

# MASTER OF ARTS



## STUDENT HANDBOOK

**2012-2014**

### **All Nations Theological Seminary**

P.O. Box 209 – Lilongwe, Malawi, Africa – Tel. 265-762-408 – Email: [ants4nations@yahoo.com](mailto:ants4nations@yahoo.com)

*MOBILIZING THE CHURCH FOR GLOBAL MISSION IN PENTECOSTAL POWER!*

## TABLE OF CONTENTS

Subject	Page
Message from the Director .....	4
Purpose of the Master of Arts Program .....	5
General Objectives .....	5
Specific Objectives .....	5
ANTS' Profile .....	6
Mission Statement .....	6
Core Values .....	6-7
Statement of Faith .....	7
Validation .....	8
Ecclesiastical Affiliation .....	8
Academic Affiliation – Global University .....	8
Degree Program Description .....	8
Schedule of Terms & Term Courses .....	8
Admission .....	8
Admission Requirements .....	8-9
Acceptance .....	9
Probationary Admission .....	9
Registration Process .....	9
Financial Payment (see: Financial Policies section) .....	9
Student/Subject Enrollment Card .....	10
Course Materials .....	10
Room and Board .....	10
Course Numbering System .....	10
Auditing .....	11
Orientation for New Students .....	11
Academic Assessment .....	11-12
Grading Guidelines, System, & Evaluation .....	12-14
Academic Probation, Academic Restriction .....	13-14
Late Papers .....	14
Attendance Policy .....	14
Courses in the Master of Arts Program .....	14
Course Descriptions .....	14-16
Basic Standards of Academic Integrity .....	17
Disciplinary Policy for Violation of Basic Standards of Academic Integrity .....	17
Code of Conduct .....	17-18

Cheating .....	17
Plagiarism .....	18
Fabrication .....	18
Obtaining an Unfair Advantage .....	18
Due Process and Student Rights .....	18
Form and Style Guide & Guidelines for Writing Papers .....	18
Form and Style Guide .....	18-19
Guidelines for Writing Papers .....	19-20
Student Life .....	21
Student Relationships .....	21
Dormitory .....	21
Cafeteria .....	21
Library .....	21
Computer Lab .....	22
Phone booth .....	22
Student Representatives .....	22
Financial Information .....	22
Payments of School Fees .....	22
ANTS' Bank Account Information .....	22
Education Costs .....	23-24
Refund Policy .....	24
Research & Course Study Helps .....	25
Library .....	25
Textbooks & Supplemental Readings .....	25
Internet .....	25
Faculty & Administration .....	26
Recommended Resource Materials for Writing Papers .....	26
Suggestions for Course study .....	26
Graduation Policy .....	27
Course completion .....	27
Capstone Writing Project .....	27
Financial Requirements .....	27
Information Helps .....	28
Course Information .....	28
Enrollment .....	28
Transcript .....	28
Program Evaluation .....	28
Catalog .....	28
Seminary Personnel .....	29

# ALL NATIONS THEOLOGICAL SEMINARY

## MESSAGE FROM THE DIRECTOR

It is my pleasure to welcome you as part of the student body who will engage in post-graduate studies in the field of Missiology and Intercultural studies at *All Nations Theological Seminary* (hereafter referred to as ANTS). ANTS was founded for the purpose of preparing Pentecostal leaders to advance the global mission of the Church. We are committed to the task of global mission! As such, the Missions and Intercultural studies program seeks to cultivate leadership capable of mobilizing the Church to fulfill its missional calling.

We believe each student who seriously engages in our mission's program will be profoundly impacted by his or her experience because of the very nature of the subject matter. It is our belief that missions is the apex of all theological and practical ministry; that is, all theological and practical ministry that is truly Biblical will naturally lead an individual to engage in the Great Commission of Jesus Christ!

Furthermore, we believe that academic excellence and spiritual fervency do not have to be mutually exclusive. Rather, ANTS provides a context for Pentecostal leaders to excel in an intensive academic setting while experiencing spiritual formation; preparing each student to apply the knowledge gained to his or her ministry context.

We are excited that you are now part of the ANTS' family. If you are a highly motivated person who desires to excel in academics, and you exhibit a love for Christ, a burden for people, a desire to build meaningful relationships and a passion to advance the kingdom of God among the nations, then you will discover our program is designed for you!

For the Mission of God!



**Enson Mbilikile Lwesya**  
Director: All Nations Theological Seminary  
Lilongwe, Malawi, Africa

## **PURPOSE OF THE MASTER OF ARTS PROGRAM**

The Master of Arts program, which provides various disciplines was founded for the purpose of preparing Pentecostal leaders to mobilize the Church for global mission in Pentecostal power! ANTS is committed to the task of Global mission. The program is designed to provide an in-depth, advanced, and specialized study in the various fields of leadership and missiology in order to effectively train Pentecostal leaders to advance the kingdom of God so that every nation may glorify God in Christ.

The M.A. program provides post-graduate level training to National Church leaders, missionaries, pastors, church planters, evangelists, teachers, and para-church organizational staff who desire to serve God's mission by engaging in the Great Commission of Christ. The program seeks to cultivate leadership capable of mobilizing the Church to fulfill its missional calling.

This post-graduate degree program introduces biblical, contextual, historical, leadership, psychological, therapeutic and strategic foundations resulting in graduates who are informed and effective in the practice of ministering within one's own culture or across cultures.

The two and half year program is specifically designed to allow a person already engaged in full-time ministry or vocational service to earn their graduate degree while only having to attend courses two months a year during the program.

### **General Objectives**

1. Provide a structured learning environment and activities in which students can engage in order to grow in their understanding of the nature and importance of the study of Missions, Leadership, and Counseling and Intercultural studies.
2. Offer a rigorous academic program designed to challenge students to excel in their post-graduate experience.
3. Provide opportunities for quality research in the field of instruction offered.

### **Specific Objectives**

1. Identify and respond to both faculty instruction and scholarly literature in the field of Counseling and missiology; including areas intrinsic to mission's studies, such as, biblical, theological, and ministerial studies and practices.
2. Understand the significant foundation the Bible provides for the study of Missions and Intercultural studies, Leadership and Counseling.
3. Cultivate leadership capable of mobilizing the Church to fulfill its missional calling.
4. Develop practical applications for ministry within the student's cultural and professional setting.
5. Demonstrate cognitive thinking at a high level of theological reflection by engaging in critical, analytical, and syncretical thought about a wide range of issues related to a student's personal, professional, social, and global context.

6. Cultivate each student's writing skills in a concise and cogent manner resulting in students who communicate clearly and effectively.
7. Deepen the understanding of each student's own cultural heritage and that of other cultures, and exhibit a desire for interaction with diverse cultures within a global context.
8. Apply high standards of exegesis/hermeneutics to biblical interpretation.

## **ANTS' PROFILE**

### **Mission Statement**

*Mobilizing the Church for Global Mission in Pentecostal Power!*

### **Core Values**

- *Christ-Centered Ministry:* We value an effective seminary education that leads students to a deeper and more intimate relationship with Jesus Christ than before beginning that educational process. The Lordship of Christ should effect and be evident in every aspect of education, relationship, and ministry endeavors at All Nations Theological Seminary.
- *Biblical Authority:* We value the Bible as the Word of God, and is our only infallible rule of faith and practice. We believe in the plenary, verbal inspiration of the Holy Scriptures by the Holy Spirit and, therefore, we affirm the inerrancy of the Holy Scriptures, and through rightly interpreting Scripture we preach Christ and His kingdom so that people from every nation may be reconciled to God. We believe that the Bible gives us the mandate, message, and model for world evangelization. The central theme of the entire Bible is God's redemptive work.
- *Pentecostal Distinctive:* We value and are committed to the Pentecostal dimension of Christianity. We affirm the person of the Holy Spirit as the empowering agent in believers of Christ to follow Christ's command to proclaim this gospel to every nation. Thus, we carefully maintain, from a theological and practical perspective, the Pentecostal distinctive in all educational and ministry activities.
- *Mission of God:* We believe that God is a missionary God! As such, God purpose is to gather those that submit to His Lordship from all nations, tribes, and peoples of the earth. Thus, the God of Mission has commissioned His Church to proclaim the good news of the Kingdom of His Son Jesus Christ. We believe this gospel of the kingdom will be preached in all the world as a witness to all nations, then the end will come!
- *Kingdom Perspective:* We believe that Christians are Kingdom people, and Christ Himself is the eternal King over His Kingdom. As Kingdom people we are called in partnership with Christ the King as representatives to proclaim His dominion over all the earth.
- *Missionary Church:* We value the Church as God's representative people on the earth to participate in the call of God's mission. We believe that the task of

God's mission does not fall alone to certain segments of the body of Christ, but rather should involve every Christian from every nation of the world.

- *Comprehensive Education:* We value the educational approach that considers the whole person, and strives to equip the mind and the heart. We believe spiritual fervor and higher education do not have to be mutually exclusive, but rather God can use both aspects to His glory. We are committed to high standards of research, writing, thinking and application as a means of preparing students to engage with a global community.
- *Community Emphasis:* We value community fellowship. We believe that within the learning community we must model ethics and values of the Kingdom of God. Students should reach out to one another with humility and dignity while modeling a servant's heart knowing that we are a reflection of the breath and diversity of the family of God.

## **Statement of Faith**

All Nations Theological Seminary subscribes to the *Statement of Fundamental Truths* of the Assemblies of God. The full statement can be found in the ANTS' catalog.

The following is a summary:

We believe:

- The Bible is the inspired and only infallible and authoritative Word of God.
- There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- In the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His future return to the earth in power and glory.
- The only means of being cleansed from sin is through repentance and faith in the vicarious and atoning work of Jesus Christ.
- Regeneration by the Holy Spirit is absolutely essential for personal salvation. The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
- The baptism in the Holy Spirit is a special experience following salvation for the purpose of empowering believer for witnessing and effective service just as it did in the New Testament times.
- In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- In the Blessed Hope – the rapture of the Church at Christ's coming.
- In the resurrection of both the saved and the lost, the one to everlasting life and the other to bodily everlasting damnation.

## **Validation**

ANTS is a cooperating partner with Global University (USA) by which has accreditation covering through the Council for Higher Education Accreditation (CHEA), as well as, through the Association of Pentecostal Theological Education in Africa (APTEA), and furthermore enjoys the ecclesiastical endorsement of Africa Theological Training Service (ATTS).

## **Ecclesiastical Affiliation**

ANTS is an educational extension of the Malawi Assemblies of God fellowship.

## **Degrees Offered & Program Description**

ANTS offers the following Master of Arts Degrees:

1. Master of Arts in Missions Arts in Missions & Intercultural Studies
2. Master of Arts in Christian Leadership
3. Master of Arts in Christian Counseling (to come 2013)

The Masters of Arts in Missions & Intercultural Studies and the Christian Leadership are made up 45 credit hours which is the equivalent of 13 post-graduate level courses that make up the program course offerings and a research thesis. The Masters in Counseling shall be a

## **Schedule of Terms & Courses**

There are two terms scheduled per academic year. Each term consists of three courses offered over a thirty-day period. The terms are held every May and during November unless otherwise stated. Students may refer to the 'Schedule of Courses' form distributed by the ANTS' office to review the courses schedule for any two-year academic period.

## **ADMISSIONS**

### **Admission Requirements**

- Satisfactory evidence of a definite Christian conversion, sound moral character, and personal integrity.
- Demonstrate a genuine calling and commitment to ministry.
- Demonstrate a passion for the Great Commission of Christ to reach all nations with the gospel of Christ.
- Minimum of two-year active full-time ministry experience after B.A. or equivalent degree.
- Be at least 24 years of age.
- Must be able to study and communicate in the English language.

- Hold a B.A. or equivalent degree from an accredited and/or recognized academic institution, and having an cumulative grade point average (GPA) of 80%, or 3.0 (B-) on a 4.0 grading scale (note: applicants transferring credits from another approved post-graduate program or applicants who have an earned post-graduate degree, the required GPA is 2.5). A minimum of 15 credit hours of undergraduate Course work in Biblical and Pastoral ministry studies may be required for students who have an undergraduate degree in a non-Biblical studies or ministerial training field.
- Submit all application forms in part one and part two of the ANTS' application packet, including the non-refundable application fee, two passport size photos, and a typed copy of the English proficiency essay required in part two of the application packet.
- Produce evidence of adequate financial support for his/her post-graduate studies.

### **Acceptance**

Acceptance into the Master of Arts program is granted on approval of your application. If you completed an application packet, submitted your application fee, met the admission's requirements, as well as, declared your intent to pursue an ANTS' M.A. degree, you may be accepted with full admission into the ANT'S program.

Under special circumstances and approval from the director's office, after a case by case evaluation, a prospective student who does not meet every academic requirement may be granted special student status, and may take a maximum of nine credits toward an ANTS M.A. degree before completing all requirements for a program student. Special student status may also be given to students who have already obtained an M.A. degree through ANTS or through another post-graduate school, but who desire to enroll for additional courses for personal and ministry reasons.

### **Probationary Admission**

Probationary admission status can be granted on a case by case evaluation for certain students who demonstrate adequate proof of their ability to succeed academically on a post-graduate level even though their undergraduate GPA record was below the 80% (3.0 on a 4.0 scale) required for admission. Students admitted under this status must prove their academic ability by earning an 80% or above for all three of their first term courses enrolled at ANTS. Any student admitted under probationary status who does not meet these requirements will not be allowed to continue in the Master of Arts program.

## **REGISTRATION PROCESS**

### **Financial Payment** (see: Financial Policies section)

All students are required to make full payment of all fees acquired on the day of registration. Students, who need to make special arrangements for payment of their school fees, room & board, etc, will need to seek approval through the business office and from the director of the Master of Arts program. For a listing of all fees pertaining to a student's program of study, please review the financial policies section of the student handbook or the

‘Estimated Cost Form’ distributed through the business office.

### **Student/Subject Enrollment Card**

Each student is required to fill out a ‘Student/Subject Enrollment Card’ on the day of registration for each course which he/she intends to enroll. The student/subject enrollment card once completed list the name of student, contact information, name of course for which the student is enrolling, number of course, date of enrollment, mentor of course, and approval of director.

### **Course Materials**

Students are required to purchase course materials, such as, textbooks, study guides, and supplemental readers used as part of the curriculum for courses offered in the Master of Arts program. Course materials are carefully chosen to enhance the knowledge of students in their program of study. ANTS places great stress for the need of all students to pre-read all course materials before attending class.

### **Room and Board**

Students who intend to stay on campus during the term and take their meals from the ANTS’ kitchen facility will need to inform business personnel on the day of registration in order for fees to be assessed.

Rooms for lodging include bedding and a desk for study (lodging does not include towels or toiletries). Clean linens are made available weekly. Laundry service is not provided, however, laundry soap can be purchased for students to wash their clothing.

Meals and lodging per day: USD \$8.00 (includes three meals per day & 1 tea time)

Meals: For students who are not lodging in the ANTS’ dormitory but would like to eat certain meals on campus, a meal ticket can be purchased on registration day allowing the student to choose which meals they would like to eat and on what day(s) of the week.

### **Course Numbering System**

The following course categories are incorporated in the numbering system for the All Nations Theological Seminary and Global University Master of Arts courses:

MIS = Missions  
BIB = Biblical Studies  
EDU = Education  
LDR = Leadership  
MIN = Ministries  
RES = Research  
THE = Theology

*Course Level:* Indicated by first number. Both 5 and 6 represent post-graduate level courses

(e.g. MIS 5023 – first number – course level is post-graduate).

*Course Sequence:* Indicated by the second and third numbers.

*Course Credit:* Indicated by the fourth number (e.g. MIS 5023 – fourth number – course value - 3 credits).

## **Auditing**

Auditing is allowed for the following individuals:

- Alumni who desire to audit courses may do so for free.
- Ministers or missionaries approved by the program director may audit courses by paying the regular auditor's fee of \$10.00 per course.

Arrangements should be made through the office of the Registrar. An application need not be made in advance.

## **Orientation for New Students**

New students are required to attend an orientation before they can begin their studies at ANTS. Orientation is scheduled on the day of and follows registration. The orientation includes an introduction to administration officers, staff, facilities, program, policies, student life, and form & style requirements. The orientation provides an excellent opportunity for students to interact with the administration on issues related to the Master of Arts program.

## **ACADEMIC ASSESSMENT\***

### **Grading Guidelines, Grading System, and Evaluation**

The faculty members at ANTS (resident and/or adjunct faculty member) who are assigned for a specific course will use the following guidelines to determine your grades for assignments submitted for grading.

Course objectives in the affective domain will be assessed through reflective papers, practicums, and internships. Goals in the cognitive domain will be assessed through course papers, capstone papers, theology of ministry papers, and theses as applicable. Biblical language skills will be assessed by proctored objective and translation exams. Skill-oriented goals will be assessed through field studies or a practicum.

Students who study at the graduate level are required to earn a cumulative grade average of 80 percent or higher for all graduate-level courses completed with All Nations Theological Seminary & Global University in order to receive a Master of Arts or Master of Divinity degree. A minimum grade of 70 percent is required for a graduate course to count toward fulfillment of Master of Arts or Master of Divinity degree requirements. A

---

\* ANTS has adopted all regulations related to academic assessment in the Global University policies, and crafted additional policies that meet ANT'S academic expectations.

minimum grade of 80 percent is required for a graduate thesis to count toward fulfillment of Master of Arts or Master of Divinity degree requirements.

The cumulative grade average will be based on grades for all graduate-level courses that are completed with All Nations Theological Seminary & Global University. A grade below 70 percent will count in the cumulative grade average, but it will not count toward fulfillment of degree requirements. Graduate credit will not be allowed for a graduate course that was completed at another institution with a grade below 80 percent.

## **GRADING SYSTEM**

All Nations Theological Seminary & Global University use a 100-base numeric grading system for its graduate-level courses based on the following grade percentages:

Percentage Grade	Description	Grade Points
90–100%	A (above average; pass superior)	4.0
80–89%	B (average; pass)	3.0
70–79%	C (below average; marginal pass)	2.0
Below 70%	D-F (unacceptable)	0.0
50–69%	R (unacceptable; revise)*	0.0

\*This grade will not appear on a transcript.

All projects, papers, and/or assignments submitted for evaluation will be marked with a numeric percentage according to the foregoing grading scale based on the following criteria:

1. **90–100% (equivalent to A or above average).** Grades in this range are given for work that is above average or of exceptional quality for the graduate level.

**Content of written assignments** should show evidence of independent thought, excellent critical awareness, wide and deep knowledge based on thorough research, clear articulation, solid and viable methodology, some originality in method and/or application of methods, completely viable conclusions, keen analysis/synthesis.

2. **80–89% (equivalent to B or average).** Grades in this range are given for work that is acceptable and average for the graduate level.

**Content of written assignments** should show evidence of good awareness of adequate critical engagements with issues; broad knowledge; viable, if somewhat sketchy, methodology; viable conclusions; average analysis/synthesis. This is the lowest acceptable grade range for a masters'-level thesis.

3. **70–79% (equivalent to C or below average).** Grades in this range are given for work that is below average and marginally acceptable for the graduate level.

**Content of written assignments** should show evidence of average awareness of issues, average general knowledge, average critical awareness, generally acceptable conclusions, no particularly creative development, minimal analysis/synthesis. This is not an acceptable grade for a master's-level thesis.

4. **69% or lower (equivalent to F or unacceptable).** This grade is given when work submitted for evaluation is not acceptable and does not indicate a level of understanding and/or work quality conducive to acceptable completion of a graduate-level course.

**Content of written assignments** will indicate evidence of minimal or no awareness of issues, minimal to major gaps in general knowledge, inadequate or no critical awareness, weak methodology, absence of creativity, little or no relationship between method and discussion, no analysis/synthesis.

5. **R (revise).**\* This grade will not appear on a transcript; it will appear only on individual assignments.

**Content of written assignments** may indicate evidence of minimal awareness of issues, gaps in general knowledge, inadequate critical analysis, weak methodology, absence of creativity, conclusions that do not follow easily from discussion.

When any course work submitted for evaluation receives an unacceptable grade (below 70 percent), a student is required to revise and resubmit it for evaluation before proceeding with the course. A maximum of two revisions may be required (or allowed) for any one assignment. A student should not be given a grade above 80 percent (equivalent to B or 3.0) for work that has been revised and resubmitted.

The goal of requiring a student to revise a paper is to help the student improve his or her awareness of issues, critical thinking skills, methodology, and writing skills.

### **Academic Probation**

A student who fails to complete a course with a passing grade within the enrollment period for the course is placed on academic probation. No grade below 70 percent (C or 2.0) will be applied to degree requirements. Approval is required by the program director of All Nations Theological Seminary for a student to repeat a course for which the student received a grade of 70 percent (C or 2.0). A student will be notified if he or she is placed on academic probation.

If a student's cumulative grade average falls below 80 percent (grade point average of 3.0 or B), the student will be placed on academic probation. In order for a student to be removed from academic probation, the student's cumulative grade average must be raised to 80 percent (grade point average of 3.0 or B) or higher.

### **Academic Restriction**

A student who has been placed on academic probation will be placed on academic restriction if the student's cumulative grade point average remains below 80 percent (grade point average of 3.0 or B) after he or she has taken an additional 6 credits. Before a student who is on academic restriction is allowed to enroll for additional courses, the student will be required to sign a statement acknowledging that he or she is aware that additional courses are taken with the understanding that a degree will not be awarded with a cumulative grade average below 80 percent (grade point average 3.0 or B).

### **Late Papers**

Assignments that are turned in late without prior approval or a reasonable explanation to

the faculty member and program director will be penalized by a whole letter grade every five days after the initial due date. Any assignment that is turned in late but within the five-day period will be penalized according to the discretion of the faculty member (refer to the grading guidelines above), but not in excess of a letter grade.

It is the responsibility of the student to contact the faculty member and the program director if he or she is not able to complete and turn in their assignments by the due date assigned. This does not mean, however, that approval without penalty will be granted to the student.

### **ATTENDANCE POLICY**

Each course is offered over a seven-day period consisting of 4.5 hours per day which totals 31.5 total class hours per course. Students are required to attend a total of twenty-eight classroom hours in order to meet the requirements of the ANTS' attendance policy. Rarely will approval be given to a student to miss more than one day of any course, and can only be approved by the director.

Students are not to approach a faculty member to grant approval for a student to miss any days of courses offered. Faculty members are instructed in the Faculty handbook to refer the student making such requests to the director of the Master of Arts program.

Students who are absent from class more than one day of any course in which they officially enrolled, without special approval, will forfeit all tuition and additional fees paid related to that course.

### **COURSES IN THE MASTER OF ARTS PROGRAM**

The Master of Arts program consists of between 13 to 16 post-graduate level courses worth three credit hours each depending on the program. However, it should be noted that all the programs have at least two research courses in addition to the Research Thesis, which is normally six credits. The Master of Arts in Intercultural Studies and the Leadership demands 13 courses that are done over a period of two years, where students come to the campus and to three courses over one month intensives.

The Master of Arts in Christian Counseling is a 51 credit hour M.A.C., emphasizing Community Mental Health Service (C.M.H.S.T.). It is a non-licensure track designed to prepare students for work in the church and/or public health agencies that do not require licensure. The C.M.H.S.T. requires a minimum grade point average of 2.5 for admission and continuance in the program. Students in the program who desire to apply for a license in counseling are advised to consult specific regulatory authorities in their countries for the direction in that regard.

### **MASTER OF ARTS PROGRAMS**

## **MASTERS OF ARTS IN MISSIONS & INTERCULTURAL STUDIES**

RES5023	Graduate Research and Writing	3
MIS5013	Bible as Literature	3
BNT5043	Exposition to Lucan Pneumatology	3
MIS5033	Cultural Anthropology	3
LDR5013	Foundations for Christian Leadership	3
MIS5093	New Trends and Issues in Missions	3
MIS5053	Missions from the Two-thirds World	3
MIS5073	Pentecostal Response to Islam and Animism	3
MIS5043	History of the Expansion of Christianity	3
MIS5103	Paradigms for Spirit-Empowered Missions	3
MIS5033	Cultural Anthropology (ANTS core subject)	3
MIS5023	Strategies for Cross-Cultural Ministry (ANTS elective)	3
RES5013	Research Methodology	3
RES6126	Thesis	6
<b>Total Credits for the Masters of Arts In Missions and Intercultural Studies</b>		<b>45 Credits</b>

## **MASTERS OF ARTS IN CHRISTIAN LEADERSHIP**

RES5023	Graduate Research and Writing	3
Mis5013	Bibles as Literature	3
MIS5013	Bible as Literature	3
BNT5043	Exposition to Lucan Pneumatology	3
MIS5033	Cultural Anthropology	3
LDR5013	Foundations for Christian Leadership	3
LDR5023	Leadership Emergence Patterns	3
LDR5033	Dynamics of Christian Organizations	3
LDR5053	Training Models	3
LDR5043	Conflict Management	3
LDR5063	Leadership Research	3
MIS5023	Strategies for Cross-Cultural Ministry (ANTS elective)	3
RES5013	Research Methodology	3
RES6126	Thesis	6
<b>Total Credits for the Masters of Arts in Christian Leadership</b>		<b>45 Credits</b>

## MASTER OF ARTS IN CHRISTIAN COUNSELING

### CORE COURSE (3 CREDITS)

PCP 521	Theological and Missional Context for Helping Professionals	3
MIS5013	Biblical Theology of Missions (Replaces the core)	

### REQUIRED COURSES (30 CREDITS)1

PCP 544	Counseling Theories	3
PCP 550	Interpersonal Techniques in Helping Relationships	3
PCP 551	Addictive Behaviors and Family Systems	3
PCP 564	Applied Human Development	3
PCP 623	Ethical/Legal/Professional Issues	3
PCP 625	Research Methods for Helping Professionals	3
PCP 628	Career Development Counseling	3
PCP 629	Counseling Diverse Populations	3
PCP 657	Marital and Family Therapy I: Theories and Foundations 2	3
PCP 663	Psychopathology	3

### ELECTIVES (15 CREDITS)

The electives for the this concentration are the same as the Core courses for the other programs

RES5023	Graduate Research and Writing	3
BNT5043	Exposition to Lucan Pneumatology	3
MIS5033	Cultural Anthropology	3
LDR5013	Foundations for Christian Leadership	3
BIB5293	Hermeneutics: God's Message and Its meaning	3
RES5013	Research Methodology	3
RES6126	Thesis	6

**Total Credits for the Masters of Arts in Christian Counseling** **54 Credits**

### IMPORTANT:

The Master of Arts in Christian Counseling does not fall under the cooperative agreement with Global University. The program rolls out in 2013

## BASIC STANDARDS OF ACADEMIC INTEGRITY \*

### Disciplinary Policy for Violation of Basic Standards of Academic Integrity

For any course offered, disciplinary action for suspected and/or verified violations of academics integrity is at the discretion of the student's teacher in consultation with the program director. All investigative and disciplinary action should be confidential, non-accusatory, and redemptive in nature and should be in accordance with *Due Process and Student Rights* as established by the office of the administration of All Nations Theological Seminary.

Penalties imposed should take into consideration the severity of the violation, the importance of the assignment in question, the attitude of the student toward the violation and proposed disciplinary action, the pattern of violation(s), and the culture of the student.

If a faculty member/teacher suspects that a student under his or her tutelage has plagiarized or committed any other academic fault, the faculty member will be guided by the program director to use the following guidelines:

1. Clarify the situation with the student.
2. Verify evidence to support the fault.
3. Rectify the situation with the student by choosing from the following options:
  - a. Assign the student to rewrite the paper on a topic specified by the mentor.
  - b. Drop the highest possible grade for the resubmitted assignment from "A – pass superior" to "B – pass."
  - c. Assign the student a failing grade for the assignment.
  - d. Give the student a failing grade for the course, and advise the student that the course must be retaken with a repayment of full course tuition.

### Code of Conduct

All Nations Theological Seminary is a Christian educational institution that desires to equip men and women to fulfill God's calling on their lives. Therefore, we expect students to demonstrate Christian conduct at all times; including areas of study, writing, and research. The Code of Conduct also applies to verbal and written communication with ANTS' administration, faculty, staff, and fellow students.

Please review the four areas listed below that represent the Code of Conduct:

1. **Cheating:** using unauthorized notes, aids, or information when taking an examination; submitting work done by someone else as your own; copying or paraphrasing someone else's essays, projects, or other work and submitting it as your own.

---

\* All Nations Theological Seminary holds to the same policies in the *Basic Standards of Academic Integrity* and *Code of Conduct*, as well as, policies related to *Due Process and Student Rights* as defined by Global University with the exception of minor changes noted in our catalog and student handbook. Any policy not listed in our materials that would be noted in Global University's materials reflects a change of policy in relation to ANTS.

2. **Plagiarism:** submitting someone else's work and claiming it as your own or neglecting to give appropriate documentation when using any kind of reference materials. Plagiarism, whether done purposefully or unintentionally, includes copying or paraphrasing materials from the study guide, textbook, someone else's writing, or any other source (published or unpublished).
3. **Fabrication:** falsifying or inventing any information, data, or citation.
4. **Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) unauthorized collaborating on an academic assignment.

### **Due Process and Student Rights**

In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded the following rights:

1. Prompt investigation of all charges of academic dishonesty, to be conducted, insofar as possible, in a manner that prevents public disclosure of the student's identity. Such investigation may include informal review and discussion with the program director prior to bringing a charge.
2. Reasonable written notice of the facts and evidence underlying the charge of academic dishonesty and of the principle(s) of academic integrity said to have been violated.
3. Reasonable written notice of the procedure by which the accuracy of the charge will be determined.
4. Reasonable time, if requested, within which to prepare a response to the charge.
5. A hearing or meeting at which the student involved may be heard and the accuracy of the charge determined by the program director.
6. Review of any adverse initial determination, if requested, by an appeals committee to whom the student has access by letter.

## **FORM & STYLE GUIDE & GUIDELINES FOR WRITING PAPERS**

### **Form & Style Guide**

The adopted stylistic academic writing standard for All Nations Theological Seminary is the *Global University Form and Style Guide* (4<sup>th</sup> ed.) which is based on *Turabian's Manual for Writers of Term Papers, Theses, and Dissertations* (6<sup>th</sup> ed.). The *Form and Style Guide* is arranged topically.

Due to the increased use of Internet and other electronic sources, the fourth edition of the *Form and Style Guide* contains additional guidelines and examples on documenting these sources. *Turabian's Manual* (6<sup>th</sup> ed.) contains limited information on documenting electronic sources; therefore, *The Chicago Manual of Style* (15<sup>th</sup> ed.), the extensive manual on which *Turabian* is based, was consulted in compiling the information on documenting electronic

sources.

Because of the updates required with the increased use of electronic and other non-print sources, the changes in Turabian style, and the continual evolution of the English language, the *Form and Style Guide* used by All Nations Theological Seminary will always be ‘in process.’”

## **Guidelines for Writing Academic Papers** \*

1. Think Critically to Write Research Papers
2. Proofread and Revise Research Papers
3. Standards for Written Work
  - a. Content/Development
    - Cover all key elements of the assignment in a substantive way.
    - Make content comprehensive, accurate, and/or persuasive.
    - Organize major points logically, state them clearly, and support them with specific details, examples, and/or analysis.
    - Where appropriate, support major points with theory relevant to development of the ideas, and use the vocabulary of the theory correctly.
    - Integrate theory and practice with practical experience from the “real world.”
    - Do adequate and timely research for the topic.
    - Make the context and purposes of the writing clear.
  - b. Organization
    - Make the structure of the paper clear and easy to follow.
    - Emphasize the central theme or purpose and direct it to the appropriate audience.
    - Have ideas flow in a logical sequence.
    - Provide sufficient background and preview major points of the topic in the introduction.
    - Maintain the flow of thought throughout the paper, and make smooth paragraph transitions.
    - Let the conclusion flow logically from the body of the paper.
    - Review major points in the conclusion.
  - c. Format

---

\* All guidelines and standards listed in this section were adopted from the Global University catalog.

All Nations Theological Seminary has adopted the Global University *Form and Style Guide* (4<sup>th</sup> ed.) based on *Turabian's Manual for Writers of Term Papers, Theses, and Dissertations* (6<sup>th</sup> ed.). Refer to *The Chicago Manual of Style* (15<sup>th</sup> ed.) for form and style issues that are not covered in the ANTS/Global University *Form and Style Guide*.

The following general guidelines should be kept in mind when writing papers:

- Include the student's first & surname, student number, course number and course name on the line after the page number in the header of each page of an assignment, or rough draft of a thesis (see p.12, section 1.2 Student Information Header for an example and description).
- Include in your bibliography for the final assignment of each course (and cite in your paper when appropriate) at least fifteen references from a diversity of research sources, some of which may be commentaries, books, journals, course textbooks, and interviews.
- Lay out the paper effectively and use reader-friendly aids (sections, summaries, tables) when appropriate.
- Utilize references appropriately.
- Use headings and italics to aid in the readability of the paper, but do not "overdo" their use (see p.32ff; section 2.9, Levels of Heading).
- Make the paper neat, while giving attention to format requirements.

d. Grammar/Punctuation/Spelling

- Follow rules of grammar, usage, and punctuation.
- Spell words correctly; use a dictionary as needed. (Note: It is acceptable to use either the American or British variation of English spelling, whichever is customary for you.)

e. Readability/Style

- Use complete, concise sentences.
- Construct sentences well, and use a strong, varied structure.
- Use sentence transitions as needed to maintain the flow of thought.
- Use words that are precise and non-ambiguous.
- Make the tone appropriate to the content and assignment.

## **STUDENT LIFE**

### **Spiritual Life**

Students are encouraged to foster a loving relationship with Christ, maintain a devotional life in the Word of God and through regular times of prayer, manifest the fruits the Holy Spirit, and a life lived committed to the teachings of the Bible.

### **Student Relationships**

Students are encouraged to love and respect their fellow students, as well as, faculty members, administration, and staff members. We encourage students to foster a community of fellowship and service one to another, modeling servant leadership as each one places the needs of others before himself or herself. Students should bear with one another, listen, appreciate, and build strong bonds of friendship by encouraging each other in their spiritual, professional, and academic lives.

### **Dormitory Life**

Students who stay on campus will be assigned a dorm room for lodging purposes during their time of study each academic term. Typically, there will be two or three students sharing a dorm room. Steps are taken by the administration to provide privacy and security within the dormitory system where possible. Students are encouraged to exercise love, patience, and understanding as they interact with other students in dormitory living.

### **Cafeteria**

The cafeteria serves three meals a day to students, faculty members, and administration staff as well as offering a mid-morning tea break. It is important for students wanting to eat in the cafeteria to pre-pay for all meals that he/she will need during the academic term.

Students are not allowed to approach kitchen staff in order to request special meals to be prepared according to their preference. Only meals planned by the administration will be prepared and served to the students, faculty, and administration staff. In addition, students are not allowed to access food or drink items in the kitchen facility. Students are expected to demonstrate love and respect to all kitchen staff.

### **Library**

The Chakwera library system offers students access to over 15,000 volumes of textbooks, and over 50 periodicals and journals for research purposes. Students are expected to take advantage of their time during each academic term for research purposes with the resources available in the library. The librarian and library staff will serve to assist all post-graduate students in learning the library system, finding resources available, and scheduling daily hours to access the library. Students are expected to carefully adhere to library policies and respect the library staff.

## **Computer Lab**

The computer lab is located in the upper floor of the ANTS' facility. The purpose of the lab is to provide students with access to computers in order to write their course assignments. The computer lab offers printers for students to print out their assignment. A computer lab fee is assessed to any student that utilizes the lab. The computer lab is available for seminary projects only, and not for personal affairs.

### *Internet Access for Web Browsing and Emails*

The computer lab is setup with a few computers able to access the internet during a slotted time period on a daily basis for students needing to access the internet for web research, news, or emailing. A fee is assessed to each student who uses this system.

## **Phone Booth**

Telephone access has been provided by the ANTS' administration for students needing to make phone calls to family or friends during their studies of any regular term. Each student is required to purchase a pre-paid phone card to make calls on the phone line provided. Students interested in using this service should contact the office of administration. Students are not allowed to make calls during class-time.

## **Student Advisory Committee**

Every year students elect from within the student body a committee who organizes student activities and represents them before the Seminary Administration. You can access from the Administration Office the "Policies and Procedures of the Student Advisory Committee."

## **FINANCIAL INFORMATION**

### **Payments of School Fees**

All students bills are to be paid to ANTS by the announced due date for each term. Students who fail to maintain current status in any account will be placed on "hold." Hold action prevents registration, the release of transcripts, degrees, and exclusion from graduation ceremonies. In the event that the seminary incurs any expense in collecting student financial obligations, the student will be responsible for reimbursing the seminary for such expenses and costs of collection.

### **ANTS' Bank Account Information**

The bank account information below is for international students preferring to make an electronic transfer of school fees.

- ✓ **National Bank of Malawi**  
**Account Number # 014114859400**  
**Lilongwe, Malawi, Africa**

## Education Costs

Academic and special fees are paid to All Nations Theological Seminary finance office at the time the student applies for admission to the Master of Arts program, enrolls in a course, extends an enrollment in a course, resubmits work for grading, or receives a service that requires a fee. You should contact the enrollment office for a tuition and fee schedule. Approved graduate applicant and student fees include, but are not limited to, the following:

1. **Application fee (full admission).** A one-time nonrefundable fee for processing the student application packet and providing a program evaluation for the respective degree program (USD \$50.00).
2. **Application fee (special student).** A one-time nonrefundable fee for processing the application for special student admission (USD \$25.00)
3. **Application fee (from special student to full admission).** A one-time nonrefundable fee for processing the application packet for full admission for a student who was previously granted special student admission (USD \$50.00)
4. **Application fee (for additional master's program at ANTS transferring from another Global University post-graduate program).** A one-time nonrefundable fee for processing the application for a student who has earned a Master of Arts degree from Global University and wants to complete a master of divinity degree with Global University (USD \$25.00).
5. **Reactivation fee (inactive student to active status).** A nonrefundable fee for processing the reinstatement of an inactive student to active status at the same level of studies (USD \$35.00).
6. **Prerequisite waiver exam fee.** Required when a provisionally accepted student requests to take a proctored proficiency exam to waive a part of undergraduate prerequisite requirements for Bible and theology (USD \$30.00).
7. **Tuition.** Required for enrollment in a course and based on the number of credits assigned to the course (\$40.00 per credit hour - USD \$120.00 per 3 credit hour course – tuition of three courses – USD \$360.00).
8. **Registration fee.** Required fee during each registration during a term (USD \$25.00).
9. **Course materials.** Includes graduate study guide and textbooks that are required for a course and varies depending on prices for individual items (average USD \$150.00 per course – average USD \$450.00 course material for 3 courses).
10. **Computer lab access fee.** Required fee that gives student access to use the computer lab for writing academic papers during a term as well as access to electronic library resources (USD \$50.00).
11. **Room & board fees.** Lodging and meal expenses for students staying on site during their post-graduate studies (USD \$17.00 per day for housing and meals at time of printing - see Administration office for updated charges).
12. **Enrollment extension fee.** Required when an extension beyond the normal enrollment period is requested for completion of a course (USD \$25.00).
13. **Program evaluation fee.** Required when a student requests a program evaluation (USD \$15.00).

14. **Program extension fee.** Required when a student requests a program extension (USD \$50.00).
15. **Extra mentoring time fee.** May be required if mentoring time becomes excessive for a course (USD \$50.00).
16. **Change of program fee.** Required each time a student changes from one program to another after being matriculated into a degree program (USD \$20.00).
17. **Capstone graduation costs.** Required from each student prior to receiving a degree after all other requirements for a degree program have been met. This fee includes the fee for submitting a capstone paper for evaluation for a Master of Arts degree program or a theology of ministry paper for a master of divinity degree program, the purchase of a gown, cap, and hood, and includes the graduation banquet expense for each student. (USD \$205.00).
18. **Thesis graduation costs.** Required from each student prior to receiving a degree after all other requirements for a degree program have been met. This fee includes the fee for submitting a thesis for evaluation for a Master of Arts degree program or a theology of ministry paper for a master of divinity degree program, publication of the thesis, thesis mentor fee, the purchase of a gown, cap, and hood, and includes the graduation banquet expense for each student. (USD \$350.00).
19. **Capstone/Thesis extension fee.** Required when a student requests to extend the time limit for submitting a capstone paper/thesis for a master of arts degree program or a theology of ministry paper for a master of divinity degree program (USD \$25.00 ).
20. **Exam retake/assignment resubmission fee.** May be required each time a student requests to retake a proctored exam or submits revised work for grading when an assignment has previously been deemed by the mentor to be below an acceptable level. Exams relate to courses such as Greek I & II and Greek Exegesis courses, and other courses requiring examinations (USD \$25.00).

## **Refund Policy**

Students withdrawing from the seminary for justifiable cause may be granted a refund of tuition and room and board charges of a regular term. A student should consult Financial Service's personnel for a current refund schedule. The schedule will define the percentage of refund possible according to the guidelines stipulated by the schedule. Education costs, such as, course materials, registration fees, computer lab fees, meals consumed, and other noted fees will not be refunded.

## **RESEARCH AND COURSE STUDY HELPS**

### **Textbooks & Supplemental Readings**

The chief source for information related to a student's studies at ANTS, beyond the instruction and interaction from faculty members, is found in the textbooks and supplemental readings. On average, a post-graduate level course offered at ANTS will require over 1,000 pages of reading that should be completed before a student arrives for his/her term of study.

A student should not underestimate the importance of reading the required materials for each course offering. The reading materials have been carefully selected to inform and challenge the student in the subject matter covered in the M.A. program, and research has proven that student grades improve when a student is well read. Students are greatly encouraged to use and cite the textbooks and supplemental readings in his/her writing assignments.

### **Library**

All students are encouraged to avail themselves to the resources available in the Chakwera library system. This library system serves the post-graduate program at All Nations Theological Seminary, as well as, the students at the Assemblies of God School of Theology.

The current textbook holdings of the library number over 15,000 volumes. The library also enjoys over 50 hard-copy periodicals and journals specifically selected for students in the Missions and Intercultural studies program for ANTS.

Research on the post-graduate level is critical for writing and submitting assignments to faculty members at ANTS. It is expected that every student enrolled at ANTS will access the library resources in order to cultivate higher learning skills.

### **Internet**

Presently, ANTS is not setup for access for students needing to do research on the internet. However, the administration and faculty urge students who do have access through personal computers with an internet server, or through internet cafes, to begin using resources available online.

The official website for All Nations Theological Seminary can be accessed at: [www.antsonline.org](http://www.antsonline.org). A plethora of material can be obtained by clicking on the "links" page and searching the website listed on our website for mission's related sites, as well as, general information sites made available.

## **Administration & Faculty**

Students are encouraged to interact with the administration and faculty members both inside and outside of class-time regarding subject matter studied in the program or other information necessary for the student to succeed in their study context.

## **Recommended Resource Materials for Writing Papers**

1. Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*. Chicago: The University of Chicago Press, 1995.
2. Struck, Jr., William, E.B. White. *The Elements of Style* (4<sup>th</sup> ed.). Needham Heights, Mass: Allyn & Bacon, 2000.
3. Tryoka, Lynn Quitman. *Simon and Schuster Handbook for Writers* (4<sup>th</sup> ed.). Upper Saddle River, New Jersey, 1996.
4. Thesaurus
5. Dictionary

## **Suggestions for Course study**

1. Prayerfully approach all your courses. Remember, your studies are preparing you for Christian service in the kingdom of Christ. Your goals for studying on the post-graduate level should include spiritual formation as well as academic achievement.
2. Approach your studies by ensuring that all pre-reading assignments are completed before arriving for each term. Reading is a significant key to post-graduate learning.
3. Learn how to manage your time efficiently and effectively. You will have to balance daily class-time, library research, reading, and writing papers for three post-graduate level courses within a thirty-day period.
4. Do not become discouraged if you seem to struggle initially! Stay the course!
5. Take the initiative for healthy interaction with faculty members and students inside and outside the classroom. You're among friends. If you don't understand a concept or certain material covered be sure to ask questions. Do not be intimidated or allow yourself to feel inadequate.
6. Learn from your writing mistakes. When a faculty member offers instructional advise on how to improve your writing skills, listen carefully, then be sure to apply their instruction to your writing projects.
7. Don't be afraid to engage in independent and critical thinking when writing your papers.
8. Have fun and keep a good sense of humor!
9. Challenge yourself to excel. This is your opportunity – go for it!

## **GRADUATION POLICY**

### **Course completion**

ANTS provide different programs of Master of Arts in with varying credit hours for completion. A student must enroll and successfully complete all course requirements for each program before he/she can be granted a candidate for graduation. A student who is granted the status of candidate for graduation must still complete the required research project before the degree is conferred and the student allowed participating in the graduation ceremony.

### **Project for Completion**

ANTS requires all students, once course work is completed, to write a final research project. There are two forms of project that students can chose to wrap up their studies. Either they can write a capstone writing project, which is about 50 pages of which the student does not receive any credit hour or Research Thesis which is a 6 hour credit project. Either of this project must be completed before the degree is conferred and a student is allowed to participate in the graduation ceremony. For further information regarding details related to the Capstone and Thesis writing project refer to the 'ANTS' Capstone Project' or the Thesis Project handout (this handout can be acquired by request in the Administration office)

### **Financial Requirements**

A student candidate for graduation is required by All Nations Theological Seminary to have any outstanding balance on their student account paid in full before a degree can be awarded to a student; furthermore, a candidate for graduation will not be able to participate in the graduation ceremony nor receive their gown, cap, or hood until all accounts are fully paid. This includes all graduation fees.

A student is solely responsible for checking with ANTS' finance personnel to ensure that all accounts are paid in full before graduation.

NOTE: *There will no exceptions to this policy!*

## **INFORMATION HELPS**

### **Course Information**

A student should contact the office of the program director, or consult the catalog or student handbook for information related to course offerings in the program.

### **Enrollment**

All questions related to enrollment should be directed to the office of the director. Students enroll for courses during regularly scheduled terms. A student can pre-register for courses by contacting the admission's office or office of the program director.

### **Transcript**

Academic transcripts can be requested through the office of the director. Transcript request forms can be acquired online on the ANTS' website in the 'Downloads' link, or by submitting a letter of request with payment, or by personally visiting the office during business hours.

Transcript fees are as follows:

- Request from student's residing in Malawi = \$3.00 per copy
- Request from student's residing outside Malawi = \$6.00 per copy

### **Program Evaluation**

A student may request a program evaluation through All Nations Theological Seminary or Global University by contacting the ANTS' business office. This request can be submitted via email or letter. An email or letter is required for this request (see: Student Fees Form for evaluation fee cost).

### **Catalog**

The All Nations Theological Seminary catalog is another source of information for students enrolled in the Missions and Intercultural Studies program. A student should consult with administration officials if they need specific answers to questions that are not addressed in the catalog or student handbook.

## **Seminary Personnel**

### ***Seminary Director:***

Dr. Enson Mbilikile Lwesya,

### ***Seminary Administrator***

Fredna Brown

### ***Board Members***

Dr. Lazarus Chakwera – President of the Malawi Assemblies of God

Dr. John L. Easter – Africa Director ATTS

Dr. Lawrence Chipao – Principal of the Assemblies of God School of Theology

Rev. William Johnston – Director of the AGST Extension School

Rev. Charles Grey Makata – Director of MAG Department of Education

Rev. Milward Mwanvani – Director of ANTS Alumni