

GRADUATE PROGRAM



A Message
from
the
Graduate Dean

The complex world in which we live is more demanding than ever. The world is more diverse and changing faster than at any other time in history. In order for the church to minister effectively in this chaotic environment, it is essential that its ministers (laity and clergy) continue to grow in competence and understanding. This is the mandate of the Graduate Program of Hillsdale Free Will Baptist College.

We are committed to providing excellent and relevant education and training in an environment that not only challenges, but nurtures its students. Regardless of where God's calling is leading, I believe that you will be better prepared to do effective ministry as a result of being trained in the Graduate Program.

Let me challenge you to consider an adventure with us in the Graduate Program at Hillsdale. It will be a trip that will be challenging and rigorous, but suited to equip you to be effective in the arena in which God has placed you.

Mark Braisher, D.Min.
Dean of Graduate Studies

PROGRAM BENEFITS

Graduate Students can...

1. Gain satisfaction of completing an educational goal.
2. Improve communicative skills, leadership and ministry effectiveness.
3. Continue with work schedules and family life while attending class in various concentrated formats.
4. Develop lasting friendships with other ministry professionals who have similar interests and who can enrich the learning experience.
5. Study under the guidance of Hillsdale's regular and adjunct faculty who recognize and encourage contributions that advanced students bring to the classroom.

ADMISSION REQUIREMENTS

1. Application form, Statement of Goals, Validation of Church Relationship Form, Official Transcript showing the completion of undergraduate program, signed Biblical Foundations Statement, Reference Form, FAFSA and Scholarship Application, and payment of the \$40 Application Fee.
2. Bachelors Degree.
3. GPA of 3.0 or better (on a 4.0 scale) on all prior college work.

Exceptions: Any applicant not meeting the above-stated requirements may petition for consideration by the Graduate Faculty Committee, which serves as the exceptions body in any academic policy matters.

APPLICATION PROCESS

Application is a simple process that can lead to a quick decision by the Graduate Dean.

1. Application for Admission
Complete the Application Form and send it with the \$40 Application Fee to the Graduate Admissions Office.
2. Statement of Goals
Complete a Statement of Goals which details your goals/plans for the degree program and your career in ministry.
3. Official Transcripts
Send a Request for Official Transcript to each college or university previously attended. Unofficial transcripts will not be accepted. Transcripts must be sent from the college or university to:
Hillsdale Free Will Baptist College
Graduate Office
PO BOX 7208
Moore, OK 73153
4. References
Give Validation of Church Relationship to your pastor to complete and return to you in a signed, sealed envelope. Send it with your application.
Give the Reference Form to an adult to complete and return to you in a signed, sealed envelope. Send it with your application.
5. Biblical Foundations Statement
Read and sign the Biblical Foundations Statement. Send it along with your application.

6. Financial Aid

If needed, apply for Financial Assistance or scholarships by filling out the Scholarship Application Form and a FAFSA. Call to schedule an appointment with the Financial Aid Officer.

ADMISSION STATUS

The College is aware that all students have not had the same opportunities for academic preparation. Therefore, three types of admission have been established for the Graduate Program: regular, probationary, and special.

Regular Admission

All the admission documents have been received and evaluated. The student is eligible for enrollment in the Graduate Program or any other Hillsdale degree program.

Probationary Admission

This status is granted to students who do not meet the academic criteria for admission to the Graduate Program. It also includes students whose GPA reflects serious doubt as to the student's ability to benefit from and succeed in the Hillsdale Graduate Program. The student must be granted probationary admission by vote of the Graduate Faculty Committee and maintain a cumulative GPA of 3.0 or better (on a 4.0 scale) in order to continue in the program.

Special Admission

Qualified students who only wish to enroll in specific courses without completing a degree may enroll for credit in any course upon the approval of the Academic Dean. Students who are not qualified for admission may audit a course upon the approval of the Graduate Dean.

Upon review of the application packet, the candidate will receive notice of acceptance or non-acceptance into the program.

FINANCIAL INFORMATION

The cost of attending the Graduate Program includes tuition, fees, books, and other course materials as listed and explained below.

Semester Tuition and Fee Schedule

Audit Tuition-per audit hour	\$40
Books	(TBA)
Dorm Room (per night).....	\$15
Graduation Fee	\$175
Independent Study Fee (per credit hour).....	\$50
Late Payment Fee (per month)	\$20
Program Application Fee.....	\$40
Tuition-per credit hour	\$280

Application Fee

The student pays the nonrefundable Program Application Fee (\$40) at the time of application.

Tuition

Tuition is determined by the semester credit hour rate. Students pay first semester tuition at registration, prior to the first class session. Students who apply for financial assistance must have all paperwork completed

by this time so that arrangements can be made for additional payments, if needed.

Payment Plans

1. Semester Payment Plan – Students may pay the entire tuition for the semester.
2. Monthly Payment Plan – If the student is unable to pay the full semester's tuition at registration, the College will make an installment plan available.
3. Employer Reimbursement Plan – If the student's employer will reimburse tuition cost upon successful completion of the course or semester, the student must still make payment at registration or make other arrangements with the Business Office.
4. VISA and MasterCard – Students may pay by credit card.

*Returned Check Charge – There will be a \$25 charge for all returned checks.

Unpaid & Past Due Balances

Actions taken if deadlines are not met on payments for student accounts:

1. Students whose accounts become more than 30 days delinquent are subject to a late-payment charge.
2. Students will not be allowed to enroll in a subsequent semester until their accounts are paid.
3. Transcripts will not be issued nor will students be permitted to appear for graduation exercises until all accounts are cared for at the Business Office.

Tuition Refunds

If a student withdraws from a course, tuition will be refunded according to the following:

Intensive Courses

Withdrawal four weeks prior to class	90% refund
Withdrawal two weeks prior to class	80% refund
Withdrawal after class begins	No refund

Night Courses

Withdrawal after one class	80% refund
Withdrawal after two classes	No refund

Books

It is the responsibility of the student to purchase all necessary materials before the actual class begins in order to have adequate time to complete pre-class assignments. Books and syllabi will be available at least four weeks prior to an intensive course and at least two weeks prior to a night course.

STUDENT FINANCIAL AID

Federal Student Aid Application Deadlines

The student is responsible for completion of the Free Application for Federal Student Aid (FAFSA) for the possible awarding of grants, loans, and scholarships. The student is obligated for the balance of the account. Should the student fail to complete the FAFSA by the semester deadline (Fall, October 1 or Spring, April 1), the student is responsible to pay the balance of the account. Failure to meet his/her account obligations will cause the beginning of disenrollment proceedings, and

the student will be withdrawn from courses through the Academic Affairs Office. Appeals may be made to the Operations Council.

Scholarships

To receive a scholarship, a student must complete the scholarship application form and supply any additional materials required. A student will only be eligible to receive one scholarship per semester. All scholarships awarded are contingent upon satisfactory completion of semester and availability of funds; early withdrawal will result in the loss of scholarship awarded and recalculation of the student's account. Exceptions to any of the above guidelines must be approved by the Graduate Faculty Committee.

Free Will Baptist Cooperative Scholarship

This scholarship is available to members and ministers attending a Free Will Baptist church that contributes to the Oklahoma State Cooperative Plan. Students must maintain a 3.00 GPA for continued eligibility.

Free Will Baptist Ministerial Scholarship

This scholarship is available to ordained Free Will Baptist ministers. Students must maintain a 3.00 GPA for continued eligibility.

Church Tuition Assistance Scholarship

Awards of \$200 per semester are given to students based on the willingness of their home church to assist them in obtaining a Hillsdale degree. Hillsdale will match the amount given by the student's home church up to a maximum of \$200 per semester. Students must maintain a 3.00 GPA for continued eligibility.

Veterans Assistance

Veterans or VA dependents applying for financial assistance should complete the application listed below that corresponds to his/her specific qualifications. All applications can be found at www.gibill.va.gov.

Student's Qualification	Application
Veteran – First Time Applicant	22-1990
Veteran – Returning Applicant	22-1995
Dependent – First Time Applicant	22-5490
Dependent – Returning Applicant	22-5495

After completing the appropriate application, the student should contact the Director of Veteran Affairs to complete the Enrollment Certification Form (22-1999).

ACADEMIC INFORMATION

Academic Progress

All degree seeking students are expected to be making academic progress which will allow them to complete their courses of study within a reasonable time. All students are expected to maintain a minimum grade point average of 2.5. Students who fail to maintain this minimum grade point average after completing twelve hours of course work will be placed on academic probation for a semester. Failure to improve the grade point average following nine course hours may result in academic suspension. The Academic Dean will make this decision based on the current performance of the

student. Any appeal of academic suspension will be referred to the Graduate Faculty Committee. Any student being placed on academic probation twice will be subject to confer with the Academic Dean and President of the institution.

Academic Dishonesty

No Hillsdale student shall commit any act of academic dishonesty in order to advance his/her own academic performance or to impede or advance the academic progress of others.

Academic dishonesty in any form is not condoned by the College community. This specifically includes cheating, plagiarism, fabrication, fraud, destruction of property, and bribery or intimidation, as well as assisting others or attempting to engage in such acts. If there exists no doubt that an act of academic dishonesty has occurred, the instructor has the authority to administer any of the following:

1. Record a "zero" for the assignment (or test) in questions.
2. Recommend to the Academic Dean that the student be dropped from the class and assigned a failing grade 'F' or an 'X' for the course. The written recommendation will include a description of the specific occurrence, including supportive documents if applicable.
3. In cases of extreme or repeated incidents of academic dishonesty, recommend the Academic Dean that the student be suspended or expelled from the College. The written recommendation will include a description of the specific occurrences, including supportive documents if applicable. Such cases will be referred to the Disciplinary Committee in accordance with the student disciplinary procedures contained in the Student Handbook.

Repeat Courses

A student who makes a 'C' grade and desires to repeat a course may do so. However, the credit hours will only be counted as taking it once. Grade points will be given for the repeated course on the regular basis. A student will not be given credit for any course in which he/she received a grade lower than a 'C.'. If the course is a required course, the student must retake the class. If the course is an elective, it is the student's choice to retake the course.

Grading System

(See Grade Point Average)

Grade	Meaning	Points
A	Excellent	4
B	Superior	3
C	Average	2
D	Below Average	1
F	Failure	0
P	Passing	0
CR	Credit	0
W	Official Withdrawal	0
AW	Administrative Withdrawal	0
X	No credit, excessive absences	0
I	Incomplete	0
NG	No Grade Reported	
NP	In Progress	

Withdrawals

In case a student must withdraw, he/she must complete the appropriate withdrawal form and have it approved. Withdrawal forms may be obtained from the Registrar's Office. If the withdrawal is approved, the student will receive a grade of 'W' which is not computed in the GPA. A student who ceases to attend class without officially withdrawing will receive either an 'X' or an 'F' at the discretion of the instructor.

Incomplete Grades

The grade 'I' (Incomplete) means that a part of the course work was not completed and must be finished within the designated time frame. If an incomplete is granted, a student has six weeks after the end of the course to complete the work. If the incomplete work is not satisfactorily completed by the deadline, the grade originally submitted by the instructor at the end of the course will become the final grade. Any exceptions to this policy must be submitted in writing to the Graduate Faculty Committee.

Grade Disputes

A student who disputes the accuracy of a course grade has ninety (90) days from the end of the term in which the grade was issued to submit an appeal. A letter disputing a course grade is to be addressed to the Registrar of the College.

REGISTRATION

Once a student has been admitted into the program, he/she will need to fill out registration forms. This can be done in one of two ways. Registration forms can be mailed into the Graduate Office, or the student can enroll personally with the Graduate Liaison.

COURSE FORMAT

There are currently two main methods of instruction. The first is an intensive format, which will be directed by current faculty, plus adjunct professionals from across the Free Will Baptist Association. This method will include a preparatory phase for readings and assignments, a concentrated instructional time (generally five or six days from Monday through Friday evening or Saturday noon), and a post-class project that will serve as the final. The second method is a one night a week class lasting for seven weeks. These courses are taught by on campus professors. This method allows for the working student to attend class without hindering his or her work schedule. A person who completes an average of six hours with either of the two methods, or a mixture of the two every six months, can graduate with the Masters in approximately three years. All of this can be done without becoming a permanent student or leaving your career position.

Intensives

Class sessions for each full week intensive course will begin at 1:00 pm on Monday and conclude no later than noon on Saturday. The course syllabi, textbooks, and other materials will be made available four weeks prior to the first day of class. It is the student's responsibility to contact the Graduate Office for syllabi and books.

Night Courses

Class sessions for each night course will begin at 6:00pm and conclude no later than 10:00pm one night a week for seven weeks. The course syllabi, textbooks, and other materials will be made available two weeks prior to the first night of class. It is the student's responsibility to contact the Graduate Office for syllabi and books.

Workshops/Seminars

The schedule for workshops (one hour courses) and seminars (two or three hour courses) will be announced prior to the pre-enrollment period for each semester.

Distance Learning Courses

The Hillsdale Masters Program also offers courses that may be taken off campus. These courses include study guides and lecture tapes of well-regarded professors in their respective fields.

GRADUATION REQUIREMENTS

To graduate with a Master of Arts degree a student must complete the following requirements:

1. Complete 36 semester hours (thesis option) or 42 semester hours (non-thesis option) acceptable to the College including the following:
 - A. Thesis option
 1. 15 hours from the Required Core Courses
 2. 15 hours from the Electives Courses
 3. 6 hours from the Research Core
 - B. Non-Thesis option
 1. 15 hours from the Required Core Courses
 2. 27 hours from the Elective Courses
2. Achieve a cumulative GPA of at least 3.0 or better (on a 4.0 scale) on all course work.
3. Satisfactorily complete every course in the degree with a grade of C or better.
4. Complete at least 9 credit hours in residence on the Hillsdale FWB College campus.
5. Satisfy all financial obligations to the College and be in good standing with the College.
6. Submit an Intent to Graduate Form by mid-term of the last semester before graduation and pay the nonrefundable Graduation Fee. Graduates must participate in Commencement Exercises unless excused by the Academic Affairs Committee.

MASTER OF ARTS

DEGREE OUTLINE

REQUIRED CORE COURSES

	HOURS
PHIL 5003 Apologetics	3
PHIL 5013 Philosophy of Religion	3
THEO 5013 New Testament Theology	3
THEO 5123 Historic Theology	3
THEO 5213 Hermeneutics	3

RESEARCH CORE COURSES (THESIS)

EDUC 5123 Research Methods	3
CMIN 5973 Masters Project or	
CMIN 5993 Masters Thesis	3
BIBL 5973 Masters Project or	
BIBL 5993 Masters Thesis	3

ELECTIVES

BIBL 5233	Jesus & the Gospel Tradition	3
BIBL 5253	Romans and Galatians	3
BIBL 5313	Pentateuch	3
BIBL 5503	Old Testament Poetical Books	3
BIBL 5603	Major Themes from the Prophets	3
CMIN 5103	Ministering Cross Culturally	3
CMIN 5333	Church Planting & Growth	3
CMIN 5413	Mentoring in Ministry	3
COMM 5413	Expository Preaching	3
COUN 5033	Counseling Theories & Methods	3
HIST 5333	Baptist Heritage	3
HIST 5903	Church History	3
LANG 5103	New Testament Greek Appreciation	3
LEAD 5213	Christian Leadership	3
MGMT 5123	Financial Planning	3
RELG 5113	American Religion & Culture	3
THEO 5333	The Works of Arminius	3

GRADUATE DEGREE STRUCTURE

Each course is distinguished by a unique alphanumeric label and course title. This combination of letters and numbers gives the course sequencing of the graduate curriculum its structure.

The numeric scheme for the graduate course sequence follows the same general outline in each discipline represented in the Bulletin. The last number in each course number equals the number of hours of graduate credit assigned to the course. All graduate credit will begin with a number of five (5) or higher. The numeric structure for the courses is as follows:

Alpha Label	5000/5800	General Courses	1-3 hours
Alpha Label	5801	Workshop	1 hour
Alpha Label	5802	Seminar	2 hours
Alpha Label	5903	Special Topics	3 hours
Alpha Label	5933	Independent Study	3 hours
Alpha Label	5943	Directed Readings	3 hours
Alpha Label	5953	Study Abroad	3 hours
Alpha Label	5963	Practicum	3 hours
Alpha Label	5973	Masters Project	3 hours
Alpha Label	5993	Masters Thesis	3 hours

The Alpha label in front of the course number represents the field of study or discipline to which the course is assigned. The course labels are four capital letters as follows:

BIBL	=	Bible
COUN	=	Counseling
COMM	=	Communication
CMIN	=	Christian Ministry
EDUC	=	Education
HIST	=	History
LANG	=	Language
LEAD	=	Leadership
MGMT	=	Management
MISS	=	Missions
PHIL	=	Philosophy
RELG	=	Religion
THEO	=	Theology

STAFF

Master of Arts Required Courses

The following five (5) courses are required for the Master of Arts degree (Thesis and Non-Thesis options):

PHIL 5003 Apologetics	3 hours
PHIL 5013 Philosophy of Religion	3 hours
THEO 5013 New Testament Theology	3 hours
THEO 5123 Historic Theology	3 hours
THEO 5213 Hermeneutics	3 hours

Thesis Option Requirements

EDUC 5123 Intro to Research and Statistics 3 hours

One of the following four (4) courses must be completed as the capstone course for the Master of Arts degree (Thesis option):

BIBL 5973 Masters Project	3 hours
BIBL 5993 Masters Thesis	3 hours
CMIN 5973 Masters Project	3 hours
CMIN 5993 Masters Thesis	3 hours

ACADEMIC SUPPORT

Learning Resource Center (LRC)

The purpose of Hillsdale's Learning Resource Center is to serve as an academic library supporting the curricular needs of students and faculty. The LRC is continuing to expand its resources to support the curriculum and promote student academic success. Library hours are posted. Internet access to library resources is available to current students.

Computer Lab

Hillsdale students have a number of computers and accessories available for their use. Computers equipped with Internet access are available for student use during posted hours. All students are required to complete a Computer Lab Information Sheet before being issued an access code for the system.

FACULTY

From its earliest days, Hillsdale has recognized the need for faculty members who are academically prepared, spiritually mature, and strongly committed to the mission and purposes of the College. The Graduate Program continues that tradition. In addition to the regular Hillsdale faculty, the College employs fully qualified adjunct faculty who can teach graduate students effectively, model Christian leadership, and make a positive contribution to the life of Hillsdale and her students.

In 1990 Hillsdale Free Will Baptist College had one instructor holding a terminal degree (doctorate) from a Department of Education recognized accrediting agency. Over the years the number of faculty holding terminal degrees has continued to grow. Since the inception of Graduate Education at Hillsdale in 2002, every course offering has been taught by a professor holding an earned and accredited doctoral degree. Thus, Hillsdale's Graduate program is committed to the highest standards of excellence in theological and ministry education.

The Academic Affairs personnel along with the entire College staff are all professing Christians who are committed to helping students succeed in their quest for higher education and leadership advancement. Any problems related to the Graduate Program should be addressed to the Academic Dean or the Graduate Liaison

CONSUMER INFORMATION

Department Of Education Regulation

Hillsdale is located in a low crime area of the Oklahoma City metroplex. In compliance with the Department of Education regulations, crime statistics are available through the Office of Admissions and Financial Aid.

Policy Of Nondiscrimination

Hillsdale Free Will Baptist College complies with all federal and state non-discrimination laws and is an equal opportunity institution. However, Hillsdale Free Will Baptist College reserves the right to, and does, maintain student educational and behavioral standards and employment requirements and standards based upon religious considerations consistent with its role and mission.

Individuals who believe they have been subjected to discrimination should report this matter to the President and/or the Vice President of Academic Affairs.

Policy Regarding Sexual Harassment

Hillsdale Free Will Baptist College is committed to maintaining high standards of professional ethics in which individuals do not abuse their personal authority in interpersonal relationships. The College personnel and students should not condone actions and/or words that are regarded as sexual harassment.

Sexual harassment is defined as repeated and unwelcome sexual advances which interfere with an individual's work or academic environment; coercive behavior which threatens an employment or academic reprisal; promise of rewards contingent upon obtaining sexual favors; spreading false stories about a person's sexual conduct; or, false accusations regarding sexual harassment.

Individuals who believe they have been objects of sexual harassment should report this matter to the Director of Student Services and/or the Academic Dean

Change of Information Notice

Hillsdale Free Will Baptist College reserves the right to make necessary changes without further notice. The regulations, courses, personnel, and costs listed herein are subject to change after date of publication of the Graduate Bulletin through established procedures. It is important that each student familiarize himself/herself with the regulations set forth in this Bulletin and assumes his/her proper responsibilities concerning them.

For more information or assistance in application contact:

Graduate Office
Hillsdale Free Will Baptist College
3701 S. I-35
P.O. Box 7208
Moore, OK 73153-1208
Phone: (405) 912-9016
Toll-free number: (800) 460-6328
Fax: (405) 912-9050
E-Mail: Graduate@hc.edu

***Study to show thyself approved unto God,
a workman that needeth not to be
ashamed, rightly dividing the word of
truth.***

II Timothy 2:15