

Student Guide

for the

Distance and Extension Learning Program

A Joint Venture of ABS, ATS, KTS, and EBC

Welcome to the Distance and Extension Learning Program! In enrolling for this program you are entering into a learning adventure which will help you fulfill your calling from God and the aspirations you have to be the best you can be in your ministry. This student guide is intended to lead you to an understanding of the program and answer any questions you may have. The guide is set in a question and answer format. An index is included for further convenience.

CONTENTS

1	What is the purpose of the DELP?.....	2
2	What degree options are currently offered?.....	2
3	How is the degree program structured?	2
4	Can I take courses but not work toward the MA?.....	3
5	How long do I have to complete the program?.....	3
6	How are the courses delivered?	4
	Extension Modules:.....	4
	Independent Learning Modules (ILMs):.....	4
7	How much does the program cost?.....	4
7.1	Isn't this expensive? I thought distance learning would be cheaper than a residence program.	5
8	What are extension centers?.....	5
9	How do I apply for the program?.....	5
10	What are the entrance requirements?.....	5
11	How do I enroll for courses?.....	6
11.1	Independent Learning Modules	6
11.2	Extension Modules.....	6
12	When and how often will courses be taught?.....	6
13	Is it possible to transfer from the DELP program to a residential program and vice versa?	6
14	How many courses may I take at one time?.....	7
15	What if I want to take a break from my studies?	7

16	Will I be able to take courses in a residential program?.....	7
17	What if I desire to take Greek and/or Hebrew?	8
18	What are the time and requirement expectations for a course?	8
19	How do I communicate with my professors?.....	8
20	What about Graduation?	8
	Appendix 1 Program Structure	9
	Appendix Two Application and Enrollment procedures	10
	Appendix Three Fees(for Year 2001).....	10

1 WHAT IS THE PURPOSE OF THE DELP?

The DELP was established to allow flexible options for pastors, church workers and other lay people to avail of graduate theological education when circumstances do not allow them to participate in a resident program. The program when fully implemented hopes to reach those in Mindanao and Visayas as well as urban centers such as Manila and other parts of Asia. The DELP desires to provide church workers in the field a quality theological training program on the graduate level that is affordable and enables them remain within their ministries/churches. We want to maintain the quality scholarship (academic excellence) for which the partnership schools are known. The program is designed to establish and maintain a strong practical and ministry focus throughout the program. All courses, class work, seminar, papers, assignments, projects, etc. must always be related to, interact with, and refer to the practice of the ministry of the student. A reflective practice approach will be the main learning mode in this program, supplemented by other learning activities.

2 WHAT DEGREE OPTIONS ARE CURRENTLY OFFERED?

At the present the DELP is offering a Master of Arts in Pastoral Studies (MAPS). As the program develops other degrees will be considered. The MA in Pastoral Studies is designed to be as flexible as possible in meeting the individual training needs of the student. The program also offers step wise recognition as the student works toward the MAPS. The student completing 15 units will receive a Graduate Certificate; the student completing 30 units will receive a Diploma, and the student completing 45 hours will receive an Advanced Diploma. The student completing the full 64 hours receives a Master of Arts (MA).

3 HOW IS THE DEGREE PROGRAM STRUCTURED?

The DELP is modular in structure. Students enroll per module, one or more at a time. As students complete modules they build up their units and work to achieve the graduation requirements^[P1]. The program aims to be very flexible, so for the most part, the program does not prescribe specific courses. Rather, there are areas, clusters, or categories of subject/discipline areas from which a student completes a certain prescribed number of

units for each area/cluster. The students satisfy unit requirements by taking different courses in those areas, as they are available or according to choice. Several courses in each area are required because they serve either as foundational courses or prerequisites for other courses.

The program is comprised of the following clusters (also see appendix 1):

- Bible – 15 units
- Theology & Ethics – 9 units
- Church History – 6 units
- Church (Pastoral) Ministries – 10 units
- Church Leadership & Administration – 6 units
- Holistic Ministries & Missions – 4 units
- Focus Area & Open Electives – 10 units

Major/Foci – Professional Area (Youth Ministry, Christian Education, Holistic Ministry, Pastoral Counseling, Pastoral Theology, Missions & Evangelism, Theology, Biblical Studies, Preaching, Spirituality, etc.)

- Integrated Field Education – 4 units

Not all courses are available all of the time. To a great degree course offerings are determined by faculty availability. This is one reason for having a curriculum that is flexible and works with subject areas rather than specific prescribed courses.

4 CAN I TAKE COURSES BUT NOT WORK TOWARD THE MA?

All students enroll for the MA, but your goals may be limited to only several courses or one of the interim steps (Graduate Certificate, Graduate Diploma, or Advanced Graduate Diploma). Recognition is only be given for each step, though a transcript will indicate any courses the student receives credit for.

5 HOW LONG DO I HAVE TO COMPLETE THE PROGRAM?

A student enrolled for 11 units every 6 months could graduate with the M.A. after 3 years. However, it is recommended that a student should plan her/his studies to graduate after 3 to 4 years.

- ÿ The maximum period allowed for a student to finish the program is 8 years.
- ÿ If a student cannot complete the graduation requirements during her/his eighth year of enrollment, s/he should apply for an extension annually.

After 8 years there may be many and drastic changes in discipline areas or in knowledge. Thus, when a student applies for such an extension, s/he may be requested to repeat

courses completed during the first year of study, or to do additional units. Such additional requirements will be determined after evaluation of modules completed by the student, and consultation with the faculty involved and the DELP administrators.

6 HOW ARE THE COURSES DELIVERED?

Courses in the DELP will be offered in two primary ways: Extension Modules and Independent Learning Modules

EXTENSION MODULES:

Whenever possible faculty from participating schools teach extension modules at the extension centers throughout the Philippines. These modules are from one to four weeks long. Extension modules are open to others for audit as well (open learning). Students enrolled in the DELP take these courses for credit as part of the degree program. Other participants may take courses for credit if they fulfill the requirements of the courses. In most cases those taking the courses for credit have requirements to complete after the class time is completed and within a prescribed time period.

INDEPENDENT LEARNING MODULES (ILMS):

Some modules are taken completely through distance learning. When a student enrolls for a module, the course syllabus, a study/reader guide, and course requirements are sent to the student. The student needs to order and/or buy the necessary prescribed texts or reading materials. From the date of enrollment the student will have 6 months to complete the module. **No extensions** are given. If the student is not able to complete the module within the prescribed time, s/he will have to enroll for it again and pay the fees again. Normally, there are no classes in this learning mode. There may be, in some cases, one-day or weekend seminars, if the number of students justify it and can be confirmed beforehand.

Students have the option to contact professors for consultation via telephone, e-mail, fax, or standard mail. Assignments and papers are sent via e-mail or standard mail. Students may be able to meet professors when that is possible, e.g. student visiting Manila, or a professor visiting the student's area. Schedules of professors' visits will be sent to students in advance.

7 HOW MUCH DOES THE PROGRAM COST?

Tuition fees for modules are determined annually. Costs for this program include a one time application fee and tuition costs per module or extension class enrolled for. In addition the student needs to purchase course texts as needed. There will also be variable fees including the library fee at your extension center school, internet fees (for e-mail if you do not have your own), and printing costs. These fees depend on your location and circumstances (see appendix three).

Current costs for the program are:

One time program application fee— P1000

Extension module (2 credit hour) for DELP credit— P3000

Independent Learning Module (3 credit hour)— P5000

Fees are partially refundable (less 10%) when the student cancels his/her registration within 30 days. Thereafter fees are non-refundable. The fees stated reflect the current year (2001) but will be adjusted annually to reflect changing needs of the program.

7.1 ISN'T THIS EXPENSIVE? I THOUGHT DISTANCE LEARNING WOULD BE CHEAPER THAN A RESIDENCE PROGRAM.

There are several reasons that this program is actually **much less** expensive. First, the residential programs may have similar tuition costs, but have many more fees, such as activity fees, insurance, etc. In addition, living costs in Manila are significantly higher than other areas of the Philippines, making this program vastly more cost effective overall. Other considerations such as maintaining current residence and ministry position need also be factored in.

8 WHAT ARE EXTENSION CENTERS?

In order to make the program accessible for students throughout the Philippines we are setting up extension centers as a convenient means of delivering program resources. Each extension center is equipped with one or more computers with CD-ROM drives, printer, and essential CD's and library resources related to all DELP courses (the local library will have further resources). The computers are linked to the internet for World Wide Web and e-mail access. Each center is reserved for the exclusive use of DELP students. Fees are posted for printing costs, internet costs etc. Currently we have centers set up (or in process) at Ebenezer Bible College and Koinonia Theological Seminary. Others are planned for Cebu and Bacolod. ABS also serves as a center in Luzon. Besides providing program resources, most extension modules are taught at the extension centers.

9 HOW DO I APPLY FOR THE PROGRAM?

The program is currently being administered centrally at Alliance Biblical Seminary in Manila. To apply, secure application materials by writing to ABS (letter, fax or e-mail) or through an extension center. Application forms will also be available for download at the ABS web site <http://www.abs.edu.ph>. At a future time you should be able to apply on-line. Once an application has been received and approved, the student is allowed to enroll for courses.

10 WHAT ARE THE ENTRANCE REQUIREMENTS?

- The student must have completed a four year bachelor's degree from a bible college or other four year institution (college or university).
- The student should be involved in a church or church-related ministry, either full-time or part-time.

- Before application and enrollment for the first module, the student should have completed already two years of ministry related work/experience.
- An English proficiency score of 475 on the TOEFL (or equivalent).
- Permission and recommendation of immediate ministry superiors, e.g. church board, stating that they allow, recommend and support for the student to enroll in this program.
- Evidence of financial support for the studies.
- The application also requires the following: Three (3) references, Personal Statement of Faith, 2 pictures (passport size), transcripts of previous studies; certified copies of degrees/diplomas earned.

Once an application has been received, the DELP admission committee will review the application. Only after all requirements are sufficiently met will a student be admitted to the program and be allowed to enroll in courses.

11 HOW DO I ENROLL FOR COURSES?

(See appendix two for further information).

11.1 INDEPENDENT LEARNING MODULES

When an ILM is available, the student sends in a course enrollment form to ABS along with full payment for the course. ABS then sends an ILM packet via DHL courier with a syllabus and course materials to the student. The student then has six months to complete the module from the date the materials are posted.

11.2 EXTENSION MODULES

For an extension module the student should if possible pre-register for the module with full payment. The student can also register and pay on the first day of class.

Preregistration numbers will determine if the class is viable, so we urge students to register in this manner. Otherwise courses may be cancelled.

12 WHEN AND HOW OFTEN WILL COURSES BE TAUGHT?

ILM's can be enrolled in at any time. This is the most flexible aspect of the program.

Extension classes are only offered as professors are available to travel. Usually extension courses are offered in the summer months (April-June) and perhaps in the inter-semester period (October 15-November 15), though other times may be possible.

13 IS IT POSSIBLE TO TRANSFER FROM THE DELP PROGRAM TO A RESIDENTIAL PROGRAM AND VICE VERSA?

It is possible for a student to switch from the DELP to a residential program when that is desirable. However, a student must be in one program or the other. To switch from the DELP to an ABS or other residential program the student must go through the ABS application process (or the desired school). Credits received in the DELP will be converted as advanced standing in a residential degree, subject to the degree requirements in the program. To receive a residential degree, the last year of study (30 hours) must be completed in the residential program

A student may also transfer from a residential program to the DELP. The student must apply and be accepted to the DELP. Advanced standing will be given for credits received in the residential program.

Students in the DELP can take module classes at ABS and other seminaries. There is also provision for a student to take residential classes on a short-term basis, or evening courses as available, provided they remain DELP students. If the student desires to change from DELP to a residential program then they should apply for such transfer. **A student in a residential program may not take DELP courses for residential credit.**

14 HOW MANY COURSES MAY I TAKE AT ONE TIME?

In general, the student should not be enrolled in more than eleven credit hours at any one time. This can be a combination of ILM's and Extension Modules. E.g. three ILM's and one extension module equals eleven credit hours. When a module of either kind is completed satisfactorily, the student may enroll for another module.

A student can apply to enroll for more than 11 units only after s/he has completed two terms (2 x 6 months periods) during which s/he was enrolled for 11 units and completed them successfully; thus, only after one year and when 22 units have been completed successfully.

15 WHAT IF I WANT TO TAKE A BREAK FROM MY STUDIES?

This is fine within the eight year program limitation. Once a student has applied, been accepted, and enrolled for one module, he or she is considered a registered and active student in the program. At the beginning of every school year a printed registration form, with all the student's details will be sent to the student. The student should check the details on the form, update of change where necessary, sign the form, and send it back. Upon receipt of the signed form, the student will be considered as an active student, **whether or not he or she is currently enrolled for a module during that year.** If a student does not send back the registration form, he or she will be placed on a list of

dormant students. If the student is dormant for two (2) consecutive years, he or she must reapply for the program and pay the admission fee once more.

16 WILL I BE ABLE TO TAKE COURSES IN A RESIDENTIAL PROGRAM?

On a limited basis, yes. All modular format courses taught at ABS are eligible for DELP credit. Especially during the summer months and during the inter-semester break, modules are usually taught. The student may also opt to participate in semester courses for a limited period, but will need to pay resident fees.

17 WHAT IF I DESIRE TO TAKE GREEK AND/OR HEBREW?

There are several options for this need. A student may take these courses in a residential program, such as ABS. There are alternatives, such as on-line learning or CD-ROM based courses which may be given credit in consultation with the DELP admission committee.

18 WHAT ARE THE TIME AND REQUIREMENT EXPECTATIONS FOR A COURSE?

Courses are designed with fifty hours per credit unit as a standard. Thus a 3 credit ILM will be designed for 150 hours of work. A 2 credit extension module will include 30 hours of instructional time and 70 hours of independent learning. During the six-month period for an ILM this averages out to six hours per week per course. Course requirements will be made up of a variety of activities including readings, assignments, data collection, group discussions, etc.

19 HOW DO I COMMUNICATE WITH MY PROFESSORS?

When the course material is received, it will contain contact information for the professor (phone #, cell phone, e-mail, fax, mailing address). It is the student's responsibility to contact the professor with any questions or needs. Professors are trained in interacting for distance learning and will do everything possible to help where they can. **Professors cannot extend the time allowed for the completion of a module.** At times personal visits may be possible if a student comes to the professor or vice versa.

20 WHAT ABOUT GRADUATION?

When a student enrolls for the last (final) module that will enable him/her to graduate from the MA program (or an interim step if desired), s/he should also apply for graduation. A student should also indicate on the last registration form whether s/he plans to graduate that year. A non-refundable graduation fee will be charged. Students will graduate from the school of their choice but with the same degree. When a student enrolls s/he will indicate on the registration form from which school s/he plans to graduate.

Students graduating through ABS could travel to attend the annual ABS commencement exercises, but they could also graduate through the commencement exercises at participating schools (e.g. EBC and KTS). ABS faculty/leaders will be present to confer the degrees. Similar arrangements will be made with other degree granting schools.

APPENDIX 1 PROGRAM STRUCTURE

20.1.1 M.A. Pastoral Studies (64 units)

20.1.2 Bible – 15 units	20.1.3 Theology & Ethics – 9 units
Old Testament – 5 units New Testament – 5 units Bible electives – 5 units Hermeneutics	Systematic Theology courses – 6 units Ethics or related courses – 3 units Evangelical Theology Theological Method (Allowance to take courses in denominational theology/doctrines)
20.1.4 History – 6 units	20.1.5 Church Ministries - 10
General Church History – 3 units Local Church History – 3 units (Asia, Philippine, country, or denominational) Historical Theology	Pastoral Theology Congregational Studies Preaching Expository Preaching Worship Christian Spirituality Personal Formation Ministry to People in Crisis Small Groups Ministries Pastoral Care/ Pastoral Counseling Other Counseling courses
20.1.6 Church Leadership Administration - 6	20.1.7 Holistic Ministries & Missions – 4
Church Administration Church Leadership Strategic Planning	Church in Community Development Project Management for Holistic Ministries Mission Strategies Evangelism Church Growth
20.1.8 Focus Area & Open Electives – 10 units	20.1.9 Integrated Field Education – 4 units
Open electives, OR, Take courses in focus area of	Supervised by local committee consisting of

<p>interest/specialization – these could be in the following areas:</p> <ul style="list-style-type: none"> Counseling Missions Urban Ministry Youth Work Christian Education Leadership <p>Possible courses:</p> <ul style="list-style-type: none"> Psychology and Sociology of Learning Educational Principles and Methods Biblical Theology of Mission Doing Local Theologies 	<p>fellow pastors, church board members, and other qualified persons as available in area. Student will present field ministry project to DELP Coordinator with Supervisory committee. Two reports – self-evaluation & report by supervisory committee.</p>
---	---

APPENDIX TWO APPLICATION AND ENROLLMENT PROCEDURES

A student will apply only once to enter the program. A one time application fee will be charged during that time. Thereafter, a student will enroll per module and pay only the fees for that module. Once a student has applied, been accepted, and enrolled for one module, s/he will be considered as a registered and active student in the program. At the beginning of every school year a printed registration form, with all the student's details, will be send to him/her. The student should check the details on the form, update or change where necessary, sign the form, and send it back. Upon receipt of the signed form the student will be considered as an active student, whether or not s/he has enrolled for a module or not during that year. If a student does not send back the registration form, s/he will be put on the list of dormant students. If a student has been dormant for more than 2 consecutive years, then s/he would need to reapply for registration and pay the application fee again.

ID's

Each admitted student will have an ID that allows the student access to the centers for use of the libraries and computers. The ID will also confirm the student as enrolled in this program.

APPENDIX THREE FEES(FOR YEAR 2001)

1. Application fee P 1000 Non-refundable.

2. Tuition Fees

Extension Module Tuition Fee P3000 Refundable after first day of class.

ILM Tuition Fee P 5000 Refundable – 10% for thirty (30) days. Thereafter non-refundable.

ABS Summer or Intersemester Modules Current ABS module fee plus 10% DELP administration charge.

3. Library Fees

- ✓ The student will pay a library fee either to ABS or to the participating school closest to his/her location. A DELP ID and a library card from the participating library as well current receipt of library fees for that library will give the student access to the libraries of all participating schools. Fees will not be charged for using these other libraries.
- ✓ The student is responsible for usage fees at each school associated with computing, printing, Xerox machine, etc.

4. Computer Fees

Computer fees will be paid to the school or center where the student uses the computer facilities. Students will pay per hour for computer use and for any printing done according to the fees determined by the school or center.

If the student wished to use the computers to access the internet or e-mail, he/she will pay an appropriate fee according to the local ISP charges, any phone costs if involved, as determined by the local school or center.

5. Textbooks & Prescribed Reading Materials

- ✓ Textbooks and other prescribed reading material compiled into readers, which are not part of the study guide and material (class notes, lecture notes, etc.) are not included in the tuition fees of a module. The student must purchase these either from the DELP, local bookstores, or other sources where available.
- ✓ As far as possible information about required textbooks will be made available ahead of time so that a student can order the books when registering for a course.
- ✓ All payments must be made with an order. No materials will be sent until full payment is made.

6. Graduation Fees

Graduation fees are not yet determined..

7. Accommodation Costs

Students will be responsible for their own accommodation while attending taught modules or other seminars. Accommodation may be available at some of the centers, but students will still need to pay the center.

When possible information on accommodations and rates will be made available for students. Extension centers will be responsible for gathering and making this information available.