

**MASTER OF ARTS IN YOUTH & YOUNG ADULTS
HANDBOOK
UPDATED SUMMER 2017**

INTRODUCTION

This *Handbook* is published to help students and faculty in the planning and implementation of the Master of Arts in Youth & Young Adult Ministry degree at the Seventh-day Adventist Theological Seminary at Andrews University. It does not supersede the *Andrews University Bulletin*.

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

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MISSION

The Master of Arts in Youth & Young Adult Ministry program prepares men and women to fulfill the teaching and discipling mandates of the gospel commission.

WELCOME

Welcome to the Master of Arts in Youth & Young Adult Ministry Program!

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

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

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

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

The Youth and Young Adult Ministry program prepares professionals for vocations such as a youth pastor, dormitory dean, guidance counselor, college or academy chaplain, conference youth director or local church youth leader. Courses are provided in theology, church history, world mission, and youth and young adult ministry.

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

SEMINARY'S MISSION STATEMENT

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

SEMINARY'S CORE VALUES

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

STRUCTURE OF THE YOUTH & YOUNG ADULT MINISTRY PROGRAM

We have structured our program around five basic outcomes or competencies of the Youth and Young Adults Ministry program. Each student is to develop competencies in these six areas.

The discipleship outcome/competencies look at the whole person: head, heart and hand; knowing, feeling, and doing. The competent religious educator is able to personally live, model and disciple others into this wholistic approach to the Christian life and ministry. The roles and competencies are listed below.

OUTCOMES

A student who completes the Master in Youth & Young Adult Ministry will be a:

1. CHRISTIAN APOLOGIST

Articulates effectively a theology and philosophy of youth and young adult ministry.

2. PASTOR-TEACHER

Uses appropriate methodologies to disciple youth and young adults.

3. SERVANT LEADER

Understands youth and young adult culture relevant to its application in the biblical discipleship process.

4. MATURING CHRISTIAN

Engages consistently in biblical devotional habits to be open to the transforming work of the Holy Spirit in his or her life.

5. YOUTH AND YOUNG ADULT SPECIALIST

- Develops ministry for the broader church
- Advocates for the youth and young adults and for effective ministry to them

PROGRAM DESCRIPTION

MA IN YOUTH & YOUNG ADULTS MINISTRY

YOUTH AND YOUNG ADULT MINISTRY EMPHASIS— The MAYYAM program prepares professionals for vocations such as a youth pastor, dormitory dean, guidance counselor, college or academy chaplain, conference youth director or local church youth leader. Courses are provided in theology, church history, world mission, and youth and young adult ministry.

CAMPUS CHAPLAINCY EMPHASIS— preparation for chaplaincy on Adventist or non-Adventist institution of higher education. This emphasis was developed in conjunction with Adventist Chaplaincy Ministries of the North American Division of Seventh-day Adventists.

DUAL DEGREES

MAYYAM/MSW (Master of Arts in Youth and Young Adults Ministry and Master of Social Work) - An integrated three-year, 78 credit dual degree program is available that provides a broader foundation in counseling and community work. Work with youth and young adults can be challenging. The generalist approach to counseling and community work that is taught in the MSW program enhances the youth ministry focus of the MAYYAM degree. Students report feeling better equipped to deal with the real life needs of the youth they serve. Students choosing this option simultaneously receive two degrees. An emphasis in Campus Chaplaincy is also available. Application must be made to both programs separately.

MAYYAM/MSCID (Master of Arts in Youth and Young Adult Ministry and Master of Science in Community and International Development) - This dual degree program is chosen by students who seek a career in Youth Ministry combined with work in Community or International Development. The degree is a minimum of 72 credits with up to 7 elective credits. Students choosing this option simultaneously receive two degrees. Application must be made separately to both programs.

TIME LINE FOR PROGRESSING THROUGH THE MAYYAM PROGRAM

ADMISSION	IF PROVISIONAL ADMISSION	DEVELOP COURSE PLAN	YOU CAN REGISTER FOR THE PRACTICUM ONCE YOU HAVE 24 CREDITS IN THE PROGRAM	FILL OUT RECOMMENDATION FOR GRADUATION FORM AND GRADUATION APPLICATION	CLEAR ALL DG's, I AND MISSING GRADES.	IF YOU ARE A CAMPUS CHAPLAINCY EMPHASIS STUDENT	GRADUATION WEEKEND EVENTS
<p>Complete all admission requirements.</p> <p>If accepted, Take the Bible Entrance Test (must pass with 80% or more, otherwise need to enroll in GSEM525)</p> <p>Attend orientation weekend.</p>	<p>Work to get regular status as soon as possible.</p> <p>Complete any prerequisite courses.</p> <p>Provisional status must be changed and regular status granted by the time the student completes 50% of their course work.</p>	<p>During your first semester, meet with your advisor(s) to work out your Course Plan. Submit the signed copy to the Department of Discipleship & Religious Education.</p>	<p>The practicum must be approved by Dr. Allan Walshe. An appointment with him is necessary. A contract will be signed when the practicum idea is approved.</p>	<p>The Recommendation for Graduation form is to be filled out in the beginning of your last semester at AU.</p> <p>You will apply for graduation at the same time.</p>	<p>You must have all your grades on record in order to graduate.</p>	<p>You need to present and pass your portfolio (done your last semester at AU). This portfolio is presented before faculty and peers, and is developed online by the student.</p>	<p>Be sure to attend all graduation weekend events, including the Thursday night rehearsal and the Sabbath afternoon Seminary dedication.</p>

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MASTER IN YOUTH & YOUNG ADULT MINISTRY
48 Credits

Please Note:

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

COURSE WORK

1.1 ADMISSION STATUS

A. REGULAR

If you meet all admission requirements of the Theological Seminary and the Youth and Young Adult Ministry program, you are eligible for regular status.

B. PROVISIONAL

If you do not meet all the requirements for regular admission, but in the judgment of the Department of Discipleship & Religious Education or the Seminary's Master's Admission Committee show the ability to undertake successfully the proposed program, you are eligible for provisional status. At the time of provisional admission, the Department of Discipleship & Religious Education or the Master's Admission Committee specifies the nature of any deficiencies and the plan and deadline for their removal. The class load limit for students on provisional status is normally 8 credits. Deficiencies must be removed and regular status must be granted by the time you complete 50% of the master's course work. If you fail to meet prescribed specifications, you may be dropped from the program.

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

A. PREREQUISITES FOR MASTER OF ARTS IN YOUTH AND YOUNG ADULT MINISTRY

Student applicants must have a BA degree, and take and pass the Bible Entrance Exam with a grade of 80% or more. If the student does not pass the Bible Entrance Exam, the student must take the course GSEM525 the first fall semester they attend the Seminary.

B. QUALIFYING FOR REGULAR ADMISSION

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

1. A bachelor's degree from an accredited university or its equivalent.
2. Evidence of ability to pursue advanced study in graduate-level work with a cumulative undergraduate grade-point average of at least 2.5 on a 4.00 system.
4. Adequate undergraduate and/or graduate preparation in the proposed field of study and general education. Assessment of preparation is done by your department.
5. Evidence of ability to handle master's-level work in the English language. If your first language is not English, you must submit scores on an English language proficiency test (TOEFL or

MELAB). Check the Andrews University bulletin for passing scores. Those who do not pass the test will be placed in the following categories, and may or not be accepted provisionally.

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

6. A minimum of three satisfactory recommendations showing strong potential for educational leadership and service. The recommendations should come from a former college teacher, a pastor or second college teacher and a church administrator or recent employer.
7. A written statement of purpose for graduate study in the program.
8. The Sixteen Personality Factor Test completed and submitted online to the Seminary psychologist.

1.3 ACADEMIC ADVISEMENT

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

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

1.4 MASTER'S PROGRAM COURSE WORK

Upon program acceptance, you will meet with your advisor and plan to map out your program in the Course Plan (see sample course plans in all emphasis areas at the end of this handbook). The Course Plan will assist you in understanding the required courses and make future course registration less complex.

A. PROGRAM COURSE WORK REQUIREMENTS

Plan your program carefully with your advisor. The Master in Youth and Young Adult Ministry degree is 48 semester credits of graduate work.

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

1. At least 50 percent of the total credits must be numbered 500 and above.
2. Course plan must not contain more than 6 credits of independent study and/or 6 credits of workshop/tour and no more than a combined total of 9 credits.

B. CURRICULUM REQUIREMENTS

A total of 48 credits is required to complete the Master in Youth and Young Adults Ministry degree. The emphasis areas are Youth and Young Adult Ministry and Campus Chaplaincy. Course plan forms

for these emphases are provided in this booklet so that you can “see at a glance” the curriculum for each.

How to read the form:

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

1.5 TRANSFER OF CREDITS

A. FROM ANOTHER RECOGNIZED INSTITUTION

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

1. The courses were taken less than six calendar years before your expected graduation year.
2. The grade earned in each course is at least a B (3.00).
3. The courses apply toward a comparable degree at that institution.
4. The courses meet similar requirements or electives within the Andrews program.
5. The transferring credits do not exceed 24 the minimum credits required.
6. Such courses are recommended by your advisor and approved by the Department of Discipleship & Religious Education faculty within the first semester of your residence.
7. An official transcript is on file in the Records Office.
8. A petition is submitted and approved before the course is taken if the course is to be taken after admission to Andrews University.
9. The computation of the GPA does not include grades earned in transfer courses.

B. FROM A PREVIOUS DEGREE AT ANDREWS UNIVERSITY

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

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

1. The courses were taken less than six calendar years before your expected graduation year.

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

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

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

1.6 STUDENT RESPONSIBILITY FOR BULLETIN REQUIREMENTS

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

1.7 GOVERNING BULLETIN

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

1.8 TIME LIMITATIONS

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

1.9 INACTIVE STATUS

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

You are responsible for keeping the Department of Discipleship & Religious Education informed about your current contact information.

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

1.10 MINIMUM STANDARDS OF SCHOLARSHIP

A. SCHEDULE OF STUDIES

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

B. PROVISIONAL STATUS

If you have been accepted provisionally:

1. Due to low admission GPA standards, you must achieve a cumulative Andrews University grade-point average of 3.00 for the first 12 credits after acceptance in courses graded A-F to continue in the program.
2. If you are on provisional status you may not register for thesis, independent study, workshop credits, practicum credits, nor present your portfolio (when applicable) or request a recommendation for graduation.

C. GRADE-POINT AVERAGE

To remain in the program, you must maintain a grade-point average of 2.50 overall and in your major or concentration.

No grade of D or F may count toward a degree. If you repeat a course, only the grade for the repeated course will be used in the grade-point average. Accumulation of more than four grades below a B- (including U), normally terminates your enrollment.

D. ACADEMIC PROBATION

If the cumulative grade-point average in your MA work at Andrews University drops below 2.50 in any given semester, you will be placed on academic probation. You and your advisor must develop a plan to raise your grade-point average above 2.50, normally within the next semester. The MAYYAM program must approve this plan.

When your cumulative grade-point average again reaches 2.50, the MAYYAM program will reinstate you to regular status. However, if you have not reached the minimum grade-point average within the time limits stated in the approved plan, you may be dropped from the program.

If you are on academic probation, you may not register for thesis, independent study, workshop credits, practicum credits, nor present your portfolio (when applicable) or request a recommendation for graduation.

E. OTHER STANDARDS

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

thesis, if the thesis option is selected.

1.11 SATISFACTORY ACADEMIC PROGRESS

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

1.12 PRACTICUM

The class DSRE660 Field Practicum in Youth and Young Adults Ministry is designed to provide practical training with supervision, a theoretical framework, and product development for youth & young adult ministry. The student must demonstrate adequate prior preparation to be considered for this course as approved by the professor. An individual contract is developed by the student and the professor. Students may register for 1-6 hours of credit in any given semester (maximum of 6 hours during one's Seminary experience). This is based on 45 hours of field work for each hour of credit, 90 hours for 2 hours of credit, 270 hours for 6 hours of credit, etc. The hours of field work will be in three areas (traveling time does not count toward hours):

1. **PREPARATION** – Includes appropriate reading (assigned by the professor), collection of material organization of one's field work, consultation with the professor and/or the professor's designee practice, etc.
2. **MINISTRY** – the actual event (s) proposed by the student (e.g., a weekend seminar, baptismal preparation, summer camp assistant director, etc.)
3. **PRODUCT DEVELOPMENT** - Creating materials actually used/tested in the ministry portion of field work (e.g., seminar instructor's manual and participant's manual, baptismal manual, baptismal Bible study guides, summer camp staff manual, etc.). The product should be in duplicate with one copy returned to the student and the other copy to remain with the professor. The division of one's time into thirds (preparation, ministry, product development) is suggestive but not mandatory. The student should keep a log of how the time is spent. Time blocks of approximately 1-5 hours should be recorded.

Field work hours are to be accrued during the semester in which the student is registered. An exception may be permitted in unusual events (e.g. summer camp may begin prior to the summer semester, a Christmas vacation youth ministry event, etc.).

The student, in consultation, with the youth ministry professor, initiates the field work activity. It is NOT the professor's responsibility to arrange for field work opportunities, although the professor may provide some suggestions for the student to pursue.

Supervision will be by the Seminary professor or the professor's designee. In some situations, a designee might be more favorable situation and have special qualification that would better serve in a supervisory role for the student. In such situation, the designee will provide a written evaluation prior to an exit interview and evaluation by the professor.

Grading is by means of S/U (S=satisfactory, U= Unsatisfactory). A grade of S necessitates a minimum of B level work.

Although Field Practicum in Youth & Young Adult Ministry provides a flexible, highly practical individually

tailored, experiential learning experience, the integrity of the class should be guarded by both the professor and the student.

1.13 PORTFOLIO REQUIREMENTS - CAMPUS CHAPLAINCY EMPHASIS

Students who choose the MA in Youth and Young Adult Ministry with a Campus Chaplaincy emphasis are required to complete a portfolio demonstrating their mastery of concepts and skills related to youth ministry in a campus chaplaincy context. This portfolio is intended to assist graduates when interviewing with prospective employers by assembling artifacts in a single place that demonstrate their competency.

We recommend that students develop an e-portfolio using any of a number of document repository formats. Using a website, you can create pages, add documents, pictures, slide shows, etc. It is also really easy to use. It will be important for you to begin collecting and organizing artifacts from the beginning of your educational journey in the department. You will be exposed to a wide array of experiences and sources that can be incorporated into your portfolio. Be sure to select examples from a broad spectrum of these experiences.

- 1) Artifacts that demonstrate a student's mastery of the program outcomes are listed below.

1. CHRISTIAN APOLOGIST

Articulates effectively a theology and philosophy of youth and young adult ministry.

2. PASTOR-TEACHER

Uses appropriate methodologies to disciple youth and young adults.

3. SERVANT LEADER

Understand youth and young adult culture relevant to its application in the biblical discipleship process.

4. MATURING CHRISTIAN

Engages consistently in biblical devotional habits to be open to the transforming work of the Holy Spirit in his or her life.

5. YOUTH AND YOUNG ADULT SPECIALIST:

- i. Develops Youth Ministry for the broader church
- ii. Advocates for youth and young adults and for effective ministries for them.

- 2) A summary of their Field Practicum discussing significant learning including the positive aspects of the practicum, the challenges encountered, and how they were overcome.
- 3) The portfolio must be presented to the DSRE faculty using the website or a power point presentation during the semester preceding your graduation from the MAYYAM program. The presentation must cover each of the program outcomes and the Field Practicum in about 20-30 minutes.

The following journals may be of help when you are preparing your portfolio:

Campus Ministries

- Counseling and Values
- Journal of College Counseling
- Journal of Pastoral Care
- Journal of Pastoral Counseling
- Journal of Religion & Spirituality in Social Work
- Pastoral Psychology
- Journal of Youth Ministries
- Jr. High Ministry
- Chaplaincy
- Chaplaincy Today
- Adventist Chaplain
- Chaplain

Spiritual Development

- International Journal of Children's Spirituality
- Issues in Theology and Spiritual Leadership / Dept. of Religion and Theology, Northern Caribbean University
- Journal of Religion and Health
- Spiritual Life
- Spiritual Life (Washington)
- Studies in Formative Spirituality

Learning how to develop an academic portfolio is one of the goals of DSRE 620 Professional Development. Check the guidelines for the course DSRE 620.

A. PRESENTATION

Upon completion of your course work, you will present your portfolio to the Department of Discipleship and Religious Education. You will make a 20-30-minute presentation, which will be followed by a Question-and-Answer session. The presentation is open to guests.

EVALUATION RUBRIC FOR THE PORTFOLIO PRESENTATION

Role	Competency Level			Total
1. Christian Apologist Articulates effectively a theology and philosophy of youth ministry	Emerging 1-2	Proficient 3-4	Distinguished 5	
Evidence and comments:				
2. Pastor-Teacher Uses appropriate methodologies to disciple youth and young adults	Emerging 1-2	Proficient 3-4	Distinguished 5	
Evidence and comments:				
3. Servant Leader Understands youth and young adult culture relevant to its application in the biblical discipleship process	Emerging 1-2	Proficient 3-4	Distinguished 5	
Evidence and comments:				
4. Maturing Christian Engages consistently in biblical devotional habits to be open to the transforming work of the Holy Spirit in his or her life	Emerging 1-2	Proficient 3-4	Distinguished 5	
Evidence and comments:				
5. Youth and Young Adult Specialist: <ul style="list-style-type: none"> • Develops youth ministry for the broader church. • Advocates for youth and young adults and for effective ministry to them. 	Emerging 1-2	Proficient 3-4	Distinguished 5	
Evidence and Comments:				Final Score:

RECOMMENDATION FOR GRADUATION

2.1 PROCEDURE

On the beginning of your last semester at Andrews University, you should apply for Recommendation for Graduation. This needs to be done with the assistance of the Department's Administrative Assistant.

2.2 CRITERIA FOR APPLYING FOR RECOMMENDATION FOR GRADUATION

At the time you file a Recommendation for Graduation form you should:

- A. Have completed all deficiencies that may have existed
 - 1. Completed pre-requisite courses
 - 2. Cleared all DG, I, and missing grades
- B. Have shown English language proficiency where required
- C. Be on regular status
- D. Have maintained a cumulative grade-point average of 2.50 or higher

GRADUATION REQUIREMENTS

3.1 APPLICATION FOR GRADUATION

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

3.2 COMPLETION OF PROGRAM REQUIREMENTS

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

3.3 GRADUATION GOWN

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

3.4 ANNOUNCEMENTS/NAME CARDS

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

3.5 LODGING

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

3.6 GRADUATION SCHEDULE

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

3.7 CONFERRAL OF DEGREE

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

3.8 GRADUATION IN ABSENTIA

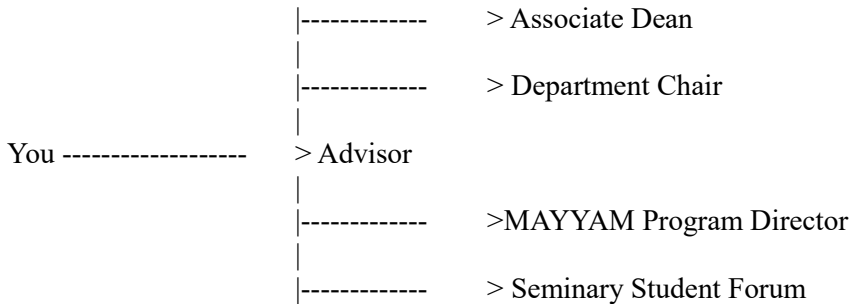
You may graduate in absentia by indicating your request in the Graduation Application form (online).

STUDENT APPEAL PROCESS

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

4.1 CONFLICT WITH POLICY IN GENERAL

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



4.2 CONFLICT WITH POLICY IN PARTICULAR

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

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

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

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

OR

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

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

You ----> Dean

If the problem still does not have a resolution you may discuss the matter with the University Ombudsman or the Graduate Dean.

You ----> University Ombudsman

OR

You ----> Graduate Dean (Final Appeal)

4.3 CONFLICT WITH A FACULTY MEMBER OVER PRACTICE

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

You ----> Faculty Member

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

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

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

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

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

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

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

You ----> President

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

APPENDIX

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



Department of Discipleship & Religious Education

MAYYAM Core Checksheet 2016-2017

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

Prerequisites Completed:		Or	FALL			
Biblical Literacy Exam	80%					
GSEM525 Bible and Biblical History (C+)		1				
Biblical Spirituality		2				
DSRE541	Foundations of Biblical Spirituality	2				
Biblical Studies		4				
	NTST/OTST	2				
	NTST/OTST	2				
Theology		4				
THST		2				
THST		2				
Church History		2				
CHIS574	History of SDA Theology	2				
Christian Ministry		4				
CHMN523	Worship: Word & Music	2				
CHMN	Conflict Resolution or Church Leadership Course	2				
World Mission		2				
MSSN		2				
Emphasis Courses		18				
DSRE534	Ministry to Youth and Young Adults	2				
DSRE564	Adv Youth & Young Adult Ministry Leadership	2				
DSRE605	Contemporary Topics in Religious Ed & Disc	Or 2				
DSRE610	Teaching for Discipleship	2				
DSRE608	Youth & Young Adults in Contemporary Culture	2				
DSRE656	Counseling Youth & Young Adults	2				
DSRE660	Field Practicum: MAYYAM (after 24 cr in program)	6				
CHMN632	Contextualized Preaching for YYA	2				
Emphasis Electives		6				
DSRE503	Marriage, Family & Interpersonal Relationships					
DSRE619	Religious Experience in Adolescence					
DSRE626	Ministry to At-Risk Youth					
DSRE636	Seminar in Youth Ministry					
DSRE651	Foundations of Biblical Counseling					
DSRE678	Spiritual Nurture of Children					
CHMN553	The Church & Social Issues					
CHMN555	Pastoral Counseling					
CHMN574	Perspectives in Church Marketing					
CHMN616	Spirituality in Ministry					
CHMN623	Innovative Evangelism					
CHMN656	Holistic Small Groups					
General Electives		6				
MA Thesis (Optional)						
GSEM620	Research Methods	2-3				
GSEM697	MA Thesis	6				

Required Workshops Attended	
Time Management	<input type="checkbox"/>
Study Skills and Critical Thinking	<input type="checkbox"/>
Managing Student Stress	<input type="checkbox"/>
Effective Writing Skills	<input type="checkbox"/>

Additional Workshops Attended	

Notes	

Abbreviations:
T = Transferred; S = substituted

NOTE: A maximum of 24 graduate credits, when applicable, may be accepted from approved seminaries or universities upon approval of the dean.

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

Name:		ID #:		GPA:	
Beginning Semester:		Updated:	7/5/2017		
Admission Status:		Anticipated Graduation Date:			

Prerequisites Completed:		Or	No		
Biblical Literacy Exam	80%				
GSEM525 Bible and Biblical History (C+)			1	1	
Biblical Spirituality		2			
DSRE541	Foundations of Biblical Spirituality	2			
Biblical Studies		4			
	OTST/NTST	2			
	OTST/NTST	2			
Theology		4			
THST		2			
THST		2			
Church History		2			
CHIS574	History of SDA Theology	2			
Christian Ministry		4			
CHMN523	Worship: Word & Music	2			
CHMN	Conflict Resolution or Church Leadership Cour	2			
World Mission		2			
MSSN		2			
Emphasis Courses		28			
DSRE534	Ministry to Youth and Young Adults	2			
DSRE564*	Adv Youth & Young Adult Ministry Leadership	2/3			
DSRE620	Scholarly and Professional Development	0			
DSRE610	Teaching for Discipleship	2			
DSRE608	Youth & Young Adults in Contemporary Culture	2			
DSRE636*	Seminar in Youth Ministry	2/3			
DSRE507	Introduction to Chaplaincy Ministry	3			
DSRE664	Advanced Campus Ministries	3			
DSRE669	Reaching the Secular Mind	3			
DSRE656	Counseling Youth & Young Adults	3			
DSRE660	Field Practicum: MAYYAM (after 24 cr in progr	3			
CHMN632	Contextualized Preaching for YYA	2			
Emphasis Electives		2			
DSRE503	Marriage, Family & Interpersonal Relationships				
DSRE615	The Pastor & the Adventist School				
DSRE626	Ministry to At-Risk Youth				
DSRE636	Seminar in Youth Ministry				
DSRE651	Foundations of Biblical Counseling				
DSRE659	Human Sexuality				
CHMN553	The Church & Social Issues				
CHMN555	Pastoral Counseling				
CHMN574	Perspectives in Church Marketing				
CHMN616	Spirituality in Ministry				
CHMN536	Personal Evangelistic Ministry				
CHMN656	Holistic Small Groups				
Thesis (Optional)		8-9			
GSEM697	MA Thesis	6			
GSEM620	Research Methods	2-3			

Required Workshops Attended	
Time Management	<input type="checkbox"/>
Study Skills and Critical Thinki	<input type="checkbox"/>
Managing Student Stress	<input type="checkbox"/>
Effective Writing Skills	<input type="checkbox"/>

Additional Workshops Attended	

Notes	

*In either DSRE636 or DSRE564 the student must register for a third credit requiring completion of a research/action research project

Abbreviations: T= Transferred; S = Substituted

NOTE: A maximum of 24 graduate credits, when applicable, may be accepted from approved seminaries or universities upon approval of the dean.

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

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

Prerequisites Completed:					Required Workshops Attended	
Biblical Literacy Exam	80%	Or	No			
GSEM525	Bible and Biblical History (C+)		1			1 - Fall
Biblical Spirituality					2	
DSRE541	Foundations of Biblical Spirituality		2			1 - Fall
Biblical Studies					4	
	NTST/OTST		2			1 - Sum
	NTST/OTST		2			2 - Fall
Theology					4	
THST			2			1 - Fall
THST			2			2 - Sum
Church History					2	
CHIS574	History of SDA Theology		2			1 - Sum
Christian Ministry					4	
CHMN523	Worship: Word & Music		2			1 - Fall
CHMN	Conflict Resolution or Church Leadership Course		2			2 - Fall
World Mission					2	
MSSN			2			2 - Sum
Emphasis Courses					14	
DSRE534	Ministry to Youth and Young Adults		2			1 - Spr
DSRE564	Adv Youth & Young Adult Ministry Leadership		2			1 - Spr
DSRE605	Contemporary Topics in Religious Ed & Disc	Or	2			
DSRE610	Teaching for Discipleship		2			2 - Fall
DSRE608	Youth & Young Adults in Contemporary Culture		2			1 - Spr
DSRE656	Counseling Youth & Young Adults		2			1 - Fall
CHMN632	Contextualized Preaching for YYA		2			2 - Spr
	Choose one course from CHMN or DSRE		2			1 - Spr
MSW Requirements					46	
SOWK501	Foundations of Practice I		4			2 - Fall
SOWK502	Foundations of Practice II		4			2 - Spr
SOWK515	Christian Perspectives on Professional Ethics		2			2 - Spr
SOWK531	Human Behavior and the Social Environment I		2			1 - Fall
SOWK532	Human Behavior and the Social Environment II		2			1 - Spr
SOWK550	Social Policy		2			2 - Spr
SOWK561	Social Work Research I		2			1 - Fall
SOWK562	Social Work Research II		2			1 - Spr
SOWK601	Advanced Practice I		3			3 - Fall
SOWK602	Advanced Practice II		2			3 - Spr
SOWK605	Advanced Clinical Assessment		3			3 - Fall
SOWK630	Policy for Social Change		3			3 - Fall
SOWK660	Advanced Practice Evaluation		3			3 - Spr
SOWK689	Advanced Professional Seminar		1			3 - Spr
SOWK510	Generalist Field Seminar		1			2-Fall/Spr
SOWK535	Generalist Field Experience		4			2-Fall/Spr
SOWK610	Advanced Field Seminar		1			3-Fall/Spr
SOWK635	Advanced Field Experience		5			3-Fall/Spr

Time Management	<input type="checkbox"/>
Study Skills and Critical Thinking	<input type="checkbox"/>
Managing Student Stress	<input type="checkbox"/>
Effective Writing Skills	<input type="checkbox"/>

Additional Workshops Attended	

Notes
 SOWK535 and SOWK635 replaces DSRE660 Field Practicum
 SOWK501 replaces DSRE503

Abbreviations: T= Transferred; S= Substituted

NOTE: A maximum of 24 graduate credits; when applicable, may be accepted from approved seminaries or universities upon approval of the dean.

Summary	
Credits Needed for Degree	78
Total Earned to Date	0
Total Left to Earn	78
Total MAYYAM Earned	0
Total MAYYAM Left to Earn	32
Total MAYYAM Transferred Credits	0
Total MAYYAM Substituted Credits	0

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

Prerequisites Completed:					
Biblical Literacy Exam	80%	Or	No		
GSEM525	Bible and Biblical History (C+)	1			1 - Fall
Biblical Spirituality		2			
DSRE541	Foundations of Biblical Spirituality	2			1 - Fall
Biblical Studies		4			
	NTST/OTST	2			1 - Sum
	NTST/OTST	2			2 - Fall
Theology		4			
THST		2			1 - Fall
THST		2			2 - Sum
Church History		2			
CHIS574	History of SDA Theology	2			1 - Sum
Christian Ministry		4			
CHMN523	Worship: Word & Music	2			1 - Fall
CHMN	Conflict Resolution or Church Leadership Course	2			2 - Fall
World Mission		2			
MSSN		2			2 - Sum

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

Additional Workshops Attended			

Notes
SOWK535 and SOWK635 replaces DSRE660 Field Practicum
SOWK501 replaces DSRE503

Campus Chaplaincy Emphasis Courses					
DSRE534	Ministry to Youth and Young Adults	2			2 - Fall
DSRE564*	Adv Youth & Young Adult Ministry Leadership	2-3			1 - Spr
DSRE605	Contemporary Topics in Religious Ed & Disc	Or 2			
DSRE610	Teaching for Discipleship	2			1 - Sum
DSRE608	Youth & Young Adults in Contemporary Culture	2			1 - Spr
DSRE636*	Seminar in Youth Ministry	2-3			1 - Fall
DSRE664	Advanced Campus Ministry	3			2 - Sum
DSRE669	Reaching the Secular Mind	3			1 - Spr
CHMN632	Contextualized Preaching	2			2 - Spr
DSRE656	Counseling Youth and Young Adults (Optional)	2			
	Choose a CHMN or DSRE course	2			

MSW Requirements					
SOWK501	Foundations of Practice I	4			2 - Fall
SOWK502	Foundations of Practice II	4			2 - Spr
SOWK515	Christian Perspectives on Professional Ethics	2			2 - Spr
SOWK531	Human Behavior and the Social Environment I	2			1 - Fall
SOWK532	Human Behavior and the Social Environment II	2			2 - Spr
SOWK550	Social Policy	2			2 - Spr
SOWK561	Social Work Research I	2			1 - Fall
SOWK562	Social Work Research II	2			1 - Spr
SOWK601	Advanced Practice I	3			3 - Fall
SOWK602	Advanced Practice II	2			3 - Spr
SOWK605	Advanced Clinical Assessment	3			3 - Fall
SOWK630	Policy for Social Change	3			3 - Fall
SOWK660	Advanced Practice Evaluation	3			3 - Spr
SOWK689	Advanced Professional Seminar	1			3 - Spr
SOWK510	Generalist Field Seminar	1			2-Fall/Spr
SOWK535	Generalist Field Experience	4			2-Fall/Spr
SOWK610	Advanced Field Seminar	1			3-Fall/Spr
SOWK635	Advanced Field Experience	5			3-Fall/Spr

* In either DSRE564 or DSRE636 the student must register for a 3rd credit requiring completion of a research/action research project
Abbreviations: T= Transferred; S= Substituted

NOTE: A maximum of 24 graduate credits, when applicable, may be accepted from approved seminaries or universities upon approval of the dean.

Summary	
Credits Needed for Degree	85
Total Earned to Date	0
Total Left to Earn	85
Total MAYYAM Transferred Credits	0
Total MAYYAM Substituted Credits	0

Contract for DSRE660 Field Practicum (1-6 Credits)

Name: ID:
Address:
Email: Phone:
Semester/s: Field Supervisor:

Description of evangelistic ministry experience the student will be involved in:

Bibliography:

Academic assignments agreed upon by professor and student in order to fulfill the requirements for the number of credits requested:

1. Keep a time log. Time will be used in three ways- preparation (including theoretical framework), ministry, and product development.
2. Keep a journal of the experience. Document every 5-10 hours spent in this ministry experience.
3. Write a 4-6 page report on 600 pages of the books pre-agreed with your supervisor.
4. Develop Product
5. Write a 5 page reflection paper at the end of your experience.

Number of conferences planned:
Deadline to turn in final report: *First Draft:* *Second Draft:*

Student's Signature	Date
Supervisor's Signature	Date