ministry will be given focused attention.

GE2209 Urban Anthropology
Urban centers have mushroomed in the last several decades. This course involves a study of the urbanization process, provides a global overview, and highlights the implications that this has for cross-cultural ministry. The goal is to establish a philosophy and strategy for multiplying churches in an urban setting. The sociological basis for urban development will be studied, successful models of urban church planting will be analyzed, and problems and opportunities for evangelism will be elucidated.
GE2211 Church History I
This course covers key issues, people, and movements in the history of the Christian Church from its beginnings up until the eve of the Reformation (1500s). Critical decisions the Church made during times of change, persecution, power, controversy, and conflict shaped the development of the Church and the world we live in today. What they believed about God, spirituality, doctrines, the canon of Scripture, politics, and the world are critical for us to understand in order to know what really happened, why it was so important, and what it means for us today. The lectures, readings, assignments, and discussions allow us to enter into the story of the Church.

GE2212 Church History II
This course covers key issues, people, and movements in the history of the Christian Church from the Reformation (1500s) up to the present day. Critical decisions the Church made during times of change, persecution, power, controversy, and conflict shaped the development of the Church and the world we live in today. What they believed about God, spirituality, doctrines, politics, and the world are critical for us to understand in order to know what really happened, why it was so important, and what it means for us today. The lectures, readings, assignments, and discussions allow us to enter into the story of the Church.

GE2215 Understanding Human Behaviour
This course examines the underlying causes of human behaviour. It begins with an understanding of self-awareness and shows how this concept relates to such factors as motivation, development, personality, emotions, etc. The topics included are meant to help students reach higher levels of maturity in responding to intrapersonal and interpersonal issues. The topics are also useful in examining the foundations of counseling.

GE2216 World Religions
This course introduces the student to the cultural and theological foundations of the world’s major religions. It examines the fundamental doctrines, belief systems, moral codes and organizational structuring particularly of those religions that are pertinent to the current cross-cultural ministry enterprise. The basic texts of certain religions will be taken for exegetical analysis. The worldview and moral codes emanating from the respective religions will be critically examined.

GE2218 Understanding Adolescence
Understanding the adolescent and the family is crucial to effective youth ministry. This course will focus on understanding the dynamics of the various stages of development in early, middle and late adolescence. Attention will be given to current thought in adolescent psychology as well as sociological perspectives on adolescence and the family today. We will also seek to better understand the unique struggles and pressures that adolescents face, providing youth ministry students with a framework of understanding adolescents that will better assist you in the application of principles and strategies for effective, healthy youth and family ministry. Special focus will be given to two specific areas of which youth workers must be well informed and prepared to address: 1) A biblical and healthy understanding of human sexuality and 2) the effects of fatherlessness upon the development of children and youth.

GE2219 Church History
This course is a survey of the story of Christianity from its prehistory in the last few centuries BC to modern Pentecostalism. It is meant to be an interpretive survey, and will focus on the personal and pastoral implications of the study of history, and on the many and various complications and reactions that shaped each generation of Christianity. As an “interpretive” history, we will focus on both the sordid and sacred aspects of Christianity in development, the complex relationships that shaped the theology and practice of each generation, and the lingering effects that each generation has had on the present. Attention will also be given to the discipline of interpretation itself.

GE2302 Communication in Children’s Ministry
Creating a learning environment for relevant, effectual children’s ministry involves effectively using communication skills with a variety of audiences. In this course, students will be introduced to the importance and art of effectively communicating with children, parents, volunteers and the senior staff at their church. They will discover how to share vision, develop partnerships, and design learning experiences based on relevant communication models and strategies for ministry to today’s children and families.
GE2307 Foundations for Learning
Understanding our audience is an integral part of interactions with children in a ministry setting. In this course students will study the life-cycle of children ages 0-10 years with particular focus on developmental and spiritual milestones. This information will then be used to develop purposes, values and overall goals for children’s ministry that influence weekly programming and curriculum choices in a ministry setting. Pentecostal distinctives will also be discussed and different ways explored in teaching them to children.

GE2400 Counselling Psychology
This course is an introduction to psychology. Human behaviour is studied with emphasis on major theories of personality and abnormality. Counselling methods relevant to providers of pastoral care are presented through systematic study of the interview process.

GE2402 Life Span Development I
Life Span Development I is a systematic study of human development during the first quarter (years 0-25) of life. The characteristics and needs in the physical, emotive, cognitive, social, and spiritual facets of growth and change during childhood and adolescence are studied. The implications of the science of human development on Christian nurturing, specifically in the educational and social/recreational contexts of the church’s ministries, are considered. Emphasis will focus on ages 0-12.

GE2403 Life Span Development II
Life Span Development II is a systematic study of human development during the second, third, and fourth quarters (years 25-100) of life. The characteristics and needs in the physical, emotive, cognitive, social, and spiritual facets of growth and change during early, middle, and late adulthood are studied. The implications of the science of human development on Christian nurturing, specifically in the educational and social/recreational contexts of the church’s ministries, are considered.

GE3104 Using Biblical Greek
Most Christians, preachers included, are intimidated by the thought of learning Greek; yet they know instinctively that there are many rich insights into God’s Word awaiting all those who make the effort. This course focuses on learning the basics of Greek grammar, and on how to use the primary Greek resources and helps that are available to Christians today. This course is not intended as a substitute for learning the Greek language, but is aimed at preparing students to effectively use the Greek text of the New Testament in their study and proclamation of God’s Word.

GE3200 History of Pentecostalism
The origins of the Pentecostal Movement in North America and its unique growth since the turn of the 20th century will be explored in this course. Historical antecedents, theological developments and socio-cultural issues will be analysed. Emphasis will be given to the development of the major Pentecostal groups in Canada.

GE3202 Animism and Folk Religions
Missionaries today seldom face ‘pure’ religions but rather folk religions that are heavily animistic. This course will explore the basic features of animism, its spirit orientation and ritualistic focus. Such institutions as witchcraft, sorcery, possession, shamanism and related topics will be explored, as well as, the implications for the communication and acceptance of the Christian Gospel.

GE3204 Cults
This course examines the cults that are popular, particularly in the contemporary North American context. They include the established deviant-Christian cults, the new cults, the eastern-based cults, and, to a limited extent, the occult. Initial preparation will include a study of the psychology and methodology of cults. Following that, the key doctrinal point at which most cults differ from orthodox Christianity will be discussed.
GE3205 Popular Culture and Media
In this course students will be presented with an overview of pop culture and will be guided in how to become critically aware of the nature of popular culture and of the forces influencing it so that they can be active and informed agents in evaluating and shaping youth in today’s culture. Attention will be given to developing an understanding of how aspects of daily life, such as advertisements, popular music, movies, and TV impact our society. Students will be asked to look critically at movies, television, radio, and print, in order to ponder a number of important questions. To what extent do the media lead or follow trends in popular culture? How does popular culture affect the moral, faith and spiritual development and the spiritual decision making process of youth.

GE3206 Canadian Culture and Evangelism
This course will examine how recent trends, including secularism, pluralism, multiculturalism, privatization of faith and post-modernism have shaped Canadian values and assumptions. Application to outreach and pastoral ministry will be given focused attention.

GE3302 Ethics
In a society of multiple and rapidly changing moral values and standards, and in an era when the necessity of being moral is itself challenged, future Christian leaders who will be observers, initiators, and consultants of human behaviour, need to be intelligently informed of such contemporary trends. This course endeavours to provide a biblical basis for ethical behaviour, by making specific reference to Old and New Testament moral imperatives and significant developments in the history of Christian Ethics. It is based on the conviction that upholding the claims of the Gospel should not only be with our words but also with our lives. The course provides a moral compass and direction-finder to enable the student to have a healthy moral life before and after graduation.

GE4201 Popular Culture and Media
In this course you will be presented with an overview of pop culture and be guided in how to become critically aware of the nature of popular culture and the forces influencing it so that you can be active as informed agents in evaluating, shaping and offering direction to youth and their families.
Attention will be given to developing an understanding of how aspects of daily life, such as advertisements, popular music, movies, and TV impact our society. You will be asked to look critically at movies, television, radio, print, art, fashion and the internet in order to ponder a number of important questions. To what extent does the media lead or follow trends in popular culture? How does popular culture affect the moral, faith and spiritual development and the spiritual decision-making process of youth?

GE4300 Philosophical Foundations
Philosophy, as presented in this course, is a “second-order activity,” which means that it attempts to examine the foundations of any discipline that claims to provide knowledge in a specific area. Theology is one such discipline, and so also falls within the scope of philosophical inquiry. This course, then, will survey the foundational philosophical questions, problems, and trends that have historically influenced theological developments. Topics will include: ancient philosophical thought, worldview theory, modernism and postmodernism, metaphysics, the existence of God, the problem of evil, epistemology, and questions concerning mind/body relationships, personal identity, and human free will. Attempts will be made to highlight the implications of these philosophical issues for Christian theology and faith.

9.4: Practical Ministry Division

PM116X Field Education I
Students enrolled in Field Education volunteer four-five hours per week (including preparation time) over the course of twelve weeks (full semester) in a community organization under the mentorship of a leader or pastor. Students are required to report on their activities and evaluations are requested from supervisors. Final grades of CR (Credit) or NC (No Credit) are assigned by the Director of Field Education.

PM117X Field Education II
Students enrolled in Field Education volunteer four-five hours per week (including preparation time) over the course of twelve weeks (full semester) in a community organization under the mentorship of a leader or pastor. Students are required to report on their activities and evaluations are requested from supervisors. Final grades of CR (Credit) or NC (No Credit) are assigned by the Director of Field Education.
PM119X Roots: Life & Ministry Development I and PM120X Roots: Life & Ministry Development II
These courses facilitate the transition from high school to college. During our two (2 hour) sessions per week, special instruction is given regarding the management of time and finances. Practical sessions on resume and academic writing are given. Preparation for ministry in the church and community is a high priority in the Roots curriculum. Each first year student travels to the Dominican Republic (Winter Semester) to learn about cross-cultural missions while being 'hands on.' Several of the Roots classes serve as orientation sessions. Final grades of CR (Credit) or NC (No Credit) are assigned by the Director of Field Education.

PM316X Field Education III
Students enrolled in Field Education volunteer four-five hours per week (including preparation time) over the course of twelve weeks (full semester) in a local church under the mentorship of a leader or pastor. Students are required to report on their activities and evaluations are requested from supervisors. Final grades of CR (Credit) or NC (No Credit) are assigned by the Director of Field Education.

PM317X Field Education IV
Students enrolled in Field Education volunteer four-five hours per week (including preparation time) over the course of twelve weeks (full semester) in a local church under the mentorship of a leader or pastor. Students are required to report on their activities and evaluations are requested from supervisors. Final grades of CR (Credit) or NC (No Credit) are assigned by the Director of Field Education.

PM318X Field Education V
Students enrolled in Field Education volunteer five hours per week (including preparation time) over the course of twelve weeks (full semester) in a local church under the mentorship of a leader or pastor. Students are required to report on their activities and evaluations are requested from supervisors. Final grades of CR (Credit) or NC (No Credit) are assigned by the Director of Field Education.

PM319X Field Education VI
Students enrolled in Field Education volunteer five hours per week (including preparation time) over the course of twelve weeks (full semester) in a local church under the mentorship of a leader or pastor. Students are required to report on their activities and evaluations are requested from supervisors. Final grades of CR (Credit) or NC (No Credit) are assigned by the Director of Field Education.

PM3203/PM3204 Internship (6 Credit Hours)
Internship provides an opportunity for the student to contextualize the experience and learning gained through their years of study in a real life ministry setting under the supervision of a practitioner in ministry. Internship is typically a full-time involvement in the life of a local church or other ministry setting which attempts to approximate for the student the actual practice of ministry involving as broad a scope of activities as possible. During the course of internship, regular dialogue with the internship supervisor allows the students to integrate their training, their ministry experience, and their own self-discovery in laying a foundation for the practice of ministry as a vocation. Ministerial Diploma and Bachelor of Religious Education students are involved in a two-month internship in the Spring prior to their final year of study.

PM4201 B.Th Pastoral Internship (15 Credit Hours)
The Pastoral Ministry Internship is a 14-week (15 Sundays) “on-site” practical ministry training experience. During the course of the internship, the student will practice the key ministry objectives previously studied to better prepare the student for leadership in ministry and gain competence and confidence in the various skills necessary for effective Pastoral ministry. The student will improve administrative skills, with a focus on delegation, planning and organizational leadership and receive mentoring and instruction from experienced ministry persons in a local ministry setting. Various practicum assignments related to both college studies and a “real” ministry setting will be completed. Areas of strength in the student’s ministry preparedness will be identified and areas where further study or practice may be necessary or helpful will be exposed. The student will provide ministry and service to a local ministry.
PM4202 B.Th Youth Internship (15 Credit Hours)
The Youth Ministry Internship is a 14-week (15 Sundays) “on-site” practical ministry training experience. During the course of the internship, the student will practice the key ministry objectives previously studied to better prepare the student for leadership in ministry and gain competence and confidence in the various skills necessary for effective youth ministry. The student will improve administrative skills, with a focus on delegation, planning and organizational leadership and receive mentoring and instruction from experienced ministry persons in a local ministry setting. Various practicum assignments related to both college studies and a “real” ministry setting will be completed. Areas of strength in the student’s ministry preparedness will be identified and areas where further study or practice may be necessary or helpful will be exposed. The student will provide ministry and service to a local ministry.

9.5: Practical Studies Division

PR1102 Mentoring I (One Credit Hour)
Mentoring I is the first of four one-hour credit courses that focuses on specific areas of personal spiritual growth. This first component will focus on the importance of character and how it contributes to your spiritual formation as you train for ministry. The mentoring courses will function within the context of a mentoring partnership with a pastor and will be incorporated as a component of your Mentoring while studying at Master’s. Credit will be earned through personal preparation and study as well as discussion and participation in the Student/Mentor relationship.

PR1103 Mentoring II (One Credit Hour)
Mentoring II is the second of four one-hour credit courses that will focus on specific areas of personal Christian development and maturity. This second component will focus on the significance of the call and how it relates to your Spiritual Formation while training for ministry. The mentoring courses will function within the context of a mentoring partnership and will be incorporated as a component of your Spiritual Formation while studying at Master's. Credit will be earned through personal preparation and study as well as discussion and participation in the student/Pastoral Mentor relationship.

PR1106 Connections I, PR1107 Connections II, PR2102 Connections III and PR2103 Connections IV
These courses seek to instill the value of discipleship and peer accountability into the lives of our students. Over the course of 8 weeks, in groups of 7-10, students meet with an MCS faculty member or a local pastor to pray, study and share together. Transformational (spiritual and emotional) growth is facilitated and bonds are formed that last through the course of a student's time at Master's. Final grades of CR (Credit) or NC (No Credit) are assigned by the Connections facilitator.

PR1204 Family Church & Society
Canadian churches and communities need effective children’s and youth ministry. This course is a general introduction for all first-year Master’s students to contemporary ministry with children, youth and their families. One of the key objectives is to challenge students to begin the dismantling of stereotypes in children’s and/or youth ministry and with an open mind, formulate a strategy for effectiveness in today’s culture. Study will center on the biblical, philosophical and theological foundations for reaching and discipling children and youth with a particular emphasis on understanding how these ministries need to be integrated with each other and within the broader church and community contexts. Attention will be given to exploring the role of children’s and youth ministry leaders on the church leadership team and as community specialists in an ever-changing culture. Special emphasis will be given to current popular culture in order for students to become more cognizant of its powerful influence on children and youth as well as its impact on the family, church and community.

PR1302 Spiritual Integration
This course will introduce students to the ‘iChristian Initiative’, a creative spiritual transformation and mentoring plan that will take them on a journey through crucial stages of wholistic life development. Emphasizing personal and corporate spiritual growth, this initiative is implemented through class lectures, one-on-one mentoring, small group interaction, a retreat, required readings and course assignments.
PR1303 Communicating Through Teaching
Communicating Through Teaching is a practical and foundational course of studies concerned primarily with the steps in the process of communication, the educational process, the laws of teaching and learning, and the application of these principles to the instructional management tasks of communicating truths to differing age demographics. Students prepare a formal written lesson plan and teach it, for an age group of their choice. This course is designed to provide for the teacher-training needs of a pastor-teacher specialist.

PR2100 Mentoring III (One Credit Hour)
Mentoring III is the third of four one-hour credit courses that will focus on specific areas of personal Christian development and maturity. This third component will focus on your gifts how you can become more aware of how God has gifted you and how Spiritual Gifts operate in your life as you train for ministry. The mentoring courses will function within the context of a mentoring partnership and will be incorporated as a component of your Spiritual Formation while studying at Master's. Credit will be earned through personal preparation and study as well as discussion and participation in the student/Pastoral Mentor relationship.

PR2101 Mentoring IV (One Credit Hour)
Mentoring IV is the last of the four one-hour credit courses that will focus on specific areas of personal Christian development and maturity. This last component will challenge you to sharpen God's calling in your life by taking what you have learned about your character and your gifting and determining what your place is in ministry. Your specific calling and how that translates into leadership in your future ministry will be of particular focus during this segment of Mentoring. Will you be someone who will run ahead of others and forge out a place where your ministry will grow or are you someone who will join with others to achieve a ministry dream? Learning the potential of who you are in ministry will help you as you enter into your senior years in college and then on into ministry. Take this time out to work through this challenge with your mentor. Let God show you where he wants you and how you will be most effective!

PR3100 Connections V
(Course Description will be made available later.)

PR3101 Connections VI
(Course Description will be made available later.)

PR3102 Mentoring V
(Course Description will be made available later.)

PR3103 Mentoring VI
(Course Description will be made available later.)

PR2202 Strategic Youth Ministry
Effective youth ministry requires men and women who can provide leadership as mentor, disciplinarian, motivator and friend. This course is a comprehensive look at defining youth ministry and personal youth ministry philosophy. Attention will be given to the character and competencies of effective youth leaders and the current situation in Canadian youth ministry. It will look at designing strategic, culturally effective youth ministry with a major focus on the key strategic steps. Attention will be given to regular programming in the church and community as well as retreats and camps. It will assist in developing core competencies and skills necessary for planning and executing ministry and effective communication with congregation, staff, youth and families. Attention will be given to personal time management, counselling adolescents, managing budgets, finances, staff relationships and promotions.

PR2203 Strategic Ministry
This course is a hybrid of three B.Th programs: pastoral, youth and children’s ministries. It will consist of general all-class lectures and specific ministry break-out sessions. Effective ministry requires men and women who can provide leadership as mentor, disciplinarian, motivator and friend. This course is a comprehensive look at:
• defining ministry and personal ministry philosophy. Attention will be given to the character and competencies of effective leaders and the current situation in Canadian children’s, youth and overall church ministry.
• designing strategic, culturally effective ministry with a major focus on key strategic steps. Attention will be given to regular programming in the church and community as well as special activities (i.e. retreats, camps, etc.)
• developing core competencies and skills necessary for planning and executing ministry and effective communication with congregation, staff, children, youth and families. Attention will be given to personal time management, basic pastoral care, designing ministry calendars, managing budgets, finances, staff relationships and promotions.

PR2301 Nurturing Through Small Groups
The focus of the course is the formation and equipping of the church through relational life-transforming small groups. This course examines the nature, purpose and implementation of small groups within the context of the church. It will also examine the dynamics that occur within groups and explore the various issues that surface. The biblical, social and psychological basis for small group development will also be explored.

PR2302 Church Planting
This course is a survey of the Biblical principles and growth in the local church from the time it is planted to the point where it is ready to produce another church. Some of the key issues examined are leadership, discerning the facts through analysis, revival and human responsibility, and church planting.

PR2309 Homiletics I
Biblical preaching is integral to the life and ministry of the Church as a community of faith. Homiletics is an introductory study of the art and science of effective preaching and its place in the life and witness of the Church. This course will equip the student with a workable methodology for sermon construction which they will apply in the preparation and delivery of a biblical message. This course is a prerequisite for Homiletics II.

PR2310 Homiletics II
Homiletics II takes the form of a preaching lab where students prepare and deliver sermons with evaluation from peers and the professor. This advanced course also addresses concepts and issues essential to effective communication in the current Church and cultural climate. This course is a prerequisite for the Ministerial Diploma and Bachelor of Theology Internship.

PR2312 Leadership in Children’s Ministry
This course will expose students to the Biblical foundations of leadership as they apply to children and family ministry. Students will uncover their own leadership style and how that affects their leadership of others. They will be immersed into three facets of ministry leadership; exploring personal leadership styles as it relates to those detailed in the scriptures, leading volunteers through vision creation and the apprentice model of training, and mentoring junior leadership through discipleship models.

PR2313 Homiletics
Preaching has been and continues to be a fundamental activity by the people of God. Homiletics is the study of the art and methodology of effective preaching as it exerts formative influence on the life of the congregation and the lives of individuals. The focus of this course is on biblical preaching which arises from the Biblical text to address contemporary realities and the processes that enable preaching to be effective and transformational. This course is foundational to further homiletics courses that will deal with proper delivery of sermons.

PR2314 Discipleship in the Local Church
The focus of this course is to develop the understanding and skills to nurture the faith community in becoming the people of God in mission. Attention will be given to understanding the dynamics of spiritual formation and disciple-making. Topics include the role and practice of spiritual disciplines, small group ministry, the skills for providing spiritual direction, and Christian witness.

PR2315 Church Mission and Planting
A brief look at church history will reveal that much of the spread of the gospel in the Western world has come about through conflict and church splits. There is a better way. God’s desire is that through cooperation and celebration,
fulfill his kingdom mandate to spread the gospel. This course explores a variety of approaches to starting new, healthy communities of faith in our changing culture.

**PR3301 Pastor, Church and Law**
This course of study focuses on the practical and service aspects of pastoral ministry. It explores the pastoral duties from a theological basis and then develops appropriate functional structures for the fulfillment of these services. Ministry areas covered include weddings, funerals, and other services. Instruction is given regarding Revenue Canada's taxation laws in respect to charities, as well as guidance for personal financial management in ministry. This course also includes the study of the PAOC/PAON constitutions that are required for credential purposes.

**PR3305 Pastoral Theology**
The course gives an introduction to pastoral ministry by looking at both its biblical foundations and its practical responsibilities. Students will examine the nature of pastoral ministry by looking at the call and role of a pastor and how that plays out in the many relationships of pastoral life and ministry. The course’s dual focus will centre on the theological principles of pastoral ministry as learned from scripture and history and the everyday practices associated with pastoral ministry in a new millennium.

**PR3306 Global Perspectives on Youth Outreach**
The goal of this course is to prepare students to mobilize, organize, train and equip youth and young adults to do effective evangelism locally and globally. Current perspectives on reaching out to the school, community, cross-culturally and internationally, at the early, middle, and late adolescent stages of life will be considered.

**PR3312 Administration in the Local Church**
This course addresses the organizational issues of church life and seeks to equip the student with the foundational skills to initiate and administrate ministries, enlist volunteers in ministry, resolve conflict, conduct effective meetings and committees, manage church resources and work with a church board. The constitutional, financial, and legal aspects of church life will be addressed.

**PR3314 Youth Ministry Workshop**
The purpose of this course is to introduce you to a myriad of youth ministry areas of specialization. This will be accomplished by attending the Youth Specialties’ National Student Workers Convention. You will be required to attend pre-determined plenary sessions, workshops and discussions in order to gain knowledge of youth ministry topics which may not be addressed in the MCS Youth Ministry program and to further enhance what the MCS program offers. Time will be given to class presentations in order for the entire class to benefit from multiple streams of study.

**PR3317 Youth Discipleship and Mission**
This course is based on the premise that we are called to make disciples, not just believers. Emphasis will be placed on the personal discipleship of the youth worker and his or her ability to disciple others out of that experience. A major focus will be the philosophy of *missional* church youth outreach in post-modern youth culture as well as training youth for personal lifestyle evangelism. Also to help the student better understand global youth culture and how to prepare a STM team to do outreach locally and overseas. Attention will be given to developing an understanding of the interrelated and distinct stages of moral, faith and spiritual development, and the spiritual-decision-making process. The spiritual formation and nurture of students in the developmental process will be addressed as well as measuring spiritual formation and the effects of the fruit of the Spirit in a student’s life. The course will focus on training youth disciples who make disciples and assisting parents to disciple their teenagers. Student will learn how to create an atmosphere where adolescents can meet together, becoming committed to each other, to the group and to growing together in their faith in Christ.

**PR4202 Critical Issues in Youth Ministry**
As the capstone course of the youth ministry program, this course is designed to prepare the student for societal and pastoral issues youth workers face in church or para-church ministries. Students are challenged to integrate their theological and Biblical education with their approach to contemporary youth ministry. This course utilizes case studies, research, and student presentations to address the bulk of the issues. (Prerequisite: Students must have completed the Internship and practica courses or have the permission of the instructor to enroll in this course.)
PR4303 Critical Issues in Pastoral Ministry
This course is the capstone course for pastoral ministry program. A major component of this course includes a reflection and application of internship experiences and observations. This course will investigate areas of congregation life such as change, conflict resolution, and pastoral health and leadership, team building, vision and values. (Prerequisite: Students must have completed the Internship and practica courses or have the permission of the instructor to enroll in this course.)

PR4306 Issues in Pastoral Counselling
This course explores the issues related to counselling that will face the pastor in the course of pastoral ministry. An attempt will be made to understand the problems such as sexuality, addiction, abuse, marriage, divorce, among others, from a theological perspective. From a biblical understanding then, responses are formed to address these problems. The course includes a section on youth issues in counselling. (Prerequisite: GE2400 Counselling Psychology)

PR4307 Personal Ministry Development
This course is intended to assist people in ministry in better understanding themselves and how they impact the nature of leadership in the church. Thus, this course is designed to assist the student in assessing their life and ministry experience as a prelude for future personal development. All participants will be expected to view themselves and their experiences in ministry through the lenses of reality and transparency. Your experiences, positive and negative, joyful and painful will provide the class with valuable insights. The focus of this course is on self-awareness and the assembling of a personal ministry portfolio that will indicate past ministry training and experience, as well as, personal development and spiritual formation. The portfolio will serve as the basis of an important option in this course and that is for prior learning assessment (PLA) and mapping future learning and growth. Prior learning assessment is a way of evaluating past ministry experience that allows the College to determine the extent to which prior ministry involvement corresponds to the objectives of the program and may result in the awarding of extra academic credits based on an equivalency. (This course is ONLY available to students enrolled in the Bachelor of Theology Completion Program.).

PR4313 Pastoral Ministry – Special Topics
As a leader-in-process you are preparing for a lifetime of ministry. This pathway will be marked by the emergence of philosophies, theologies and practices which are ‘new’. You will need to be equipped to respond. The purpose of this course is to stimulate written and oral dialogue concerning current discussions in evangelical Christianity. During this course you will develop a refined pastoral ministry philosophy while simultaneously examining contemporary counseling issues, social justice issues, issues within church practice and governance. In each topic or case study a Biblical, ethical and practical response will be the goal of discussion.

PR4406 Homiletics Practicum
This practicum focuses on the delivery of the sermon within the context of the church. The student will be asked to preach two sermons during the semester. Using a variety of evaluative means, the preaching delivery and effectiveness of the sermon will be considered. This course will seek to be supportive and provide constructive evaluation in order to aid the student in developing the craft of preaching.

PR4413 Biblical Teaching Practicum
The purpose of this practicum is to survey a number of Bible Study methods with special emphasis on the preparation and presentation by the student in an actual group setting. A variety of methods will be reviewed with special emphasis placed on the "inductive" method of study in scripture.