

BRITE DIVINITY SCHOOL



2011-2012 STUDENT HANDBOOK OF GENERAL INFORMATION

This student handbook is written to enable you to become familiar with a number of policies and procedures at Brite Divinity School. However, it is not all inclusive and is subject to change when deemed in the best interest of Brite Divinity School within established procedures. This handbook is for information purposes only and does not constitute a contract between any student and Brite Divinity School.

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STUDENT HANDBOOK

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STUDENT HANDBOOK, 2011-2012

1.0 THE 2009 MISSION STATEMENT OF BRITE DIVINITY SCHOOL

MISSION

Brite Divinity School educates women and men to lead in the ministry of Christ's church, the academy, and public life as witnesses to God's reconciling and transforming love and justice.

2.0 ORGANIZATION AND ADMINISTRATIVE GOVERNANCE

2.1 Board of Trustees

The Board of Trustees has authority and responsibility for the School. The Board sets and reviews basic policies of the institution and through its corporate officers provides for leadership, management, and oversight of the School.

2.2 Executive, Academic, and Finance Officers

Three officers of the corporation—the President and Chief Executive Officer, the Executive Vice President and Dean who is the chief academic officer, and the Vice President of Business and Finance who is responsible for carrying out the School's financial policies—administer the School's general and daily operations. The President is responsible to the Board and oversees the entire operation of the School. The Executive Vice President and Dean reports to the President and functions as the School's chief academic officer. The Vice President of Business and Finance reports to the President and is charged with overseeing the financial and business operations of Brite.

2.3 The Permanent Faculty

The Permanent Faculty is comprised of persons engaged in instruction and other services on a continuing and full-time basis who hold academic rank of full professor, associate professor, assistant professor, instructor, lecturer, or Minister-in-Residence. The Permanent Faculty confer and act, in partnership with the School's executive and academic officers, to review academic policies of the School, and in cooperation with the Dean, to develop and provide for matters relating to the scope, nature, integrity, and quality of the School's educational undertakings.

2.4 The Administrative Staff

Administrative staff members are persons appointed by the President with responsibilities for specified administrative tasks requiring part-time or full-time service. They carry out their administrative duties under general supervision of the School's executive and academic officers, in partnership with them and with the Permanent Faculty. Occasionally, administrative positions are connected with faculty slots which may or may not be tenure-track.

2.5 Corporate Relationships

2.5.1 Affiliation with Texas Christian University

Brite Divinity School and Texas Christian University are independent institutions. They have a rich historical relationship and enjoy a shared heritage, affiliation, traditions, and values with the

Christian Church (Disciples of Christ). Both institutions recognize the tangible and intangible benefits of a supportive and collaborative relationship especially in areas of teaching and scholarly programs. Brite and TCU have a formal agreement that articulates the University's contractual commitment to provide essential administrative support, operational and maintenance services, and the vision of both institutions to assure a continuing spirit of mutual involvement, cooperation, and support for the benefit of students, staff, and faculty.

2.5.2 Accreditation

Brite Divinity School is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award masters and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Brite Divinity School.

Brite is also accredited by the Association of Theological Schools in the United States and Canada (ATS). This organization was established in 1936 to provide an accrediting agency in the field of theological study. Brite Divinity School achieved ATS accreditation in 1941 and has sustained an unbroken relationship in the organization to the present time.

2.5.3 Church Relatedness

1. Christian Church (Disciples of Christ)

Brite Divinity School is related to the Christian Church (Disciples of Christ) in many official and unofficial ways. It reports biennially to the Plenary Assembly of the Christian Church (Disciples of Christ) in the Southwest. It is a member of the Christian Church (Disciples of Christ) Council on Theological Education of the Higher Education and Leadership Ministries. It receives financial support through the denomination's Church Finance Council. Many of the administrative officers, faculty and students of Brite Divinity School serve the Christian Church (Disciples of Christ) at the local, regional and general levels.

2. Disciples of Christ Studies

The Disciples Studies program participates in preparing students to lead in ministry by assisting in the ordination process, providing personal and professional support and engaging students in the larger denomination.

3. United Methodist Studies: Approval by the University Senate

The University Senate of the United Methodist Church has approved the Divinity School to teach United Methodist students. The courses taught at Brite in United Methodist history, doctrine, mission, and polity—which are required for ordination in the United Methodist Church—have been officially approved by appropriate denominational offices. With the assistance of the Office of the Associate Dean for Academic Affairs, students preparing for deacons' ordination may meet UMC expectations with either the Master of Arts in Christian Service or the Certificate of Theological Studies.

4. Baptist Studies Program

The Baptist Studies Program is an integral part of the Divinity School. Designed to meet the special interests and needs of Baptists, this Program offers graduate courses in Baptist history, thought, and polity and provides opportunities for Baptist students in field settings in Baptist churches, worship, and other community experiences. Special lectures and workshops by Baptist professors and ministers enrich the seminary experience of Brite students. A special committee of Baptist ministers, pastoral counselors, and lay people advises the Divinity School in shaping and carrying out this Program. Financial undergirding is provided by the Cooperative Baptist Fellowship.

5. Presbyterian Studies

The Presbyterian Studies Program supports Presbyterian women and men who are in the process of discerning a call to ministry. By mentoring, providing a Reformed and Presbyterian focus, and enriching Brite's work through relationships with the presbyteries of the Presbyterian Church (U.S.A.) and the Cumberland Presbyterian Church, as well as Austin Presbyterian Theological Seminary, the Program seeks to prepare students to meet all constitutional requirements for ordination or certification to ministry in Presbyterian congregations. The Program embraces students in all degree plans, but focuses primarily on those preparing for professional ministry in local churches as pastors or directors of Christian education.

6. Episcopal Studies Program

The Episcopal Studies Program at Brite Divinity School provides a continuing Anglican/Episcopal presence within a broadly ecumenical theological school. The program offers a community of learning, worship, and fellowship within the Brite Community. Our graduates will be trained to serve effectively in ordained and lay leadership positions in the Episcopal Church.

7. Metropolitan Community Churches

Brite Divinity School is a recognized partner school of the Metropolitan Community Churches (MCC). MCC students preparing for ordination may complete their required coursework at Brite and receive advising in the ordination process.

8. Jewish Studies

Brite Divinity School and Texas Christian University together sponsor the Jewish Studies Program, designed to support the teaching and scholarly study of Judaism and to promote the historical contribution of Judaism to civilization. The Program fosters a better understanding of the faith heritage of Christianity, as well as more informed dialogue and understanding among Jews and Christians. The Program is committed to serving people of all faiths and to contributing to the education of the local community. With the generous support of numerous donors, elements of the Program include Rosenthal faculty positions for courses available to students at both Brite Divinity School and Texas Christian University, the Barnett International Scholarship, the Gates of Chai Annual Lectureship in Contemporary Judaism, the Jack B. Friedman Judaica Library in Honor of Barbara Friedman Rakover in the TCU Mary Coats Burnett Library, and the Bermont Family Undergraduate Jewish Student Scholarship Fund.

9. Council of Southwestern Theological Schools

Brite is a member of and participant in the Council of Southwestern Theological Schools embracing eleven Protestant and three Roman Catholic institutions. Selected students and faculty members from COSTS schools have participated in summer interseminary courses on a variety of topics. COSTS institutions continue to explore further possibilities of regional and sub-regional cooperation.

3.0 GENERAL POLICIES AND PROCEDURES FOR COMMUNITY LIFE

3.1 Student Rights and Responsibilities

Brite Divinity School is committed to educating people for ministry, nurturing the formation of Christian identity in a diverse and complex world, and promoting the values of free inquiry, intellectual integrity, ecumenicity, and diversity. The students, staff, and faculty of Brite Divinity School are called into a covenant community that entails mutuality, respect, and the highest standards of personal, corporate, and academic integrity. Recognizing our call from God, we hold each other and ourselves to the highest standards in service to the goals of justice and

reconciliation and in recognition of the equal value and dignity of all members of our community. The following student rights and responsibilities are illustrative of these commitments.

Rights

Non-discrimination

Brite Divinity School does not discriminate with regard to race, color, sex, sexual orientation, gender identity, national origin, citizenship status, age, physical or mental disability of an otherwise qualified individual, membership or application for membership in a uniformed service, or any other category protected by applicable law. This non-discrimination policy applies to all programs and activities, admission to these programs and activities, financial aid, and housing.

Freedom from Harassment

Harassment on the basis of race, color, sex, sexual orientation, religion, national origin, age, disability, membership or application for membership in a uniformed service, or any other category protected by applicable state law will not be permitted or condoned.

Open Door and Grievance

All members of the student community are free to seek information from the staff members responsible for any aspect of community life on any matter that is troubling them, or call attention to any condition that may appear to be operating to their disadvantage or the disadvantage of the Divinity School.

Student Records

Brite Divinity School abides by the Family Educational Rights and Privacy Act of 1974, a federal law which provides that the Divinity School will maintain confidentiality of student records.

Students with Disabilities

Brite Divinity School complies with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities. No otherwise qualified individual shall be denied access to or participation in the services, programs and activities of Brite solely on the basis of a disability.

Academic Evaluation

Students have the right to academic evaluations which are neither prejudiced nor capricious and which are based on stated class requirements.

Responsibilities

Covenant for Community Life

The Covenant for Community Life guides members of the Brite community in all facets of its life together. Actions and words that are not in keeping with the spirit of the covenant will not be condoned.

Code of Student Conduct

All students are expected to know and abide by the Code of Student Conduct and to hold their families and guests to this Code while on the premises of Brite Divinity School or Texas Christian University.

Financial Responsibility

Each student has the responsibility to meet all of her/his financial obligations to the Divinity School.

Academic Conduct

The highest standards of honor and integrity are expected of all students. Expectations are outlined in the Academic Conduct Policy.

Relevant policies found in the Student Handbook:

- 3.3 Policy and Procedures for Students with Disabilities
- 3.4 Equal Employment Opportunity and Sexual Harassment Policy
- 3.13 Open Door and Grievance Policy Pertaining to Community Affairs for Students
- 3.14 General Policies and Procedures for Community Life: A Covenant for Community Life at Brite Divinity School
- 3.15 Code of Student Conduct
- 5.14 Academic Conduct Policy
- 5.16 Policy on Disruptive Behavior, Lack of Academic Progress and/or Misconduct

3.2 Standards of Professional Behavior

Graduate students at Brite Divinity School occupy a unique position in the Texas Christian University student body and in the wider community. They are more mature individuals with a defined perspective for the future and a high degree of motivation and ability. In some instances, they are not only seeking advanced knowledge, but also transmitting knowledge through their work in churches, agencies, or as student assistants. While preparing for various professional and other ministries, they also serve as models to others seeking to deepen their relationship with God and others. All of this brings a special obligation to evidence a level of conduct that is not only compatible with the standards, procedures, and policies of Brite Divinity School and Texas Christian University, but also gives evidence of character, integrity, and concern for justice in all their dealings.

Graduate students at Brite Divinity School are expected to be familiar with and adhere to the published academic policies, rules, regulations, and procedures of Brite and the University as well as appropriate local, state and federal laws. The guiding principle is to conduct oneself in a manner that reflects well on the individual, Brite, the University, and the academic process. The student is also expected to be responsible for his or her invited guests.

Violations of conduct relative to expected standards of professional behavior will be subject to disciplinary action up to and including expulsion from Brite Divinity School. Violations are to be reported to the Associate Dean of Student Affairs of the Divinity School, who will be responsible for investigating all allegations and recommending appropriate disciplinary actions.

3.3 Policy and Procedures for Students with Disabilities

Brite Divinity School complies with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities. No otherwise qualified individual shall be denied access to or participation in the services, programs and activities of Brite solely on the basis of a disability. The Divinity School and Texas Christian University shall provide reasonable accommodations for each eligible student who (a) has a physical or mental impairment that substantially limits a major life activity, (b) has a record or history of such an impairment, or (c) is regarded as having such an impairment.

Each eligible student is responsible for presenting relevant, verifiable, professional documentation and/or assessment reports to the Coordinator for Student Disabilities Services at Texas Christian University. Information concerning a student's disability is treated in a confidential manner in accordance with Divinity School and University policies as well as applicable federal and state laws. Documentation presented to the Coordinator shall be reviewed by the appropriate University professional(s) to verify the existence of a disability. Further documentation may be required from the student to substantiate the claim of a disability or to assist the Divinity School and University in determining appropriate accommodations.

Eligible students seeking accommodations should contact the Coordinator as soon as possible in the academic term for which they are seeking accommodations. The Coordinator shall prepare letters to appropriate faculty members concerning specific, reasonable academic adjustments for the student. The student is responsible for delivering accommodations letters, conferring with faculty members, and returning validation of the receipt of information to the Coordinator. The Coordinator shall consult with the student and with Divinity School and University faculty and staff to ensure delivery of appropriate support services and shall serve as liaison between the student and the faculty member as needed.

Students who wish to appeal a decision regarding appropriate accommodations shall file a written request for review with the Associate Dean for Academic Affairs of Brite Divinity School. The Coordinator, Student Disabilities Services may be contacted at Sadler Hall, Room 1010, TCU Box 297710, Texas Christian University, Fort Worth, Texas 76129, (817) 257-6567.

3.4 Equal Employment Opportunity and Harassment Policy

Brite's Equal Employment Opportunity and Harassment Policy covers all employees, members of the Board of Trustees, officers, Administrative Staff, General Staff, Permanent Faculty, Tenured Faculty, Non-Tenured Faculty, and students. Anyone found to have violated this policy will be subject to appropriate disciplinary action, up to and including termination of employment, or, in the case of students, expulsion.

- a. **Nondiscrimination.** Brite Divinity School is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions, such as recruitment, hiring, training, promotion, transfer, layoff, recall, compensation and benefits, discipline, termination, and educational, recreational, and social programs are administered without regard to race, color, sex, sexual orientation, gender identity, national origin, citizenship status, age, physical or mental disability of an otherwise qualified individual, membership or application for membership in a uniformed service, or any other category protected by applicable law. Employment decisions, subject to the legitimate business requirements of Brite, are based solely on an individual's qualifications, merit, and performance.
- b. **Inclusion Statement.** Brite Divinity School values people of all cultures, nationalities, ethnicities, races, and religions, with regard to characteristics such as sex, gender, sexual identities, social class, age, and differing abilities. We are committed to promoting a diverse and just environment, in which language and practices support the achievement of inclusion. Brite seeks to remove all barriers to the maintenance and aspirations of its Mission Statement and Non-Discrimination Statement.
- c. **Harassment**
 1. **Covenant for Community Life at Brite Divinity School**

Introduction

As a divinity school, we believe that community is made through covenant. Responsible participation in community reflects the image, likeness and presence of God. It is in this image in which the best of humanity may be envisioned and toward which humanity is being transformed. Therefore, the students, staff and faculty of Brite Divinity School are called into a covenant community that entails mutuality, respect, and the highest standards of personal, corporate, and academic integrity. Recognizing our call from God, we hold each other and ourselves to the highest standards in service to the goals of justice and reconciliation and in recognition of the equal value and dignity of all members of

our community, celebrating their diversity of race, ethnicity, gender, sex, sexual orientation, physical ability/condition, and age. This covenant guides members of this community in all facets of our lives together.

Community Commitments

Brite Divinity School is committed to educating people for ministry, nurturing the formation of Christian identity in a diverse and complex world, and promoting the values of free inquiry, intellectual integrity, ecumenicity, and diversity. Therefore, the members of the Brite Divinity School community covenant together to embody a context of integrity in all aspects of our lives but especially in our academic vocation. This includes (but is not limited to) not lying, cheating, stealing, causing harm to self or others, defacing property, slander, libel, or defamation of character. Especially, our call requires our commitment to the principle that no faculty, staff, or student should be subjected to any form of harassment (e.g., sexual harassment or harassment based on color, religion, age, disability, ethnicity, gender, marital status, national origin, pregnancy or childbirth, race, sex, sexual orientation, or any other basis protected by federal, state, or local law, ordinance, or regulation).

In short, we as a divinity school community are committed to maintaining a humane atmosphere in which individuals do not abuse their personal and professional authority or power in interpersonal relationships. All persons – students, staff, and faculty – must be allowed to pursue their activities at Brite free from unsolicited and unwelcome sexual overtures or conduct and other forms of harassment. This community strongly disapproves of such inappropriate conduct and will not condone actions and words that are not in keeping with the spirit of this covenant. These expectations define the character of our common life and express the quality of interaction expected between all members of the Brite community. At the same time, the scholarly, educational, or artistic content of any written, oral, or other presentation or inquiry shall not be limited by this covenant. It is the intent of this community that all members are allowed academic freedom. Accordingly, this intention shall be liberally construed but shall not be used as a pretext for violation of our covenant for community life.

Covenant Keeping

To encourage faithfulness to this covenant, this community tries to be explicit in describing the attitudes and behaviors that we consider to be the commitments that guide our life together. As an institution, we work to make students, faculty, and staff aware of our covenant together on a consistent basis. Year by year, we remain in conversation about the particular nature of our community commitments and the covenant that confirms them.

Nonetheless, it is unrealistic to expect a covenant to be observed without occasional breach. This grieves not only the individuals involved, but also the community as a whole. When the breach takes the form of harassment of an individual or group of individuals, the effect is particularly heinous. Harassment in a Christian institution not only violates the worth and dignity of the harassed individuals, but also threatens the integrity of the community as a whole. Therefore, breaches of our community covenant will be dealt with seriously. Any faculty, staff, student, student organization, or person privileged to work with the Brite Divinity School community who violates the spirit of this covenant will be subject to disciplinary action up to and including expulsion from this community.

Pastoral Process

The response of this community to both alleged and confirmed fractures of our covenant will be guided by pastoral concern. This means efforts to resolve breaches of this covenant are intended to be reconciling, restorative, liberating, and healing. At times, we can accomplish this by listening sympathetically and responding with apology, forgiveness, understanding, and a pledge to change behaviors not in keeping with our community commitments. In other instances, reconciliation, restoration to the community, and the liberation and healing of individuals and community can occur only through confession and actions that demonstrate remorse, contrition, repentance and a desire to learn from our errors.

Some matters, however, require resolution in ways that call for accountability to the institution and to the community as a whole. The gravity of matters related to plagiarism, cheating, theft, abuse of property, fraud, or personal harassment (especially sexual or racial harassment) should be brought directly to the appropriate administrative staff member for resolution through the appropriate policies and procedures already developed to address each type of offense.

Members of the community must also take seriously their own responsibilities to the divinity school, especially when alleged breaches of our community covenant are under investigation. Those responsibilities include striving to treat each other fairly during divinity school investigatory processes, and to direct these processes toward reconciliation, restoration, liberation, and healing; declining to participate in slander, libel, and defamation of character; and continuing to respect the community commitments described in this covenant.

The covenant is not intended to create a legally binding contract or confer any legal rights; however, the covenant states important behavioral guidelines for members of the Brite community that are meant to guide the community's life and interactions.

Policies and Procedures

To assist faculty, staff, students, and trustees in living out the commitments described in this covenant, the divinity school's Board of Trustees has adopted a harassment policy and the School has established administrative guidelines that include definitions pertaining to harassment, procedures for reporting and investigating incidents of harassment, and specifying informal and formal resolution processes. It guards against harassment based on race, color, sex, age, disability, sexual orientation, religion, and other characteristics. It is important to note that engaging in prohibited harassment violates the Covenant for Community Life at Brite Divinity School.

2. Harassment Policy

Harassment on the basis of race, color, sex, religion, sexual orientation, national origin, age, disability, membership in a uniformed service, or any characteristic protected by law is prohibited by Brite Divinity School. Slurs or insults related to those characteristics are wholly inappropriate, violate this policy, and if used in a work-related context violate Brite's Equal Employment Opportunity Policy.

In some circumstances, a violation of this policy is also a violation of law.

One definition of harassment is unwelcome conduct, based on a legally protected characteristic, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academics or

participation in a Brite program or activity, (2) submission to or rejection of such conduct by an individual is used as the basis for a decision affecting such individual's employment, academics, or participation in a Brite program or activity, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for work, academics, or other participation in a Brite program or activity.

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by an employee or supervisor when (i) submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment, academics, or participation in a Brite program or activity; (ii) submission to or rejection of the conduct by an individual is used as the basis or as a threatened basis for a decision affecting an individuals' employment, academics, or participation in a Brite program or activity; or (iii) the conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive environment for work, academics, or other participation in a Brite program or activity.

Hostile work environment is defined to include unwelcome comments or conduct based on sex, race or another legally protected characteristic that unreasonably interferes with an employee's work performance or create an intimidating, hostile or offensive work environment.

However, Brite prohibits unwelcome harassment based on race, sex, or a legally protected characteristic regardless of whether it meets the above strict definitions.

This policy applies to all members of the Brite community, including administrators, faculty, staff, students, trustees, and volunteers. All members of the Brite community are required to truthfully cooperate in any investigation under this policy. This policy applies to conduct on and off Brite premises. Brite also intends to take appropriate action to prevent harassment of persons in its community, including its employees and students, from third parties such as contractors, vendors, or guests.

Examples of unwelcome actions that violate this policy include:

- Leering, i.e., staring in a sexually suggestive manner
- Making offensive remarks about looks, clothing, body parts
- Touching in a way that may make an employee feel uncomfortable, such as patting, pinching or intentional brushing against another's body
- Telling sexual or lewd jokes, hanging sexual posters, making sexual gestures, etc.
- Sending, forwarding or soliciting sexually suggestive letters, notes, emails, or images
- Racially derogatory words, phrases, epithets, characterizations and/or stereotypes
- Gestures, pictures or drawings which would offend a particular racial or ethnic group
- Comments about an individual's skin color or other racial/ethnic characteristics
- Making disparaging remarks about an individual's gender (regardless of whether the comments are sexual)

- Negative comments about an employee's religious beliefs (or lack of religious beliefs)
- Expressing negative stereotypes regarding an employee's birthplace or ancestry
- Negative comments to a person age 40 or over regarding the person's age
- Derogatory or intimidating references to an employee's mental or physical impairment

These examples are some illustrations, and this is not an exhaustive list.

The victim of harassment can be anyone affected by the offensive conduct, not just the individual at whom the conduct is directed. In other words, what one or two persons may consider "joking around" may be unwelcome to and offensive to a bystander.

Brite's policy is to take appropriate action to remedy violations of this policy which are brought to its attention. Violation of this policy can lead to discipline, up to and including discharge or expulsion.

A person who has been a victim of harassment prohibited by this policy, or who has a question about this policy, or who desires to report a violation of this policy should promptly contact any of the following: the Brite Harassment Officer, a member of the Brite Harassment Investigation Committee, a Dean, or the President. In an emergency situation, or after normal business hours, a person should contact the TCU Campus Police, and as soon as possible thereafter, report the incident to one of the above named individuals.

Prompt reporting is essential for the School to eliminate harassment.

A person who reports harassment has a choice, and may ask that Brite attempt to resolve the matter informally or formally. However, the School always retains the right to proceed formally, even when the person requests only an informal resolution.

Brite endeavors to keep a harassment report and information obtained during an investigation of a harassment report confidential; however, Brite cannot guarantee complete confidentiality, for example, where it would conflict with Brite's investigation, or its efforts to take corrective action, or to otherwise comply with the intent of this policy or its legal obligations.

Anyone who knowingly makes a false report of harassment will be subject to disciplinary action, up to and including termination of employment or expulsion from school.

It is a violation of policy for a member of the Brite community to retaliate against an individual because that person in good faith reports or opposes harassment prohibited by this policy. A person who experiences retaliation should promptly report this to the Harassment Officer.

Brite maintains written Administrative Guidelines for Resolving Harassment Complaints. A person seeking more detailed information should consult these Guidelines, which are available on Brite's website as well as through the office of the President, a Dean, or the Harassment Officer.

- d. Administrative Guidelines for Resolving Harassment Complaints

These Administrative Guidelines [“Guidelines”] of Brite Divinity School [“Brite” or the “School”] supplement the Brite Divinity School Harassment Policy [“Policy”]. These guidelines may be disregarded when it is in the best interest of Brite, so long as the spirit of the Policy is followed.

Harassment Officer/Investigation Committee

Brite has a Harassment Officer, who is to take appropriate action, within the spirit of the School’s Harassment Policy, to eliminate prohibited harassment at the School. The Harassment Officer is Dr. Francisco Lozada, Brite Divinity School Moore Building, Room 203, TCU (X5159).

Brite also maintains a Brite Harassment Investigation Committee [“Committee”], which is composed of six members of the Brite faculty and staff. The faculty elects two members of the committee; two members are appointed by the Brite President; and the Administrative Council appoints two staff members, one general and one administrative staff. Election of members by the faculty and appointments by the Administrative Council and the President will occur annually at the last regular meeting of each group in the spring semester to take effect at the beginning of the fall semester. Members of the committee serve two-year staggered terms. Members of the committee are trained to deal with issues related to harassment. The committee will be balanced between faculty and staff and represent various, relevant forms of diversity including gender. If a case arises that involves a form of diversity not represented on the committee and a faculty or staff member who embodies such difference is available who has received training, the composition of the committee will be altered for that case.

To Whom Should a Person Report Harassment at Brite

To report harassment at Brite, a person should promptly contact any of the following: the Brite Harassment Officer, a member of the Committee, a Dean, or the President.¹ In an emergency situation, or after normal business hours, a person should contact the TCU Campus Police, and as soon as possible thereafter, report the incident to one of the above named individuals.

A Brite student who is a victim of misconduct at a church while involved in supervised ministry, internship, or Brite sponsored program should notify the Director of the program immediately, although Brite may be limited in action it can take regarding an accused church member who is not affiliated with the School.

Brite is in the best position to take effective action against harassment when both parties to the complaint have a current affiliation with Brite. If a complainant waits to report harassment until after the accused person is no longer affiliated with the School, so that Brite receives the complaint when the accused is a “former” student or employee, this can hinder and in some cases completely prevent Brite from taking effective action.

Brite’s internal process for resolving Harassment issues is independent of processes of other outside entities, such as church judicial bodies, or governmental agencies. The School has no control over the procedure that another entity follows if the complainant files the same harassment complaint with an entity outside of Brite.

¹ Although the TCU Counseling Center and the TCU Health Center are available to students, reports to counselors or members of the clergy are not sufficient to put Brite in a position to take appropriate action under this policy.

Importance of Prompt Reporting

Prompt reporting is essential for the School to eliminate harassment. Prompt reporting allows for a more effective investigation and helps the School more quickly address any problem. A delay in reporting can unfortunately make it more difficult to evaluate the validity of the complaint.

Brite's Formal and Informal Processes to Address Harassment

A person who reports harassment has a choice, and may ask that Brite attempt to resolve the matter informally or formally. However, the School always retains the right to proceed formally, even when the person requests only an informal resolution.

Brite's informal and formal procedures for remedying harassment are discussed below.

1. Brite's Informal Process to Address Harassment

There are a variety of response options for dealing with harassing conduct. Depending on the situation, some persons wish initially to confront the person who is engaging in the objectionable conduct. However, it is not necessary for a person to confront harassing conduct before reporting it to Brite.

One may find the informal process more appropriate and appealing if the conduct is isolated and subject to misunderstanding or differing interpretation. Other examples of behaviors that could sometimes be appropriate for Brite's informal resolution process include isolated instances of sexual innuendo; inappropriate materials, pictures or jokes; or comments with sexual content.

If a complainant is not sure, she/he can always initially request informal resolution through Brite and later request the formal resolution process.

Individuals who wish to pursue Brite's Informal Resolution Process should promptly report the incident, and ask for informal resolution from one of the following individuals: Brite Harassment Officer, President, Dean, or a member of the Committee.

- If one of these persons receives a report of harassment coupled with a request for informal handling, the person should assess whether informal handling is appropriate. If the situation is appropriate for informal resolution, the person may handle the matter himself or herself or refer it to the Harassment Officer. When the situation is only appropriate for formal resolution, the matter should be referred to the Harassment Officer for handling.
- To ensure accurate communication of the allegations, the person reporting harassment is strongly encouraged to submit a written account to Brite. However, reporting the incident should take precedence over completing a written account.
- During the informal resolution process, the person handling the complaint should take appropriate action consistent with the intent of this policy. Ordinarily, this may involve providing a copy of the Policy and these Guidelines to the complainant, discussing these, listening to the complainant's concern, discussing options, encouraging the complainant to submit a written account, and attempting to learn the complainant's desired

resolution. The person handling the complaint then would ordinarily attempt to communicate with the accused party to mediate a resolution, involving others in the Brite community as necessary to promote resolution. If a satisfactory resolution occurs, the person handling the complaint should notify the Harassment Officer in writing, identifying the parties and, in general terms, the allegations and how the situation was resolved.

- When the Harassment Officer resolves the complaint through the informal process, the Harassment Officer ordinarily will provide both parties to the complaint a letter outlining the resolution steps. Each party will be asked to sign a copy of the letter that will become a part of the file in the Harassment Office. Copies of the agreement will not become a part of the student, faculty or staff personnel files unless that is part of the resolution, such as remedial training or disciplinary action.
- If allegations are not informally resolved satisfactorily to the complainant, the person receiving/handling the matter must notify the Harassment Officer who will then determine whether to begin the formal resolution process.

2. Brite's Formal Process to Address Harassment

When a person desires formal resolution of his/her concern over harassment, that person should promptly contact the Brite Harassment Officer. In the event the Harassment Officer is not available, contact the President or the Dean of Brite Divinity School. A person experiencing harassment involving violence, threat of violence, sexual assault, unwelcome sexual or other inappropriate touching or unwelcome sexual advance or "come-on," should report this to the Harassment Officer.

- The Harassment Officer will attempt to interview the complainant to understand the allegations and ask the complainant to put in writing, date, and sign off on the details of the complaint. The complainant should identify for the Harassment Officer any witnesses and any pertinent evidence (such as documents, e-mails, etc.).
- The Harassment Officer will attempt to contact the accused person, apprise that person of the nature of the complaint, and share with the accused relevant portions of the complainant's written allegations.
- Two individuals, one male and one female, will be chosen by the Harassment Officer from the Brite Harassment Investigation Committee to serve as the harassment Panel. The Harassment Officer will choose panelists whom the Harassment Officer believes can be fair and impartial to particular parties involved.
- In addition to interviewing the individual making the complaint and the accused, the panel will attempt to interview other individuals who might be able to assist the Panel in determining the facts.
- During the process, the complainant and the accused may each consult with a support person "Advocate" who can be a friend, spouse, relative, co-worker, or a consenting member of the Committee (who is not on the Panel). Individuals are encouraged to select a consenting member of the Committee as an Advocate because these individuals have been trained regarding harassment issues and Brite's internal process for resolving harassment

issues. These individuals are not trained to provide legal advice or counseling, however, and the complainant and the accused may choose to have legal counsel.

- The Panel should ordinarily schedule interviews reasonably promptly (ordinarily, schedules permitting, within 10 days of the initial complaint to the Harassment Officer, unless the school is closed for holiday).
- Interviews will be scheduled for a secure location, preferably not in the Moore Building. Interviews are not to be taped; however, members of the Panel may take confidential personal notes. Those notes will become part of the file maintained by the Harassment Officer.
- The Panel may recall the parties or witnesses for more than one interview.
- During Panel interviews, the complainant and the individual accused may have their Advocate with them. The Advocate is not allowed to communicate directly to the Panel. If the complainant or the accused desire to have an attorney present, that attorney is likewise not to communicate directly with the Panel.
- The complainant and the accused will not face each other in the Panel interviews. Neither party, nor their Advocate, nor their legal counsel will be allowed to attend any interviews of others involved in the investigation.
- If an individual wishes to bring legal counsel present during his/her interview by the Panel, the Harassment Officer must be notified well in advance. No Panel investigation with legal counsel will take place unless Brite legal counsel is available.
- The Panel has discretion to determine how many and which interviews are appropriate. The Panel and the Harassment Officer may consult, and at the end of its investigation, the Panel will present its findings and make a recommendation to the Harassment Officer. Actions that may be recommended include, but are not limited to, training, counseling, disciplinary actions, sanctions, termination, expulsion, etc.
- The Harassment Officer will review the findings and recommendation, and make a report to the President and/or Dean, as appropriate. Prior to submitting the report, the Harassment Officer will orally summarize the report and the action recommended to both parties.
- The President or Dean, as appropriate, will after review of the report of the Harassment Officer, make a decision as to the appropriate course of action and notify the two parties in writing.
- The decision of the President is final in all matters of Harassment. If a complaint is against the President, the report of the Harassment Officer will be to the Board, whose decision will be final.

Confidentiality

Brite endeavors to keep a harassment complaint and information obtained during an investigation of a harassment complaint confidential; however, Brite cannot guarantee complete confidentiality, for example, where it would conflict with Brite's investigation, or its efforts to take corrective action, or to otherwise comply

with the intent of this policy or its legal obligations. Nevertheless, everyone within the community must strive for appropriate confidentiality. Rumor and innuendo are not productive, and appropriate confidentiality protects the complainant as well as the accused individual.

Committee members are prohibited from communicating about the existence of, or information learned during, or outcome of, any internal harassment investigation under the Policy, except as provided otherwise by law or as necessary to effectuate the Policy or these Guidelines.

Information about a harassment investigation or its results will ordinarily not be disseminated to the Brite community or to the public, except as provided otherwise by law or as necessary to effectuate the Policy or these Guidelines.

At the end of each academic semester the Harassment Officer will report to the Executive committee of the Brite Board of Trustees whether any formal harassment investigations have been completed during the semester.

Records

Records of official action taken against a person, as a result of a harassment investigation, will become a part of that person's student, faculty or staff personnel files, and subject to the applicable confidentiality and record retention policies covering such student, faculty, or staff personnel files.

All other records pertaining to harassment allegations, including the notes of the Panel investigation will be confidentially retained by the Harassment Officer until the later of the following: five years after the investigation is concluded, until the parties are no long affiliated with Brite Divinity School, or such other later period required by law. It is intended that the Harassment Office will periodically review its files for ones which are outside this retention period, so that these files can be destroyed. These records are Brite's confidential work-product and not available to other entities except where provided otherwise by law or Brite's Policy or these Guidelines.

e. Consensual Relationships

1. A consensual sexual relationship between two people when one of the two persons provides direct or indirect supervision of the other is a violation of the Brite Divinity School Harassment Policy. It is a breach of professional ethics, and therefore prohibited, for a faculty or staff member to initiate or to acquiesce to a sexual relationship with a student at Brite Divinity School or person under direct or indirect supervision of that faculty or staff member. The above applies even when both parties appear to have consented to the relationship.
2. In considering and investigating allegations that an employee or faculty member has sexually harassed a student, the investigation shall proceed from the presumption that the employee's or faculty member's conduct was unwelcome. Sexual relationships between faculty members and students or between superior and subordinate employees can undermine the atmosphere of trust essential to the educational process and the employment relationship. No person involved in a consensual relationship shall have subsequent responsibility for evaluating the employment and/or academic performance or for making decisions regarding the promotion, tenure, or compensation of the other party to the relationship.

3.5 Inclusive Language Statement

Brite Divinity School promotes inclusive language. This includes such matters as language about God, humanity, cultures, nationalities, ethnicities, races, and religions, with regard to characteristics such as sex, gender, sexual identities, social class, age, and differing abilities. We are committed to promoting a diverse and just environment for all, in which language and practices encourage inclusion. To this end, Brite will maintain and update as necessary a webpage of resources for current best practices of inclusive language.

3.6 Computing Resources Policy

All members of the Brite Divinity School follow the Computing Resources Policy established by the University. Even though all computers at Brite are owned by the Divinity School, these computers are linked to the general University network.

This policy is applicable to all Brite students, faculty and staff and to others granted use of Brite or University computing resources as defined in this policy. This policy refers to all Brite or University computing resources, whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated or contracted by Brite or the University. This includes word processing facilities, personal computers, networks, workstations, mainframes, minicomputers, and associated peripherals and software, regardless of whether used for administration, research, teaching or other purposes ("collectively, university computing resources"). It is the responsibility of every person who uses University computing resources to read and abide by these policies and related computer resource policies defined on the *TCU Technology Resources - Information Security Services* website at <http://security.tcu.edu>.

Regulations Regarding the Use of Computers and Networks

Individuals provided access to Brite or University computing resources assume responsibility for their appropriate use. The Divinity School and University expect all such persons to be careful, honest, responsible, and civil in the use of computers and networks. Individuals using wide-area networks (such as the Internet) to communicate with individuals or to connect to computers at other institutions are expected to abide by the rules for the remote systems and networks as well as those for Brite's and TCU's systems. Individuals authorized access to University computing resources are responsible for actions resulting from improper use or failure to protect those resources including remote access or use by another person. In addition to violations of University or Divinity School rules, certain computer misconduct is prohibited under federal and state laws, and is, therefore, subject to criminal penalties. Such misconduct includes, without limitation, the following:

1. Using University or Divinity School computing resources for illegal activity, for material that publicly advocates illegal activity, or for discussion of illegal activities with the intent to commit them.
2. Participating in unauthorized reproduction, storage, or distribution of copyrighted software or other materials (e.g., text, audio, graphics, and video) or illegally obtained software.
3. Accessing, copying, transporting (to another person or site), modifying, or destroying programs, records, or data belonging to the University, Divinity School, or another user without authorization, whether such data is in transit or storage.
4. Sharing an account, providing passwords to another person, using another person's password or e-mail address, attempting to breach the security of another user's account, or depriving another user of access to the School's computer resources.

5. Using University or Divinity School computing resources to harass, defame, abuse, or threaten others.
6. Using University or Divinity School computing resources for any unauthorized non-University related activity.
7. Falsely obtaining electronic services or data without payment of required charges.
8. Connecting specialized network devices such as routers, firewalls, network address translators (NAT), switches, and wireless access points without prior approval.
9. Failing to register all networked computers with Information Services or not using assigned IP addresses.

Privacy of Information

Information stored on a computer system or sent electronically over a network is the property of the individual who created it. Examination of that information without authorization from the owner is a violation of the owner's rights to control his or her own property. Systems administrators, however, may gain access to user's files when it is necessary to maintain or prevent damage to systems or to ensure compliance with other University and Divinity School rules.

Computer systems and networks provide mechanisms for the protection of private information from examination. These mechanisms are necessarily imperfect and any attempt to circumvent them in order to gain unauthorized access to private information (including both stored computer files and messages transmitted over network) will be treated as a violation of privacy and may subject a violator to disciplinary action.

In general, information that the owner would reasonably regard as private must be treated as private by other users. Examples include the contents of electronic mail boxes, the private file storage areas of individual users, and information stored in other areas that are not public. That measures have not been taken to protect such information does not make it permissible for others to inspect it.

On shared and networked computer systems certain information about users and their activities is visible to others. Users are cautioned that certain accounting and directory information (for example, user names and electronic mail addresses), certain records of file names and executed commands, and information stored in public areas, are not private. Nonetheless, such unsecured information about other users must not be manipulated in ways that they might reasonably find intrusive; for example, eavesdropping by computer and systematic monitoring of the behavior of others are likely to be considered invasions of privacy that would be cause for disciplinary action.

Use of Facilities

Computer and network facilities are provided to authorized persons for their personal use. These facilities have tangible value. Consequently, attempts to circumvent accounting systems, to use the computer accounts of others, or to duplicate, use, or distribute software without authorization, will be treated as forms of attempted theft.

A user may not attempt to damage or degrade the performance of Brite or TCU computers and networks and should not disrupt the work of other users. Each individual user assumes individual responsibility for the use of his or her accounts. Consequently, users may not disclose their passwords or otherwise make Brite or TCU facilities available to unauthorized individuals (including family or friends). The use of Brite or TCU computers and networks for commercial purposes without authorization is prohibited.

Electronic Communication

Brite neither sanctions nor censors individual expression of opinion on its systems. The same standards of behavior, however, are expected in the use of electronic mail as in the use of telephones and written and oral communication. Therefore, electronic mail, like telephone messages, must be neither obscene nor harassing. Similarly, messages must not misrepresent the identity of the sender. Messages should not be sent as "chain letters" or "broadcast" indiscriminately. Users must take the same care in drafting an email as they would for any other communication. Confidential information should not be sent via email.

Plagiarism

Computer programs/other electronic data and documents should be regarded as individual creations and subject to the same standards of misrepresentation of copied work.

Security and Privacy

1. Users understand that timesharing and network-based system activity are automatically logged on a continuous basis. These logs do not include private user text, mail contents, or personal data, but do include a record of user processes that may be examined by authorized system administrators.
2. TCU and Brite consider user accounts to be the private property of those who have opened them, and as a result will never ask users to reveal their passwords. However, users who request assistance from Computer Services or the Director of Technology Resources at Brite give the staff implicit permission to view specific data in their accounts that is necessary to investigate, diagnose, or correct the problem.

Use of Facilities and the Network

1. Physical theft, rearrangement, or damage to any University or Divinity School computer or network equipment, facilities, or property is strictly prohibited, and will be reported to the police. This includes all public computer labs, network hubs, wiring, and links.
2. Users may not "plug-in" personal computers or peripheral devices in public computer labs or onto the University Network without prior authorization.
3. Data packets on the network are like voice signals on a telephone line. Just as phone taps are prohibited, so too are attempts to monitor, analyze, or tamper with network data packets.

Electronic Communication and Bulletin Boards

1. TCU and Brite neither sanction nor censor individual expressions of opinion on its systems. However, obscene or harassing electronic communication (e.g., electronic mail) is prohibited, as are computer messages that actively target individuals in a threatening manner.
2. Users who make use of bulletin board systems and other network communication utilities (e.g., Gopher, Newsgroups, the Web, list servers) do so voluntarily, with the understanding that they may encounter material they deem offensive. Students who subscribe, post messages, or simply browse through such utilities must abide by the rules governing each in addition to TCU's and Brite's rules governing computing on campus.
3. Although commercial work is prohibited on TCU and Brite systems and networks, some bulletin board systems (BBS) available over the network do make provisions for posting job opportunities and personal items for sale. Such activity is permissible within the constraints of

policies specific to each BBS. The staff of Information Services takes no responsibility for any fraud or misrepresentation users may encounter (caveat emptor).

Cases of Misconduct

1. The Divinity School's President shall be the primary contact for the interpretation, enforcement and monitoring of this policy and the resolution of problems concerning it. Any legal issues concerning the policy shall be referred to the appropriate officials for advice.
2. If system administrators have persuasive evidence of misuse by a user of University or Divinity School computing resources, the Divinity School's President, working with the appropriate University officer shall have authority to inspect files, diskettes, tapes, CDs and/or other computer-accessible storage media.
3. By accessing and using the Divinity School and University's computing resources, each system user expressly consents to and acknowledges the Divinity School or the University's right, when necessary as a function of responsible system management:
 - a. to monitor any and all aspects of University computing resources (including, but not limited to, individual user login sessions to determine if a user is acting in violation of University or Brite policies or the law);
 - b. to inspect all electronic files and other electronically recorded information within the University's and Divinity School's computing resources; and
 - c. to intercept, access, disclose and use electronic communications of any user, whether in transit or storage.
4. Only the University's designated computer security officer can authorize the monitoring, inspection, interceptions, access, disclosure or use of such electronic data (including, without limitation, electronic mail) when there is reasonable cause to suspect improper use of University or Divinity School computing resources.
5. Whenever a case of computer misconduct is suspected or reported, TCU and Brite reserve the right to deny system access to any user who violates the rules set forth in this statement. This includes the ability to terminate processes that threaten system security or performance.
6. Students will be held to the same standard of conduct (in electronic communication) with faculty, officers and staff of the University and the Divinity School. All cases of misconduct will be reported to the appropriate authority for disciplinary action.

Student Rights and Responsibilities

1. TCU and Brite must ensure that academic work takes precedence at all times over other computing activities in its facilities. In situations of high user demand which may strain available computer resources, TCU and Brite reserve the right to restrict (e.g., to specific times of day) or prohibit computer activities such as game playing.
2. Mutual cooperation is essential to sustain the free flow of information fostered by campus computers and networks while protecting the integrity and privacy of personal data. Since computer systems and networks are imperfect, users are strongly requested to report any bugs or security holes to the staff of Information Services. Likewise, users should not disseminate to others any information that serves to jeopardize, circumvent, or degrade system security or integrity. Users should also be aware that certain types of computer misuse (including indirect participation) are illegal under federal and state law.

3. Users recognize that systems and networks are imperfect and waive any responsibility for lost work or time that may arise from their use. TCU and Brite cannot compensate users for degradation or loss of personal data, software, or hardware as a result of their use of University- or Brite-owned systems or networks, or as a result of assistance they may seek from Technology Resources staff.
4. Users of University or Divinity School computing resources are responsible for insuring proper backup/preservation of all their data.

Copyright Infringements

Unauthorized duplication of copyrighted information or data and software packages is a direct infringement under federal copyright law, 17 U.S.C. 101, et seq.

The University and Divinity School support strict compliance with the federal statutes regarding copyright infringement. It is illegal to make, use, or pass along unauthorized copies of software, graphics, music or any other creative art or intellectual property for multimedia projects or any other use.

This includes the copying of software programs, etc., required in a class. Anyone who engages in illegal copying shall be subject to disciplinary action under the University's and Divinity School's policies and, in addition, shall be subject to criminal prosecution under state and federal statutes.

This policy was developed, among other things, to ensure that both the University and Divinity School, their students, faculty and staff maintain legal and ethical standards regarding use of copyrighted materials.

3.7 Graduate Assistantships

As a part of the Financial Aid package, many students are given a Graduate Assistantship, and assigned to work with one or more faculty or staff members. Each faculty member may request a student assistant for the fall and spring semesters of each year. Assistants enrolled in Brite's M.Div., M.T.S. or M.A.C.S. programs receive a \$580 stipend per semester while students in the Th.M., D.Min. or Ph.D. programs receive a \$750 stipend per semester. The stipend is paid out over the course of the semester's eight pay periods. Five hours of work per week is expected. Should a faculty member's schedule for student hours vary significantly from the normal routine, he or she should work out an agreement with his or her assistant in writing.

The faculty member has the right to recommend to the Associate Dean for Academic Affairs' office the appointment of his or her assistant and to recommend the termination of that assistant, should the latter's work prove unacceptable. Likewise, a student assistant may resign from the position by providing two weeks' notice to both the professor and the Dean's office. The faculty member may then choose another assistant. In all cases, the request should be directed to the Associate Dean's office for action. Only with special permission of the Dean may a student assistant use workspace outside the faculty member's office.

At the discretion of the faculty member, a student assistant may be given a key to that faculty member's office. No other person is authorized to have a key. A key must be returned to the building deputy when the assistantship ends. Outside keys are not to be distributed to student assistants for reasons of security and protection of files. The Moore building is open:

- Monday through Friday—6:00 a.m. to 10:00 p.m.
- Saturday—11:00 a.m. to 10:00 p.m.
- Sunday (closed)

As a Graduate Assistant, students may have access to confidential files, student grades, examinations, and other materials which require careful handling. This involves not only special responsibility, but the exercise of a high level of integrity and self-discipline. As in many other areas of student life, confidentiality is a particular concern, and it is expected that what is said and done within the boundaries of the Graduate Assistantship will be held in confidence. Any breach of this confidentiality can result in the revocation of the Assistantship and the implementation of other disciplinary procedures.

3.8 Parking and Traffic Regulations

Traffic rules are an official part of University regulations and are to be observed by all campus community members. Receipt of a traffic citation from TCUPD indicates that a university traffic regulation has been violated and instructions on the citation, including those regarding payment of fines, must be followed.

Students are required to register their vehicle(s) driven and/or parked on campus with TCUPD and to properly display the appropriate parking decal as indicated in the permit instructions. New parking permit decals are issued at the beginning of each school year or as required.

Beginning August 15 each year, a non-refundable registration fee is charged to allow parking on campus property during the specified year. The fee for various parking classifications and options is indicated in the current Campus Parking and Traffic Regulations. This brochure contains the current parking plan, campus speed limits, and other pertinent information regarding the operation of vehicles on TCU property. Copies are available from the TCUPD offices. Students, faculty and staff are not eligible to park in zones reserved for visitors.

3.9 Safety Policy

It is the policy of the Divinity School to provide the safest possible environment for students, faculty, staff and the general public. Each member of the Divinity School and University family must accept the challenge of maintaining an accident-free environment.

The University Safety Director has the responsibility for establishing and pursuing an effective safety program for the University. A portion of this responsibility includes identifying safety deficiencies and problems, assisting in the development of written programs for compliance with governmental safety regulations, and assisting departments in the establishment of safety procedures. Deans, unit and department heads are responsible for implementing the appropriate safety procedures in their respective areas. All employees are expected to fully support the safety program, follow proper procedures and ensure that equipment and facilities are maintained to desired standards.

3.10 Firearms and Deadly Weapons Policy

Brite Divinity School and Texas Christian University are committed to providing a safe environment for faculty, staff, students, and campus visitors. Therefore, both the University as a whole and the Divinity School, in accordance with the Texas Penal Code Sections 46.03 and 46.035, prohibit the possession of any firearm or deadly weapon on Divinity School or University property or at Divinity School or University-sponsored events even if an individual has been issued a license by the state. Violation of this policy will result in disciplinary action.

3.11 Drug/Alcohol Policy

Alcohol. Except for certain specified areas in Divinity School residence halls approved by the President's Office, and for specific events authorized by the President in Divinity School buildings, the consumption, sale or use of alcoholic beverages is prohibited on the campus.

Drugs. The Divinity School prohibits the unlawful possession, use, manufacture or distribution of illicit drugs on Divinity School property or at Divinity School sponsored activities. Besides their legal implications these drugs are a health hazard and are incompatible with the philosophy and objectives of the Divinity School.

Any violation of this policy may result in disciplinary action.

Sources of Help. An individual who voluntarily seeks assistance to correct a drug or alcohol abuse problem will not be subject to disciplinary action as a result of such abuse. If, however, the person seeks assistance and the abuse continues, he or she becomes subject to disciplinary action. Staff members in the University's Alcohol and Drug Education Center, the Counseling Center and the Health Center are available to help individuals who are encountering problems with substance abuse. Students who need long-term treatment for drug and alcohol abuse are referred to off-campus facilities.

3.12 Student Housing Policy

Leibrock Village, built in 2001, is Brite Divinity School's 56-apartment residential community. The Village is located a short, ten-minute walk through a residential neighborhood from the Brite Divinity School academic building. The one- and two-bedroom apartments are provided with refrigerator, stove, dishwasher, garbage disposal, and mini-blinds, but villagers bring their own furniture. There is no furniture rental or storage. The living room and bedrooms are carpeted in a neutral pattern. A laundry on each floor serves eight apartments. Scenes of the village and floor plans can be viewed at <http://www.brite.tcu.edu/admission/brite-housing.asp>

Students enrolled full-time (9 hours) in a degree program of Brite Divinity School (M.Div., M.A.C.S., M.T.S., Th.M.) are eligible for housing in Leibrock Village for a maximum of 48 months.

Eligibility of students enrolled in the Doctor of Ministry program or the Ph.D. program is limited to ten (10) consecutive semesters.

Students admitted as "Special" students, enrolled for nine (9) semester hours at Brite Divinity School, are eligible for one semester of housing. To remain eligible, "Special" students must be admitted to a degree program of Brite Divinity School.

No one may remain in residence longer than sixty (60) months.

Since space is limited and in high demand, students interested in living in Leibrock Village are encouraged to apply immediately after being accepted to the Divinity School. Brite Divinity School students have housing priority over TCU students until May 1st.

Housing Application. Students are eligible to apply for residency in Leibrock Village after acceptance to Brite Divinity School. Telephone 817-257-7338, or FAX 817-257-7171 for necessary housing application forms. The student should forward the completed housing application to the Director of Brite Housing, TCU Box 298140, Fort Worth, Texas 76129, with the security deposit (\$350 in 2010-2011). The deposit will be held for the duration of occupancy and may be refunded to the student subject to the terms and conditions of the Brite Housing Agreement. Apartments are assigned on a space- available basis. Priority is established by the date the housing application and security deposit are received. Questions concerning the housing application process may be directed to the Director of Brite Housing, 817-257-7338, FAX 817-257-7171, or e-mailed to n.grieser@tcu.edu.

Housing Fees. The Brite Housing Fee is charged to the student's University Student Account by the semester, and is paid as a part of the regular billing system at TCU. Electric service, water, cable TV, computer access to the TCU network, and parking at Leibrock Village are included in the housing fee.

Absolutely no pets are allowed in the Brite Apartments. This rule is strictly enforced. Violators are heavily fined.

Off-Campus Housing. For information on off-campus housing, go to <http://www.rlh.tcu.edu/OffCampus.aspx>.

3.13 Open Door and Grievance Policy Pertaining to Community Affairs for Students

The Divinity School expects that every decision made in the management of affairs that pertain to student life and the administration of policies affecting it will take into account the individual interests of students affected by them. Staff, faculty members, and students at all levels are expected at all times to treat one another as they themselves, under the same circumstances, would rightfully expect to be treated.

All members of the student community are free to seek information from the staff members responsible for any aspect of community life on any matter that is troubling them, or call attention to any condition that may appear to be operating to their disadvantage or the disadvantage of the Divinity School. Such informal discussions when a problem first develops can enable many problems to be cleared up without delay.

Some misunderstandings are inevitable, and not every real or imagined cause of personal dissatisfaction can be removed by such discussions. In these circumstances, the following steps are suggested for resolving these problems or concerns:

1. Initiate a discussion with the appropriate or primary staff or faculty member to see if a resolution can be found to the problem or concern (for example, if the problem is related to a housing concern, the student should first speak with the Director of Student Housing for Brite Divinity School);
2. If the above step is not appropriate or fails to arrive at a satisfactory solution, the student (and, as appropriate, primary staff or faculty member) should place their concerns in writing and deliver the document to the office that constitutes the next level of supervision (in most cases, the Associate Dean of Student Affairs);
3. The student should then meet with the staff member receiving the written document to see what additional solutions can be developed and discussed with the primary staff member to obtain a satisfactory solution;
4. If the process fails after the above steps have been taken, you may request further review with the President. Within a reasonable period of time, a final decision will be made by the President, or other appropriate Brite Divinity official, and reported to all parties concerned.

Concerns related to possible violations of the Divinity School's Equal Employment Opportunity and Harassment Policy should be addressed by students through the Complaint Procedure set forth in that policy.

A student's standing at the Divinity School will not be adversely affected in any way by his or her appropriate use of the Open Door Policy.

For the policies and procedures to follow regarding a concern about the conduct of another student, please see Section 3.2 "Standards of Professional Behavior"

3.14 General Policies and Procedures for Community Life

A Covenant for Community Life at Brite Divinity School

Introduction

As a divinity school, we believe that community is made through covenant. Responsible participation in community reflects the image, likeness and presence of God. It is in this image in which the best of humanity may be envisioned and toward which humanity is being transformed. Therefore, the students, staff and faculty of Brite Divinity School are called into a covenant community that entails mutuality, respect, and the highest standards of personal, corporate, and academic integrity. Recognizing our call from God, we hold each other and ourselves to the highest standards in service to the goals of justice and reconciliation and in recognition of the equal value and dignity of all members of our community, celebrating their diversity of race, ethnicity, gender, sex, sexual orientation, physical ability/condition, and age. This covenant guides members of this community in all facets of our lives together.

Community Commitments

Brite Divinity School is committed to educating people for ministry, nurturing the formation of Christian identity in a diverse and complex world, and promoting the values of free inquiry, intellectual integrity, ecumenicity, and diversity. Therefore, the members of the Brite Divinity School community covenant together to embody a context of integrity in all aspects of our lives but especially in our academic vocation. This includes (but is not limited to) not lying, cheating, stealing, causing harm to self or others, defacing property, slander, libel, or defamation of character. Especially, our call requires our commitment to the principle that no faculty, staff, or student should be subjected to any form of harassment (e.g., sexual harassment or harassment based on color, religion, age, disability, ethnicity, gender, marital status, national origin, pregnancy or childbirth, race, sex, sexual orientation, or any other basis protected by federal, state, or local law, ordinance, or regulation).

In short, we as a divinity school community are committed to maintaining a humane atmosphere in which individuals do not abuse their personal and professional authority or power in interpersonal relationships. All persons – students, staff, and faculty – must be allowed to pursue their activities at Brite free from unsolicited and unwelcome sexual overtures or conduct and other forms of harassment. This community strongly disapproves of such inappropriate conduct and will not condone actions and words that are not in keeping with the spirit of this covenant. These expectations define the character of our common life and express the quality of interaction expected between all members of the Brite community. At the same time, the scholarly, educational, or artistic content of any written, oral, or other presentation or inquiry shall not be limited by this covenant. It is the intent of this community that all members are allowed academic freedom. Accordingly, this intention shall be liberally construed but shall not be used as a pretext for violation of our covenant for community life.

Covenant Keeping

To encourage faithfulness to this covenant, this community tries to be explicit in describing the attitudes and behaviors that we consider to be the commitments that guide our life together. As an institution, we work to make students, faculty, and staff aware of our covenant together on a consistent basis. Year by year, we remain in conversation about the particular nature of our community commitments and the covenant that confirms them.

Nonetheless, it is unrealistic to expect a covenant to be observed without occasional breach. This grieves not only the individuals involved, but also the

community as a whole. When the breach takes the form of harassment of an individual or group of individuals, the effect is particularly heinous. Harassment in a Christian institution not only violates the worth and dignity of the harassed individuals, but also threatens the integrity of the community as a whole. Therefore, breaches of our community covenant will be dealt with seriously. Any faculty, staff, student, student organization, or person privileged to work with the Brite Divinity School community who violates the spirit of this covenant will be subject to disciplinary action up to and including expulsion from this community.

Pastoral Process

The response of this community to both alleged and confirmed fractures of our covenant will be guided by pastoral concern. This means efforts to resolve breaches of this covenant are intended to be reconciling, restorative, liberating, and healing. At times, we can accomplish this by listening sympathetically and responding with apology, forgiveness, understanding, and a pledge to change behaviors not in keeping with our community commitments. In other instances, reconciliation, restoration to the community, and the liberation and healing of individuals and community can occur only through confession and actions that demonstrate remorse, contrition, repentance and a desire to learn from our errors.

Some matters, however, require resolution in ways that call for accountability to the institution and to the community as a whole. The gravity of matters related to plagiarism, cheating, theft, abuse of property, fraud, or personal harassment (especially sexual or racial harassment) should be brought directly to the appropriate administrative staff member for resolution through the appropriate policies and procedures already developed to address each type of offense.

Members of the community must also take seriously their own responsibilities to the divinity school, especially when alleged breaches of our community covenant are under investigation. Those responsibilities include striving to treat each other fairly during divinity school investigatory processes, and to direct these processes toward reconciliation, restoration, liberation, and healing; declining to participate in slander, libel, and defamation of character; and continuing to respect the community commitments described in this covenant.

3.15 Code of Student Conduct for Brite Divinity School

Preamble

When students enter Brite Divinity School, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the philosophy and mission of Brite. Student conduct, therefore, is not considered in isolation within the seminary community but as an integral part of the education process. All students are expected to know and abide by this code of student conduct and to hold their families and guests to this Code of Student Conduct [hereafter "Code of Conduct"] while on TCU or Brite Divinity School premises. Academic matters are covered under Sections, 5.14, 5.15, and 5.16 in the *Brite Student Handbook*.

This Code of Conduct is not intended to constitute a contract, express or implied, between any applicant, student, staff, or faculty member and Brite Divinity School. The provisions of this Code of Conduct are subject to change without notice. This Code of Conduct is not intended to limit the authority, on the part of any authorized Brite Divinity School employee or staff member, or of its Dean, President, or Board to address behaviors covered under this Code of Conduct in any manner which complies with Brite's Charter, By-laws, or any other policy or rule of Brite.

In the event a complaint is brought under this Code of Conduct, and another policy or rule of Brite Divinity School likewise may apply to the same conduct, the President may, in the President's discretion, halt, delay, or limit proceedings under this Code, or take other appropriate action, so as to promote the efficient use of Brite resources, prevent the possibility of inconsistent results/proceedings, or prevent duplicative, unnecessary, or repetitious results/proceedings.

Brite Divinity School maintains the following policy of nondiscrimination with respect to all students and any individual who applies to be a student: Brite Divinity School does not discriminate with regard to race, color, sex, sexual orientation, gender identity, national origin, citizenship status, age, physical or mental disability of an otherwise qualified individual, membership or application for membership in a uniformed service, or any other category protected by applicable law. This non-discrimination policy applies to all its programs and activities, admission to these programs and activities, financial aid, and housing.

1. Definitions

- 1.1 **Brite** – Brite Divinity School
- 1.2 **University** – Texas Christian University
- 1.3 **Student** – Any person registered for classes at Brite or anyone who is considered to have a continuing academic relationship with Brite is a student. All students are subject to conditions outlined by the **Code of Student Conduct**.
- 1.4 **Brite community** – Brite community includes anyone who has a legitimate role on campus including students, faculty, staff, and family members of the aforementioned people. The Brite community also includes vendors, contractors and members of the surrounding community who are on campus to participate in educational or cultural events sponsored by Brite and open to the public.
- 1.5 **Code** – The **Code of Student Conduct** is the rule structure that outlines the rights and responsibilities of Brite students.
- 1.6 **Hearing Officer** – Faculty or staff member empowered to receive and adjudicate **Code** violations and provide overall direction for its enforcement.
- 1.7 **Student Conduct and Grievance Committee** – A judicial panel of at least three faculty and two students, formed by the President of Brite Divinity School in response to a serious policy, non-academic violation, or an appeal of a decision made by the Brite Hearing Officer. The faculty are appointed by the President of Brite Divinity School and student members are nominated by the Brite Student Association Executive Committee and selected by the President of Brite Divinity School to serve.
- 1.8 **May** – will be used in the permissive sense.
- 1.9 **Shall** – will be used in the imperative sense.

2. Judicial Authority

- 2.1 **Hearing Officer.** Any faculty or staff member so designated by the President of Brite may serve as Hearing Officer.
- 2.2 **Mediation.** Neutral, third party mediation is available for student-to-student conflicts where the primary policy violation involves conflict between the two

parties. Mediation requires the approval of the Brite Hearing Officer. Mediators are identified by the TCU Office of Student Affairs and a mediator is appointed by the Hearing Officer.

- 2.3** Mediation is offered as an alternative to the formal judicial process; both parties must agree to negotiate in good faith in order for mediation to be a viable option.

3. Jurisdiction

- 3.1 Jurisdiction.** Disciplinary action is limited to conduct which occurs on the premises of Brite or University (including housing), conduct occurring during or related to any official Brite or University student activity or educational experience, conduct occurring during or related to any Brite or University sponsored or affiliated internship or similar placement, and also off-campus conduct, that may place Brite or the University in a negative light to others, or that adversely affects the Brite or University community and/or the pursuit of its or their objectives.

General Rules and Regulations. The following conduct is prohibited and subject to the disciplinary sanctions outlined in Section 5.

- 3.2.1 Infliction of bodily or emotional harm.** Infliction or threat of infliction of bodily or emotional harm, whether done intentionally or through negligence, including threat or action in retaliation for making allegations of misconduct. Assault, sexual assault, verbal harassment, sexual harassment, and stalking are some, but not all, of the behaviors prohibited. This does not preclude one's right to freedom of speech.
- 3.2.2 Destruction of property.** Actual or threatened damage to or destruction of Brite or University property or property of others, whether done intentionally or otherwise.
- 3.2.3 Weapons or dangerous devices.** Use, storage, carrying, or possession of weapons or dangerous devices including, but not limited to, firearms, ammunition, martial arts devices, sling shots, air powered guns, blow guns, fireworks, or flammable liquid. Use of a weapon or threatened use of a weapon may result in immediate expulsion in addition to the filing of criminal charges.
- 3.2.4 Tampering with Safety Equipment and Arson.** Use of equipment designed for safety or security in a manner inconsistent with the intended use of the equipment or intentional or unintentional use of flame or heat in a dangerous manner. Violators of this policy may also face criminal charges. This includes but is not limited to:
- a. the activation of a smoke detector in a non-emergency situation whether done intentionally or by failure to exercise reasonable care;
 - b. discharging a fire extinguisher in a non-emergency situation;
 - c. tampering with or activating a building alarm in a non-emergency setting;
 - d. setting unapproved fires inside a building and on campus;

- e. non-emergency or prank use of emergency telephones.

3.2.5 Dishonest Conduct. Dishonest conduct, including, but not limited to:

- a. knowingly reporting a false emergency including improper use of emergency notification equipment;
- b. knowingly making a false accusation of misconduct;
- c. giving false testimony or providing fraudulent evidence at any disciplinary proceeding;
- d. misuse or falsification of Brite or University documents, forms, records, or identification cards by actions such as forgery, alteration, or improper transfer;
- e. submission, to a Brite or University official, of information known by the submitter to be false;
- f. failure to meet financial obligations to the University or Brite, giving a worthless check, or both;
- g. possession of a false identification card or possession of another's identification card.

3.2.6 Theft/unauthorized use of property. Theft or attempted theft, or the unauthorized use or possession of, Brite or University property or services, or the property of others.

3.2.7 Unauthorized or abusive use of computer equipment, programs, or data. Use of computer equipment, programs, or data in a manner that violates the intended use of the equipment, the confidentiality of the information, or the integrity of the computer system's security including, but not limited to:

- a. unauthorized reproduction of software or use of illegally obtained software (individuals who violate U.S. copyright law and software licensing agreements may be subject to criminal or civil action by the owner of the copyright);
- b. unauthorized use of computing resources or use of computing resources for unauthorized purposes as described in the *Brite Student Handbook*;
- c. transporting copies of University programs, records or data to another person or computer site without written authorization;
- d. providing unauthorized security passwords to another person or using another's password or attempting to breach the security of another user's account or deprive another user of access to the University's computing resources;
- e. using the University's computing resources for personal or financial gain;

- f. attempting to destroy or modify programs, records or data belonging to Brite or the University or another user.

3.2.8 Failure to comply with Brite or University authority. Failure to comply with directives of authorized Brite or University officials, identified as such, in the performance of their duties including, but not limited to, Brite Administration, TCU Administration, University police officers and other officers. Failure to comply with directives includes, but is not limited to:

- a. failure to identify oneself when so requested;
- b. violation of a disciplinary sanction.

3.2.9 Drugs. Use, production, distribution, sale, or possession of drugs in a manner prohibited under state and federal law. Possession of drug paraphernalia is considered the same as possession of drugs.

3.2.10 Unauthorized presence. Unauthorized entrance to or presence in or on Brite or University premises. This includes unauthorized possession or use of a University key or I.D. card.

3.2.11 Disorderly conduct. Conduct that interferes with or obstructs Brite or University-authorized activities, including teaching, research, administration, or other activities conducted, sponsored, or permitted by Brite or the University. Disorderly conduct includes, but is not limited to:

- a. causing a nuisance with noise by talking, yelling, singing, playing a musical instrument, a radio or stereo, etc., sufficiently loud to disturb other members of the University or Brite community;
- b. lewd, indecent, or obscene conduct;
- c. see Section 5.14 in the *Brite Student Handbook*.

3.2.12 Violation of local, state, or federal criminal laws. Commission of conduct which, if it occurred, would violate any under federal, state, or municipal criminal law.

3.2.13 Violation of other published or announced Brite or University rules or regulations. Violation of other published or announced Brite or University rules or regulations including rules governing residential living, student organizations, traffic regulations, recreational activities, or athletic events.

3.3 Building Security and Community Safety.

3.3.1 Building security. Activities that jeopardize building security for any Brite facility are expressly prohibited.

3.3.2 Community safety. Behaviors that endanger the well-being of any or all of the Brite community are strictly prohibited.

3.4 Academic misconduct. Any act that violates the academic integrity of Brite or the University is considered academic misconduct. These policies are covered elsewhere in the *Brite Student Handbook*.

4. Violation of Law and University Discipline

Disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of the **Code** without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this **Code** may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

5. Non-Academic Hearing Process

a. Charges and Hearings

- 5.1.1 Any member of the Brite or University community may file charges against any student for misconduct. The allegation shall be directed to the Associate Dean of Student Affairs. Allegations shall be submitted in writing as soon as possible after the event takes place and, under most circumstances, within one calendar year. Charges submitted anonymously shall not be considered under this Code.
- 5.1.2 Upon receipt of the alleged charges, the Associate Dean of Student Affairs will serve as a first level of non-judicial response, hearing from the parties involved and providing suggestions for remediation. If the allegations cannot be resolved at this initial level of response, the Associate Dean of Student Affairs will forward the charges to the President of Brite Divinity School who will appoint a Hearing Officer. The response of the Associate Dean of Student Affairs shall remain confidential and, under normal circumstances, information gathered will not be forwarded to the Hearing Officer.
- 5.1.3 Upon receipt of the alleged charges, the Hearing Officer will initiate an investigation to determine if the charges have merit and/or can be resolved through a mediation process acceptable to the Hearing Officer and with the mutual consent of all parties involved. The Hearing Officer shall contact the TCU Office of Student Affairs to arrange for the appointment of an impartial mediator. Agreements reached through mediation shall be final and there shall be no subsequent proceedings. Failure to reach a mutually acceptable resolution or failure to participate in the mediation process in good faith may result in the case being returned to the Hearing Officer for adjudication.
- 5.1.4 All charges shall be presented to the accused in written form within fourteen days of the receipt of the information by a Hearing Officer.
- 5.1.5 Once a report of alleged **Code** violation(s) has been investigated by a Hearing Officer and charges brought forth, a hearing will be scheduled with the Student Conduct and Grievance Committee. In all cases, a student has the right to such a hearing; however, the accused student may opt in writing to waive his or her right to such a hearing and instead have the matter heard and decided by the Hearing Officer. In such cases, the student waives the right to the procedural guarantees provided by a panel hearing. The student retains a right to appeal the outcome in either case.
- 5.1.6 Students have the right to fair hearings. Although procedural requirements are not as formal as those existing in the civil or criminal courts of law, to ensure fairness, the following procedures shall be observed:

- a. Hearings are restricted to those directly involved in the proceeding. Admission of any person to the hearing shall be at the discretion of the Hearing Officer who normally serves as presiding panel Chair. The Hearing Officer may take reasonable measures to ensure an orderly hearing, including removal of persons who impede or disrupt proceedings.
- b. The accused student may have a person present to advise him or her in all judicial interviews and/or hearings. The advisor may provide counsel to the student but may not actively participate in the hearing or proceedings, unless clarification is needed and requested by the Hearing Officer.
- c. At the discretion of the Hearing Officer, certain witnesses may also have one advisor present at hearings during his or her testimony. Generally, these witnesses are alleged victims of the policy violation and may be reasonably distressed by the testimony process. The advisor of the witness may not actively participate in the hearing process and may speak only to the witness.
- d. The accused student may submit a written statement, may invite witnesses to attend on the accused's behalf, may ask questions of witnesses called by the accused or others, and will be notified of witnesses to be called. In order to ensure the orderly administration of the hearing process, the investigating Hearing Officer must be notified at least twenty-four hours prior to a scheduled hearing of any witnesses the accused student plans to ask to attend. The Student Conduct and Grievance Committee or the Hearing Officer may present witnesses as well as question those presented by the accused. "Character witnesses" will not be permitted unless they have information directly related to the **Code** violation(s) under consideration.
- e. Pertinent records, exhibits, and written statements may be accepted, at the discretion of the Hearing Officer, as evidence for consideration by the Student Conduct and Grievance Committee. For example, signed witness statements are admissible as evidence even in the event that the witness may not be physically present at the hearing.
- f. All procedural questions are subject to the final decision of the Hearing Officer.
- g. Should a student accused of violating the **Code** fail to attend his or her hearing, the case will be heard and decided in his or her absence.
- h. After the hearing, the Student Conduct and Grievance Committee, in closed session, shall determine by majority vote whether the student has violated each section of the **Code** that the student is accused of violating. Should the student be found in violation of one or more sections of the **Code**, the Committee will then deliberate and decide upon an appropriate judicial sanction. The existence of a current sanction will not be shared with the

Committee until such time as a finding of “in violation” has been made.

- i. The student will be notified of the outcome of his or her hearing in writing within fourteen days. Additionally, at the discretion of the Hearing Officer, the student may be notified verbally of the hearing outcome prior to receiving written notification.
- j. The Hearing Officer’s or Student Conduct and Grievance Committee’s determination of “in violation” or “not in violation” of the **Code** shall be determined based on the “greater weight of the evidence,” that is to say, whether it is more likely than not that the accused student violated the **Code**.

5.1.7 All formal judicial hearings will be tape recorded. Panel deliberations will not be recorded. The recording shall be the property of Brite. The accused student may obtain a transcript or audio tape of the hearing at his or her own expense by means of a request, in writing, submitted to the Associate Dean of Student Affairs.

5.1.8 Except in the case of a student charged with failing to comply with Brite or University Authority, no student may be found to have violated the **Code** solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

5.1.9 Should a student accused of violating one or more sections of the **Code** fail to respond to a written request by a Hearing Officer to schedule an investigative interview, the Hearing Officer may, at his or her discretion, take one or more of the following actions:

- a. Place a Hearing Officer’s hold on the student’s academic records, which will prevent adding or dropping courses as well as preregistration, pending his or her participation in the investigation.
- b. Schedule a hearing with either the Hearing Officer or the Student Conduct and Grievance Committee. The student would be notified in writing of the time and place of the hearing by regular mail. The official Registrar’s “local address” will be used for mailing purposes during the academic year and both the “local address” and “home address” will be used during holidays and summers. Notification of the hearing will be mailed to the student no fewer than seven calendar days prior to the hearing. Should the student fail to appear at the hearing, the case will be heard in his or her absence. Written notification of the hearing outcome will be mailed, as specified above, to the student within fourteen days. The student may appeal the outcome of any hearing under the terms of appeal.

5.2 Sanctions.

5.2.1 In each case in which a judicial body (the Hearing Officer or the Student Conduct and Grievance Committee) determines that a student has violated the **Code**, they may then determine and impose sanctions. In the case of the hearing by the Committee, a majority vote including the

Hearing Officer is necessary for the imposition of one or more sanctions. A Hearing Officer conducting an administrative hearing may individually assign sanctions.

- 5.2.2 Warning.** A warning is a written notice that the student was found to be in violation of the **Code** and that further violation of the **Code** may result in more severe disciplinary sanctions. The existence of a prior Warning may be used to influence future sanction decisions for one calendar year only from the date of the issuance of the Warning.
- 5.2.3 Disciplinary Probation.** Disciplinary Probation is a sanction given for a specified period of time. During the period of Disciplinary Probation, the student is no longer considered in good standing with Brite and the University and may have some student privileges revoked. Should a student be found in violation of the **Code** during the probationary period, a more severe disciplinary sanction is likely. This includes, but is not limited to, residence hall eviction, suspension, or expulsion.
- 5.2.4 Suspension.** Suspension is a sanction by which a student is involuntarily separated from Brite for a period of one semester to four academic years. At the end of the sanction term, the student is eligible for re-enrollment pending the submission of appropriate paperwork and completion of any other sanction terms.
- 5.2.5 Suspension in Abeyance.** Suspension in Abeyance is a sanction by which a student is involuntarily separated from Brite for a period of one semester to four academic years. However, the student is permitted to remain in classes during the period of the suspension unless he or she is found in violation of another **Code** section during the period of suspension. Should this happen, the suspension shall be activated immediately and remain in place for whatever amount of time remains on the original sanction. The student will also face new sanctions associated with the immediate **Code** violation.
- 5.2.6 Expulsion.** Expulsion is a sanction by which a student is separated from Brite permanently.
- 5.2.7 Restitution.** Restitution is a sanction that requires the student to make monetary reimbursement for damages to, destruction of, or misappropriation of Brite or University property, services, or the property of any person. Normally, until restitution is made in full, a hold will be placed on the student's academic records, which will prevent adding or dropping courses as well as preregistration.
- 5.2.8 Other Sanctions.** Hearing Officers and the Student Conduct and Grievance Committee may also issue sanctions designed to enhance the educational impact of the judicial process on the accused student. Sanctions such as letters of apology, assessment by mental health professionals, and restriction or revocation of privileges are appropriate.
- 5.2.9** More than one sanction may be imposed for any single violation.
- 5.2.10** Other than expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential disciplinary record and covered by the Family Educational Rights and Privacy Act (FERPA) of 1974. Within a maximum

of five years from the date of an individual's termination from Brite, a routine destruction of his or her disciplinary records shall be accomplished.

5.2.11 Hearing outcomes may be released only to Brite or University officers. Brite or University faculty or staff (with a need to know directly related to the educational mission or other legitimate purpose), or to victims of sexual assault or other acts of violence or as otherwise required by law.

5.3 Interim Suspension. In certain circumstances, the President of Brite, or a designee, may impose a suspension prior to the hearing.

5.3.1 Interim suspension may be imposed, for example:

- a. To ensure the safety and well being of members of the Brite or University community or preservation of Brite or University property;
- b. To ensure the student's own physical or emotional safety and well being;
- c. If the student poses a threat of disruption of, or interference with, the normal operation of Brite or the University; or
- d. As otherwise determined by the President to be in the best interests of Brite or the Brite community.

5.3.2 During the interim suspension, students shall be denied access to the campus (including classes) and all other Brite or University activities or privileges for which the student might otherwise be eligible as the President of Brite or designee may determine to be appropriate.

5.3.3 The student may request, in writing, an appeal of the interim suspension to the President of Brite, within three working days of the imposition of the interim suspension. An appeal hearing will be conducted without undue delay by the President of Brite or designee.

5.4 Appeals

5.4.1 A student found in violation of a section of the **Code** by either a Hearing Officer or the Student Conduct and Grievance Committee may appeal the hearing decision. An appeal must be received in writing by the President of Brite within fourteen calendar days of the date of the letter notifying the student of the outcome of his or her hearing.

- a. Appeals of hearing decisions made by a Hearing Officer or the Committee will be heard by the President of Brite.
- b. The decision of the President of Brite shall be final.
- c. Imposed sanctions shall remain in effect while the appeal is being filed and heard.

5.4.2 Except as required to explain the existence of new evidence, an appeal shall be limited to a review of the verbatim record or hearing notes of the

initial hearing and supporting documents for one or more of the following purposes:

- a. To determine whether the original hearing was conducted in conformity with prescribed procedures.
- b. To determine whether the decision reached regarding the accused student was supported by a greater weight of the evidence.
- c. To determine whether the sanction(s) imposed were appropriate for the violation of the **Code** that the student was found to have committed.
- d. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing. If the President of Brite accepts the validity of new evidence, the original hearing board will be reconvened.

5.4.3 Following a review of the relevant information, the President of Brite may either uphold the prior decision or alter it in total or in part at his or her sole discretion. As a result, the Hearing Officer of the Student Conduct and Grievance Committee may, upon review of the sanction(s) imposed, reduce, affirm, or increase the severity of sanction(s). Notification will be given to the student in accordance with 5.1.6.i above.

6. Interpretations and Revision

6.1 Any question of interpretation regarding the academic or non-academic misconduct portion of the Student Code of Conduct shall be referred to the President of Brite for final determination.

4.0 COMMUNITY LIFE AND GOVERNANCE

4.1 Committee Structure – Brite Divinity School

To make the work of Brite Divinity School more effective, the school assigns to committees responsibilities in certain areas with the expectation that the committees will give the special time necessary for policy and program recommendations. In addition to policy and program responsibilities, almost every committee will carry with it some para-administrative duties for implementing some aspects of program. Generally speaking, proposals of new policies or programs move from committees as recommendations to the faculty and are then subject to administrative review (administrative review includes such relatively obvious matters as financial feasibility but also complicated issues such as introduction of new degree programs requiring Board action). Decisions within existing policy and program requirements are normally reported to faculty.

The following are the Brite standing committees:

Advanced Programs Committee

Community Life and Continuing Education Committee

Diversity and Social Justice Committee

Faculty Committee

Masters Admissions Committee

Masters Committee

Planning Committee

The Dean may constitute, as necessary, reorganized and/or additional standing committees, as well as ad hoc committees for faculty searches and other tasks in order to address and/or facilitate handling of school business.

4.2 Student Government (Brite Student Association)

The Brite Student Association is the official organization of students in Brite Divinity School. Its purpose is to reflect the concerns and interests of students and to provide an efficient structure for the proper conducting of its business. Its major decisions are reached during regular and called meetings of the student body. The Brite Student Association supports Brite's community and spiritual life through various programs and activities, through local and global outreach, through the annual Brite Series lectures, and through many other events throughout the year. Each spring the current Student Association arranges for the election of the next year's officers, with the Vice-Moderator serving as the Moderator for the following year. In addition, student representatives sit on most seminary committees.

4.3 Student Interest Groups

A student organization seeking to receive recognition as an official Brite student interest group must obtain approval through Brite Divinity School. Any group wishing to be recognized shall prepare an application (Appendix G), faculty advisor letter of agreement (Appendix H), and a constitution (Appendix I) and submit to the Brite Student Association (BSA). The Executive Committee of the BSA, by a 2/3 majority vote, must certify that the interest group meets the following requirements:

- a. Fulfills a function that the BSA considers beneficial to the common life of the Brite student body,
- b. Has a structure providing for accountability to its members and to the BSA and includes the following:
 - i. A name and set of general purposes,
 - ii. Democratic procedures in group activities,
 - iii. Membership open to all Brite students,
 - iv. A list of officers and charter members, and
 - v. Agreement to uphold the Brite Divinity School non-discrimination policy.

Upon approval by the BSA, the student liaison to the Community Life and Continuing Education Committee (CLCEC) shall bring the application materials to the Associate Dean of Student Affairs and the CLCEC for final approval. Only officially recognized student organizations shall be eligible to reserve Brite Divinity School facilities for its meetings, obtain any funding for activities, or use the Brite name as a part of its group name. Once approved, the student organization may also apply for recognition as a TCU student organization.

To maintain Brite recognition and the associated eligibility described above, each Brite student group must submit a list of officers to the BSA, annually, in the fall semester.

4.4 Worship and Devotional Life

Brite Divinity School is not only an academic and intellectual community, but a worshipping community as well. During the fall and spring terms, Divinity School chapel is held on Tuesday morning. Worship leaders are faculty members, students, and distinguished guests. An Episcopal Eucharist is held on Wednesdays during the fall and spring terms. An Agape meal and worship service is held each Thursday evening during the fall and spring terms. Each of these services is open to all members of the campus community. The chapel service and Episcopal Eucharist are conducted in the Robert Carr Chapel, which is equipped with a perfectly voiced Reuter pipe organ and a 186-bell carillon. In addition to public worship, courses on spiritual life and disciplines are regularly offered by qualified faculty.

4.5 Fall Convocation

Each fall semester the academic year begins with a formal convocation. The worship service is held in Robert Carr Chapel with a procession of the faculty. The service is followed by a luncheon where entering students are introduced.

4.6 Spring Luncheon and Book Award Ceremony

The spring luncheon is held in April near the end of the spring semester. The community gathers to celebrate accomplishments of the academic year.

4.7 Teaching Awards

Thanks to the generosity of two donors, Brite Divinity School gives annual awards of \$3,000 each to two faculty members. The Louise Clark Brittan Endowed Faculty Excellence in Teaching Award is given by the student body to recognize superlative teaching performance. The Catherine Saylor Hill Endowed Faculty Excellence Award is given by the faculty to recognize excellence in teaching, scholarship, and service. The recipients of both awards are selected in the early spring and their names are announced at the Spring Luncheon in April.

4.8 Ministers Week

TCU Ministers Week, held in early February during Reading Week, annually presents distinguished Christian leaders in a four-day program of enrichment.

5.0 ACADEMIC PROCESSES AND PROCEDURES

5.1 Degree Programs

Master of Divinity

The Master of Divinity degree is the basic graduate degree in theological education. The eighty-one hour program of study leading to this degree is designed to prepare students for various forms of ministry in the church. In recognition of the great diversity of students' undergraduate preparation and vocational goals, the M.Div. curriculum is flexible and allows much freedom in the selection of courses. Concentration of elective courses in Black Church Studies, Pastoral Care, and pre-Ph.D. studies are also available within the structure of the general M.Div. program.

Curriculum

I. Basic Theological Studies - 60 hours

Requirements for Basic Theological Studies are normally satisfied by courses in the 60003-69999 series. However, a student with a special background in a subject matter may, with approval, substitute an advanced course for a 60003-69999 series course.

- A. **Bible** - 9 hours, of which 3 must be in Hebrew Bible (HEBI 60003 Interpreting the Hebrew Bible and Apocryphal/Deuterocanonical Books) and 3 in New Testament (NETE 60003 Interpreting the New Testament). Once the appropriate introductory course is completed, the 3 hours of an exegesis course (650xx) may be chosen from the wide range of upper level courses in either HEBI or NETE.
- B. **History** - 6 hours:
 1. CHHI 60013 History of Christianity I, Early and Medieval
 2. CHHI 60023 History of Christianity II, Reformation and Modern
- C. **Theology and Ethics** - 12 hours, distributed in the following ways:
 1. CHTH 60003 Introduction to Christian Theology I
 2. CHTH 65003 Introduction to Christian Theology II
 3. CHET 60013 Introduction to Contemporary Theological Ethics
 4. One course selected from the following:
 - CHTH 65033 Black Theologies
 - CHET 65013 History of Christian Ethics
 - CHET 65073 Feminist Theology and Ethics
 - RECU 65083 Feminism in American Culture
 - RECU 65053 African-American Experiences and Perspectives in Social Ethics
 - RECU 65013 Seminar: Social Ethics
 - RECU 65033 Religion and Violence
 - Modern Christian Political Thought
 - Womanist Theology and Ethics
- D. **Practical Theology** - 15 hours
 1. PRTH 60003 Congregational Leadership
 2. WRSP 60003 Christian Worship
 3. HOML 65003 Foundations for Preaching
 4. REED 60003 The Church's Educational Ministry
 5. PTPC 60003 The Ministry of Pastoral Care
- E. **Integrative Studies** - 12 hours
 1. BRIT 60003 Introduction to Ministry Studies
 2. PRTH 65013 Supervised Ministry I
 3. PRTH 65023 Supervised Ministry II
 4. SPIR 60003 Spiritual Life and Leadership

F. **Contextualization** - 6 hours

Three hours chosen from any of the following:

1. RECU 60013 Religious Plurality: Theologies and Geopolitics of Religion
2. RECU 60023 Christian Theology of Religion
3. RECU 60043 Interreligious Dialogue
4. RECU 60033 Religious Fundamentalism
5. RECU 60063 World Religions and Gender

Three hours chosen from a course addressing oppressive forms of difference OR
Ministry in Public Contexts

II. Denominational Requirements for Ordination (*required of all Baptist, Disciples of Christ, Episcopal, Presbyterian, and United Methodist students*) - 0 to 18 hours

- A. CHHI 70113 The Christian Church (Disciples of Christ) is required of Disciples students.
- B. United Methodist students are required to take CHHI 70134 History and Doctrine of the United Methodist Church, PRTN 70212 United Methodist Polity, PRTN 70223 Evangelism, and a course on Mission.
- C. Baptist students are required to take CHHI 70133 Baptist History and CHTH 70113 Survey of Christian Theology from Baptist Perspectives.
- D. Presbyterian students are required to take NETE 70013 Basics of Biblical Greek, NETE 75013 Biblical Greek II, HEBI 70013 Biblical Hebrew I, a one credit hour Hebrew language tutorial taken as part of the student's Hebrew Bible exegesis course, Reformed Theology, Presbyterian Polity, and an exegesis course in both Testaments (one of the exegesis courses may be used to satisfy requirements under I,A Basic Theological Studies, Bible requirements).
- E. Episcopal students are required to take Anglican History, Anglican Thought, Episcopal Polity, The Book of Common Prayer, and either NETE 70013 Basics of Biblical Greek and NETE 75013 Biblical Greek II or HEBI 70013 Biblical Hebrew I and a one credit hour Hebrew language tutorial taken as part of the student's Hebrew Bible exegesis course.
- F. Metropolitan Community Church students are required to take MCC Polity, PTPC 75053 Clinical Pastoral Education, a Sexual Studies course, and a course on LGBTQ History.

III. Electives - 3 to 21 hours

The remaining hours—3 to 21—are to be selected in consultation with the student's faculty advisor. Graduate courses from TCU divisions normally do not receive credit toward the M.Div. degree. Exceptions are considered on a case-by-case basis by the Office of the Associate Dean for Academic Affairs. Master of Liberal Arts (MLA) courses, however, do not count toward a degree at Brite.

Concentration in Black Church Studies

A concentration in Black Church Studies is available within the M. Div. program for (1) seminarians of all races interested in shaping their ministerial preparation and theological reflection to be inclusive of a wider knowledge of, deeper appreciation for, and increased sensitivity to the issues and exigencies of Black life within American Christianity; and (2) individuals interested in preparing for ministry within a Black church context and/or tradition as leaders (pastors, preachers, lay leaders, chaplains, pastoral counselors, campus ministers, etc.).

Written applications for the concentration in Black Church Studies are processed through the Office of the Associate Dean for Academic Affairs in conjunction with the Black Church Studies director and normally should be submitted after completion of 6 hours of courses listed under the Black Church Studies curriculum. If accepted into the concentration, the individual will be assigned to the Black Church Studies director as an advisee, or to other faculty members in the concentration. In turn, each student's participation in the concentration in Black Church Studies is designed to instill the practical, theoretical, and theological knowledge necessary to ensure that

the individual reaches his or her personal, intellectual, and ministerial goals. The concentration includes the following components:

I. Basic Theological Studies - 60 hours

Requirements under Sections A-F of the standard M.Div. curriculum remain the same.

Note on RECU 65053 African-American Experiences and Perspectives in Social Ethics- This course may count as satisfying **both**:

A. the three-hour Basic Theological Studies Requirement in area C.4. (Theology and Ethics)

and

B. three hours of the concentration in Black Church Studies.

II. Denominational Requirements for Ordination - 0 to 18 hours, as defined in the standard M.Div. curriculum.

III. Concentration Courses - 15 hours

A. RECU 70003 Introduction to Black Church Traditions and Cultures. This course should be taken in the first year of study.

B. Four three-hour courses in Black Church Studies chosen with reference to vocational goals and in consultation with the Black Church Studies director. Courses may be chosen from the courses listed below; for additional faculty-approved courses that may satisfy the requirement, see the Associate Dean for Academic Affairs or the Black Church Studies director.

CHHI 70533 The Black Religious Experience in America

CHTH 65033 Black Theologies

RECU 65053 African-American Experiences and Perspectives in Social Ethics

REED 75023 Christian Education in the Black Church

IV. Electives - 0 to 6 hours, depending upon denominational identification and vocational interests.

Concentration in Pastoral Care

A concentration in Pastoral Care is available within the M. Div. program for (1) individuals interested in local church ministry with a pastoral care focus; and (2) individuals interested in preparing for ministry as pastoral care specialists (chaplains, pastoral counselors, campus ministers, etc.). Applications for the Pastoral Care concentration are processed through the Office of the Associate Dean for Academic Affairs and normally should be submitted after completion of 9 semester hours of PTPC courses taught by at least two permanent faculty members in PTPC. The Associate Dean will consult with the PTPC faculty in evaluating the concentration application. Criteria for admission and continuance include: a minimum 3.25 overall GPA, and in each PTPC course, a minimum B+ grade and demonstrated competence in pastoral care practice. If accepted into the concentration, the individual will be assigned an advisor from among the PTPC faculty. The concentration includes the following components:

I. Basic Theological Studies - 60 hours

Requirements under Sections A-F of the standard M.Div. curriculum remain the same. PTPC 60003 The Ministry of Pastoral Care is a required course for all M.Div. students in Practical Theology and also meets a Pastoral Care Concentration requirement.

II. Denominational Requirements for Ordination - 0 to 18 hours, as defined in the standard M.Div. curriculum.

III. Concentration Courses - 12 hours

- A. PTPC 75023 Short-Term Pastoral Counseling or PTPC 75043 Pastoral Conversation and Collaboration. Students in the concentration are strongly encouraged to take both courses and may apply one of these courses to the additional courses outlined in B below.
- B. Two additional PTPC courses to be chosen with reference to vocational goals and in consultation with the student's advisor.
- C. Hospital-based Clinical Pastoral Education (PTPC 75053).

IV. Electives - 0-9 hours, depending upon denominational requirements. Electives may be chosen from any department at Brite.

Concentration in Pre-Ph.D. Studies

Students with an interest in a ministry of teaching and research may utilize electives to pursue a special emphasis within the structure of the M.Div. program. Though the basic structure of the M.Div. program remains in place, students accepted into this concentration will receive pre-Ph.D. advisement in a field of study and may opt for a sequence of advanced reading courses and language preparation. Students may petition the Associate Dean for Academic Affairs to be admitted to the Pre-Ph.D. Studies concentration only after completion of 24 semester hours. Scores from the Graduate Record Examination will be required at the time of application.

Degree Requirements

1. Eighty-one semester hours of credit must be completed with a grade point average of at least 2.50, based on a four point grading system.
2. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.
3. All entering students are required to attend a Seminar on Sexual Misconduct and the Clergy. Students who do not complete this requirement will be subject to the cancellation of their registration.
4. Entering students should work to complete courses at the 60000 series level. For detailed suggestions, please refer to the paragraph entitled "First Year Schedule" in the section of this bulletin entitled "Divinity School Program."
5. Entering students should complete required courses early in their program.
6. A student who transfers from another institution must take at least forty-one semester hours in Brite Divinity School to receive the degree.
7. Students who give evidence of special deficiencies will be required to do remedial work in the areas of their deficiencies.
8. The student is required to participate in an approved program of Supervised Ministry which in the judgment of the student and Director of Field Education and Supervised Ministry meets the needs of the individual student, viewed in the light of the student's past experience and stated goals. This program shall be developed on the initiative of the student in consultation with the Director of Field Education and Supervised Ministry and may be amended from time to time with the approval of the Director of Field

Education and Supervised Ministry. A minimum program shall include the following:

- A. Two semesters of work in a church or institution under approved supervision.
 - B. Concurrent with these semesters in Supervised Ministry the student shall successfully complete PRTH 65013 and PRTH 65023.
 - C. Work done before enrollment in the seminary does not count toward this requirement, although previous experience shall be given consideration making field assignments. Work undertaken without consultation with the Director of Field Education and Supervised Ministry shall not count toward this requirement.
 - D. Any variation from the above must be with the counsel and approval of the Director of Field Education and Supervised Ministry.
9. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and the approval of the Dean. Students may be dismissed from the Divinity School at the discretion of the Dean at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress. Likewise, the Dean has both the authority and the responsibility to take action, including dismissal from a program of study or the Divinity School itself, if a student's conduct is determined to be contrary to the professional and ethical standards of the field of ministry.
 10. Normally students must complete the last nine semester hours at Brite.
 11. All degree requirements must be completed within seven years from the date of the earliest credit to be counted on the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the Masters Programs Committee. Additional course work may be required.

Master of Arts in Christian Service

The Master of Arts in Christian Service degree is a forty-eight semester hour degree for persons who serve (or plan to serve) vocationally or bi-vocationally as specialized ministers or associate ministers (e.g. of Christian Education, Worship, Pastoral Care) or as permanent deacons. The degree provides a basic understanding of theological disciplines with a mixture of practical coursework in order to focus on Christian service in various church settings. United Methodist students preparing for deacons' ordination may fulfill, with assistance from the Office of the Associate Dean for Academic Affairs, UMC expectations and utilize this degree to meet specific educational requirements. Normally those pursuing ordination in a vocation other than deacon pursue the M.Div. degree.

The M.A. in Christian Service (M.A.C.S.) is an appropriate degree program for (1) those pursuing specialized vocations as ministers or associate ministers of Christian Education, Worship, Pastoral Care, etc. or permanent deacons and (2) persons who seek to enhance the theological foundations of Christian service in a congregational or institutional setting.

Admission

Consideration for admission into the program requires a bachelor's degree or equivalent as shown by a complete and certified transcript from an accredited college or university. Specific requirements for admission into this program are discussed elsewhere in this catalog. The Divinity School may require additional information for an admission profile. All materials for admission are to be submitted to the Admissions Office at Brite Divinity School.

Curriculum

I. Distributive Requirements - 27 hrs.

A. **Religious Heritage** - 12 hrs.

1. Bible - HEBI 60003 Interpreting the Hebrew Bible and Apocryphal/Deuterocanonical Books and NETE 60003 Interpreting the New Testament
2. History - choose one from CHHI 60013 History of Christianity I, Early and Medieval, CHHI 60023 History of Christianity II, Reformation and Modern, or CHHI 70013 History of Christianity in America
3. Theology - CHTH 60003 Introduction to Christian Theology I

B. **Cultural/Global Context** - 6 hrs.

1. Choose one from CHET 60013 Introduction to Contemporary Theological Ethics, CHET 65013 History of Christian Ethics
2. Choose one from CHHI 70023 The Church in the Midst of Pluralism, CHHI 70533 The Black Religious Experience in America, JWST 60003 Introduction to Judaism, RECU 60023 Christian Theology of Religions, RECU 60043 Interreligious Dialogue, RECU 70053 Studies in World Christianity, or RECU 65053 African-American Experiences and Perspectives in Social Ethics

C. **Personal and Spiritual Formation** - 9 hrs.

1. Choose one from CHHI 70403 History of Christian Spirituality, SPIR 60003 Spiritual Life and Leadership, SPIR 70213 Spiritual Themes in Literature, SPIR 70013 Themes and Perspectives in American Spirituality, or SPIR 70023 Spiritual Resources and Disciplines
2. Supervised Ministry (6 semester hours in the student's area of Christian Service): PRTH 65013 Supervised Ministry I and PRTH 65023 Supervised Ministry II

II. Specialization - 9 hrs.

Any combination of three courses chosen from among PRTH, WRSP, REED, and PTPC. All prerequisites for desired courses must be met.

III. Electives - 12 hrs.

Specialization and elective hours are to be selected in consultation with the student's faculty advisor. Graduate courses from TCU divisions normally do not receive credit toward the M.A.C.S. degree. Exceptions are considered on a case by case basis by the Office of the Associate Dean for Academic Affairs. Master of Liberal Arts (MLA) courses, however, do not count toward a degree at Brite.

Other Degree Requirements

Other significant degree requirements pertaining to the M.A.C.S. are listed in the section following the description of the Master of Theological Studies program.

Master of Theological Studies

The Master of Theological Studies degree is a forty-nine semester hour degree for persons who do not plan to be ordained. The degree provides a basic understanding of theological disciplines for those who plan to engage in further graduate study, or for those who wish to acquire a general theological education at the master's level.

The M.T.S. is an appropriate degree program for (1) lay persons who seek to enrich their theological understanding; (2) persons who seek to enhance the theological foundations of their church leadership; (3) persons who wish to examine and develop religious and theological perspectives on their life situations; or (4) persons who plan to use the M.T.S. degree as preparation for further graduate study. According to ATS standards, the M.T.S. is not a degree in

preparation for ordained ministry. Normally those seeking to prepare for ministerial vocations pursue the M.Div. or M.A.C.S. degrees at Brite.

Admission

Consideration for admission into the program requires a bachelor's degree or equivalent as shown by a complete and certified transcript from an accredited college or university. Specific requirements for admission into this program are discussed elsewhere in this bulletin. The Divinity School may require additional information for an admission profile. All materials for admission are to be submitted to the Admissions Office at Brite Divinity School.

Curriculum

I. Distributive requirements - 24 hours

Six hours (two courses) from each of the following areas:

- A. **Biblical Studies** (prerequisite must be met as required)—HEBI 60003 Interpreting the Hebrew Bible and Apocryphal/Deuterocanonical Books, HEBI 65013 Exegesis in the Hebrew Bible, HEBI 65023 Exegesis in Apocrypha and Pseudepigrapha, NETE 60003 Interpreting the New Testament, NETE 65013 Exegesis in the Gospels and Acts, NETE 65023 Exegesis in the N.T. Epistles, NETE 65033 Exegesis in the Gospels and Acts (Greek), or NETE 65043 Exegesis in the N.T. Epistles (Greek)
- B. **Historical Studies** (must choose at least one 60000 level course— CHHI 60013 History of Christianity I, Early and Medieval, CHHI 60023 History of Christianity II, Reformation and Modern, CHHI 70013 History of Christianity in America, or any other CHHI 70000 level course)
- C. **Theological/Ethical Studies** (70000s as approved by advisor and the Office of the Associate Dean for Academic Affairs)—CHTH 60003 Introduction to Christian Theology I, CHET 60013 Introduction to Contemporary Theological Ethics, or CHET 65013 History of Christian Ethics
- D. **Cultural/Global Context**—CHHI 70023 The Church in the Midst of Pluralism, CHHI 70533 The Black Religious Experience in America, JWST 60003 Introduction to Judaism, RECU 60023 Christian Theology of Religions, RECU 60043 Interreligious Dialogue, RECU 70053 Studies in World Christianity, or RECU 65053 African-American Experiences and Perspectives in Social Ethics

II. Electives - 21 hours

Concentration and elective hours are to be selected in consultation with the student's faculty advisor. Graduate courses from TCU divisions normally do not receive credit toward the M.T.S. degree. Exceptions are considered on a case by case basis by the Office of the Associate Dean for Academic Affairs. Master of Liberal Arts (MLA) courses, however, do not count toward a degree at Brite.

III. Colloquium/Final Exercise - 4 hours

Students will participate in a three-hour MTS Colloquium, normally in the penultimate semester of study, which provides students with a foundation in theological research and writing and lays a substantive foundation for a final exercise. Following completion of the colloquium, students will complete a final exercise. The final exercise consists of a one-hour independent research study course in one of the appropriate departments, as listed in the above Distributive requirements taken in the final semester of the program. The student will work closely with a professor to integrate material covered in coursework and produce a final paper, normally 20-30 pages in length.

Degree Requirements Applicable to both the Master of Arts in Christian Service (M.A.C.S.) and the Master of Theological Studies (M.T.S.)

1. Forty-eight semester hours (M.A.C.S.) or forty-nine semester hours (M.T.S.) of credit must be completed with a grade point average of at least 2.50, based on a four-point grading system.
2. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.
3. All entering students are required to attend a Seminar on Sexual Misconduct and the Clergy. Students who do not complete this requirement will be subject to the cancellation of their registration.
4. Except for approved transfer credit, M.T.S. and M.A.C.S. students will normally fulfill all their course requirements through courses taught by Brite faculty or adjunct faculty.
5. Normally the M.T.S. and M.A.C.S. require two academic years of full time study or the equivalent. A student who transfers from another institution must complete the final twenty-five semester hours of either the M.T.S. or M.A.C.S. program at Brite Divinity School directly under the supervision of the Brite faculty.
6. In either program, students who give evidence of special deficiencies may be required to do remedial work in the areas of their deficiencies.
7. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and the approval of the Dean. Students may be dismissed from the Divinity School at the discretion of the Dean or the Associate Dean for Academic Affairs at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress.
8. For both these degree programs, all degree requirements must be completed within seven years of the date of first matriculation. Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the Masters Programs Committee. Additional course work may be required.
9. Normally, students transferring from the Brite Divinity School M.Div. program to the M.T.S. program must complete at least 12 hours and the 4-hour Colloquium/Final Exercise independent research study course while enrolled in the M.T.S. program. Normally, students transferring from the Brite Divinity School M.Div. program to the M.A.C.S. program must complete at least 12 hours while enrolled in the M.A.C.S. program.

Master of Theology (Th.M.)

The Master of Theology degree is an advanced masters degree program at Brite Divinity School. The twenty-four hour program leading to this degree is designed to provide students with a more complete mastery of a particular area of theological study than is normally provided at the M.Div. level. Students who enter the program may seek a variety of objectives: to prepare for further graduate study at the doctoral level, to prepare for some forms of teaching (in institutions, public or private, where masters preparation is expected for entry level positions), to use scholarly study to enhance ministerial practice, or to engage in disciplined and critical reflection upon a specialized form of ministry. By the end of the program, students will be expected to demonstrate an advanced understanding of their chosen area of study through the completion of a thesis project.

Admission

Consideration for admission to the program requires an M.Div. degree, or some other appropriate first theological masters degree providing an equivalent theological preparation for engaging in advanced theological study. Materials for admission are to be submitted to the Admissions Office at Brite Divinity School. Departments may require additional information for an admission profile. Consideration for admission usually requires an interview with faculty members representing the desired area of study, and normally also includes the following items (international students may meet some of these requirements for admission in alternative ways):

1. M. Div., or other appropriate first theological masters degree.
2. Applicants in Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism or New Testament and Literature of Early Christianity should complete before matriculation one year of study in the language in which they will do their primary work (Hebrew or Greek). Ideally they should possess both Hebrew and Greek.
3. A paper representative of the applicant's area of interest. If the paper has been published, provide the citation. If not, indicate the school, class, and instructor for whom the paper was written. The paper may also be one written specifically for the application.
4. Test Scores:
Graduate Record Examinations (GRE) scores are required

Test of English as a Foreign Language (TOEFL) - Applicants whose primary language is other than English and who have not received their education at an accredited English-speaking college or university will also submit TOEFL scores of normally not less than 600 (computer-based 250 or internet-based 100).

You may select either the computer-based or paper-based test form. Online information about the GRE and TOEFL is available at <http://www.ets.org> or you may contact Educational Testing Service (ETS), P.O. Box 6000, Princeton, New Jersey 08541-6000. Please use Institutional Code 6803 when requesting that test scores be sent to Brite Divinity School. We realize that the GRE scores of international students, particularly those whose native language is not English, may be affected by language and cultural differences. These scores are taken into consideration only as part of a student's total profile when such students' applications are evaluated. The scores are nevertheless required and must come directly from the Educational Testing Service.

5. A statement of purpose outlining the professional and/or academic goals of the applicant.
6. Three letters of recommendation from professors familiar with the applicant's work; one of these letters could be from an undergraduate professor.
7. Official transcripts of all previous academic work.

Application Deadlines

Completed applications must be received no later than April 15 (fall matriculation) and October 15 (spring matriculation).

Degree Requirements

This degree requires the completion of twenty-four semester hours, and a thesis. All courses require approval of the student's advisor.

I. Areas of Study

- A. *Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism.* The history, theology, literature, religion, and language of ancient Israel and Early Judaism in ancient Near Eastern and Jewish settings. Contemporary methods of biblical interpretation.
- B. *New Testament and Literature of Early Christianity.* The history, theology, literature, religion, and language of early Christianity in Graeco-Roman and Jewish settings. Contemporary methods of biblical interpretation.
- C. *Pastoral Theology and Pastoral Care.* The theory and practice of ministry in pastoral theology and pastoral care.
- D. *History and Theology.* Preparation in theological analysis and constructive formulation, including study in history, theology, historical theology, and ethics.

II. Language and Research Methodology

Work in the biblical areas will require knowledge of both biblical Hebrew and Greek. Students will take a diagnostic test in both languages upon matriculation. If the results are not acceptable to faculty in the field, students must then demonstrate competence in the languages through appropriate course work. Knowledge of one modern language other than English (typically French, German, Italian, Korean, or Spanish) is also required. The modern language requirement is met by passing a two hour exam normally prepared and graded by a Brite faculty member. Exams will be graded Pass/No Pass. The two-hour exam will require a translation of no more than two pages from a book or journal article. Students may make use of a dictionary. Students should be in conversation with the faculty member conducting the examination for particular instructions.

Work in the area of History and Theology requires knowledge of one modern language other than English (typically French, German, Italian, Korean, or Spanish). The modern language requirement is met by passing a two hour exam normally prepared and graded by a Brite faculty member. Exams will be graded Pass/No Pass. The two-hour exam will require a translation of no more than two pages from a book or journal article. Students may make use of a dictionary. Students should be in conversation with the faculty member conducting the examination for particular instructions.

Brite occasionally offers BRLN 90000 to provide a foundation from which students can prepare for a modern language exam. This course, while beneficial, does not satisfy the modern language requirement. Students who have completed BRLN 90000 are encouraged to continue to develop their translation skills before taking an exam with a faculty member.

Students in the area of Pastoral Theology and Pastoral Care will need to demonstrate competence in both quantitative and qualitative research methodologies. This requirement can be met by passing an acceptable graduate level course, approved by the faculty, at an accredited college or university with a grade of "B" or better.

III. Curriculum

- A. The program requires 24 hours of course work.
- B. Course work will typically include twelve hours at the 90000 level in the area of one's

specialization, or related areas. The remaining nine hours of courses will be at the 70000-90000 level. Courses are to be planned in consultation with the student's advisor.

- C. In the final semester of program, students must complete a three-hour independent research study course (****94013) including the writing of a thesis, normally 40-50 pages in length. Students must pass an oral examination based upon the thesis project, which will be conducted by the student's advisor and a faculty member chosen, in consultation with the student, by the student's advisor.

Women's Studies Certificate for Th.M. and Ph.D. Students

In 2005, Brite began cooperating with other TCU graduate departments and schools in offering a Women's Studies Certificate Program. This program is currently open to Brite Th.M. and Ph.D. students and to others on a case-by-case basis. To earn the Certificate, students must complete twelve hours of course work: BRIT 90003: Graduate Colloquium in Feminist Methodology and Theory, and three additional Brite courses approved for the program. For further details, see the Associate Dean for Academic Affairs.

Other Degree Requirements

1. Twenty-four semester hours of credit must be completed with a cumulative grade point average of at least 3.25, based on a four point grading system.
2. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters, including the Seminar on Sexual Misconduct and the Clergy.
3. Except for approved transfer credit, Th.M. students will normally fulfill all their course requirements through courses taught by Brite faculty.
4. The Th.M. requires at least two semesters of academic study. Transfer credit for the Th.M. is eligible for consideration under certain conditions: when the credit requested is for courses taken beyond a first masters program; when those courses are directly related to the student's chosen Area of Study; and when the courses are deemed to be compatible with the purposes and curricular structure of this program. Transfer credit is not routinely granted for this program and, when approved, is limited to a maximum of nine hours. A student who transfers from another institution must complete the final fifteen semester hours at Brite Divinity School directly under the supervision of the Brite faculty.
5. Master of Theology students who are not enrolled in any class during a fall or spring semester will be charged a fee for continuation in program by enrolling in BRLB 90001 Dissertation or Thesis Research in Library. This fee will allow use of the Mary Coats Burnett Library. If a student is enrolled in BRLB 90001 or any other courses in the spring semester and is advance registered for BRLB 90001 or any other courses in the fall semester, library privileges will continue during the summer without enrolling in BRLB 90001. This course will not count toward the twenty-four credit hours required by the degree.
6. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and the approval of the Dean. Students may be dismissed from the Divinity school at the discretion of the Dean or Associate Dean for Academic Affairs at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress.
7. All degree requirements must be completed within four years from the date of the earliest

credit to be counted on the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the Advanced Programs Committee.

Certificate of Theological Studies

A Certificate of Theological Studies is offered by Brite Divinity School to persons who do not project the completion of a degree program, but engage in a twenty-one semester hour program of graduate theological studies in order to enhance the quality of their lay leadership within the church and broaden their perspectives on contemporary faith and life.

Applicants must possess a B.A. degree or its equivalent. Admissions standards are the same as for the Master of Theological Studies degree program.

Curriculum

The curriculum for the Certificate program requires the following elements from the curriculum of the Master of Theological Studies degree:

I. Distributive requirements - six semester hours (one course from any two of the following areas):

- A. ***Biblical Studies*** – HEBI 60003 Interpreting the Hebrew Bible and Apocryphal/Deuterocanonical Books, NETE 60003 Interpreting the New Testament
- B. ***Historical Studies*** – CHHI 60013 History of Christianity I, Early and Medieval, CHHI 60023 History of Christianity II, Reformation and Modern, CHHI 70013 History of Christianity in America
- C. ***Theological/Ethical Studies*** – CHTH 60003 Introduction to Christian Theology I, CHET 60013 Introduction to Contemporary Theological Ethics, or CHET 65013 History of Christian Ethics
- D. ***Cultural/Global Context*** – CHHI 70023 The Church in the Midst of Pluralism, CHHI 70533 The Black Religious Experience in America, JWST 60003 Introduction to Judaism, RECU 60023 Christian Theology of Religions, RECU 60043 Interreligious Dialogue, RECU 70053 Studies in World Religion, or RECU 65053 African-American Experiences and Perspectives in Social Ethics

II. Electives - fifteen semester hours selected in consultation with the advisor in relation to the educational goals of the individual student.

Certificate requirements

1. Twenty-one semester hours of credit must be completed with a grade point average of at least 2.50, based on a four point grading system.
2. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.
3. All entering students are required to attend a Seminar on Sexual Misconduct and the Clergy. Students who do not complete this requirement will be subject to the cancellation of their registration.

4. Except for approved transfer credit, C.T.S. students will normally fulfill all their course requirements through courses taught by Brite faculty or adjunct faculty.
5. A student who transfers from another institution must complete the final twelve semester hours of the C.T.S. program at Brite Divinity School directly under the supervision of the Brite faculty.
6. Students who give evidence of special deficiencies may be required to do remedial work in the areas of their deficiencies.
7. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and with the approval of the Dean. Students may be dismissed from the Divinity School at the discretion of the Dean or Associate Dean for Academic Affairs at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress.
8. All certificate requirements must be completed within five years from the date of the earliest credit to be counted on the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the Masters Programs Committee. Additional course work may be required.

Doctor of Ministry

Purpose of the Degree

The Doctor of Ministry degree is a thirty-three hour advanced professional program intended to enhance the practice of ministry for persons who hold the M.Div. degree or its equivalent, who have worked in a ministerial context for at least three years after earning the M.Div. degree, and who continue in the tasks and responsibilities of ministry during the course of their doctoral study.

Structure of the Program

The Doctor of Ministry degree requires the completion of five components:

(1) Common Core Courses (two courses)

Pastoral Identity and Pastor in the Context of Ministry (offered in October in alternating years)

(2) Coursework Promoting Theological Reflection and Advanced Skills

Requires the completion of six hours from the following seminars offered on a four-year rotation: The Bible and the Practices of Ministry, Theology and the Practices of Ministry, History and the Practices of Ministry and Ethics and the Practices of Ministry.

(3) Coursework Developing Advanced Ministerial Practice and Knowledge

Requires nine to twelve hours in any of the following areas: Christian Education, Congregational Leadership, Homiletics, Pastoral Theology and Pastoral Care, Practical Theology, Spirituality, and Worship.

(4) Coursework in Public Theology

Requires the completion of three to six hours of seminars developing advanced skills in drawing on theological and biblical resources to contribute to public discourse and/or the enhancement of skills for assisting faith communities in their capacities to contribute to public discourse.

(5) Doctoral Project

After completing at least 18 hours, but no more than 24 hours, the D.Min. candidate, in consultation with an advisor, proposes a project that draws together the areas of specialization and the practice of ministry (that may grow out of a directed study). Following approval of the proposal by the Advanced Programs Committee, the D.Min. candidate shall complete the doctoral project within two academic years. During the final two semesters of study, the student enrolls in

DOMI 80913. An oral examination of the completed project will be held in the final semester of study.

Concentrations

D.Min. students may choose to concentrate in a disciplinary area represented by the faculty. A concentration will consist of at least four seminars in the selected area. Applicants interested in pursuing a concentration should contact the Associate Dean for Academic Affairs. Concentrators must be in residence and able to enroll in courses during the regular fall and spring terms.

General Information

Length of Program

Students may complete the D.Min. degree in no less than three years, but must complete the degree in no more than six years.

Brite Divinity School offers one-week, or consecutive two-week, courses in the Doctor of Ministry Program in October, January, and May. These courses are held on the campus of Brite Divinity School. Students may enroll in only one Doctor of Ministry course in each of these short terms. If their ministry situation allows, students may also enroll in the Divinity School's regularly scheduled semester-long courses.

Transfer of Credit

Applicants to the D.Min. Program and students already enrolled in the program may apply to transfer normally no more than three hours of course work toward their D.Min. degree. Students wishing to transfer credit must first consult with and receive approval from the Associate Dean for Academic Affairs.

Financial Aid

Applicants to the D.Min. Program become eligible for financial aid from Brite Divinity School up to the full amount of tuition upon admission to the D.Min. Program. Financial aid to D.Min. students, however, does not cover student fees or the fee for continuation.

Summary of Degree Requirements

1. Thirty-three semester hours of credit must be completed with a cumulative grade point average of at least 3.25, based on a four point grading system.
2. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters, including the Seminar on Sexual Misconduct and the Clergy.
3. Except for approved transfer credit, D.Min. students will normally fulfill all their course requirements through courses taught by Brite faculty.
4. The D.Min. requires at least three years of academic study. Applicants to the D.Min. Program and students already enrolled in the program may apply to transfer normally no more than three hours of course work toward their D.Min. degree. Students wishing to transfer credit must first consult with and receive approval from the Associate Dean for Academic Affairs.
5. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and the approval of the Dean. Students may be dismissed from the Divinity school at the discretion of the Dean or Associate Dean for Academic Affairs at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress.

6. All degree requirements must be completed within six years from the date of the earliest credit to be counted on the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the Advanced Programs Committee.

Requirements for Admission

1. M.Div. degree or its equivalent from an accredited school, verified by submission of official transcripts.
2. Official academic transcripts for all other degrees and previous academic work.
3. Minimum cumulative grade point average of 3.25 (on a 4.00-scale).
4. At least three years of experience in the full-time practice of ministry following completion of the M.Div. degree or its equivalent.
5. The Miller Analogies Test, taken within the previous seven years, with a score of 410 or higher.
6. TOEFL score of normally not less than 600 (computer-based 250 or internet-based 100) for applicants whose primary language is other than English and who have not received their education at an accredited English-speaking college or university.
7. Three letters of recommendation that assess and evaluate the applicant's previous performance in ministerial practice, academic work, interpersonal relationships, and personal maturity.
8. Declaration of intended areas of specialization (primary and secondary).
9. A personal statement, describing the applicant's autobiographical and theological understanding of ministry.
10. A graduate-level research paper or sample of professional writing written within the last five years.
11. A non-refundable application fee of \$75, made payable to Brite Divinity School.
12. An interview with the Associate Dean for Academic Affairs and/or a member of the faculty.

Admission Schedule

For Fall Matriculation

February 15

Last date for international applicants to take the paper-based TOEFL in order for Brite to receive the scores by April 15.

March 1

Last date for international applicants to take the internet-based TOEFL in order for Brite to receive the scores by April 15.

April 15

Completed applications, including appropriate test results.

For Spring Matriculation

August 15

Last date for international applicants to take the paper-based TOEFL in order for Brite to receive the scores by October 15.

September 1

Last date for international applicants to take the internet-based TOEFL in order for Brite to receive the scores by October 15.

October 15

Completed applications, including appropriate test results.

Application

Contact the Office of Admissions or download the application from Brite Divinity School's website <http://www.brite.tcu.edu/>

For additional information, contact the Office of Admissions by telephone: 817-257-7513.

Doctor of Philosophy

Brite offers the Doctor of Philosophy in two areas: Biblical Interpretation and Pastoral Theology and Pastoral Care.

General Application Information

In addition to area specific requirements, all Ph.D. applications include the following:

- Part 1** Application for Admission and Financial Award. Each application must be accompanied by a non-refundable \$75 application fee made payable to Brite Divinity School.
- Part 2** Statement of Purpose. This is a very important part of your application. Prepare it carefully, indicating the reasons for your application to Brite Divinity School.
- Part 3A, 3B, 3C** Three Letters of Recommendation. These should come from persons able to evaluate your academic and professional qualifications, such as undergraduate or graduate faculty familiar with your work. You are responsible for seeing that the letters of recommendations are sent. If letters are faxed, they must be followed by mailed hard-copies.
- Part 4** Financial Certificate for International Students. In order to meet requirements for entry into the United States, international applicants must demonstrate that they have the financial resources to cover the cost of their education. Visa documents are issued only when all admission procedures have been satisfied. Applications for financial award to international students are considered in competition with all other applications received.
- Part 5** Transcripts. Official transcripts (bearing the signature of the registrar and the seal of the institution) of all post-secondary work are required. They should be sent in sealed envelope(s) with the application materials. To prevent delays, you should arrange with registrars to provide transcripts before mid-year grades are posted.
- Part 6** Test Scores:

Graduate Record Examinations (GRE) scores are required.

Test of English as a Foreign Language (TOEFL). Applicants whose primary language is other than English and who have not received their education at an English-speaking college or university will also submit TOEFL scores of normally not less than 600 (computer-based 250 or internet-based 100).

You may select either the computer-based or paper-based test format. Online information about the GRE and TOEFL is available at <http://www.ets.org> or you may contact Educational Testing Service (ETS), P.O. Box 6000, Princeton, New Jersey 08541-6000. Please use Institutional Code 6803 when requesting that test scores be sent to Brite Divinity School. We realize that the GRE scores of international students, particularly those whose native language is not English, may be affected by language and cultural differences. These scores are taken into consideration only as part of a student's total profile when such students' applications are evaluated. The scores are nevertheless required and must come directly from the Educational Testing Service.

Completed Ph.D. applications must be received no later than January 15. The Advanced Programs Committee, the Associate Dean for Academic Affairs, and the Dean make admission

decisions. Admission is competitive and students are selected on the basis of a total profile of their scholastic preparation and intellectual ability. Applicants are notified by March 31 of admission for the following fall semester.

Ph.D. Admissions Schedule

November 1

Last date for applicants to take the paper-based GRE in order for Brite to receive the scores by January 15.

November 15

Last date for international applicants to take the paper-based TOEFL in order for Brite to receive the scores by January 15.

December 1

Last date for applicants to take the computer-based GRE or TOEFL in order for Brite to receive the scores by January 15.

January 15

Completed applications must be on file.

March 31

Admission decisions will be mailed by this date to all applicants whose files are complete by January 15.

April 15

Deadline for response to offers of admission and financial award. If your reply is not received by April 15, Brite may rescind the offer of admission and financial award. An offer of admission is made for a specific fall entrance date. In some cases, admission may be deferred until the spring semester.

Financial Awards

Tuition scholarships up to one hundred percent of tuition are available to all candidates in the Doctor of Philosophy programs. Fellowships that include tuition and an additional annual stipend of \$1,000 to \$12,000 are available to some, based on a ranking of all applicants. Persons receiving financial awards are expected to be full-time students. "Full-time" for Ph.D. students is defined as a minimum of six hours. Certain students are selected as research assistants to assist faculty members and receive \$1,500 annually for five hours work per week. All awards are based solely on merit and are normally continued for four years. Brite Divinity School would normally expect a 3.50 grade point average to maintain a student's stipend and a 3.25 grade point average to maintain the tuition award.

Additional Information

1. Matriculating students are required to attend the Ph.D. Orientation session, including the Seminar on Sexual Misconduct and the Clergy.
2. Annual written review of the student's progress is conducted by the Associate Dean for Academic Affairs, in consultation with the faculty. Progress in the program is contingent upon positive academic performance (a cumulative 3.50 grade point average is normally required for continuance of a stipend; a 3.25 grade point average is normally required for continuance of a tuition award; no grade below B- is accepted for credit), successful completion of qualifying exams, competency in original research and writing, and development of pedagogical skills.
3. Students may transfer up to 12 hours of doctoral-level courses into the Ph.D. program

from other accredited Ph.D. programs. Brite Divinity School does not accept the transfer of any hours completed more than seven years prior to matriculation. Doctoral courses at the 90000 level taken at Brite Divinity School while in the Th.M. program may be evaluated for transfer credit into program by the Associate Dean for Academic Affairs. These hours are evaluated by the Associate Dean for Academic Affairs at the end of the first full year of Ph.D. study at Brite Divinity School. No hours may be transferred from completed masters programs to the Ph.D. program.

4. The program normally should be completed within four years. A minimum of two full years of residency is required. The degree is to be completed within seven years. Candidates may petition the Associate Dean for Academic Affairs for an extension.
5. Applications are available from the Office of Admissions, Brite Divinity School, TCU Box 298130, Fort Worth, Texas 76129 or online at <http://www.brite.tcu.edu>
6. Once admitted into the Ph.D. program, the student should obtain a Ph.D. Manual from the Office of the Associate Dean for Academic Affairs. This manual serves to guide the student through the process of earning a Doctor of Philosophy degree in his or her chosen area.

Doctor of Philosophy in Biblical Interpretation

The Ph.D. program in Biblical Interpretation (BIIN) is an advanced academic degree designed to prepare students for independent research and vocations of teaching biblical interpretation and related historical and hermeneutical areas in theological schools, colleges, and universities, or for the scholarly enhancement of ministerial practice. The Ph.D. program provides opportunities for study of the Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism; New Testament and Literature of Early Christianity; Themes and Issues in Biblical Theology; the History of Biblical Interpretation; and Theological Hermeneutics. Students are guided to develop competence in original research and writing that advances theological understanding for the sake of church, academy, and society, as well as in pedagogical skills to convey this body of knowledge to others.

BIIN Area Specific Admissions Requirements

In addition to submitting the Ph.D. application materials (see General Application Information, Parts 1-6) to the Admissions Office, BIIN applicants are encouraged, if possible, to arrange an interview with the Biblical faculty and Associate Dean for Academic Affairs. BIIN applications must contain the following area specific requirements:

1. M.Div., M.T.S., M.A., or Th.M. (or equivalent), with a concentration in biblical studies and courses in Biblical Hebrew and Greek, from an accredited theological school.
2. A writing sample (thesis, research paper, article, or essay) demonstrating the applicant's area of interest in biblical studies, scholastic preparation, and intellectual ability.

Degree Requirements

The BIIN Ph.D. includes successful completion of forty-eight semester hours, qualifying examinations leading to candidacy, and a dissertation. A cumulative minimum grade point average (GPA) of 3.25 or better is required. All courses, an area of concentration in either Hebrew Bible or New Testament, and a second area of study, must be selected in collegial dialogue with the student's advisor.

Areas of Study

1. Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism. The history, literature, religion, and language of ancient Israel and Early Judaism in ancient Near Eastern and Jewish settings, including contemporary methods of biblical interpretation.
2. New Testament and Literature of Early Christianity. The history, literature, religion and language of early Christianity in Graeco-Roman and Jewish settings, including contemporary methods of biblical interpretation.
3. Themes and Issues in Biblical Theology. The theology of the Hebrew Bible and New Testament as both distinctive, separate collections, and as two related parts of the larger Christian Bible, including contemporary models of approaching biblical theology.
4. History of Biblical Interpretation. The major historical interpretations of the Bible, beginning with biblical writers' interpretations of earlier texts and traditions and continuing through the major periods of Christianity (patristic, medieval, renaissance and reformation, and modern and contemporary).
5. Theological Hermeneutics. The major models of modern and contemporary theology, their interpretation, and their use of the Bible in constructive work.

Graduate Seminars and Courses

1. The candidate is expected to complete forty-eight hours of course work with no grade below "B-". Evaluation of prior work and progress will be made at the end of the first year of residency.
2. Course work will include at least twenty-five hours of 90000 Ph.D.-specific courses. Up to twenty-three hours, including at least three hours in advanced biblical language, may be selected from 80000/90000 HEBI, NETE, CHHI, CHTH course offerings.

Languages

1. *Modern Languages*
In addition to English, reading knowledge of two other modern languages (typically French German, Italian, Korean, or Spanish) is required. At least one of these modern languages is encouraged prior to matriculation. Reading knowledge in the second modern language is encouraged before beginning the second year of residence.

The modern language requirement is met by passing a two hour exam normally prepared and graded by a Brite faculty member. Exams will be graded Pass/No Pass. The two-hour exam will require a translation of no more than two pages from a book or journal article. Students may make use of a dictionary. Students should be in conversation with the faculty member conducting the examination for particular instructions.

Brite occasionally offers BRLN 90000 to provide a foundation from which students can prepare for a modern language exam. This course, while beneficial, does not satisfy the modern language requirement. Students who have completed BRLN 90000 are encouraged to continue to develop their translation skills before taking an exam with a faculty member.

Students whose first language is not English and who have submitted scores on the TOEFL of not less than 600 (computer-based 250 or internet-based 100) or superior GRE scores for Writing Assessment may choose to demonstrate proficiency in English as a modern language. Normally, the professor teaching the Ph.D. Critical Introduction (HEBI

95713 or NETE 95713) will write a letter at the end of the course for the student's academic file certifying the student's English research competence. English will then be counted as one of the two required modern languages for students who so elect, though reading knowledge in two other modern languages is encouraged.

2. *Ancient Languages*

Reading knowledge of both Biblical Hebrew and Biblical Greek is required for matriculation. A diagnostic test, during the first week of the semester, in both languages is required of all Ph.D. students to assess comprehension. Using dictionaries, new students will translate assigned passages in both testaments. The translations will be evaluated by two professors and the results shared by the student's academic advisor with the student and the Associate Dean for Academic Affairs.

3. *Special Language Proficiency*

Special proficiency in either Biblical Hebrew or Greek will be demonstrated later through a more comprehensive written examination. The BIIN Ph.D. Biblical Hebrew or Greek Examination, which can be scheduled anytime after the first semester of the Ph.D. Program, must be completed before qualifying examinations are scheduled. The application for this test is found in the Ph.D. Manual.

Extensive Research

Ph.D. students are required to do extensive research following ATS guidelines. During both their course of studies and their dissertation research, students shall be required to use competently the language(s) in which relevant primary texts are written, as well as those in which there is important secondary material. This should include at least one ancient and one or more modern languages. Students engaged in theological disciplines that use behavioral or social scientific research methods shall be required to demonstrate competence in these research methods.

Research Methodology

Competence in research methodology is demonstrated by seminar papers, qualifying examinations, and the dissertation. In addition, two methodological courses are required: HEBI 95713 Critical Introduction to the Hebrew Bible and NETE 95713 Critical Introduction to the New Testament.

Women's Studies Certificate for Th.M. and Ph.D. Students

In 2005, Brite began cooperating with other TCU graduate departments and schools in offering a Women's Studies Certificate program. This program is currently open to Brite Th.M. and Ph.D. students and to others on a case-by-case basis. To earn the Certificate, students must complete twelve hours of course work: BRIT 90003: Graduate Colloquium in Feminist Methodology and Theory, and three additional Brite courses approved for the program. For further details, see the Associate Dean for Academic Affairs.

Pedagogy

Students will learn to teach by means of mentoring relationships with faculty and classroom instruction under the supervision of faculty. Some students will serve as teaching assistants to the biblical faculty and some will occasionally teach in the TCU Religion Department.

Qualifying Examinations

Following the completion of course work and modern and ancient language requirements, students will elect qualifying examinations in two of the following areas:

- A. Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism
- B. New Testament and Literature of Early Christianity
- C. Themes and Issues in Biblical Theology
- D. History of Biblical Interpretation
- E. Theological Hermeneutics.

These examinations are administered three times a year. Information and applications for qualifying examinations are available in the office of the Associate Dean for Academic Affairs.

Upon successful completion of qualifying examinations, the student is admitted to candidacy.

Fee for Continuation

Ph.D. students who are not enrolled in any class during a fall or spring semester will be charged a fee for continuation in program by enrolling in BRLB 90001 Dissertation or Thesis Research in Library. This fee will allow use of the Mary Coutts Burnett Library. If a student is enrolled in BRLB 90001 or any other courses in the spring semester and is advance registered for BRLB 90001 or any other courses in the fall semester, library access will continue during the summer without enrolling in BRLB 90001. Library copy cards function in the summer only if the student is enrolled in a summer semester course (either BRLB 90001 or any other summer semester course).

Dissertation

The candidate must conduct original research and write a dissertation that contributes new knowledge to the field. The dissertation proposal must first be approved by the Dissertation Director and Dissertation Committee and then submitted to the Advanced Programs Committee for final approval. The Dissertation Committee will be composed of three to five members. The Dissertation Director must be a Hebrew Bible, New Testament, or Jewish Studies faculty member of Brite or TCU.

In exceptional circumstances students may request a committee member from outside Brite. This member would be appointed by the Dissertation Director with approval of the Advanced Programs Committee. Normally, outside members will participate in the oral defense through web-based video teleconferencing. Students who wish to have the outside member present for the defense must be willing to assume financial responsibility for expenses associated with bringing the outside member to campus for the dissertation defense. This committee conducts the oral defense of the dissertation.

Final approval of the dissertation requires the signatures of the Dissertation Committee, the Associate Dean for Academic Affairs, and the Dean. Information, applications, and writing guidelines are available in the Office of the Associate Dean for Academic Affairs. Proposal and dissertation guidelines are available in the Ph.D. Manual.

Doctor of Philosophy in Pastoral Theology and Pastoral Care

The Ph.D. program in Pastoral Theology and Pastoral Care is designed to train women and men in the academic disciplines of pastoral theology and pastoral care. In keeping with the mission of Brite Divinity School, graduates of this program will make significant contributions to the Academy and to the Church through scholarship, original research, and practice. Graduates will serve as teachers and supervisors in educational institutions (universities, colleges, seminaries, medical schools), as pastors and pastoral care specialists in local churches, and as chaplains and pastoral counselors in clinical contexts (pastoral counseling centers, medical centers, hospitals).

PTPC Area Specific Admissions Requirements

In addition to submitting the Ph.D. application materials (see General Application Information, Parts 1-6) to the Admissions Office, PTPC applicants may be required to arrange an interview with at least two of the Pastoral Theology and Pastoral Care faculty and the Associate Dean for Academic Affairs. A telephone interview may be substituted at the department's discretion. PTPC applications must contain the following area specific requirements:

1. M.Div. degree or its equivalent.
2. Document (thesis, research paper, article, lecture, writing project) in the applicant's area of specialty that demonstrates abilities to conceptualize and communicate through the written word.
3. Applicants are required to submit a supervisory report from an experience in which they engaged intentionally in offering care to others and where attention was given to critical self-reflection over an extended period of time. Such experiences might include a unit of CPE, CPSP, AAPC, or work with a Licensed Clinical Supervisor (LCSW, LPC, AAMFT, etc.). The supervisory report ought to include a critical assessment of the applicant's capacity for engaging others in helping conversations as well as the ability to learn through an intentional program of supervision and reflection.

Degree Requirements

The PTPC Ph.D. degree requires successful completion of 48 semester hours, qualifying examinations leading to candidacy, and a dissertation. A cumulative minimum grade point average (GPA) of 3.25 or better is required.

Graduate Seminars and Courses

Course work will include eleven to thirteen classroom seminars and three to five clinical seminars.

Language

Demonstrated competence in one of the following: Hebrew, Greek, German, Spanish, or French. Competency in any of these languages can be achieved by passing a one-semester/ three-hour graduate course or two one-semester/three-hour undergraduate courses with a grade of "B" or better. This requirement may be met before matriculation or by taking a course at Brite during the first year of Ph.D. studies.

Extensive Research

Ph.D. students are required to do extensive research following ATS guidelines. During both their course of studies and their dissertation research, students shall be required to use competently the language(s) in which relevant primary texts are written, as well as those in which there is important secondary material. This should include at least one ancient and one or more modern languages. Students engaged in theological disciplines that use behavioral or social scientific research methods shall be required to demonstrate competence in these research methods.

Research Methodology

Competence in both quantitative and qualitative research methodologies can be demonstrated by passing an acceptable graduate level course, approved by the faculty, at an accredited college or university with a grade of "B" or better. This requirement may be met before matriculation or by taking a course during the first year of Ph.D. studies. Courses taken to meet these requirements will not count toward the credit hours necessary for completing the Ph.D. program.

Women's Studies Certificate for Th.M. and Ph.D. Students

In 2005, Brite began cooperating with other TCU graduate departments and schools in offering a Women's Studies Certificate program. This program is currently open to Brite Th.M. and Ph.D. students and to others on a case-by-case basis. To earn the Certificate, students must complete twelve hours of course work: BRIT 90003: Graduate Colloquium in Feminist Methodology and Theory, and three additional Brite courses approved for the program. For further details, see the Associate Dean for Academic Affairs.

Pedagogy

Through mentoring relationships, formal coursework, and seminars, the students will learn pedagogical skills to teach and supervise within the guidelines of the American Association of Pastoral Counselors and the Association for Clinical Pastoral Education. Graduate students, mentored by the faculty, will participate in the administrative, research, and teaching work of the department.

Qualifying Examinations

Following completion of course work, language, and research methodology requirements, qualifying examinations will be designed collaboratively to assess knowledge and integrative perspectives in pastoral theology and pastoral care. These examinations are administered three times a year. Information and applications are available in the Office of the Associate Dean for Academic Affairs. Upon successful completion of qualifying examinations, the student is admitted to candidacy.

Fee for Continuation

Ph.D. students who are not enrolled in any class during a fall or spring semester will be charged a fee for continuation in program by enrolling in BRLB 90001 Dissertation or Thesis Research in Library. This fee will allow use of the Mary Coats Burnett Library. If a student is enrolled in BRLB 90001 or any other courses in the spring semester and is advance registered for BRLB 90001 or any other courses in the fall semester, library access will continue during the summer without enrolling in BRLB 90001. Library copy cards function in the summer only if the student is enrolled in a summer semester course (either BRLB 90001 or any other summer semester course).

Dissertation

The candidate must demonstrate technical competence to conduct significant and original research and to write an acceptable dissertation. The dissertation proposal must first be approved by the Dissertation Director and Dissertation Committee and then submitted to the Advanced Programs Committee for final approval.

The Dissertation Committee will normally consist of three members, two of whom are in the PTPC department. The Dissertation Director must be a full-time PTPC faculty member at Brite.

In exceptional circumstances students may request a committee member from outside Brite. This member would be appointed by the Dissertation Director with approval of the Advanced Programs Committee. Normally, outside members will participate in the oral defense through web-based video teleconferencing. Students who wish to have the outside member present for the defense must be willing to assume financial responsibility for expenses associated with bringing the outside member to campus for the dissertation defense. This committee conducts the oral defense of the dissertation.

Final approval of the dissertation requires the signatures of the Dissertation Committee, the Associate Dean for Academic Affairs, and the Dean. Information, applications, and writing guidelines are available in the office of the Associate Dean for Academic Affairs. Proposal and dissertation guidelines are available in the Ph.D. Manual.

5.2 Orientation Requirements

All entering students in the Masters and Certificate programs are required to attend the Orientation program scheduled just prior to the beginning of their first semester at Brite. Students must complete the Sexual Misconduct and the Clergy Seminar as well as the Thinking Theologically Seminar during orientation. Failure to complete these requirements could result in a canceled registration. Th.M., D.Min., and Ph.D. students are required to attend an Orientation session as well, including a Sexual Misconduct and the Clergy Seminar. Information about this session is provided by the Associate Dean for Academic Affairs.

Please consult your Orientation and Registration Schedule for dates, times, and places.

5.3 Advisors, Program Responsibility, and Advance Registration

All entering students are assigned a faculty advisor with whom they are required to meet as part of orientation and registration. After their first semester, students have an opportunity to indicate their preference for a permanent academic advisor. There are limits, however, to the number of students a faculty member can advise. Further, students following certain academic programs and elective concentrations will be assigned specific advisors. During the Fall and Spring semesters, the Divinity School holds an advising week immediately prior to advance registration week for the following semester. Returning students are strongly encouraged to see their advisor, but advising will be optional. Advising sign-up sheets will be posted on faculty office doors one week before advising week, and all students will have the option to see their faculty advisor.

Students with a GPA of 2.70 or below will be required to see either the Associate Dean for Academic Affairs or the Associate Dean of Student Affairs (who may also request faculty assistance with this advising). This advising will be a requirement for advance registration.

All masters level students are encouraged to complete 60000 level course requirements early in their programs. Students who leave requirements until their last year of study run the risk of not being able to graduate on time because required courses may not be offered or because of conflicts in scheduling. **Final responsibility for choice of academic program and for successful completion of all program requirements rests with the student and not with the advisor.**

During the Fall and Spring semesters, the Divinity School holds advance registration for the following semester. Only students registered and attending classes at the time of advance registration are eligible to participate in advance registration. E-mail messages will be sent to students' TCU mail accounts announcing registration dates. Advance registration may be completed by the student through use of my.tcu.edu.

5.3.1 MY.TCU.EDU

MY.TCU.EDU is TCU's Student Web Services application. With my.tcu.edu you can:

- Enroll in classes
- Add/drop classes
- Check your schedule
- Check holds and enrollment appointment

- Check your grades
- Browse available classes
- Change your email password, address, and telephone number information

To access my.tcu.edu, go to: <http://my.tcu.edu>. From the Brite Home Page <http://www.brite.tcu.edu/> you may access my.tcu.edu under the "MyBrite" link.

How to Enroll on the Internet

To enroll on the internet, you will need to log in to MY.TCU.EDU. In order to log in you will need your User Name and Password. If you know your TCU ID number:

- Go to <https://wwwc.is.tcu.edu/newacct/>
- Fill in the blanks for TCU ID number, birthdate (i.e. 04/15), and last name
- Click on "Continue"
- The system will allow you to choose your user name. Once you are satisfied with your user name you can click "Continue"
- The system will then ask you to select a password. The password is case sensitive, and must be at least 7 characters that is a combination of numbers, letters, and special characters.
- The system will then ask you to select a couple of password verification questions and provide the appropriate answers. You can select from the questions provided or customize your own questions.
- Click on "Finish"
- The system will tell you are now ready to log on to my.tcu.edu and ask you to "Click here to go to my.tcu.edu"
- Log in to my.tcu.edu using your User Name and password

If you have forgotten either your User Name or Password you will need to click on the link on the MY.TCU.EDU log in page to get that information.

Finding A Computer

You will need a computer with Internet access and a web browser with the minimum configuration of Netscape 3 or Internet Explorer. If you are in a residence hall on campus and have a computer with the Ethernet connection, you should have no problem registering from your room. Call the Help Desk at x5855 if you experience difficulty.

If you are off campus and do not have access to a computer, you may use a public library, a friend's, one of the public computer labs on campus, or any other facility available to you that has computers with internet capability. Brite has some computers available in room 15D (access through Weatherly Hall in the basement of the Moore building). The TCU campus public computer labs are located in the Library in Room 112, the Student Center Reading Room in the southwest corner on the first floor, or the Writing Center Lab in Reed Hall. If you experience difficulty enrolling, consult the FAQ section of the Registrar's Home Page for troubleshooting tips.

Searching for Classes

There are several ways to access this information. One way that gives you a lot of flexibility in planning is to use the CLASS SEARCH page which you can access from the Registrar's Home Page or from MY.TCU.EDU. This program allows you to search by subject, UCR, class days, class times and class status (Open, Closed, Permit Only). You can define your search as broadly or narrowly as you choose to design your "perfect schedule." For example, if you want to see all the New Testament classes offered for the term, click the down arrow by Subject Code, scroll down and select NETE and click on SEARCH. You will see a listing of all courses offered by the New Testament department for the term. Open classes will be listed in black, closed in red, and

permit-only classes in blue. This listing will also show class sizes and number of students currently enrolled, professor name, meeting days and times, UCRs satisfied (if applicable), subject name, course number, section number, and the five-digit class number you need to know for enrollment purposes. If you don't want any classes before 10:00 a.m. or after 2:00 p.m., you can enter those time criteria into the search boxes and click on SEARCH and the computer will list all classes available during those times. Just remember, the more information you give the computer, the more you can narrow your search. If you prefer to search using an index of course subjects, you may choose the alternate method in Class Search by clicking the GO button in the bottom right of the Class Search panel.

Logging On

- Log in to my.tcu.edu and click on **Student Center** under the Enterprise Menu.
- Click on **Student Center**. Click on “**Enroll**” under Academics.
- Select a term. Click “Continue.”
- Above your schedule you will see tabs labeled “My Class Schedule,” “Add”, “Drop,” “Swap,” “Edit,” and “Term Information.”
- When you click on any of these buttons you will get specific instructions on how to update your schedule.

Adding a Class

- To add a class to your schedule, enter the Class Number in the Class Nbr field.
- If you do not know the five digit class number, click the TCU **Class Search** button to view the schedule of classes.
- To add another class, follow the same steps.
- After you have selected all the classes you want to add, click the **GREEN “Proceed to Step 2 of 3”** button.
- Verify your add was successful by checking the **GREEN “Finish Enrolling”** column. You will then see the status report for enrollment confirmations and errors.

Dropping a class

- To drop a class, select the **Drop** tab.
- To drop the class, select the class and press the **GREEN “Drop Selected Classes”** button.
- To modify a class's units, grading option, requirement designation option or instructor, select **Update** from the Action column.
- Confirm your selection by clicking on the **GREEN “Finish Dropping”** button.

Permission Numbers

- To use a permission number to enroll in a class, after you enter the class number for the class on the **ADD CLASSES** page, enter a permission number in the “Permission nbr” field, then click on the “Next Step.”

Wait list

- If a class is full and you place your name on the waiting list, you are placed on the list in whatever order you made the request. If someone drops the course, the computer automatically goes to the first person on the wait list and places him/her in the class. However, if being placed in the class would take your over 14 hours, the request to place you in the class will fail and the computer will go to the next person on the wait list. If you place yourself on a wait list for a class, be sure to keep checking to see if you have been placed in the class. You can be placed in the class anytime through midnight on the Last Day to Add Classes. You will be billed for the class if your status changes from “**FULL**” to “**ENROLLED**” so it is very important for you to **check your schedule daily**.

Printing your Schedule

- When you have enrolled in all the classes you desire, you can print a copy of your schedule. You can also access your class schedule by clicking on "My Class Schedule" under ENROLL on the Student Center page of MY.TCU.EDU, selecting the term, and clicking the **GREEN "Continue"** button.

Logging Off

- **YOUR FINAL STEP IS TO CLICK ON SIGN OUT – THIS IS VERY IMPORTANT!**

For information on accessing e-mail, contact the Help Desk at x6855.

5.4 Family Educational Rights and Privacy Act and Confidentiality

Brite Divinity School abides by The Family Educational Rights and Privacy Act of 1974. This Act, as amended, is a federal law that states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. Texas Christian University accords all the rights under the law to students who are declared independent.

Institutional Policy and Statement of Procedures:

1. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students with the following exception permitted under the act:
 - personnel within the institution*
 - officials of other institutions in which students seek to enroll
 - persons or organizations providing student financial aid
 - accrediting agencies carrying out their accreditation function
 - persons in compliance with a judicial order
 - persons in an emergency in order to protect the health or safety of students or other persons

*Within the Brite Divinity School and Texas Christian University community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include all Brite Divinity School and Texas Christian University personnel including University Police, faculty, advisors, administrative staff, clerical staff and student employees within the limitations of their need to know.

At its discretion, the institution may provide directory information in accordance with the provisions of the acts to include the following:

- name
- home address
- home telephone number

- major field(s) of study
- dates of attendance
- degrees and awards received (including Dean's List)
- participation in officially recognized activities and sports
- weight and height of members of athletic teams

Under the regulations defined by the Family Education Rights and Privacy Act, you can choose to restrict the information listed above from release. Please note that unless otherwise indicated, this information will not be made available to any oral or written request nor will it appear in any publication. You can elect this option on my.tcu.edu by taking the following steps:

- Log in to my.tcu.edu
 - Click on Student Center
 - Click on Student Center
 - Scroll down to Personal Information
 - Click on drop down and choose Privacy Setting
 - Click on arrow
 - To restrict release of personal information, click "FERPA ON"
 - To allow release of personal information after previously restricting the information, click "FERPA OFF" [The default setting for this feature is FERPA OFF]
2. The law provides students with the right to inspect and review information contained in their education records. The Registrar at Texas Christian University has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic, cooperative education, and placement records. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest. Only records covered by the act will be made available within forty-five (45) days of the request. Students may have copies made of their records with certain exceptions (e.g. a copy of the academic record for which a financial "hold" exists, or a transcript of an original, or source document which exists elsewhere). Their copies would be made at the students' expense at prevailing rates. Education records do not include records of instructional, administrative, and educational personnel, which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.
 3. Students may not inspect and review the following as outlined by the act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect their files prior to January 1, 1975, provided those letters were

collected under established policies of confidentiality and were used only for the purposes for which they were collected.

4. Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the registrar, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable.

If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Registrar of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Office of the Registrar who, within a reasonable period of time after receiving such requests, will inform students of the date, place and time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense.

Decisions of the hearings will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearings, if the decisions are in favor of the students. If the decisions are unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearings. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

5. Students who believe that the adjudication of their challenges were unfair or not in keeping with the provisions of the act may request, in writing, assistance from the Chancellor of the institution or his designee and have the right to file complaints with the U.S. Department of Education. Complaints should be sent directly to the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D. C. 20202-4605

Revisions and clarifications to this policy will be published as experience with the law and institution's policy warrants.

5.5 Travel Courses

Occasionally, faculty at Brite Divinity School may teach a course that involves travel. In these cases, such courses receive normal academic credit. Students who participate in travel courses led or taught by persons who have no formal academic association with Brite Divinity School, or with other ATS accredited seminaries, will not normally receive academic credit for such courses. However, recognizing the value inherent in many such trips, members of the faculty express a general willingness to consider offering specialized reading courses in their areas of expertise relevant to the travel engaged in by the student. In this way, a travel course could be used to enhance independent study that results in academic credit, even though students would not receive academic credit for the travel itself.

5.6 Transfer Credit

Transfer credit is identified on the academic record as the total number of credit hours accepted from each institution attended and is added to the total number of cumulative earned hours.

Transfer credit hours may satisfy degree requirements but are not used in the calculation of the cumulative GPA. Transfer students should also refer to the material entitled "Transfer Students and Transfer of Credit Hours."

5.7 Simultaneous Enrollment in Other Degree (or Certification) Programs

Students at TCU, and at Brite Divinity School, may only be enrolled in one degree (or certification) program at a time. Students enrolled in a program at Brite may not be enrolled in any other degree (or certification) program outside of Brite Divinity School. Exceptions are granted only in cases where undergraduate students at TCU are within nine hours of receiving their undergraduate degrees.

5.8 Transfer Between Programs at Brite

Students currently enrolled in the M.A.C.S., M.T.S. or the M.Div. programs who would like to transfer into one of the other programs may make application to do so (through the Office of Admissions) once they have completed 18 hours at Brite. Only grades of "C" (2.0) or above will be transferred. Those who wish to transfer from the M.T.S. or M.A.C.S. programs to the M.Div. program, however, must have a cumulative GPA of at least 2.75. Normally, students transferring from the M.Div. to the M.T.S. program must complete at least 12 hours and the 4-hour Colloquium/Exercise independent research study course while enrolled in the M.T.S. program. Normally, students transferring from the M.Div. to the M.A.C.S. program must complete at least 12 hours while enrolled in the M.A.C.S. program.

5.9 Grades

A+	4.00		D	1.00	Poor
A	4.00	Excellent	D-	0.70	
A-	3.70		F	0	Failure
B+	3.30		I		Incomplete
B	3.00	Good	W		Withdraw
B-	2.70		P		Pass
C+	2.30		NC		No Credit
C	2.00	Marginal	Q		Dropped with Dean's permission
C-	1.70		AU		Audit
D+	1.30				

Students in the M.Div., M.T.S., and M.A.C.S. degree programs must attain a grade point average of 2.50 in order to graduate. Minimum grade point requirements for students enrolled in one of Brite's advanced degree programs are noted in the appropriate degree program description above.

A "Q" grade (dropped by the Dean's permission) is assigned for a course which is dropped with permission of the Dean in consultation with the Associate Dean for Academic Affairs and the instructor of the course.

No extra work can be assigned to students following the completion of a course in order to allow the student to improve the grade in a completed course. Normally, grades for completed courses may only be changed due to a professor's calculation error in computing the original grade.

5.9.1 Pass/No Credit

Brite students may not elect the Pass/No Credit grading option. Certain courses may be designated by Brite faculty and administration as Pass/No Credit. These include PRTH 65013 Supervised Ministry I, PRTH 65023 Supervised Ministry II, SPIR 70023/80023 Spiritual Resources and Disciplines, and PTPC 75053 Clinical Pastoral Education. Pass/No Credit courses are disregarded in the calculation of the student's GPA.

5.9.2 Repeating a Course

If a course taken at Brite Divinity School is repeated at Brite, the official grade is the last letter grade received. All grades for any one course, if taken more than once, at Brite Divinity School will be listed on the transcript and will be counted for the purpose of computing a GPA. However, only three hours credit will be extended toward degree completion, no matter how many times the course is taken. Only grades earned at TCU and Brite Divinity School may be used in GPA calculations. Financial aid restrictions may apply to Brite Divinity School students repeating courses.

5.9.3 Grade Appeals

Faculty members are expected to provide information at the start of each semester on how the final grade will be determined. Questions about an assigned grade should be directed to the instructor of the class. Should a question arise, it is usually best to make an appointment for an office visit.

If you feel that your concerns have not been addressed, you can speak with the Associate Dean or the Dean, in that order.

5.9.4 Grade Appeals Procedure

Students who wish to appeal a grade must adhere to the following grade appeal procedures. In the event a student questions the appropriateness of a grade assigned for a course or the results of another critical component of a degree requirement (e.g., oral exam, juried exhibition, thesis, etc.) the student must first discuss the matter with the faculty member(s). These discussions between the faculty member and the student should occur as early as possible after the grade is assigned. In the event that the faculty member agrees to change the grade, the normal process for changing a grade shall be followed. If the student wishes to appeal the faculty member's decision after these discussions, he or she must follow the formal grade appeal process outlined below. This appeal process must start prior to the final drop date of the subsequent fall or spring semester. Normally, grade appeals may be made based upon a decision of a faculty member that varies with the syllabus descriptions, or a weight attached to a particular assignment that is different than that described in the syllabus, or a mistake in calculation as described in the syllabus. Grade appeals outside these categories must provide a preponderance of evidence that unprofessional behavior or prejudice on the part of the faculty member has affected the grade assigned by a faculty member.

1. Appeal to the Associate Dean

If a student has discussed an assigned grade with the professor as outlined above and is not satisfied with the outcome, the student may appeal the faculty member's decision in writing to the Associate Dean (see exceptions in next paragraph). A grade appeal to the Associate Dean must be initiated prior to the final drop date of the subsequent fall or spring semester. Exceptions to deadlines set forth herein for students in unusual circumstances (for example, studying abroad) may be granted in writing by the Dean. The Associate Dean will become familiar with the facts of the case by communicating with the student and the faculty member(s). The parties have the right to meet with the

Associate Dean without the other party present. The faculty member will respond in writing to the Associate Dean concerning the student's appeal. The Associate Dean may either accept or deny the student's appeal. The Associate Dean will normally notify the student and faculty member(s) of his or her decision in writing within ten academic days. In the event the Associate Dean accepts the student's appeal, the Associate Dean will initiate the change of grade through the Dean's office.

If the Associate Dean is involved in the appeal as the faculty member, the chair of the Faculty Advisory committee will assume the Associate Dean's role in the appeal process.

2. Appeal to the Appropriate Program Committee

The Associate Dean's position may be appealed in writing by the student or faculty member(s) to the appropriate program committee (Masters, Advanced Programs) within ten academic days of the Associate Dean's decision. The Committee will become familiar with the facts of the case by reading the prior appeal documents and by communicating with the student, faculty member(s), and the Associate Dean. The parties have the right to meet with the Committee without the other party or parties present. The decision of the appropriate program may be appealed to the Dean.

3. Appeal to the Dean

The Program Committee's position on the matter may be appealed in writing by the student or faculty member(s) to the Dean within ten academic days of the committee's decision.

The Dean will normally notify the student, faculty member, and the Associate Dean of his or her decision in writing within ten academic days. In the event the Dean upholds the student's appeal, the change of grade shall be reported by the Dean to the Registrar's office.

5.9.5 Incompletes

The grade of "I" is granted because of truly exceptional circumstances beyond the control of the student that prevent the student from completing course work by the end of the semester (see below, "Policy and Procedure in the Granting and Removal of the 'I' Grade"). An "I" is not granted merely because a student has become "overloaded." The official time limit for completing work for the course is within sixty days of the completion of the course. No incomplete can be granted without completing and filing the proper form with the Associate Dean for Academic Affairs.

5.9.6 Policy and Procedure in the Granting and Removal of the "I" Grade

The following policies and procedures are applicable in the granting and removal of an incomplete grade:

1. The grade of "I" (Incomplete) is sometimes granted by the faculty and signed by the Associate Dean. The "I" grade is not to be confused with the "W" grade (Withdrawal). Further, the "I" is never to be used in the event a student simply does not complete expected work on time (without prior arrangement due to the conditions described in point 2). At the end of a semester, missed work should be given no credit. There can be no extension of time granted the student to complete missed work.
2. The grade of "I" is granted because of truly exceptional circumstances beyond the control of the student that prevent the student from completing course work by the end of the semester.

3. The student will request the grade of "I" from the course instructor. A form is obtained from the office of the Associate Dean for Academic Affairs and completed, listing reasons for the "I" grade and signed by the course instructor. This form should be returned to the office of the Associate Dean for his/her signature.
4. The official time limit for completing work for the course, and thereby changing the "I" to another letter grade, is within sixty calendar days of the completion of the course (last day of final exams). If the "I" is not removed by that time, it automatically becomes an "F." This means that the work must be submitted to the course instructor well in advance of this date to allow for course evaluation and processing of the "Request for Change of Grade" form.
5. Any extension of the official time limit (the "official time limit" refers to the date by which the student is to have submitted the course work) must also be for truly exceptional circumstances beyond the control of the student and is by student request to the instructor combined with the completion of a form provided by the office of the Associate Dean for Academic Affairs. **No extension shall be granted beyond the end of the semester in which the grade is to be removed.**
6. To remove an "I" the student first obtains a "Request for Change of Grade" form from the office of the Associate Dean for Academic Affairs. This form must be submitted to the instructor at the time the course work is delivered. This form is then signed by the instructor and the Associate Dean.
7. At every point, initiative and responsibility for requesting, extending, and removing an "I" grade, and completion of the forms involved in these operations within the time deadlines, lies with the student.
8. After the instructor submits the Change of Grade form to the office of the Associate Dean for Academic Affairs, the "I" will be changed to a letter grade. It is wise for the student to check online for accuracy (course number, grade, etc.).

5.9.7 Grade Reports

The Registrar's Office requires faculty to report grades on-line using the internet (MY.TCU.EDU). Final grades are reported no later than 48 hours after the final exam; the office also places final grade reports on my.tcu.edu. In reporting grades directly to students, faculty members are to keep grade information confidential. If graded material is left for students to pick up in the absence of the instructor, it must be placed in sealed envelopes or returned by some other method that preserves confidentiality. Normally, faculty should always complete all grade evaluations before this time period expires. The "I" should never be reported when students have finished all required work.

The Registrar's Office also provides online report forms for faculty to record mid-semester unsatisfactory progress for any student. Directions accompany the form. The faculty member will also want to inform the student of such unsatisfactory progress.

5.9.8 Dean's List

Each fall and spring semester, M.Div., M.T.S., M.A.C.S. students who achieve a grade point average of 3.80 or above in a given semester on a minimum of nine completed graded credit hours are honored by being named to the Dean's List. Students with one or more grades designated as "Incomplete" are ineligible for the Dean's List that semester.

5.9.9 Final Examinations

Each semester the Associate Dean for Academic Affairs' office publishes a schedule for final examinations.

No student will be required to take more than two final exams in a 24-hour period. It will be the student's choice as to which exam is changed and the new time of the exam will be mutually agreeable to the student and the professor but must be taken during the final examination period. Arrangements to change exam times must be made one week prior to the last day of regular class sessions before final examinations begin. Unless the student is graduating, the exam must be taken during final examination week. Rescheduling of final examinations is permitted only for graduating seniors and to meet the 24-hour rule.

Students graduating in May and December must make arrangements to have examinations completed 72 hours prior to commencement exercises.

In recognition of spring and fall final examination schedules and the requirement that grades for graduating students must be reported to the registrar no later than 72 hours prior to graduation, study days will be available for faculty to reschedule final examinations for GRADUATING STUDENTS ONLY. Only final examinations originally scheduled the last two days of final examination week may be rescheduled on the corresponding study day, at the same time of day as originally scheduled.

Final examinations for graduating students originally scheduled for the last two days of final examination week may be rescheduled at times other than on study days. However, if such a rescheduled examination (e.g., rescheduled during first three days of exam week) violates the "two examinations in 24-hours" rule, the rescheduled examination must be the one changed; the student does not have the option to change either of the other two regularly scheduled examinations.

5.10 Transcripts of Academic Records

Students and former students may request official transcripts of their academic record at Brite Divinity School from the TCU Office of the Registrar for a transcript processing fee. All transcript requests must be made by the student and can be requested through transcripts.tcu.edu, my.tcu.edu or be in writing. Official transcripts can be obtained electronically as a pdf file or traditional paper copies can be mailed. Walk-in service is also provided. The Office of the Registrar works to satisfy the transcript request on the day it is received. Electronic pdf requests normally take ½ business day to receive. Transcripts cost \$5.00 each. Transcripts will not be released unless the student has satisfied all financial obligations to the University. Please see www.reg.tcu.edu for further details.

5.11 School Terms

The school is organized for the long term (fall and spring) on a semester basis. The summer school consists of a three-week May term and four modules (each running ten class days) as well as a limited number of four-week and five-week courses. Students may take one course in the May term and one class in each of the first, second, third, or fourth modules. Students may also elect up to two courses in a four or five-week term. Students in four or five-week courses may not enroll in modules meeting during that period. Normally, all summer school course requirements are to be completed by the first day of the next summer school term or module.

On-campus elements of the Doctor of Ministry and Doctor of Philosophy programs consist of fall and spring terms and, for the D.Min., specially-designed one- or two-week courses in October, January, and May.

5.12 First Year Courses

Courses at the 60000 level provide a critical foundation for later study. As a result, students are strongly encouraged to complete 60000 level courses during their initial years of study at Brite Divinity School. In their first year, entering M.Div. students should enroll, at a minimum, in:

- BRIT 60003 Introduction to Ministry Studies
- CHTH 60003 Introduction to Christian Theology I
- CHTH 65003 Introduction to Christian Theology II

The following courses are also appropriate first year courses:

- HEBI 60003 Interpreting the Hebrew Bible and Apocryphal/Deuterocanonical Books
- NETE 60003 Interpreting the New Testament
- CHHI 60013 History of Christianity I, Early and Medieval and/or CHHI 60023 History of Christianity II, Reformation and Modern
- CHET 60013 Introduction to Contemporary Theological Ethics
- Practical theology courses such as PPTH 60003 Congregational Leadership, WRSP 60003 Christian Worship, REED 60003 The Church's Educational Ministry, or PTPC 60003 The Ministry of Pastoral Care

Students who do not take required 60000 level courses as early as possible in their programs risk future schedule conflicts and delay of graduation.

5.13 Normal Student Academic Load

The normal load for a student giving full-time to academic work is nine to twelve hours per semester (exclusive of WRSP 70230^{1/2}). A student serving as minister of a church or doing other equivalent outside work should not register for more than twelve hours per semester. On the basis of excellent grades and by special permission of the Associate Dean for Academic Affairs, a student may enroll for a total of fifteen hours per semester. Students on a two-day schedule must limit their course load to eleven hours (exclusive of WRSP 70230^{1/2}) unless, on the basis of a grade point average of 3.50 or above, the Associate Dean for Academic Affairs grants permission for a registration of more than eleven hours. A student serving a church or doing other equivalent outside work may complete the requirements for the Master of Divinity degree in three years by attending at least one session each summer. A student who wishes to serve as minister of a church or to do other equivalent outside work while in the seminary, and who does not wish to take summer session work regularly, should plan to devote four years to the Master of Divinity degree (maximum load for a five-week summer term is six hours; maximum load for any particular summer "module" is three hours; though a heavy summer load is *not* recommended, students may take up to fifteen hours per summer by taking a maximum load in each segment of the summer schedule).

5.13.1 Course Prerequisite Waiver

A professor may, for cause, waive the stated prerequisite for his or her course. However, if the prerequisite is a required course, that course must still be taken before completion of program.

5.13.2 Advanced Standing

When a student takes an advanced course in an area, whether it had a prerequisite or not, the student may upon satisfactory completion of the course, petition to have the course satisfy the basic course requirement in the area. This requires approval of the faculty member who taught the advanced course and the Associate Dean for Academic Affairs.

5.13.3 Change in Program Requirements

Requests for a waiver of a required course or any other change in program requirements must be submitted in writing by the student to the Office of the Associate Dean for Academic Affairs for decision. The request should include a rationale for the change in program. Changes in program requirements are rare and made only due to extraordinary circumstances.

5.13.4 Courses Taken Outside Brite and TCU

Courses taken outside Brite/TCU

A student wishing to take an elective course outside Brite should petition the Associate Dean in writing. The Associate Dean may approve a graduate level course that reasonably contributes to the student's academic program. Approval to take a course outside Brite to satisfy a Brite degree program requirement is rarely granted and only for exceptional circumstances. A student wishing to take a course outside Brite to satisfy a Brite degree program requirement should petition the Office of the Associate Dean. Departmental approval is normally required in advance. The student should consult the Brite department involved and request a supporting letter to be included with the petition to the Associate Dean.

Courses taken in TCU units

A Brite student who wishes to take a course offered in another unit of Texas Christian University must obtain the appropriate form in the Office of the Associate Dean. The original is signed by a departmental advisor in TCU and returned to the Associate Dean. A duplicate copy of the form should be completed and left at the departmental office. This procedure insures that there is space available for the Brite student in the class and that all course prerequisites have been satisfied (see Appendix E). M.Div. students may take up to 12 elective semester hours of graduate course work in other TCU units; M.T.S. and M.A.C.S. students may take up to 6 elective semester hours and C.T.S. students may not take graduate course work in TCU units for credit toward the certification. Master of Liberal Arts (MLA) courses, however, do not count toward degree programs at Brite. Normally, courses from TCU divisions may be taken following the completion of twenty-one (21) hours of Brite courses.

For students who transfer from another institution to Brite Divinity School, courses taken in TCU units will not count toward the number of semester hours that must be completed at Brite Divinity School for that masters degree.

5.13.5 M.Div. Concentrations

A major concentration of elective courses in Pastoral Theology and Pastoral Care, Black Church Studies or pre-Ph.D. studies is available within the structure of the general M.Div. program. See the M.Div. program description above for particulars.

5.13.6 Course Numbers

Course numbers for masters level students (other than the Th.M.) are 60000 and 70000 level. D.Min. Courses are 80000 level. Th.M. and Ph.D. courses are 90000 level. Th.M students may enroll in 70000 level courses outside of their area of specialization.

5.13.7 Course Offerings

Each faculty member is responsible for cycling required and elective course offerings described in the *Bulletin*. Projections of course offerings are requested and reviewed by the Associate Dean for Academic Affairs' office.

5.13.8 Course Prospectus

Prior to advance registration, the Associate Dean for Academic Affairs requests a prospectus from the faculty for each course offered. The prospectus includes basic information on the following: course number and title, prerequisites, outline of course content, class procedures, summary of requirements, required book list, and grading procedures.

5.13.9 Independent Study Courses

Normally, no more than one 1-3 hour reading course should be taken in any term by any student. Students on academic probation are not usually allowed to register for Independent Study Courses. The guidelines for completion of the course are given to the student by the faculty member offering the course and must be approved by the Associate Dean. Normally independent studies for masters students will not be granted except for exceptional circumstances, specifically (1) students already approved for the Ph.D. track who want to take a course that will help prepare for Ph.D. work, and (2) students in a vocational context that justifies a course not offered in the regular curriculum. An additional exception may be based on a professor's prerogative, with a note from the professor accompanying the independent study form that expresses the professor's wishes. Reading courses are not normally used to meet basic (core) requirements. An Independent Study Course form is available in the Office of the Associate Dean for Academic Affairs and must be completed by the student and the faculty member, and approved by the Associate Dean for Academic Affairs.

5.13.10 Guidelines for Formal Student Papers

The faculty of Brite Divinity School has adopted Guidelines for the Preparation of Term Papers, available in the Office of the Associate Dean for Academic Affairs. Guidelines for Master's Theses, Doctor of Ministry Projects and Theses, and Ph.D. Dissertations are also available. For term papers, the official style manual is Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 7th ed. (Chicago: University of Chicago Press, 2007). In some cases, the Brite "Guidelines," as well as individual faculty, may specify exceptions. Students writing dissertations and theses will follow *The Chicago Manual of Style*, 16th ed. (Chicago: University of Chicago Press, 2010) and/or the *APA Style Guide*; see the Ph.D. or D.Min. Manuals for details.

While Turabian provides basic examples of footnotes, endnotes, parenthetical references, and bibliographic citations, students should refer to *The Chicago Manual of Style*, 16th ed. for more specific examples. In addition, students should refer to *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies* when preparing manuscripts for biblical studies and related fields. For convenience, a copy of Turabian, *The Chicago Manual of Style*, and *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies* is kept at the Library's Reference Desk. Students who require more assistance with Turabian style may consult the Brite Librarian.

Students may not fax papers in order to meet deadlines or for any other purpose.

5.13.11 Audit Enrollment

At Brite Divinity School occasional visitation of classes by students is allowed with the consent of the instructor. In all cases, attendance of more than one-third of the class sessions requires official enrollment as an auditor. Auditors are admitted to classes on space-available basis only. Interested returning students should consult the instructor and the Associate Dean. New students should consult the instructor, the Office of the Associate Dean for Academic affairs, and Brite's Office of Admissions. An audit fee is charged, and written permission of the instructor is required. Full-time Brite Divinity School students, however, as well as faculty spouses, are eligible for

grants equivalent to the audit fee. Normally, no more than one course per semester may be audited under this grant provision.

The only period during which students may register for an audit or change a credit class to audit is from the second day of late registration as published in the Divinity School calendar up to the end of the time period covered by the first one-third of the class sessions. It is recommended that prospective students consult the instructors of courses in which they are interested before they register. Students wishing to audit courses must be admitted for graduate study through the Admissions Office and have written approval of either the instructor of the course for which they wish to register or the Associate Dean.

Classroom recitation and participation may be restricted at the discretion of the instructor; no grade is assigned and no credit is awarded.

If credit is desired, the student must register for and repeat the regular course after paying regular tuition.

If a student switches from credit to audit enrollment for a class, that too may be done no later than the time period covered by the first one-third of the class sessions.

The student's name will appear on the instructor's class roll. In order for "AU" to appear on the transcript, however, the instructor must certify at the end of the semester that the student has attended as an auditor. Audits not approved by the instructor as a final grade will be omitted from the student record.

5.13.12 M.Div., M.A.C.S., M.T.S., Enrollment in D.Min. –Specific Courses.

Doctor of Ministry program-specific courses are open to a limited number of M.Div., M.T.S., and M.A.C.S. students who meet the following requirements: a 3.4 GPA, 35 hours completed in program at the time of application, and the written permission of the instructor and the Associate Dean for Academic Affairs. In addition, certain courses may require prerequisites. The number of M.Div., M.T.S., and M.A.C.S. students in any D.Min.-specific course may be limited at the discretion of the instructor and the Associate Dean for Academic Affairs.

5.13.13 M.Div., M.A.C.S., M.T.S., Enrollment in Ph.D. –Specific Courses

Th.M. students are eligible to take Ph.D.-specific courses. Ph.D.-specific courses are normally closed to M.Div., M.T.S., and M.A.C.S. students. Exceptions are allowed in the area of Biblical Interpretation when students possess proven ability to work at the level of the Ph.D. class. Students must obtain the written permission of the instructor and the Associate Dean for Academic Affairs. The number of M.Div., M.T.S., and M.A.C.S. students in any Ph.D.-specific course may be limited at the discretion of the instructor and the Associate Dean for Academic Affairs. Enrollment of M.Div., M.T.S., and M.A.C.S. students will normally be handled through a different course number.

5.14 Academic Conduct Policy

An academic community requires the highest standards of honor and integrity in all of its participants if it is to fulfill its missions. In such a community faculty, students, and staff are expected to maintain high standards of academic conduct. The purpose of this policy is to make all aware of these expectations. Additionally, the policy outlines some, but not all, of the situations which can arise that violate these standards. Further, the policy sets forth a set of procedures, characterized by a "sense of fair play," which will be used when these standards are violated. In this spirit, this policy outlines below: (1) Academic Misconduct; (2) Procedures for Dealing with Academic Misconduct, and (3) Sanctions. These are not meant to be exhaustive.

I. Academic Misconduct

Any act that violates the spirit of the academic conduct policy is considered academic misconduct. Specific examples include, but are not limited to:

A. Cheating, includes, but is not limited to:

1. Copying from another student's test paper, laboratory report, other report, or computer files and listings.
2. Using in any academic exercise or academic setting, material and/or devices not authorized by the person in charge of the exercise or setting.
3. Collaborating with or seeking aid from another student during an academic exercise without the permission of the person in charge of the exercise.
4. Knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release.
5. Substituting for another student, or permitting another student to substitute for oneself, in a manner that leads to misrepresentation of either or both students' work.

B. Plagiarism

The appropriation, theft, purchase, or obtaining by any means another's work, and the unacknowledged submission or incorporation of that work as one's own offered for credit. Appropriation includes the quoting or paraphrasing of another's work without giving proper credit. Webster's New Collegiate Dictionary defines "plagiarize" as "to steal or purloin and pass off as one's own (the ideas, words, writings, etc. of another)."

Attention is called to the following excerpt from J. Raymond Hendrickson, The Research Paper:

Plagiarism may be conveniently divided into an "intentional" and an "unintentional" variety. The intentional plagiarist--who is, happily, rather rare--simply copies someone else's work and turns it in as his own; he is held in universal contempt--by his teachers, by his fellow students and, one suspects, by himself. The unintentional plagiarist, although he does not really intend to cheat, is also acting dishonestly, perhaps through a misunderstanding of what is required of him, perhaps through distrust of his own powers, perhaps merely through haste and carelessness in taking and transcribing notes. Even a well-intentioned student may be led to borrow unduly and illegitimately from one or more of his sources. When he follows the outline of an article or paper dealing with his topic, when he quotes without using quotation marks or paraphrases closely, when he puts any information or idea into his paper without an acknowledgment of the source from which he obtained it, the student is committing this kind of plagiarism (p. xii).

Hendrickson offers the following precautions against plagiarism:

1. Your paper should be largely in your own words. You get information from your sources, but the expression of it should be your own. Normally not more than 10% of your paper should be direct quotation. If the proportion is higher than this, you should have some exceptional reason.
2. It is not sufficient to credit only long direct quotations. Even short quotations of two or three words should be set off by quotation marks.
3. Do not make merely verbal changes . . . a few omissions, a few substitutions of synonyms, a few changes in the tense of verbs. If you are so near to quoting, it would

be better to give an exact quotation and to use quotation marks. But, in doing so, do not forget the first rule.

4. You must credit the source from which you took every fact, idea, or argument which is not your own.
5. You must credit the source from which you actually got the material, not the original source from which your source got it. As much as possible, you should verify the material in the original source; when you have done so, you may cite the original source as your own (pp. xiv-xv).

C. Copyright Infringement and Fair Use Laws

Copyright infringement is the unauthorized duplication of copyrighted information or data and software packages as defined by federal law. Copyright infringement is discussed in more detail in this Handbook in section 3.6 Computing Resources Policy.

Fair Use Laws. The fair use of copyrighted material is not an infringement of copyright. Section 107 of U.S. Copyright law lists four factors in determining fair use in specific instances. These factors include the purpose of the use, the nature of the copyrighted work, the amount of the work used, and the effect of the use upon the work being utilized. The Mary Couets Burnett Library website states: "You may, as a faculty member or student, make a single copy of a chapter, article, short story, short essay, short poem, chart, graph, diagram, drawing, cartoon, or picture for your private study and research without seeking permission." More specific information about fair use and copyright law is available at the library's Reference Desk.

D. Collusion

The unauthorized collaboration with another in preparing work offered for credit.

E. Abuse of Resource Materials

Mutilating, destroying, concealing, or stealing such materials.

F. Computer Misuse

Unauthorized or illegal use of computer software or hardware through the TCU Computer Center or through any programs, terminals, or freestanding computers owned, leased, or operated by Brite or TCU or any of their academic units for the purpose of affecting the academic standing of a student.

G. Fabrication and Falsification

Unauthorized alteration or invention of any information or citation in an academic exercise or academic setting. Falsification involves altering information for use in any academic exercise or academic setting. Fabrication involves inventing or counterfeiting information for use in any academic exercise or academic setting.

H. Multiple Submission

The submission by the same individual of substantial portions of the same academic work (including oral reports) for credit more than once in the same or another class without authorization.

I. Complicity in Academic Misconduct

Helping another to commit an act of academic misconduct.

J. Bearing False Witness

Knowingly and falsely accusing another student of academic misconduct.

II. Procedures for Dealing with Academic Misconduct

A. Definitions

1. "Day" refers to a school day on which classes are meeting.
2. "Dean" refers to the Brite Dean.
3. "Associate" Dean refers to the Brite Associate Dean for Academic Affairs.
4. "Faculty" refers to the instructor of the course in which the suspected academic misconduct occurred.
5. "Advisor" refers to any person selected by the student who accompanies the student during formal hearings. The advisor may speak with the student but may not actively participate in the hearings.
6. "The Program Committee" refers to the program committee which has responsibility for the degree or certificate program in which the student is enrolled (Masters, Certificate, D.Min., or Ph.D.).

B. Investigation and Initiation

1. Students who know of an act of academic misconduct should report the incident to the faculty member teaching the course. The faculty member will obtain the basic facts of the allegation and ask the student reporting the misconduct to write and sign a statement of facts. The name(s) of the student(s) reporting suspected academic misconduct will remain confidential during the informal faculty/student meeting, but must be revealed to the accused student if the resolution proceeds beyond the faculty member and the accused student.
2. Faculty who suspect academic misconduct or who have academic misconduct reported to them must initiate an investigation and meet with the accused student within five (5) days of becoming aware of the incident. A faculty member who is made aware by another person of an act of academic misconduct has the responsibility to investigate the allegation, and, if warranted, pursue the issue as outlined below (C. 1).
3. In instances where the suspected academic misconduct is discovered during an academic exercise, the faculty member has the right to suspend immediately the student involved in the alleged activity from further work on the academic exercise.
4. A student, once accused of academic misconduct, will proceed in the course without restriction until resolution of the issue or until the Dean has taken an action as specified in III.B that removes the student from the course.
5. An "I" grade should be given by the instructor if the alleged misconduct occurs near the end of a semester, for example, during finals, and a sanction outlined in section III has not been applied by the instructor or the Dean.
6. If more than one student is accused of the same act of misconduct (e.g., giving and receiving aid), each individual student is guaranteed the right to have the cases heard separately. With each student's permission, the cases can be combined. The faculty/student conference (C.1) is excepted from this requirement.

C. Resolution

Faculty members will report in writing to the Associate Dean all cases of academic misconduct. This written report will be placed in the student's file. This is the first step to be taken in resolving an incident of suspected academic misconduct. The Associate

Dean may increase the severity of faculty sanctions based upon knowledge of previous academic misconduct.

1. Meeting Between Faculty Member and Student.

- a. Within five (5) days of suspecting misconduct, the faculty member will hold a meeting with the student. At this meeting, the faculty member will inform the student of all allegations against him or her and present any information supporting the allegations.
- b. The student will be given the opportunity to respond to the allegations. The student has the right not to respond.
- c. The faculty member will decide whether or not academic misconduct has occurred, and if warranted, apply any combination of sanctions in III.A below, or refer the matter to the Dean for more severe sanctions (probation, suspension, or expulsion). Findings of academic misconduct are based on the preponderance of the evidence.
- d. The faculty member will notify the student in writing of his or her decision and will send copies to the Dean. Any such copies of the findings will be kept on file in the Dean's office.

2. Meeting with Associate Dean. This meeting takes place when the student wishes to appeal either the findings of the faculty member or the severity of the sanction(s). It also takes place in cases where the faculty member recommends sanctions in addition to those listed in III.A.3 and 4 or if the student has been found guilty of academic misconduct previously.

- a. Within five (5) days of being notified by the faculty member of the disposition of the incident of academic misconduct, the student may request a meeting with the Associate Dean.
- b. The Associate Dean will become acquainted with the facts and meet with the parties involved in the case. All parties possess the right to meet with the Associate Dean without others being present.
- c. The Associate Dean may either support or reverse the findings of the faculty member, and may lessen the sanction(s) imposed by the faculty member even while supporting the findings. The Associate Dean may also increase the severity of the sanction(s).
- d. The Associate Dean will notify the student and faculty member of his or her decision in writing and may send copies to the faculty member and the Dean. Any such copies of the findings will be kept on file in the student's permanent academic file.

3. Program Committee (Masters or Advanced Programs, whichever is appropriate).

- Should the student wish to appeal the decision of the Associate Dean, he or she has the right to request a hearing before the appropriate program committee in the Divinity School.
- a. The student must request this hearing by submitting an appeal letter to the chair of the appropriate committee no later than five (5) days from the date of receiving written notification of the Associate Dean's finding.

- b. Upon receipt of the appeal letter, the chair of the appropriate committee may request materials from the student, the faculty member, and the Associate Dean.
- c. The appealing student has the right to appear before the appropriate program committee. The student may bring one person with him or her as an advisor. The advisor may not speak for the student or to the committee. The advisor may only speak with the student. The student must inform the Dean's office five (5) class days in advance if his or her advisor is an attorney in order for the Divinity School also to have an attorney present. Each party shall bear the expense of his or her legal counsel. Legal counsel is to provide counsel only and may not participate directly in the meeting. The meeting is an administrative hearing, not a court proceeding, and is not subject to the procedures or practices of a court of law.
- d. The members of the program committee will examine the evidence and interview those parties they deem appropriate, and render a final recommendation to the Dean. Generally, the Dean will accept the committee's recommendation. The recommendation should be implemented in a timely manner. If the Dean rejects the conclusions or declines to implement all aspects of the recommendation of the committee, a written statement giving reasons for the rejection shall be issued to both parties and the committee. This rejection shall be delivered as soon as possible.

III. Sanctions

In cases of academic misconduct, the faculty member may elect any one or more of the actions specified in this Academic Conduct Policy, III.A. 2-4. In cases of academic misconduct, the Dean, the Associate Dean, and the Program Committee may elect any one or more of the actions specified in the Academic Conduct Policy, III.B. 2-5.

- A. By the faculty member:
 - 1. Grant no credit for the examination or assignment in question (treated as a missed assignment).
 - 2. Assign a grade of F (or a zero) for the examination or assignment in question.
 - 3. Recommend to the Associate Dean that the student be dropped immediately from the course with a grade of F.
 - 4. Recommend to the Associate Dean that the student be placed on probation, suspended or expelled from the Divinity School.
- B. By the Dean, Associate Dean, or Program Committees:

(Previous academic misconduct will be taken into account when either the Associate Dean, appropriate Program Committee, or Dean considers sanctions for academic misconduct.)

 - 1. Apply sanctions in III.A.
 - 2. Drop student from the course with a grade of F. This grade cannot be changed by student-initiated withdrawal and the grade will be included in the computation of the GPA even if the course is repeated.
 - 3. Place the student on disciplinary probation at the Divinity School for a specified period of time.
 - 4. Place the student on suspension from the Divinity School for a specified period of time.
 - 5. Expel the student from the Divinity School.
 - 6. In a case where the Associate Dean or Dean as defined above is not the Dean of the college in which the student is primarily enrolled, he or she shall normally recommend to the Vice Chancellor for Academic Affairs that the student be placed on probation, suspended or expelled.

5.15 Academic Probation and Academic Dismissal

Brite Divinity School's probation and academic dismissal policy is composed of the following policies:

1. If a student's cumulative GPA falls below 2.50, or if a student receives a grade of "F" in any three- or four-credit hour course, the student will be placed on academic probation.
2. All students on academic probation are limited to an enrollment of nine hours per semester.
3. If a student's cumulative GPA falls below 2.50 for two consecutive semesters, or if a student receives a grade of "F" in any three- or four-credit hour course for two consecutive semesters, the student will receive notice of academic dismissal from Brite Divinity School.
4. If a student's cumulative GPA falls below 2.50, or if a student receives a grade of "F" in any three- or four-credit hour course three times while in program (non-consecutive semesters), the student will receive notice of academic dismissal from Brite Divinity School.
5. Normally, if a student receives a grade of "F" in any two courses that meet core or distributive requirements in any masters program, the student will receive notice of academic dismissal from Brite Divinity School.
6. Students who enter a Brite degree program on probation must complete nine graded semester hours work with a cumulative GPA of 2.50 or above before they will be removed from probationary status.
7. Students on academic probation are not usually allowed to register for courses taught by adjunct faculty (whether during a regular semester or during the summer).
8. Students on academic probation are not usually allowed to register for Independent Study Courses.
9. If a student completes at least two summer modules of work (six semester hours or more), the summer's work will count, for academic probation purposes, as the equivalent to a fall or spring semester of work at Brite Divinity School (the Summer Semester includes work taken during the May module).
10. Students who are admitted to Brite Divinity School on academic probation may be denied tuition grants. Students placed on academic probation after completing at least one semester's work are normally subject to an immediate reduction in student aid to no more than 50% tuition.
11. Normally, if students who enter on probation do not achieve a 2.50 GPA their first semester, they will not be allowed to continue in program.

Students may be withdrawn from individual courses for lack of academic progress on the recommendation of the faculty member and the approval of the Dean or Associate Dean for Academic Affairs. Students who fail to make satisfactory academic progress toward degree completion may also be denied tuition grants or have current tuition grants reduced. Students may be dismissed from the Divinity School at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress.

5.16 Policy on Disruptive Behavior, Lack of Academic Progress, and/or Misconduct

Disruptive behavior is prohibited, and it includes but is not limited to conduct that substantially interferes with or obstructs the teaching or learning process. Civil expression of disagreement with the course instructor, during times when the instructor permits discussion, is not itself disruptive behavior and is not prohibited.

When any student, acting individually or in concert with others, obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged on behalf of either Brite Divinity School or Texas Christian University or held on the Divinity School's or the University's premises, the student may be asked to stop the disruptive behavior by an instructor or staff of the Divinity School or University. If the student continues, an instructor/staff member is authorized to tell the student to leave the area or classroom and, if the student will not leave, to call campus police.

The instructor/staff may immediately call campus police, without prior request to the student, if presented with an unsafe situation, threatening behavior, violence, or in other appropriate circumstances.

References to "academically related misconduct" in this policy are intended to cover broadly matters not covered in Brite Divinity School's Academic Conduct Policy.

1. Withdrawal of Student From Class or Other Educational Experience

When a student disrupts a class or other educational experience, acts in a threatening manner, is not making acceptable academic progress, or if the student's behavior or lack of preparation is detrimental to the educational experience of others or could create an unsafe condition, or if the student is compromising the learning environment, or if the student engages in academically related misconduct, the instructor may additionally take action to withdraw the student from the class or educational experience.

To do this, the instructor shall provide the student written notice of intent to withdraw the student from the class or educational experience, with an explanation of the instructor's reason(s), and with a copy to the Associate Dean of Student Affairs. The notice should schedule a meeting with the student and the appropriate Dean to occur within 7 days of the notice. The instructor may bar the student from the class or educational experience pending the result of the meeting, and the written notice should advise the student if there is such a bar. At the meeting, the student may have one observer. Following the meeting, the instructor shall decide whether to withdraw the student from the class or educational experience, and if a student is withdrawn, his grade shall be reported as "withdrawn with a grade of F." The student may appeal this decision within 7 days in writing to the Dean of the Divinity School. During the student's appeal, the student remains withdrawn from and is barred from attending the class. The Dean's decision on this appeal is final.

2. Denying Enrollment, Suspension, Expulsion, and other Appropriate Action

When a student disrupts a class or other educational experience, acts in a threatening manner, is not making acceptable academic progress, or if the student's behavior or lack of preparation is detrimental to the educational experience of others or could create an unsafe condition, or if the student is compromising the learning environment, or engages in academically related misconduct, or if the student has acted contrary to the professional or ethical standards of the Divinity School or University, a Department thereof, or a particular field, the Dean, or the Dean's designee, may additionally:

- a. deny class enrollment to the student; or

- b. suspend or expel a student from the Divinity School or from one or more of its programs;
- c. take other appropriate action.

The student affected by such a decision by the Dean, or the Dean's designee, may appeal in writing within 7 days to the Program Committee (Masters, Advanced Programs, whichever is appropriate). The decision of the Dean (or designee) remains in place during the pendency of the appeal. The decision of the Program Committee (Masters, Advanced Programs, whichever is appropriate) on the matter is final.

A student so suspended or expelled shall have a grade of "F" or a designation of "Q" recorded for each course in progress as determined appropriate by the Dean, and the transcript will not record suspension or expulsion.

3. Non-Students and Non-Enrolled Students

Non-students and students not enrolled in class may be permanently removed by an instructor of the class, without formal review. Non-students who disrupt Divinity School or University activities may be removed from campus and banned from returning.

4. Other

Although some disruptive behavior may be due to a mental or physical disorder, as it relates to violence, disruptive, or threatening behavior, students with such disorders will be held to the same standards as others.

Nothing in this policy limits a person, including but not limited to an instructor, Dean, Associate Dean, Assistant Dean, or other appropriate person from referring a matter to the Office of the Dean of Brite Divinity School or the University's Office of the Dean of Campus Life or pursuing disciplinary action against a student through the Brite Divinity Code of Conduct, or the University's Office of the Dean of Campus Life.

This policy is not intended to limit any authority on the part of any authorized Divinity School or University employee, staff member, official, Vice Chancellors, Chancellors, President, member of the Board of Trustees, or a member of the Office of the Dean or the Office of the Dean of Campus Life, to address behaviors covered by the policy.

5.17 Student-Initiated Withdrawal and Refund Policy

The purpose of student-initiated withdrawal from courses is to enhance the learning opportunity in a program of study. In cases when a student may lack the background needed for the mastery of course content, the subject matter in a course does not match student need or interest as anticipated, or course requirements will limit effective appropriation of learning in a semester's over-all program of study, a student may officially withdraw from a course in accordance with the policy stated below.

Mere absence from a class does not constitute withdrawal. In order to withdraw from a course, a student must follow official established procedure.

During the withdrawal period stipulated in the *Brite Divinity School/TCU Calendar* in each semester, students may elect to withdraw from any class according to standard procedures. The date of withdrawal for all purposes, including tuition adjustment, shall be the date of official withdrawal. There will be no withdrawals after the withdrawal period.

For a fall or spring semester, a student who withdraws from a course on or before the semester's fifth day of classes may receive a 100 percent tuition refund. If withdrawal from a course occurs on or before the semester's tenth day of classes, a 75 percent tuition refund is made. A 50 percent tuition refund is made upon withdrawal from a course on or before the semester's fifteenth day of classes, and a 25 percent tuition refund is made if withdrawal occurs on or before the semester's twentieth day of classes. No refunds are made after the semester's twentieth day of classes, although students may withdraw without a refund until the final withdrawal date posted on the academic calendar.

The summer session refund and withdrawal schedule varies according to the length of the class. Students enrolled in a one week course may withdraw from the course on the first class day for a full refund. No refunds or withdrawals are permitted after the first class day of one week courses. Students enrolled in summer courses longer than one week may receive a 100 percent tuition refund if withdrawal occurs on or before the second class day. A 75 percent refund is made upon withdrawal on or before the third class day and a 50 percent refund is made upon withdrawal on or before the fourth class day. If withdrawal occurs on or before the fifth class day, a 25 percent refund is made. No refunds are made after the fifth class day of summer session courses. The final day to withdraw from two week courses is the fifth class day. Students may withdraw from three week courses on or before the eighth class day and from five week courses on or before the thirteenth class day.

Normally fees are not refunded when a student withdraws from a course.

Calendar dates and refund percentages for the fall and spring semesters are noted in the *Brite Divinity School/TCU Calendars*.

If adding a course during the ADD/DROP period, check with the Office of the Associate Dean for Academic Affairs for space availability. Usually no additions are permitted after classes begin.

Any student who experiences unusual hardship may seek special consideration through a written petition to the Associate Dean of the Divinity School. Petitions should, where possible, be documented with supporting statements from a physician. That a student is doing unsatisfactory work in a course will not be taken as sufficient reason for special consideration. If, in the judgment of the Associate Dean, the request is justified, a grade of "Q" (dropped with the Associate Dean's permission) may be assigned by the Associate Dean after consultation with the instructor of the course. The Associate Dean will notify the Office of the Registrar. A copy of the "Q" grade assignment will also be placed in the student's academic file and sent to the instructor and the Dean.

Students who withdraw from all classes at Brite Divinity School, and remain unregistered over the course of two full semesters, must formally apply through Brite's Office of Admissions for readmission to Brite Divinity School.

5.18 Transfer Students and Transfer of Credit Hours

Students wishing to transfer from other seminaries to Brite Divinity School follow the basic application procedure. In addition, a student applying for transfer from another fully accredited theological seminary is requested to attach a "Statement of Explanation and Purpose" for the proposed transfer. A student seeking to transfer must also have a letter from the seminary indicating "student in good standing" status. After a transfer student has been admitted, the student may petition the Office of the Associate Dean for Academic Affairs to receive transfer credit toward the Brite degree. Transfer students seeking transfer credit must complete a "Transfer Credit Request Form" which is available in both the Office of Admissions and the Office of the Associate Dean for Academic Affairs. The material requested at the bottom of that form (including course descriptions and other catalog information) must be submitted by the student

before transcripts will be reviewed by the Associate Dean for Academic Affairs. Once all materials are complete and turned into the Office of the Associate Dean for Academic Affairs, the transcript will be evaluated to determine (a) the total number of hours that may be accepted for transfer credit, and (b) the transferred courses that meet Brite degree program requirements. Only the courses with a grade of B- or better, and courses normally completed within the last seven years, will be accepted for credit. Please note: A copy of the appropriate seminary catalog must be forwarded to the Associate Dean for Academic Affairs for transfer credit evaluation.

Applicants with a completed degree from a fully accredited theological seminary may apply for transfer consideration for up to one-quarter the number of hours completed for the previous degree. Transfer credit will be considered under the following conditions: (1) These applicants will be required to complete with the faculty of Brite Divinity School at least sixty semester hours for the M.Div. degree; (2) graduate credit earned at a fully accredited seminary must be compatible with the curricular structure of Brite Divinity School programs in order to receive semester hour transfer; (3) normally Brite Divinity School does not accept for transfer any hours completed more than seven years prior to enrollment; and (4) normally hours which are part of a completed degree are not transferable into the M.T.S., M.A.C.S., Th.M., or C.T.S. programs.

Applicants with a completed non-seminary graduate degree who petition for transfer consideration will be reviewed on a case by case basis. Normally no more than six semester hours credit will be granted toward the M.Div. degree. Brite Divinity School does not accept the transfer of any hours completed more than seven years prior to enrollment. Applicants with non-seminary credits which did not contribute to a completed degree program may be eligible to receive a maximum transfer credit of six semester hours toward the M.Div. program and three semester hours toward the M.T.S., M.A.C.S., and Th.M. programs. In all cases, these hours must be compatible with the purposes and the curricular structures of these Brite programs in order to receive semester hour transfer credit.

Students, once accepted into a degree program at Brite Divinity School, may occasionally take courses in other seminary or graduate programs. Academic credit in such cases will be limited to twelve hours for the M.Div. program, six hours for the M.T.S. and M.A.C.S. programs, three hours for the Th.M. program, and three hours for the C.T.S. program. Students who transfer hours from another institution upon entering Brite may be limited in the number of additional hours they may take at another institution. Hours taken at another institution while enrolled at Brite will be added to any hours transferred to Brite upon matriculation. The combination of transferred hours must be less than fifty percent of the hours required for the degree. In all cases, only elective credit will be granted for such course work. The twelve-hour limitation placed on the M.Div. program does not include C.P.E. courses. All arrangements for credit must be preapproved by the Office of the Associate Dean for Academic Affairs.

In all cases, a student who transfers from another institution to the M.Div. program must complete at least forty-one semester hours in Brite Divinity School to receive a degree. A student may transfer no more than twenty-three of the credit hours necessary for the Master of Theological Studies degree and Master of Arts in Christian Service degree, or nine semester hours for the Master of Theology degree or the Certificate of Theological Studies. Normally, a transfer student must complete the final twenty-five semester hours of the M.T.S. and M.A.C.S. programs, fifteen semester hours of the Th.M. program, or twelve hours of the C.T.S. program at Brite Divinity School directly under the supervision of the Brite faculty (C.P.E. work is not normally under the direct supervision of Brite faculty and will not count toward this requirement.)

5.19 Readmitted Students and Credit Hours

Students who fail to register for two or more full semesters in succession must file an application for readmission, and be officially readmitted, before permission to register may be granted. Course work at Brite Divinity School that is more than seven years old for the M.Div., M.A.C.S., M.T.S., and Ph.D. programs, or more than five years old for the C.T.S., Th.M., and D.Min.

programs, by the filing of the degree program for graduation, normally will not be counted toward the degree. Grades for these courses will not be counted in the cumulative grade point average.

5.20 Instructional Attendance Policy

The Divinity School attendance policy is that regular and punctual class attendance is essential and no assigned work is excused because of absence, no matter what the cause. Records of class attendance are kept by faculty. When an accumulation of absences reaches the point of endangering a student's academic status, the faculty member should report this situation to the Dean and the Associate Dean for Academic Affairs. An instructor should not assume that continued absence from class indicates an official withdrawal until notified by the Registrar of the University that the student has withdrawn.

When a student is absent to represent the Divinity School, then official Divinity School absence may be granted by the Office of the Dean or the Associate Dean for Academic Affairs. Faculty and staff who wish to have an activity sanctioned for official Divinity School absence status must submit the names of all students, including date and hours absent from campus, to the Associate Dean for Academic Affairs no later than one week prior to the date of the activity. The Associate Dean for Academic Affairs reviews and approves the request as appropriate and forwards the names for publication and distribution to all Brite faculty. Faculty members are required to permit students to make up work missed because of official Divinity School absences.

Serious illness or family emergencies may be verified by the Office of the Associate Dean for Academic Affairs but are not considered official absences. Illnesses that will be verified are those involving hospitalization, or catastrophic accidents or illness. When a serious illness or emergency has been verified, each instructor should assist the student to make up any missed work. Time lost through such absences should not prejudice class standing. Faculty members should specify the appropriate time frame for making up missed work.

Students who miss an instructional experience are expected to meet with faculty to discuss their absence as soon as possible. Faculty may permit a student to make up missed work or assess a penalty for class absence.

5.21 Library Conduct Policy

Students of Brite Divinity School are expected to be familiar with and adhere to the published academic policies, rules, regulations, and procedures of Brite Divinity School and Texas Christian University. This is a reminder that personal conduct in the Library is subject to the "Standards of Professional Behavior" published in this handbook. In addition, the "Academic Conduct Policy" published in this handbook includes all resources of the Mary Couets Burnett Library. Please be aware of the following:

- Students are advised not to loan borrowed Library resources to others for use. Likewise, students may not give their TCU identification cards to others—including spouses, children, siblings, or friends—for the purpose of borrowing resources from the Mary Couets Burnett Library. In *all cases*, the student is responsible for the return or replacement of items charged to the student's account.
- Writing notes or comments in materials, highlighting, removing contents, or marking contents by folding corners or pages is considered an abuse of resource materials. Likewise, students are not to hide, conceal, or otherwise make unavailable for use any reference, reserve, or circulating material. *No resource* is to be removed from the Library or stored in lockers or carrels unless properly processed by Library Circulation Staff.

- Unless designated as a public access terminal, all computers in the Library are for the sole use of current students, faculty, and staff of Texas Christian University. Use of such equipment is restricted to activities associated with the academic process as outlined by the "Computing Resources Policy" of Brite and Texas Christian University. Students may not loan their TCU identification numbers, passwords, or PINs to others—including spouses, children, siblings, or friends—for the purpose of accessing restricted University computer accounts or Library databases. Students assume full responsibility for the appropriate use of computing resources accessed with their TCU identification numbers. In some cases, students may be required to reimburse the University for electronic services or data delivery fees associated with unauthorized or non-University related computer use.

5.22 Recommendations Concerning Manuscript Preparation and Computer Usage

For manuscript preparation see *5.13.10 Guidelines for Formal Student Papers*.

Responsibility

"The writer is responsible for the correct presentation of the entire paper—all the preliminary, illustrative, and reference matter as well as the text" (13.1). See Turabian 13.2-13.26 on manuscript preparation and cautions about software selection.

Equipment

The ability to render special characters can be a distinct advantage in the preparation of some papers. For example, being able to type Greek and/or Hebrew characters in an exegesis paper would be helpful.

Footnotes

The power and flexibility to create and edit footnotes varies considerably from software to software. "At the very least, a program should be able to place superscript numbers at the ends of referenced words and to single-space and double-space on the same page, so that notes at the bottom of the double-spaced text can be single-spaced, with a blank line between notes" (13.17). Professors may require only endnotes in the preparation of papers.

Printing

Printed text should be clear, clean and easy to read, and "near letter quality," not "draft" or "medium quality."

5.23 Financial Arrangements

Awards and Grants

Through the generosity of dedicated friends of Brite Divinity School and Texas Christian University, significant awards and grants are available for graduate professional theological education.

Students admitted to Brite Divinity School who fail to make satisfactory academic progress toward degree completion may be removed from program
Tuition grants and awards are available for the summer terms.

M.Div. Program

Master of Divinity students who are academically qualified, committed to service of the church, and who show high promise for Christian leadership are eligible for grants through the following awards programs. All awards programs may be adjusted during a student's program based upon a variety of factors, including strength of academic performance, financial need, and continued demonstration of promise for ministry.

The Arthur Vining Davis Foundations Fellowships provide full tuition and an annual stipend of \$10,000 to highly qualified Master of Divinity students with distinguished academic records and potential for leadership in church and world. Fellowships are renewable for two additional years. Full-time enrollment, maintenance of at least a 3.80 GPA, leadership in the life of the Brite community, and participation in denominational oversight programs related to the student's affiliation are necessary for award continuance.

The Dean's Scholars Program provides that new Master of Divinity students, selected on a competitive basis, may be recognized each year as Dean's Scholars. The awards will provide full tuition and a renewable stipend of \$5,000. In order to be considered for this award an individual should have achieved an undergraduate GPA of at least 3.80, have a previous leadership record, be able to give evidence of promise for ministry, and have an affiliation with the Christian Church (Disciples of Christ). A personal statement, letters of reference, and personal interview are also required. The tuition award is renewable for a maximum of four years and the stipend for a maximum of three years. Full-time enrollment, maintenance of at least a 3.80 GPA, leadership in the life of the Brite community, and participation in denominational oversight programs related to the student's affiliation are necessary for award continuance.

The Brite Divinity School Scholars Program provides, on a competitive basis, that new Master of Divinity students who hold baccalaureate degrees from TCU may be recognized as Brite Divinity School Scholars. The award will provide full tuition and a renewable stipend of \$5,000. In order to be considered for this award an individual should have achieved a TCU undergraduate GPA of at least 3.80, have a previous leadership record, and be able to give evidence of promise for ministry. A personal statement, letters of reference and personal interview are also required. The tuition award is renewable for a maximum of four years and the stipend for a maximum of three years. Full time enrollment, maintenance of at least a 3.80 GPA, leadership in the life of the Brite community, and participation in denominational oversight programs related to the student's affiliation are necessary for award continuance.

The Colby D. Hall Awards Program provides, on a competitive basis, awards to new students each year which include full tuition and a renewable stipend of \$2,000. The tuition award is renewable for a maximum of four years and the stipend for a maximum of three years. Consideration for this award requires an undergraduate GPA of at least 3.70, a previous leadership record, and promise for ministry. A personal statement and letters of reference will also be required. Full-time enrollment, maintenance of at least a 3.70 GPA, and participation in denominational oversight programs related to the student's affiliation are conditions for continuance.

The D. Ray Lindley Awards Program provides awards each year to new students which include full university tuition plus a renewable stipend of \$1,000. The tuition award is renewable for a maximum of four years and the stipend for a maximum of three years. Awarded on a competitive basis, the D. Ray Lindley Program requires an undergraduate GPA of at least 3.60, a previous leadership record, and promise for ministry. A personal statement and letters of reference are also required. Award continuance requires full-time enrollment, the maintenance of at least a 3.60 GPA, and participation in denominational oversight programs related to the student's affiliation.

The Elmer D. Henson Awards Program provides a basic grant to seminarians of anywhere from 50% through 80% (with a limited number equaling 90-100%) of tuition for all required graduate study. Students must have a solid academic record at the baccalaureate level, a previous leadership record, financial need, and promise for ministry. Maintenance of a satisfactory academic record at Brite and participation in denominational oversight programs related to the student's affiliation are necessary for award continuance.

M.A.C.S., M.T.S., Th.M., and C.T.S. Programs

Master of Arts in Christian Service, Master of Theological Studies, Master of Theology, and Certificate of Theological Studies students who are academically qualified, show promise for leadership and service in congregation and community, and demonstrate financial need are eligible for tuition grants.

Doctor of Ministry Program

Doctor of Ministry students are eligible to receive from Brite Divinity School tuition grants equivalent of up to the full amount of tuition. Further information is available from the Associate Dean for Academic Affairs.

Ph.D. Program

Students in the Ph.D. program are eligible to receive from Brite Divinity School tuition grants equivalent of up to 100% of tuition. Stipends from \$1,000 to \$12,000 are available to some students based on academic credentials and potential. Further information is available from the Associate Dean for Academic Affairs.

Ph.D. in Biblical Interpretation

The William Baird Fellowship was established in honor of the Christian Church (Disciples of Christ) New Testament scholar, historian, and distinguished member of the Brite Divinity School faculty. The fellowship includes full tuition, a renewable stipend, and eligibility for a student assistantship of \$1,500. The award is renewable for a maximum of four years.

The Walter Harrelson Fellowship was established in honor of the noted Christian Church (Disciples of Christ) Hebrew Bible scholar and dean of the Vanderbilt University Divinity School. The fellowship includes full tuition, a renewable stipend, and eligibility for a student assistantship of \$1,500. The award is renewable for a maximum of four years.

The James Philip Hyatt Fellowship was established in honor of the Christian Church (Disciples of Christ) Hebrew Bible scholar and first dean of the Disciples House at Vanderbilt University. The fellowship includes full tuition, a renewable stipend, and eligibility for a student assistantship of \$1,500. The award is renewable for a maximum of four years.

The M. Jack Suggs Fellowship was established in honor of the distinguished Christian Church (Disciples of Christ) New Testament scholar and dean of Brite Divinity School. The fellowship includes full tuition, a renewable stipend, and eligibility for a student assistantship of \$1,500. The award is renewable for a maximum of four years.

The Herbert Lockwood Willett Fellowship was established in honor of a noted biblical scholar among the Christian Church (Disciples of Christ) and first dean of the Disciples House at the University of Chicago. The fellowship includes full tuition, a renewable stipend, and eligibility for a student assistantship of \$1,500. The award is renewable for a maximum of four years.

Ph.D. in Pastoral Theology and Pastoral Care

The William Clayton Bower Fellowship was established in honor of an influential Christian Church (Disciples of Christ) educator of the College of the Bible and University of Chicago. The fellowship includes full tuition, a renewable stipend, and eligibility for a student assistantship of \$1,500. The award is renewable for a maximum of four years.

The Edward Scribner Ames Fellowship was established in honor of a Disciples scholar who was a leading figure in the “Chicago School” of theology. The fellowship includes full tuition, a renewable stipend, and eligibility for a student assistantship of \$1,500. The award is renewable for a maximum of four years.

The Charles F. Kemp Fellowship was established in honor of a distinguished Brite Divinity School faculty member who established the Pastoral Care and Counseling Center and Program at Brite Divinity School. The fellowship includes full tuition, fees, a renewable stipend, and eligibility for a student assistantship of \$1,500. The award is renewable for a maximum of four years.

The Mattie Hart Younkin Fellowship was established in honor of a Christian Church (Disciples of Christ) leader in organizing women’s participation in the National Benevolent Association (1889). The fellowship includes full tuition, a renewable stipend, and eligibility for a student assistantship of \$1,500. The award is renewable for a maximum of four years.

Limits of Awards and Grants

Tuition grants are provided for all students through the completion of their regular programs. However, financial aid is limited to three hours beyond the degree requirements in the M.A.C.S., M.T.S., Th.M., C.T.S., and D.Min. programs, and is limited to six hours beyond the degree requirements in the M.Div. and Ph.D. programs.

Brite Endowed Scholarships

A number of named scholarships and designated scholarships are assigned each year out of revenue from Brite endowed scholarship funds and ministerial education funds. Special application for these grants and scholarships is not required, since they support the regular financial assistance programs.

Federal Student Financial Aid

Brite students may be eligible for the Federal Stafford Loan program by filing the Free Application for Federal Student Aid at www.fafsa.ed.gov. Brite students may also have eligibility for the Federal Graduate PLUS Loan or for private loans. Further information is available at www.financialaid.tcu.edu. Students are encouraged to borrow no more than is absolutely necessary to cover their educational costs.

Applicants selected for verification will be required to submit a copy of the previous year’s federal tax return. Additional documents may be required in individual cases. Contact the Graduate Financial Aid Advisor in the Office of Scholarships and Student Financial Aid for additional information. The following Financial Aid Satisfactory Academic Policy applies to graduate students receiving federal aid (including loans).

All students are required to maintain certain requirements to receive federal financial aid. Credit hours attempted, credit hours completed and Brite grade point average are reviewed in consultation with the academic dean, to determine whether satisfactory progress is being maintained.

Other Scholarships/Loan Funds

Student Assistantships. A limited number of student assistantships are awarded to students who provide assistance to professors or staff with instructional, administrative or research

responsibilities. Normally, these assistantships are awarded to full time students. Application may be made through the Office of the Associate Dean for Academic Affairs.

Brite Loans. Students may obtain short-term loans from funds which have been provided by several dedicated persons and organizations. Arrangements for these loans are made through the Office of the Associate Dean.

Further information on numerous grant and loan sources administered by agencies and organizations outside the Divinity School is available through the Fund for Theological Education at www.fteleaders.org/fundfinder.

Tuition and Fees

The following charges are for the 2011-2012 academic year. Costs are likely to change each year. Current charges are available from the Office of the Director of Admissions.

Tuition: Brite Divinity School tuition in 2011-2012 is \$803 per semester hour. The basic Brite tuition grant under provisions of the Elmer D. Henson Awards Program is available to all qualified and admitted students in the Master of Divinity program. That grant normally provides from 50-80 percent of tuition, or, in 2011-2012, \$401.50-\$642.40 per semester hour. The student's cost is \$160.60-\$401.50 per semester hour. Scholarship assistance is also available for Master of Arts in Christian Service, Master of Theological Studies, Master of Theology, Certificate of Theological Studies, Doctor of Ministry and Doctor of Philosophy students.

NOTE: Tuition grants will be awarded for all the hours required for the student's degree program plus an additional three hours (M.A.C.S., M.T.S., Th.M., C.T.S., and D.Min.) or six hours (M.Div. and Ph.D.) should a student be required either to repeat courses or to choose to take courses beyond the number required for a degree. For credit hours beyond this limit, the student will be expected to pay full tuition. Ph.D. students are also eligible for remission of audit fees for up to two audit courses. All such courses must be related to the student's program, and must be approved by the Associate Dean for Academic Affairs.

Regular Fees (per semester)

- Brite Student Government Fee..... \$20
- Divinity School Fee(9 or more hours) \$950

For part-time students (less than nine semester hours) the Divinity School Fee is \$113 per semester hour and the BSG fee is \$10.00.

NOTE: Students should also be prepared, at time of registration, to pay their Health Insurance Premium, if covered through TCU's plan.

Graduation Fees

- For M.Div., M.A.C.S., M.T.S., and Th.M. degree candidates \$ 65
- For D.Min. degree candidates \$100
- For Ph.D. degree candidates.....\$100

Summer School

Tuition is the same as in the fall and spring semesters of the following academic year. The Divinity School Fee is \$113 per semester hour. Tuition grants and awards are available for the summer terms.

5.24 Payment Procedures

Brite students must attend responsibly to their financial obligations for tuition, fees, rent, and other miscellaneous charges. The practice of good stewardship entails discipline and integrity with regard to all financial commitments. Seminarians should, therefore, familiarize themselves with the TCU policies regarding payment procedures. Students should refer to the Financial Services

website at www.vcfa.tcu.edu/175.asp for detailed information and current billing schedule. Limited information is described below.

5.24.1 Payment Options

Option A – Full-Payment: Payment of a minimum 20% of total basic charges (tuition, fees, room, meal plan, and student health insurance, less approved financial aid) is required by the 5th day of the month that classes begin (August 5th for the Fall semester and January 5th for the Spring semester). The remaining net basic charges must be paid in full by the 5th of the following month (September 5th for the Fall semester and February 5th for the Spring semester).

Option B – Payment Plan: Payment of a minimum 20% of net basic charges (tuition, fees, room, meal plan, and student health insurance, less approved financial aid) is required by the 5th day of the month that classes begin (August 5th for the Fall semester and January 5th for the Spring semester). Minimum payment of an additional 20% of net basic charges is due by the 5th day of the following month (September 5th for the Fall semester and February 5th for the Spring semester). Students who do not pay the net basic charges in full by September 5th for the Fall semester and February 5th for the Spring semester will be automatically enrolled in the payment plan. Students in the payment plan will be billed for the remaining net basic charges in three monthly installments over the remainder of the semester. For example, if your remaining balance is \$3,000 after the September 5th payment due date, the enrollment fee will be \$75 ($\$3,000 \times 2.5\%$) for the Fall semester. If your remaining balance is more than \$4,000, the enrollment fee will be capped at \$100 for the semester.

To avoid automatic enrollment in the payment plan and the resulting enrollment fee, net basic charges must be paid by September 5th for the Fall semester and February 5th for the Spring semester.

A payment plan enrollment fee (2.5% of the remaining balance of net basic charges OR a maximum of \$100 per semester) will be assessed on the September bill for the Fall semester and on the February bill for the Spring semester.

The payment plan is an extension of credit by TCU to you. Each payment plan will not exceed three months. You will receive a disclosure statement as required by the federal Truth in Lending Act for each payment plan you participate in. You will receive your disclosure statement in September for the Fall semester and in February for the Spring semester. The disclosure statement will show you the amount included in the payment plan and the enrollment fee required for participation in the payment plan, which will be added to the other charges due on your account. You may review the disclosure statement upon receipt and if you are not satisfied with the proposed terms you may cancel the payment plan within 10 days of receipt by submitting written notice to the TCU Student Financial Services office (“Cancellation Period”). If you cancel the payment plan during the cancellation period, your account will be credited for the enrollment fee. After 10 days of receipt of the disclosure statement, you may cancel the payment plan by submitting written notice to the TCU Student Financial Services office, but your account will not be credited for the enrollment fee. If you do not cancel the payment plan, you promise to pay the Total of Payments shown on the disclosure statement according to the payment schedule shown on the disclosure statement. Your cancellation of the payment plan will not release you from your financial obligation to TCU. If you cancel the payment plan either within the cancellation period or after the cancellation period, payment in full of the unpaid basic charges for the semester will be due immediately.

Miscellaneous Charges

Miscellaneous charges that are not part of basic charges are billed monthly and are due by the specified due date on the 5th of the month after the charges are billed.

Summer Sessions

The payment plan described herein is only available in the regular Fall and Spring semesters and IS NOT AVAILABLE IN THE SUMMER SESSIONS. All Summer registration charges (tuition, fees, and housing) are due and payable by the due date specified on the first bill received after Summer registration occurs.

5.24.2 Brite Tuition Grants

Tuition grants are sent to the Financial Aid Office by the Office of the Associate Dean for Academic Affairs and will be credited to the student's account.

5.24.3 Brite Housing Rent Charges

Brite Housing fees are charged to the student's TCU Student Account at the beginning of each semester, and are paid as a part of the student's TCU bill. See sections 5.24.4 through 5.24.8 for further information.

5.24.4 Late Payments

If payment for your monthly minimum Amount Due is received more than 10 days after the Stated Due Date on your monthly bill, a LATE FEE (1% of the late payment amount or a minimum of \$7.50) will be assessed and charged to your account.

5.24.5 Billing Dates

Bills are ready to view online by the 16th of each month and payments are due by the 5th of the following month. Students must "Grant Access" to view bills online to anyone responsible for paying their account. Email notifications will be sent by the 17th of each month to the student and to anyone that the student has designated.

5.24.6 Methods of Payment

Payments may be made by check, cash, money order, cashier's check, wire transfer or credit card. Online payments can be made by check or credit card. TCU accepts American Express, Discover, or MasterCard. If you need to obtain your current balance, dial 817/257-7836 or check my.tcu.edu.

Credit Card Payments:

Student Account payments are only accepted on-line. TCU accepts American Express, Discover, or MasterCard. **A 2.75% convenience fee will be assessed on all credit/debit card payments.**

ACH Payments:

Student Account payments may be made directly to TCU by debiting your checking account.

There is NO fee for paying by e-Check (ACH).

Mail Payments:

Student Account payments may be mailed to TCU Financial Services, TCU Box 297077, Fort Worth, TX 76129.

Wire Payments:

Sender must provide the following information to their bank to wire a payment to TCU:

Swift Code: CHASUS33TEX

ABA Routing #: 021000021 for JPMorgan Chase Bank

TCU Bank Account #: 1561678663

TCU Account Title: TCU Payments

Note: Please specify student name and TCU ID number.
Request JPMorgan Chase Bank to FAX confirmation of payment to TCU (817) 257-7733.
For additional information or clarification, contact TCU Financial Services (817) 257-7836.

5.24.7 Returned Check Policy

Checks returned to TCU are charged a \$20.00 Returned Check Fee.

Returned checks must be redeemed within 10 days. Cash, cashier's check, money order or credit card payments can be used to redeem the returned check and fee.

If a student has two returned checks posted to their account in one semester, no checks will be accepted for payment on that account for six months. Any additional returned checks would result in a permanent check ban.

5.24.8 General Information

An individual who has outstanding indebtedness to the University shall not be allowed to receive a transcript, have academic credits certified, or have a degree conferred. All obligations must be paid in full before a candidate can be approved for graduation. Participation in the deferred payment plan does not waive this requirement and accounts cannot be cleared for transcript release or graduation unless the account is paid in full. Outstanding obligations may also prevent registration for subsequent semesters and/or participation in advance registration for future semesters.

All charges incurred for University Store purchases, fines, and courses added during the semester are billed monthly.

Cancelled Registration or Dropped Courses: Credit is applied to the student account in accordance with the refund schedule described in this handbook. Please check this schedule before dropping courses to see what credit will be allowed for the drop. Cancellation of advance registration must be in writing to the Office of the Associate Dean for Academic Affairs prior to the day of registration if they do not intend to matriculate. Cancellations received prior to that date will result in full credit of all charges for the advance registration. **Fees are not refundable after the first day of class.**

Refunds: Refunds for credit balances on student accounts are made only upon written request. Please allow one to two weeks for issuance of the check. No refunds will be made during the first five days of each semester. Credits must first be refunded to Credit Card if payment(s) was made with a credit card during the previous 6 months.

If you receive a refund for a dropped class, the percentage of the refund which was paid by Brite through a tuition grant will be returned to Brite.

Changes in number of hours taken: The Office of the Associate Dean for Academic Affairs must be notified of any change in the number of hours you are taking (either from adds or drops) so that your financial aid may be adjusted. Changes in hours may also affect TCU financial aid such as grants and loans. Students should consult the section on Federal Student Financial Aid in this handbook for details.

5.24.9 Billing Errors or Inquiries

In the event of an inquiry concerning your bill, you should first contact the Office of the Associate Dean for Academic Affairs at 817/257-7587 in room 20. If that office is not able to resolve the problem, you should send your inquiry in writing on a separate sheet so that Texas Christian

University receives it within sixty (60) days after the bill was posted. Your written inquiry must include:

1. Student's name and TCU ID Number.
2. A description of the error and why (to the extent you can explain) you believe it is an error; and
3. The dollar amount of the suspected error.

You remain obligated to pay the parts of your bill not in dispute, but you do not have to pay any amount in dispute during the time Texas Christian University is resolving the dispute. During that same time, Texas Christian University may not take any action to collect disputed amounts or report disputed amounts as delinquent.

This is a summary of your rights; a full statement of your rights and Texas Christian University's responsibilities under the Federal Fair Credit Billing Act will be sent to you both upon request and in response to a billing error notice.

5.25 Tape Recorders

Professors will generally grant permission for students to tape record class lectures for use in personal studies *only*. Before taping lectures, students should ask permission of the professor and obtain a Tape Recording Agreement form (to be signed by both the professor and the student) from the Office of the Associate Dean for Academic Affairs (see Appendix B). Lectures taped by the student may not be shared with other people outside the classroom setting without the written consent of the lecturer.

Information contained in the tape-recorded lectures is protected under federal copyright laws and may not be published or quoted outside the classroom setting without the expressed consent of the lecturer and without giving proper identity and credit to the lecturer. Students agree to abide by these guidelines with regard to any lectures they tape while enrolled as students at Brite Divinity School, Texas Christian University.

5.26 Cell Phones/Pagers

Cell phones, pagers, and any other audible devices should be turned off while in the classroom.

5.27 Computer and Internet Access

Students may access computer and Internet resources using: wireless network service with registered devices, Brite computer lab pods, most TCU computer labs, or by a library laptop loaner.

Wireless access is available throughout campus. A wireless network card that supports WPA2 is required in order to use the StuWireless network. Additional guidelines and requirements for device registration may be found at <http://www.tr.tcu.edu>.

There are three PC computers located in room 15D (access through Weatherly Hall). A networked printer and scanner are available in this area for Brite students. This space is accessible to Brite students any time the Moore Building is open. Students may also use the four PC computers located in the Brite Reading Room on the second floor of the Mary Couets Burnett Library. A network printer is available on the first floor. In addition, TCU provides a computing lab on the first floor and offers students the option of checking out a laptop to use within the Library.

The computers in room 15D are to be used by Brite Divinity School students only. Please report any computer problem(s) in writing (e-mail is acceptable) to the Brite Director of Technology Resources first. As a contingency, students are able to register a problem with TCU Technology

Resources through their my.tcu.edu account under the heading Technology Resources / Create/Track Ticket.

5.28 Student Photocopier

A photocopier, available to students, is located in room 15D. Using the TCU ID card, copies are charged to the student's account.

5.29 Class Cancellations

When a faculty member is unable to meet a class in order to carry out other professional duties, the faculty member may cancel the class or arrange the work of the class in advance, such as the administration of a test or the use of an audio-visual presentation.

5.30 Textbooks

Normally, textbooks for Brite courses are found at the Cokesbury Book Store at 6333 Camp Bowie, Suite 207. Telephone (817/763-9560), e-mail fortworth@cokesbury.com, or check their website, <http://www.cokesbury.com/>. A special section of the store is designated for Brite textbooks. Faculty will make every attempt to order textbooks in time for the beginning of the term.

5.31 Hooding Ceremony for Graduates

Brite graduates receive diplomas at the Texas Christian University commencement ceremonies in May and December. Prior to the TCU commencement all Brite graduates participate in a worship service during which graduates in masters programs receive academic hoods. D.Min. and Ph.D. graduates receive their hoods at the University commencement.

6.00 MISCELLANEOUS SERVICES, POLICIES, AND INFORMATION

6.1 Health Center

Questions about on-campus health services should be directed to:

TCU Health Center
TCU Box 297400
Fort Worth, TX 76129
(817) 257-7940
<http://healthcenter.tcu.edu>

6.2 Counseling Services

There are a variety of counseling services available to Brite students through both the Divinity School and the University. These are listed below for your convenience.

- *Faculty*: Each member of the faculty is available to students to discuss any problems, whether academic or personal. The primary matters discussed with the faculty are, of course, academic and vocational; however, discussions with faculty are not at all limited to such areas.
- *Minister-in-Residence*: Normally a Minister-in-Residence is available to Brite Divinity School students for consultation on matters of personal and professional concern.
- *Associate Dean of Student Affairs*: The Associate Dean of Student Affairs coordinates all matters of student life, supports the diversity of the student population, works with student

groups, is an advocate for students where advocacy is needed and deserved, and works to assist individual students in solving problems that might impede successful educational progress.

- *TCU Counseling Center:* The resources of the TCU Counseling Center are available at no cost to students. A major part of the Center's services focuses on helping students with personal concerns as they are involved in their academic, social and personal activities. This includes psychological and academic testing for a variety of purposes. Students may call 817/257-7863 to make an appointment with a psychologist or licensed professional counselor on the staff. A consulting psychiatrist is also available. In accordance with professional ethics, confidentiality is maintained.
- *Other Specialized Services:* There are many other resources on the TCU campus that are available to students in Brite. These include speech therapy through the Speech Department, developmental reading courses in the School of Education, and writing tutorials at the TCU Center for Writing.

6.3 The William L. Adams Center for Writing

The William L. Adams Center for Writing serves the entire Brite/TCU community — faculty and staff as well as undergraduate and graduate students. The Center provides one-on-one conferences that focus on individual writing projects of all types. In addition, members of the Center for Writing staff are available for class presentations and workshops. Professional writing consultants also can advise faculty about designing writing assignments and responding to students' writing.

Located in Reed Hall 419, the Center for Writing is open from 8 a.m. to 5 p.m., Monday-Friday. For an appointment, use the Center's online scheduling system available at www.wrt.tcu.edu or call 817-257-7221. Writers may also use the Center's annex at the library Sunday through Thursday from 6 p.m. to 9 p.m. Those who wish to submit a paper online may do so via the Center's Web site. A consultant will read the paper and offer feedback within 48 hours.

6.4 School Closing and Emergency Notification

Brite participates in the TCU ALERT notification system. This system will send a text message to your cell phone in the event of a campus emergency or weather-related campus closure. Students should follow these steps to sign up for TCU Alert:

- Go to my.tcu.edu
- Click on Student Center Click, then click on Student Center link
- Go to Personal Information
- Click on Home/Permanent phone number link
- Choose "Add a Phone Number"
- Enter cell phone number under the cellular category
- Save changes

6.4.1 Inclement Weather

Days the Divinity School is officially closed because of weather conditions are designated as inclement weather days. When the Divinity School is officially closed, all students, faculty and staff members will be excused from reporting.

The decision to close the Divinity School will be made by the Dean on the day in question and will be communicated by a recorded phone message at Brite's main number (817) 257-7575, by email and on the Brite website. If you are signed up for TCU ALERT, the TCU ALERT Service will send a text message to your cell phone when the University closes due to inclement weather.

There will be no notification by television or radio stations regarding Brite School closings. However, if you see or hear through those media that TCU is closed for the day, closing early, or starting classes late, you can be certain that Brite will at least do the same. You should be aware, however, that because Brite has many commuter students, Brite may close on occasions that the University does not.

6.5 Lost and Found

The TCUPD is the official University Lost and Found department. Articles lost or found should be reported as soon as possible to assist the office in returning property to the rightful owner.

6.6 Personal Data and Changes in Data

1. Address changes: Address or telephone number changes should be reported to the Office of the Associate Dean for Academic Affairs. In addition, it is the student's responsibility to see that addresses and phone numbers are kept current through my.tcu.edu.
2. New students are requested to have photographs taken during Orientation.
3. Brite Divinity School and Texas Christian University use the Social Security card as the documentation to allow an individual to change his or her name of record (also known as the primary name). The Office of Human Resources, the Office of the Registrar, and the Office of Career Services are authorized to change an individual's name of record. A Social Security card bearing the new name must be presented to one of these offices.

In an effort to provide better customer service to all of our community, these offices will also inquire as to whether the individual has a preferred name different from the name of record, in which case the data entry operator will override the defaulted preferred name with the preference. (Photo ID is necessary for preferred name changes.)

The original documentation for all current or former students will be retained in the Office of the Registrar. An audit notification of changes in name of record will be available for the authorizing office (Human Resources Office, Office of the Registrar, or Career Services) periodically as well as on request.

6.7 Emergency Messages

If you are expecting a phone call that pertains to a significant development that might be characterized as an emergency, please inform the administrative assistant at Brite who is responsible for answering the main Brite telephone number (817/257-7575). The student expecting such a call should also inform his or her professors about the possibility of a class being interrupted.

6.8 TCU Blood Bank

The University sponsors a campus-wide blood drive which makes it possible for members of the University community to utilize the benefits of a blood bank. All students and members of their immediate families may call on the bank for blood. Since the bank is dependent on voluntary blood donors, students and staff are urged to contribute whenever possible during the blood drives.

6.9 Conference Services

The use of TCU facilities by outside groups or by Brite groups holding events open to the entire campus or community must be approved by Conference Services. The use of Brite facilities by outside groups or by Brite groups holding events open to the entire campus or community must be approved by the Office of the Dean. By policy, the needs of the Divinity School and the University come first. Outside groups receiving preference are those that share the educational goals of Brite and TCU.

Faculty or student membership in an organization does not necessarily make a meeting of such a group an integral part of the Brite or TCU program.

In order to ensure facility availability and University authorization for the use of TCU facilities, groups must submit an application to Conference Services. Written approval from Conference Services is required before a group publicizes the event and facilities. Application for use of a facility should be made at least 30 days before a proposed event. Application forms are available from Conference Services, 3015 Merida Street, (Box 298310), 817/257-7641.

Conference Services will assist the project sponsor in working out details with the TCU representatives responsible for different facilities and services.

The use of Robert Carr Chapel for weddings is governed by a separate policy. Information regarding use of the chapel for weddings is available from the University Ministries Office (817/257-7830).

6.10 Building Use Fees

Fee schedules are available upon request from the Office of Conference Services. Requests for special fee consideration must be submitted in writing to Conference Services for review by the appropriate vice chancellor. Conference Services will notify the individual or group whether the request to use a facility has been granted or denied. The appropriate fees will be included in the notification. Decisions of Conference Services may be appealed in writing. Events will be assigned into one of three general categories described below.

Category I - TCU and Disciples of Christ Events. (Housing, housekeeping and other necessary expenses, as well as other real expenses incurred will be charged.)

1. Special workshops, meetings or conferences initiated and officially sponsored by Brite Divinity School.
2. Non-student housing requests by Brite Divinity School.
3. Brite student organization events open to the entire campus, open to non-TCU guests or requiring an admission fee.

Category II - Non-TCU Events (reduced Rental Fee).

1. Events sponsored by educational institutions.
2. Programs or events sponsored by chartered youth groups.

Category III - Non-TCU Events (Basic Rental Fee).

Any use not defined in above categories but consistent with the University's Use of Facilities guidelines.

6.11 Mailing and Post Office Services

For hours of operation and other information on mailing and post office services, call 817-257-7840 (Post Office) or 817-257-7899 (Mailing Services) or visit <http://www.pos.tcu.edu/>. The TCU Post Office does not accept checks.

6.12 General Fire Safety

All students should recognize emergency situations as quickly as possible so preventive measures can be taken. Be familiar with the locations and operation of fire extinguishers near your office and classrooms. The Safety Director will make arrangements for training in the use of fire extinguishers if so desired.

The first person detecting a fire should:

1. Remain calm
2. Activate the nearest automatic fire alarm station (in equipped buildings). To activate, follow instructions on the box, usually by pulling lever down. In buildings without fire alarm stations, the Fort Worth Fire Department recommends that occupants have whistles, air horns or similar devices to notify other occupants of a fire.
3. Call the FWFD (911). Identify the building by name and street address.
4. If time permits, call the TCU Campus Police at 817/257-7930, or extension 7777. The Campus Police dispatcher will confirm notification of the fire and notify the other appropriate individuals.
5. Notify others in the immediate area. If time permits, ask that all doors, windows and openings be closed.
6. If circumstances warrant, a portable fire extinguisher may be used. If there is any doubt as to whether the fire can be contained with the use of the portable extinguisher, evacuate the building immediately.
7. Stand by to notify the police and/or Fire Department of information you may have about the fire. Inform the police and fire authorities if you believe anyone is still inside the structure. Do not reenter the building until fire officials indicate that it is safe for you to do so. For your own safety, please observe the following practices:
 - a. Become familiar with all exits and stairwells in your building. In the event of a fire blocking your most direct route of egress, knowledge of the general floor plan will provide alternate exits for your use.
 - b. Do not prop open fire doors. In the event of a fire, fire doors keep smoke and fire out of the fire escape stairwells.
 - c. Use the stairway in case of a fire. Elevators should never be used due to possible electrical failure.
 - d. Check closed doors for heat before entering an area. If they feel hot to the touch, use an alternate route.

DO NOT REENTER THE BUILDING UNTIL FIRE OFFICIALS INDICATE THAT IT IS SAFE FOR YOU TO DO SO.

6.13 Severe Storm and Tornado Procedures

The University has established uniform instructions in the event of a severe storm and/or tornado. Although tornadoes can occur at anytime during a given year, the typical tornado season for the Brite area is March through September.

Definition of Terms

1. Tornado/Severe Storm Watch. This indicates that a tornado or severe thunderstorm is possible until a set time. Severe weather conditions would include the possibility of high winds, hail, funnel clouds, etc. During a watch, you should monitor the weather and be prepared to seek immediate shelter.
2. Tornado/Severe Storm Warning. This indicates that a tornado or severe storm has been detected by either sight or radar. Be aware that since tornadoes can form quickly, there may not be enough time to issue a warning for those in the immediate area. For this reason, you should be prepared to move quickly

Sources for Tornado/Severe Storm Information:

The official source for information concerning possible or actual severe weather is the U.S. Weather Service. This information is broadcast continuously at 162.550 megahertz on VHF-FM radio. TCU Campus Police and the Physical Plant Control Center, along with other departments, have weather radios which are in constant use when severe weather is threatening.

All commercial radio stations are in constant receipt of this information and in turn broadcast the same to their listeners. Local radio stations include:

WBAP 820 – AM

KRLD 1080 – AM

KLIF 570 – AM

Additional resources for local weather information over the internet and television include:

KXAS, NBC Channel 5 <http://www.nbc5i.com/index>

WFAA, ABC Channel 8 <http://www.wfaa.com>

CBS Channels 11/21 <http://cbs11tv.com>

All-Hazard Sirens: The National Weather Service (NWS) issues two types of severe weather notices:

- Watch (when conditions are favorable for severe weather to develop) and,
- Warning (meaning funnel, hail, flooding, etc. have been sighted – take cover.)

Based on National Weather Service information, the Fort Worth Office of Emergency Preparedness will sound All-Hazard Emergency Sirens strategically placed about the city. These are to warn people of imminent danger. TCU has two such all-hazard sirens on campus – one by the Brown-Lupton Baseball field and one across from Tandy Hall.

Additional information and guidance is available through the TCU Risk Management Web site: www.saf.tcu.edu

How to prepare for a Severe Storm or Tornado:

1. Upon detection of severe weather or tornadoes within the city, the Fort Worth Office of Emergency Preparedness will sound All Hazard Emergency Sirens.
2. When these sirens are activated, faculty, staff and students are to proceed immediately to a designated storm shelter area in an orderly fashion.
3. In general, the safest area in a building is interior hallways on the lowest floor away from windows and doors.

4. Avoid areas with large roof spans or excessive glass (i.e. lecture halls, gymnasiums, lobbies, etc.)
5. If time permits, occupants of smaller temporary- or residential-type buildings should go to a building of major construction. If time doesn't permit, find shelter in an interior closet or hallway.
6. Apartment occupants should take a pillow when they leave their room. If a tornado hits, curl up so that your head and eyes are protected.
7. Do not leave the building to reach a vehicle in an effort to drive away from the storm. If you are in a vehicle, leave it immediately for a safe building or ditch. Don't try to outrun a tornado. Don't stay in the vehicle.
8. Remain in the shelter area until you have determined whether the storm has passed (contact Campus Police at ext. 7777 for the latest information).
9. Do not call the Weather Bureau except to report a tornado.
10. Injuries should be reported to the TCU Campus Police office.

At Brite, in case of severe storm, go to the preferred shelter area of the Divinity School (basement corridors and stairwell).

6.14 Bomb Threats

If you receive a bomb threat, notify TCUPD at ext. 7777 or 817/257-7930 immediately. Notify the Dean's or President's office only after you have police en route.

6.15 Energy Conservation Policy

Brite Divinity School, along with Texas Christian University, is dedicated to a program of energy conservation. The Brite community is encouraged to use energy wisely, to use what they need, but need what they use.

Goals have been established to conserve energy and reduce consumption through optimum use of facilities and the elimination of wasteful practices. Building deputies are encouraged to support energy conservation goals and to report malfunctioning systems to the Physical Plant Work Control Center, 817/257-7956. During unoccupied hours, heating and air conditioning will be turned off in campus buildings controlled by the Energy Management System.

The Associate Vice Chancellor for Facilities, under the Vice Chancellor for Finance and Administration, is responsible for the coordination of the energy program. Questions about energy conservation and suggestions for improvement should be made directly to the Electrical Systems Department, 817/257-7208.

6.16 Recycling

Brite Divinity School and Texas Christian University are concerned about the environment. Reasonable effort is made by the University in concert with student and community groups to recycle waste products. Paper, plastic and metal waste are major targets for recycling. For specific information on programs and products, contact the Grounds Department, 817/257-7198.

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APPENDIX A

Courses of Instruction

Numbering System. Course numbers consist of five digits.

Courses in the 60000-69999 series will normally be taken by first-year M.Div., M.A.C.S., M.T.S. and C.T.S. students. These courses satisfy basic theological studies requirements.

Courses with an initial number in the 70000s do not satisfy basic theological studies requirements for M.Div. students. Courses in the 70000s include some lecture courses, denominational requirements, biblical language and seminar courses. These courses are available to M.Div., M.A.C.S., M.T.S., C.T.S., and Th.M. students. (Th.M. students must take 90000 level courses in their Area of Specialization and related areas.)

Courses with an initial number in the 80000-89999 series are for Doctor of Ministry students. DOMI courses are D.Min.-specific.

Courses with an initial number in the 90000-99999 series are for Master of Theology (Th.M.) and Ph.D. students.

Courses with a second digit that is a five (5) have a Masters-level prerequisite.

The last digit in each course number indicates semester hour value. A zero designates a course that may be repeated for degree program credit and/or is offered with varying semester hour value. The minimum and total maximum semester hour value of such courses is indicated in the course description.

Courses Offered By Departments

Bible

Faculty: Warren Carter, Toni Craven, Ariel Feldman, Francisco Lozada, Shelly Matthews, Leo Perdue

Hebrew Bible

HEBI 60003 - Interpreting the Hebrew Bible and Apocryphal/Deuterocanonical Books

Prerequisite: None

A selective survey of the history, literature, and religion of Ancient Israel. Pentateuch, historical books, prophetic writings, poetry and wisdom. Not open to Th.M., D.Min. or Ph.D. students.

HEBI 65013/85013/95013 - Exegesis in the Hebrew Bible

Masters prerequisite: HEBI 60003 or equivalent

Methods and resources in critical study of selected passages or book in the Hebrew Bible, with attention to literary, historical, and theological considerations. May be repeated for credit under different topics.

HEBI 65023/85023/95023 - Exegesis in Apocryphal/Deuterocanonical Books and Pseudepigrapha

Masters prerequisite: HEBI 60003 or equivalent

Method and practice in exegesis of selected literature in the Apocryphal/Deuterocanonical Books and Pseudepigrapha. Literary, historical, and theological considerations. May be repeated for credit under different topics.

HEBI 70013 - Biblical Hebrew I

Prerequisite: None

Grammar and exercises.

HEBI 75033 - Biblical Hebrew II

Prerequisite: HEBI 70013 or its equivalent

Continuation of grammar, syntax, and reading of selected Hebrew Bible passages.

HEBI 75043/85043/95043 - Readings in Biblical Hebrew

Masters prerequisite: HEBI 75033 or equivalent

Practice in reading selections from the Hebrew Bible, with emphasis on syntax and text criticism. May be repeated for credit under different topics.

HEBI 75053 - The Interpretation of the Major Prophets

Masters prerequisite: HEBI 60003 or equivalent

The Interpretation of the Major Prophets (First Isaiah, Jeremiah, and Ezekiel). The course focuses on the historical background, literary structure, sociocultural features, and religious themes of each of these prophets.

HEBI 75063 - The Interpretation of the Minor Prophets

Masters prerequisite: HEBI 60003 or equivalent

The Interpretation of one or more of the Minor Prophets. Methods and resources in the critical study of the Minor Prophets with attention to literary, historical, and theological considerations.

HEBI 75073/85073/95073 - History and Archaeology of Ancient Israel: First Temple

Masters prerequisite: HEBI 60003 or equivalent

A survey of the history and archaeology of Israel from the beginning of the early Iron Age (1200 B.C.E.) to the Fall of Jerusalem to the Babylonians in 586 B.C.E.

HEBI 75083/85083/95083 - History and Archaeology of Judah: Second Temple

Masters prerequisite: HEBI 60003 or equivalent

An introduction to the history and archaeology of Judah from the Babylonian Conquest (586 B.C.E.) to the end of the Bar Kochba Revolt (135 C.E.).

HEBI 75093/85093/95093 - Environment of Early Judaism

Masters prerequisite: HEBI 60003 or equivalent

May be repeated for credit under different topics.

HEBI 75113/85113/95113 - Literature of Early Judaism

Masters prerequisite: HEBI 60003 or equivalent

May be repeated for credit under different topics.

HEBI 75123/85123/95123 - Backgrounds to Ancient Israel and Early Judaism

Masters prerequisite: HEBI 60003 or equivalent

The examination of the major cultures of the eastern Mediterranean world, from the end of the Late Bronze Age through the first century of imperial Rome. These provide the setting of the history and culture of Israel and Early Judaism.

HEBI 75133/85133/95133 - Old Testament Theology

Masters prerequisite: HEBI 60003 or equivalent

A survey of the history and the nature of the discipline.

HEBI 75143/85143/95143 - Advanced Seminar in Biblical Theology

Prerequisite: HEBI 75133/85133/95133 or permission of instructor

A seminar on a topic of Biblical theology that varies from method, to schools, to seminal theologians, to hermeneutics. May be repeated for credit under different topics.

HEBI 75901 - M.T.S. Final Exercise

Prerequisite: Admittance to the M.T.S. degree program

An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

HEBI 75903 - Final Exercise

Prerequisite: Admittance to the M.T.S. degree program

An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

HEBI 75970/85970/95970 - Special Topics in Hebrew Bible and Literature of Early Judaism

Masters prerequisite: HEBI 60003 or equivalent

May be repeated for credit under different topics. (1-3 semester hours)

HEBI 80113/90113 - Biblical Interpretation for Preaching

Prerequisite: Admittance to the D.Min., Th.M., or Ph.D. program or special permission from the Office of the Associate Dean for Academic Affairs

A biblical book or theme will be examined in light of recent exegetical and hermeneutical approaches, with a view to proclamation in the church. May be repeated for credit under different topics.

HEBI 94013 - Independent Research Study and Thesis

Prerequisite: Admittance to the Th.M. program and completion of required academic seminars

Independent research study and writing of the Master of Theology thesis.

HEBI 95713 - Critical Introduction to the Hebrew Bible

Prerequisite: Admittance to the Th.M. or Ph.D. program or special permission from the Office of the Associate Dean for Academic Affairs

Selected examination of methods of biblical interpretation.

HEBI 95963 - Issues in Hebrew Bible and Literature of Early Judaism

Prerequisite: Admittance to the Th.M. or Ph.D. program or special permission from the Office of the Associate Dean for Academic Affairs

Study of a selected issue related to the literature, theology, history, or exegesis of the Hebrew Bible or Literature of Early Judaism. This course may be repeated for credit.

New Testament

NETE 60003 - Interpreting the New Testament

Prerequisite: None

An introductory and survey course of the New Testament for graduate students preparing for ministry. Students will become familiar with the content of the New Testament, with the introductory issues of each New Testament book, with several methods of ancient and contemporary interpretation, and with the basic theological ideas at work in the formation of the New Testament.

NETE 65013/85013 - Exegesis in the Gospels and Acts

Masters prerequisite: NETE 60003 or equivalent

Method and practice in English exegesis of the Gospels, or the Acts of the Apostles. May be repeated for credit under different topics for up to 9 hours.

NETE 65023/85023 - Exegesis in the New Testament Epistles and Revelation

Masters prerequisite: NETE 60003 or equivalent

Method and practice in English exegesis of the Epistles. May be repeated for credit under different topics for up to 9 hours.

NETE 65033/85033/95033 - Exegesis in the Gospels and Acts (Greek)

Masters prerequisite: NETE 60003 and NETE 70013 or equivalent

Method and practice in Greek exegesis of the Gospels or the Acts of the Apostles, including use of concordances, Bible dictionaries, and commentaries that NETE 70013 has made possible. May be repeated for credit under different topics for up to 9 hours.

NETE 65043/85043/95043 - Exegesis in the New Testament Epistles and Revelation (Greek)

Masters prerequisites: NETE 60003 and NETE 70013

Method and practice in Greek exegesis of the epistles, including use of concordances, Bible dictionaries, and commentaries that NETE 70013 has made possible. May be

repeated for credit under different topics for up to 9 hours.

NETE 70013 - Basics of Biblical Greek

Prerequisite: None

This course is a graduate-level introduction to New Testament Greek which will facilitate the student's learning sufficient vocabulary and grammar to enable her/him to study the New Testament in the Greek exegesis course offered the second semester. It presupposes that the student will continue into the exegesis course.

NETE 70970/80970/90970 - Special Topics in New Testament Studies

Prerequisite: None

May be repeated for credit under different topics. (1-3 semester hours)

NETE 75013 - Biblical Greek II

Prerequisite: NETE 70013 or equivalent

Continuation of grammar and syntax with focus on reading early Christian texts.

NETE 75053/85053/95053 - Extra-Canonical Early Christian Literature

Masters Prerequisite: NETE 60003 or equivalent

Study of selected historical or theological issues in early Christian literature not included in the New Testament. May be repeated for credit under different topics for up to 9 hours.

NETE 75063/85063/95063 - New Testament Ethics

Masters Prerequisite: NETE 60003 or equivalent

Selected New Testament texts will be interpreted both descriptively in their historical context and constructively in their relationship to modern ethical theories and practical questions.

NETE 75073/85073/95073 - The Greco-Roman Environment of Early Christianity

Masters prerequisite: NETE 60003 or equivalent

Study of Greco-Roman archaeology (Pompeii, Corinth); urban and domestic life; Cynic, Stoic, Epicurean, and Platonic philosophical thought and practice; religious experience in the mystery religions (Dionysus, Isis, and Mithras); Hellenistic Judaism (Philo and Josephus). Each

semester the professor will choose one primary Greco-Roman author to read (Epictetus, Dio Chrysostom, Lucian, Plutarch, Philo, or Josephus). May be repeated for credit under different topics for up to 9 hours.

NETE 75083/85083/95083 - Theology of the New Testament

Masters prerequisites: 3 hours of New Testament and 3 hours of Christian Theology, or instructor's permission

A systematic investigation of the major theological traditions represented in the New Testament, or a study of a selected problem in New Testament Theology.

NETE 75093/85093/95093 - Seminar in New Testament Literature

Masters prerequisite: 3 hours of New Testament or instructor's permission

Selected problems in the literary study of the New Testament. May be repeated for credit under different topics for up to 9 hours.

NETE 75113/85113/95113 - Seminar in the History of New Testament Research

Masters prerequisites: One 60000 level course in NETE and one 60000-level course in CHHI or equivalent

An examination of selected major periods, issues, trends and scholars in the history of New Testament research from the Enlightenment to the present. See CHHI 75023.

NETE 75123/85123/95123 - Readings in the Greek Bible (Septuagint)

Masters prerequisite: NETE 70013 or equivalent

Practice in reading the Septuagint, the Bible of many New Testament authors. The goals are simply to read Greek more rapidly than we do in an exegesis course and to expand our experience of scriptures that were generative for New Testament authors. May be repeated for credit under different topics.

NETE 75133/85133 - Biblical Interpretation for Preaching

Masters prerequisite: NETE 60003 or HEBI 60003

A biblical book or theme will be examined in the light of recent exegetical and hermeneutical approaches, with a view to proclamation in the church. Sermons from

the selected book or theme will be prepared, presented in written form to the class, and discussed. May be repeated for credit under different topics for up to 9 hours. See HEBI 80113 and HOML 75033.

NETE 75901 - M.T.S. Final Exercise

Prerequisite: Admittance to the M.T.S. degree program

An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

NETE 75903 - Final Exercise

Prerequisite: Admittance to the M.T.S. degree program

An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

NETE 94013 - Independent Research Study and Thesis

Prerequisites: Admittance to the Th.M. program and completion of required academic seminars

Independent research study and writing of the Master of Theology thesis.

NETE 95713 - Critical Introduction to the New Testament

Prerequisite: Admittance to the Th.M. or Ph.D. program or special permission from the Office of the Associate Dean for Academic Affairs

A selected examination of methods of biblical interpretation.

NETE 95963 - Issues in New Testament Studies

Prerequisite: Admittance to the Th.M. or Ph.D. program or special permission from the Office of the Associate Dean for Academic Affairs

An issue related to the literature, theology, history, or exegesis of the New Testament will be selected. May be repeated for credit under different topics for up to 9 hours.

Jewish Studies

Faculty: Ariel Feldman

JWST 60003 - Introduction to Judaism

Prerequisite: None

An introduction to the many forms of Jewish observance, ritual, literature, thought and political determination that have appeared (and disappeared) over the historical span of Judaism. The course provides an overview of Jewish history, a broad knowledge of Jewish customs, beliefs and culture, direct exposure to an array of Jewish religious writings (all in translation), and an understanding of the fundamental issues of contemporary Jewish practice and belief.

JWST 70003/80003/90003 - Jewish Law and Practice in Antiquity

Prerequisite: None

An examination of the dynamics and development of "Law" in Early Judaism in the Second Temple and post-Second Temple period. This course explores Jewish communal and individual behavior, actions, prohibitions, rituals, and modes of observance required by God and defined through Scripture. This exploration will provide insight into how "Law" served to construct identity and theological frameworks for early Judaism and Christianity.

JWST 70013/80013/90013 - Judaism in the Greco-Roman Period: Ritual Space, Performance and Transformation in Early Judaism

Prerequisite: None

An examination of diverse understandings and expressions of ritual space, ritual method and ritual modes of transformation evidenced by forms of Early Judaism in the Second and post-Second Temple period. Through the exploration of subjects pertaining to Jewish ritual (e.g., Temple, synagogue, sacrifice, prayer, study, repentance, conversion, discipleship, etc.), this course provides insight into theological, social, cultural and political continuities and discontinuities in the development of Early Judaism.

JWST 70023/80023/90023 - Jewish Biblical Interpretation

Masters prerequisite: None, Doctoral prerequisite: One year of Biblical Hebrew, or permission of instructor

Examination of the many ways and methods employed by Jewish communities to reinterpret the Hebrew Bible over thousands of years. The goal is to understand how the Hebrew Bible is a multivalent document, containing many meanings for different people at different times.

JWST 70033/80033/90033 - Talmudic Literature

Prerequisite: None

An introduction to early talmudic (Jewish legal) literature, including well known texts such as the Palestinian and Babylonian Talmuds. The goal of the course is to develop the fundamental skills required for the study of talmudic texts, and for understanding their religious, historical and sociological roles in the ongoing development of Judaism. All texts will be read in English translation.

JWST 70043/80043/90043 - Jewish Mystical Tradition

Prerequisite: None

Mysticism has influenced Judaism from antiquity to the present. This course examines portions of the Jewish mystical tradition (ultimately designated Kabbalah), in order to learn how Jewish mystical impulses have been expressed, and how they have affected Jewish history. Topics include: major stages in the historical development of Jewish mysticism, key personages, recurring Jewish mystical symbolism and imagery, and decoding Jewish, mystical texts (e.g., Zohar)

JWST 70053/80053/90053 - Jewish Theology

Prerequisite: None

An introduction to the historical development of the conceptual framework and themes of Jewish theology. This course will examine the theological literary tradition in Judaism, examining both classical and contemporary sources. Topics include: the theological ideas expressed in the Tanakh and their Near Eastern roots; classical Rabbinic theology; medieval rationalism and mysticism; and modern Jewish theology.

JWST 70063/80063/90063 - Women in Judaism

Prerequisite: None

This course examines from a variety of perspectives issues of Jewish observance that pertain particularly to women (e.g., marriage, divorce, personal purity, ordination, abortion, etc). In-depth reading and consideration of relevant Jewish legal sources (the Hebrew Bible, the Mishnah and the Babylonian Talmud) will lead to considering how these laws develop and change over time. The course will then build upon this foundation by studying the current debate surrounding these issues in various movements of contemporary Judaism, as well as how scholars from various disciplines (History, Anthropology, Gender Studies, etc.) have defined and discussed them.

JWST 70073 - Judaism in Antiquity

Prerequisite: None

An examination of the various forms of Judaism that existed in the Middle East and Mediterranean from approximately 450 B.C.E. to 650 C.E., as well as the relationship between and mutual development of early Rabbinic Judaism and early Christianity.

JWST 70970/80970/90970 - Special Topics in Jewish Studies

Prerequisite: None

May be repeated for credit under different topics. (1-3 semester hours)

JWST 75013/85013/95013 - Introduction to Early Rabbinic Literature I

Masters prerequisites: HEBI 60003, 70013, and 75033 or permission of instructor

Part I of a detailed survey of the range, substance and character of early Rabbinic literature. Texts studied will include the Mishnah, Tosefta, and the various interpretive texts of the Tannaitic/Halakhic midrashic corpus. The goals of the course are to teach the student how to read these texts and how to situate them properly within the religious, historical, sociological and literary context of early Judaism.

JWST 75023/85023/95023 - Introduction to Early Rabbinic Literature II

Masters prerequisites: HEBI 60003, 70013, and 75033 or permission of instructor

Part II of a detailed survey of the range, substance and character of early Rabbinic literature. Texts studied will include the corpus of Amoraic midrashic texts (e.g., Genesis and Leviticus Rabbah), the Jerusalem and Babylonian Talmuds, and early Byzantine midrashic texts (e.g., Tanhuma). The goals of the course are to teach the student how to read these texts and how to situate them properly within the religious, historical, sociological and literary context of early Judaism.

JWST 75033/85033/95033 - Comparative Midrash

Masters prerequisites: HEBI 60003, 70013, and 75033 or permission of instructor
A comparative reading of two early Rabbinic collections of interpretation of the Book of Exodus – the Mekhilta of Rabbi Shimon B. Yohai and the Mekhilta of Rabbi Ishmael. The goal of the course is to improve the student's ability not only to read and

understand these types of midrashic texts, but also to think critically and creatively about them. We shall also give in-depth consideration to the scholarly usefulness of a comparative approach to midrash.

JWST 75901 - M.T.S. Final Exercise

Prerequisite: Admittance to the M.T.S. degree program

An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

JWST 75903 - Final Exercise

Prerequisite: Admittance to the M.T.S. degree program

An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

History

Faculty: James Duke, Timothy Lee, D. Newell Williams, Jeffrey Williams

History of Christianity

CHHI 60013 - History of Christianity I, Early and Medieval

Prerequisite: None

Christian life and thought to 1400 C.E.

CHHI 60023 - History of Christianity II, Reformation and Modern

Prerequisite: None

Christian life and thought since 1400 C.E.

CHHI 70013 - History of Christianity in America

Prerequisite: None

Christianity in the United States from the 17th century to the present.

CHHI 70023 - The Church in the Midst of Pluralism: Theology and Context

Prerequisite: None

Examination of selected issues in the historical, cultural, socio-economic, and religious realities of certain racial-ethnic Christian groups (e.g. African, African-

American, Asian, and Latina/o) in and/or outside the United States.

CHHI 70113/80113 - Christian Church (Disciples of Christ)

Prerequisite: None

History and thought of the Christian Church (Disciples of Christ).

CHHI 70133/80133 - Baptist History

Prerequisite: None

This course involves a study of Baptist life and thought from the 17th century to the present. Some attention will be given to Baptists in England and Europe, but the major emphasis will fall upon Baptists in the United States.

CHHI 70134/80134 - History and Doctrine of the United Methodist Church

Prerequisite: None

Origin and development of the United Methodist Church and its doctrine. Required of United Methodist students for ordination.

CHHI 70203/80203/90203 - Unity and Diversity in the Early Church

Prerequisite: None

Impulses toward unity and diversity of religious expression in early Christianity, especially the issues of orthodoxy, heresy and schism.

CHHI 70223/80223/90223 - Crises in 18th Century Christianity

Prerequisite: None

Study of the pressures for and attempts at reconstruction in Christian thought and practice, with emphasis on such topics as faith and reason, pietism, and critical biblical scholarship.

CHHI 70253/80253/90253 - The Reformation Era and Its Aftermath

Prerequisite: None

A study of the causes, nature and consequences of the reformation in the 16th and 17th centuries.

CHHI 70293/80293/90293 - Issues in American Religious Life and Thought

Prerequisite: None

Treatment of a significant topic in the history of American Christianity, e.g., Puritanism, the Transcendentalist movement, the Fundamentalist-Modernist conflict. (May be repeated for credit under different topics for up to 9 credit hours.)

CHHI 70343/80343/90343 - Christianity in the 19th Century

Prerequisite: None

Study of key issues and developments in the life and thought of Christianity in the century of social and intellectual ferment.

CHHI 70403/80403/90403 - History of Christian Spirituality

Prerequisite: None

An examination of the development of Christian spiritual traditions, attitudes, and practices from the 1st century to the present day. This course will center around the question, "What has been the shape of the Christian quest for God and godliness?"

CHHI 70504/80504/90504 - The U.S. Borderlands: Theology and Context

Masters prerequisite: CHHI 70023 or equivalent

An immersion course that will take the student from the classroom to the Borderlands along the Texas/Mexico border. The focus will be on the historical, socio-economic, ethical, and racial issues that impact daily life in this region.

CHHI 70513/80513/90513 - The Church in Central America

Prerequisite: None

A travel-study course that will take students to Costa Rica and to study at the Universidad Biblica de San José.

CHHI 70533/80533/90533 - The Black Religious Experience in America

Prerequisite: None

An overview treatment of the subject of race and its role in American religious history.

CHHI 70543/80543/90543 - Women In North American Religion

Prerequisite: None

An examination of the role of women in the U.S. religious landscape. The focus will be from a historical and gender perspective, with a particular focus on Latina and other racial/ethnic women.

CHHI 70553/80553/90553 - Women and Heresy in the Medieval Church

Prerequisite: None

An examination of how gender played a key role in the heresy trials that took place in medieval Europe.

CHHI 70633/80633/90633 - The History of Preaching

Prerequisite: None

A study of the public proclamation of the faith from earliest times to the present. Attention to modes of exegesis and rhetoric. Assessment of the pulpit's influence in various periods. See HOML 70633

CHHI 70970/80970/90970 - Special Topics in Church History

Prerequisite: None

May be repeated for credit under different topics. (1-3 semester hours)

CHHI 75013/85013/95013 - Seminar in Christian Thought

Masters prerequisite: CHHI 60013, CHHI 60023, or equivalent

Intensive study of some pivotal figure or theme in the history of Christian thought. Representative topics: Augustine, Aquinas, Luther, Edwards, Schleiermacher; "views of Jesus," "the essence of Christianity." (May be repeated for credit under different topics for up to 9 credit hours.)

CHHI 75023/85023/95023 - Seminar in the History of New Testament Research

Masters prerequisites: one 60000-level course in NETE and one 60000-level course in CHHI or equivalent

An examination of selected major periods, issues, trends, and scholars in the history of New Testament research from the Enlightenment to the present. See NETE 75113.

CHHI 75033/85033/95033 - Seminar in History and Hermeneutics

Masters prerequisite: CHHI 60013, CHHI 60023, or equivalent

Intensive study of some issue relating to the theory and methodology of church history as a theological discipline, e.g., historiography, theology of history, theory of interpretation, phenomenology of tradition. (May be repeated for credit under different topics for up to 9 credit hours.)

CHHI 75901 - M.T.S. Final Exercise

Prerequisite: Admittance to the M.T.S. degree program

An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

CHHI 75903 - M.T.S. Final Exercise

Prerequisite: Admittance to the M.T.S. degree program

An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

CHHI 94013 - Independent Reserch Study and Thesis

Prerequisite: Admittance to the Th.M. program and completion of required academic seminars

Independent research study and writing of the Master of Theology thesis.

CHHI 95103 - Issues in Church History

Prerequisite: Admittance to the Th.M. or PhD. program or special permission from the Office of the Associate Dean for Academic Affairs

An issue related to the history of the church's understanding of the Hebrew Bible, Literature of Early Judaism, or New Testament will be selected. (May be repeated for credit under different topics for up to 9 credit hours.)

Theology and Ethics

Faculty: Charles Bellinger, Keri Day, David Gouwens, Namsoon Kang

Christian Theology

CHTH 60003 - Introduction to Christian Theology I

Prerequisite: None

An introduction to theological methods and language and to the central teachings of the Christian faith. Attention is given to both doctrinal development and major contemporary theologians and theological movements. Covers prolegomena and the

doctrines of God, the Trinity, Creation, and Theodicy.

CHTH 65003 - Introduction to Christian Theology II

Prerequisite: CHTH 60003

An introduction to theological methods and language and to the central teachings of the Christian faith. Attention is given to both doctrinal development and major

contemporary theologians and theological movements. Covers the doctrines of Christology, Pneumatology, Theological Anthropology, Ecclesiology, and Eschatology.

CHTH 65033/85033/95033 - Black Theologies

Masters prerequisite: CHET 60013, CHTH 60003, or equivalent

This course will review the historical development of the Black Theology movement. Through a close reading of early texts of the movement and a review of the social context within which it arose, the seminar participants will be invited to a full engagement with this theological tradition. It will be our purpose to identify not only the discrete contours of the movement, but also to identify its place in late twentieth century theological discourse.

CHTH 70013/80013/90013 - Postcolonial Theologies

Prerequisite: None

This course is to explore the intellectual and historical background of postcolonial discourse and to examine the ways in which theologians address issues of postcolonialism and the theological issues in their thinking. By the end of this course, the students will normally understand different approaches to issues of postcolonialism, be able to investigate conceptions of theological issues in postcolonialism, and understand how religion and its theological discourse are implicated in geopolitical and cultural strategies of postcolonialism.

CHTH 70113/80113/90113 - Survey of Christian Theology from Baptist Perspectives

Prerequisite: None

An exploration of Christian theology with special reference to the faith statements, confessions, and contemporary writings of Baptist traditions.

CHTH 70213/80213/90213 - Spiritual Themes in Literature

Prerequisite: None

An investigation of spiritual themes in the literary works of such writers as C.S. Lewis, Nikos Kazantzakis or others. (May be

repeated for credit under different topics for up to 9 credit hours.) See SPIR 70213.

CHTH 70253/80253/90253 - Postmodernism and Theology

Prerequisite: None

Postmodernism has been exerting considerable influence upon contemporary theology. The questions that this course will address are: How do we tell the Christian story in a postmodern, pluralistic world? How do we theologically address the postmodern world? How do we do postmodern theology? This course is for students to explore the philosophical and intellectual background of postmodernism, to articulate a critical perspective on postmodernism, and to examine the ways in which theologians address issues of postmodernism and the theological issues in their thinking.

CHTH 70970/80970/90970 - Special Topics In Christian Thought

Prerequisite: None

May be repeated for credit under different topics. (1-3 semester hours)

CHTH 75023/85023/95023 - Christian Thought and Western Philosophy

Masters prerequisite: one 60000-level

Christian Theology course or equivalent

An introduction to the philosophy of religion by way of a survey of the main types of thought that have had a vital influence on Christian thought.

CHTH 75043/85043/95043 - Systematic Theology

Masters prerequisite: one 60000-level

Christian Theology course or equivalent

The constructive interpretation of theology; the dynamics of Christian faith and the basic unity of its theological affirmations.

CHTH 75053/85053/95053 - Main Themes in the History of Christian Doctrine

Masters prerequisite: one 60000-level

Christian Theology course or Church History course or equivalent

An examination of the key issues in the development of Christian doctrine: Trinity, Christology, Sin and Grace, Sacraments, Justification and Sanctification, Encounter with the Modern World.

CHTH 75063/85063/95063 - Major Issues in Contemporary Theology

Masters prerequisite: one 60000-level Christian Theology course or equivalent
Current movements, areas of controversy and fresh thinking in the life and thought of the church.

CHTH 75093/85093/95093 - Major Figures in Christian Theology

Masters prerequisite: one 60000-level Christian Theology course or equivalent
A systematic study of a major Christian theologian, such as Augustine, Calvin, Kierkegaard, Barth, Tillich, or the Niebuhrs. (May be repeated for credit under different topics for up to 9 credit hours.)

CHTH 75113/85113/95113 - Theology and Preaching

Masters prerequisites: HOML 65003 and CHTH 60003 or equivalent
This course examines both the theology of preaching and theology for preaching by engaging selected theologians and their sermons. Students will prepare, preach, and reflect upon the theology in sermons. See also HOML 75023.

CHTH 75901 - M.T.S. Final Exercise

Prerequisite: Admittance to the M.T.S. degree program
An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

CHTH 75903 - M.T.S. Final Exercise

Prerequisite: Admittance to the M.T.S. degree program
An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

CHTH 94013 - Independent Research Study and Thesis

Masters prerequisites: Admittance to the Th.M. program and completion of required academic seminars
Independent research study and writing of the Master of Theology thesis.

CHTH 95103 - Issues in Theology

Prerequisite: Admittance to the Th.M. or Ph.D. program or special permission from the Office of the Associate Dean for Academic Affairs
An issue related to Christian theology and the Hebrew Bible, Literature of Early Judaism, or New Testament will be selected. (May be repeated for credit under different topics for up to 9 credit hours.)

Christian Ethics

CHET 60013 - Introduction to Contemporary Theological Ethics

Prerequisite: None
This course will survey the major methodological questions of theological ethics since the early 20th century, its thematic subdivisions, and the schools of thought and individual authors who have shaped the discussion of ethical questions within the theological world.

CHET 65013 - History of Christian Ethics

Masters prerequisites: CHET 60013, CHTH 60003, or equivalent
An examination of some of the major themes within the history of Christian ethical thought and an introduction to some of the key theologians who addressed those themes from the beginnings of the Church through the 19th century.

CHET 65073/85073/95073 - Feminist Theology and Ethics

Masters prerequisites: CHET 60013, CHTH 60003, CHET 65013 or equivalent
Seminar examining the models of God, human nature, Christ, ethics, and spirituality offered by women of diverse backgrounds and perspectives.

CHET 70803/80803/90803 - Philosophical Background of Christian Ethics

Prerequisite: None
An examination of issues in philosophical ethics, both historical and contemporary, with a view toward understanding their implications for Christian ethics.

CHET 70970/80970/90970 - Special Topics in Christian Ethics

None

May be repeated for credit under different topics. (1-3 semester hours)

CHET 75033/85033/95033 - Seminar: Contemporary Issues in Theological Ethics

Masters prerequisite: CHET 60013, CHET 65013 or equivalent

A critical examination of a contemporary social or political issue in light of theological, ethical and empirical insights.

Representative topics: Relationships between Church and State, Human Sexuality, Medical Ethics. (May be repeated for credit under different topics for up to 9 credit hours.)

CHET 75043/85043/95043 - Seminar: Biblical Ethics

Masters prerequisite CHET 60013, CHET 65013 or equivalent

A critical examination of the theological and ethical content of selected units of Biblical material, such as the creation stories in Genesis, the Ten Commandments, the prophets, the Sermon on the Mount, a Gospel or a New Testament epistle. (May be repeated for credit under different topics for up to 9 credit hours.)

CHET 75053/85053/95053 - Seminar: Major Figures in Christian Ethics

Masters prerequisite: CHET 60013, CHET 65013 or equivalent

A critical examination of the theology and ethics of major figures in Christian thought, such as Augustine, Luther, Calvin, Wesley, H.R. Niebuhr, Reinhold Niebuhr, Barth or Bonhoeffer. (May be repeated for credit under different topics for up to 9 credit hours.)

CHET 75063/85063/95063 - Seminar: Contemporary Themes in Theological Ethics

Masters prerequisite: CHET 60013, CHET 65013 or equivalent

A critical examination of a current methodological issue in theological ethics, such as context vs. principles, liberation, love and justice. (May be repeated for credit under different topics for up to 9 credit hours.)

CHET 75901 - M.T.S. Final Exercise

Prerequisite: Admittance to the M.T.S. degree program

An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

CHET 75903 - M.T.S. Final Exercise

Admittance to the M.T.S. degree program

An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

CHET 94013 - Independent Research Study and Thesis

Masters prerequisites: Admittance to the Th.M. program and completion of required academic seminars

Independent research study and writing of the Master of Theology thesis.

CHET 95103 - Issues in Ethics

Prerequisite: Admittance to the Th.M. or Ph.D. program or special permission from the Office of the Associate Dean for Academic Affairs

An issue related to ethics and the Hebrew Bible, Literature of Early Judaism, or New Testament will be selected. This course may be repeated for credit up to 9 hours.

Religion and Culture

RECU 60013 - Religious Plurality: Theologies and Geopolitics of Religion

Prerequisite: None

The recognition of religious plurality could be the antidote to tensions, conflicts, genocide, and religious annihilation based on the religious superiorism by a dominant religion in today's world. Affirming the existence of "other" religions requires one to fundamentally re-examine and re-conceptualize the nature and vision of Christian ministries and theologies. The primary expectation for students in this course is that students will finish the course with an in-depth understanding of the discourses and practices of other religions than Christianity. This course deals with

such complex issues as religious orientalism, a geopolitical dimension of multiple realities of “world religions,” some understanding and Christian theological discourses on “other” religions, which are interconnected to the conceptual frameworks of Theology, Christology, and soteriology in Christian theological and ministerial formation and practice.

RECU 60023 - Christian Theology of Religions

Prerequisite: None

The course will examine various models of theological approaches to other religions and deal with some of the essential differences and similarities of Christian theology of religion among different Christian churches.

RECU 60033/80033/90033 - Religious Fundamentalism

Prerequisite: None

The surge of religious fundamentalism since the 1970s in culturally distinct areas of the globe has raised concern and interest among scholars and citizens. It is necessary to acknowledge that religious fundamentalism is not just within Islam or Christianity. All religions are based on ‘fundamentals’ and all have their fundamentalists. This course is first to examine the theological/theoretical and historical sources, and the nature and rhetoric of fundamentalism in Christianity, Judaism, Hinduism, Islam and Buddhism, and further to explore its theological and socio-political implications and practice.

RECU 60043/80043/90043 - Interreligious Dialogue

Prerequisite: None

Religions have always interacted with each other, but in modern times explicit and intentional dialogue has become more widespread and sustained. This course explores some key reasons for, approaches to, issues in and outcomes of Christian encounter with other religions.

RECU 60063/80063/90063 - World Religions and Gender

Prerequisite: None

Religion is an enormously powerful force in human society, shaping the ideals, hopes, desires and needs of humanity. Because

religion has played such a significant role in human society, it is very important to examine religion from multiple angles. The aim of the course is to develop familiarity with the issues and methodology of gender analysis with reference to the study of world religions. The approach is theoretical, phenomenological, comparative, and interdisciplinary.

RECU 65013/85013/95013 - Seminar: Social Ethics

Masters prerequisites: CHET 60013, CHTH 60003, or equivalent

Alternative philosophical and theological perspectives on the principles and methods of social ethics. (May be repeated for credit under different topics for up to 9 credit hours.)

RECU 65033/85033/95033 - Religion and Violence

Masters prerequisites: CHET 60013, CHTH 60003, or equivalent

Surveys recent efforts to comprehend violence as a cultural phenomenon, from psychological, historical, and theological perspectives.

RECU 65053 - African-American Experiences and Perspectives in Social Ethics

Masters prerequisites: CHET 60013, CHTH 60003, or equivalent

This course explores the ways in which African-American religious, theological, and cultural thinkers articulate traditions of justice, flourishing, and fulfillment in North America from the 1700s to present. This course maintains that African-American experiences have been historically shaped by interlocking oppressions in America, particularly racial injustice. Because of such oppressions, black religious and cultural thought continues to fashion liberative traditions of social ethics as critique to American hegemony and domination. This course explores both 1) interlocking oppressions that shape African-American experiences in America and 2) liberative black traditions of social ethics that castigate such hegemony and exploitation.

RECU 65083/85083/95083 - Feminism in American Culture

Masters prerequisites: CHET 60013, CHTH 60003, or equivalent

A survey of feminist thought in various disciplines, including theology, and feminist perspectives on women and men in church and community.

RECU 70003 - Introduction to Black Church Traditions and Culture

Prerequisite: None

This course introduces students to the historical legacies and social witness of black churches in North America. This course uncovers the textures, traditions, and practices of black churches from slavery to post-civil rights era. This course is interdisciplinary as it draws on black theology, black religion, and black cultural studies in the articulation of how black church traditions have historically related to culture and how black churches might continue its social relevancy, particularly when turning to the new cultural politics of difference within America.

RECU 70013 - Community Contexts of Ministry

Prerequisite: None

Exposure to selected aspects of current sociological, psychological, economic, political, and social factors as basis for theological reflection upon the church's ministry in the world.

RECU 70053/80053/90053 - Studies in World Christianity

Prerequisite: None

"World Christianity," as an independent area

of study, has recently emerged in the academia. This course seeks to understand Christian faith and practice in various regions of the world, which are expressed through diverse ecclesiastical traditions and theological discourses and constructed by the complex historical, socio-cultural, and geopolitical contexts.

RECU 70970/80970/90970 - Special Topics in Religion and Culture

Prerequisite: None

May be repeated for credit under different topics. (1-3 semester hours)

RECU 75901 - M.T.S. Final Exercise

Prerequisite: Admittance to the M.T.S. degree program

An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

RECU 75903 - M.T.S. Final Exercise

Prerequisite: Admittance to the M.T.S. degree program

An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

RECU 94013 - Independent Research Study and Thesis

Prerequisite: Admittance to the Th.M. program and completion of required academic seminars

Independent research study and writing of the Master of Theology thesis.

Ministry

Faculty: Russell Dalton, Bryan Feille, Timothy Hessel-Robinson, Lance Pape, Stephen Sprinkle

Practical Theology

PRTH 60003 - Congregational Leadership

Prerequisite: None

An introduction to leadership and administration in the local congregation, with attention to leadership styles, congregational dynamics, administering congregations of varying sizes and organizing for mission.

PRTH 65013 - Supervised Ministry I

Prerequisite: 21 hours and instructor's permission

An intensive group experience aimed at the integration of theology and practice. (Offered Pass/No Credit)

PRTH 65023 - Supervised Ministry II

Prerequisites: PRTH 65013 and instructor's permission

An intensive group experience aimed at the integration of theology and practice. (Offered Pass/No Credit)

PRTH 70013 - The Church's Mission and the Minister's Vocation

Prerequisite: None

An orientation to the vocation of ministry as it relates to the mission and nature of the church; historical, theological, and sociological aspects of church and ministry.

PRTH 70123/80123 - Minister as Practical Theologian

Prerequisite: None

A study of Practical Theology as a discrete discipline, situated as the third great moment in theology; methodological approaches to questions of ecclesial praxis and practice; reassessment and reappropriation of *lex orandi, lex credendi et agendi*, as a means of recovering the liturgy as an integral source for practical theology; shared experience of participating students.

PRTH 70163/80163 - Ministry in the Lesbian, Gay, Bisexual and Transgendered Community

Prerequisite: None

This class is designed for ministers-in-training who will likely participate in conversations about homosexuality in their churches and communities, provide ministry and pastoral care to Lesbian/Gay/Bisexual/Transgendered persons, or assume leadership roles in hermeneutical/theological debates about homosexuality. Given this likelihood, this course seeks to equip ministers with a base of essential material about LGBT experience, including literature and videography in the field, biblical criticism, and theological constructions. The voices of LGBT persons themselves will be the primary sources for this course.

PRTH 70212 - United Methodist Polity

Prerequisite: None

The organization, polity and comprehensive program of the United Methodist Church. Required of United Methodist students for ordination.

PRTH 70223/80223 - Evangelism

Prerequisite: None

An exploration into the theology and methods of evangelism in mainline Protestantism, with focus on the development of a congregation's evangelism ministry.

PRTH 70333/80333 - Conflict and Reconciliation

Prerequisite: None

The identification of conflicts, and means of their prevention, containment and resolution.

PRTH 70443/80443 - Stewardship

Prerequisite: None

Biblical, historical and theological perspectives on the Christian as "steward," with analyses of stewardship programs and emphases in the congregation, and coverage of such related topics as congregational budgeting, personal fiscal management and estate planning.

PRTH 70970/80970 - Special Topics in Practical Theology

Prerequisite: None

May be repeated for credit under different topics. (1-3 semester hours)

PRTH 75013/85013 - Integrative Seminar on Pastoral Ministry

Masters prerequisite: 27 hours

A seminar designed to challenge the student to develop a holistic understanding of the various dimensions of pastoral ministry.

Spirituality

SPIR 60003 - Spiritual Life and Leadership

Prerequisite: None

This course introduces the practice of the Christian spiritual life and the work of spiritual formation in Christian community. Attention will be given to both classical and contemporary expressions of Christian spirituality, the integration of spirituality, theology, and ethics, and to the role of spiritual discipline in the lives of seminarians and religious leaders. Significant class time will be devoted to experimentation with and practice of spiritual disciplines, and reflection on those experiences.

SPIR 70013/80013 - Themes and Perspectives in American Spirituality

Prerequisite: None

Exploration of the history of the spiritual quest in America and how our own 20th century religious experience has influenced its theological, historical, cultural, and geographical situation.

SPIR 70023/80023 - Spiritual Resources and Disciplines

Prerequisite: None

Prayer, meditation and other resources and disciplines for personal Christian growth. Attention is given to classical and contemporary expressions in terms both of theory and practice, and with special reference to the life of the seminarian and religious professional. (Offered Pass/No Credit)

SPIR 70213/80213 - Spiritual Themes in Literature

Prerequisite: None

An investigation of spiritual themes in the literary works of such writers as C.S. Lewis, Nikos Kazantzakis or others. (May be repeated for credit under different topics for up to 9 credit hours.) See CHTH 70213.

SPIR 70970/80970 - Special Topics in Spirituality

Prerequisite: None

May be repeated for credit under different topics. (1-3 semester hours)

Worship

WRSP 60003 - Christian Worship

Prerequisite: None

An introduction to the theology, history and liturgical construction of Christian worship, with an emphasis on practical worship preparation and leadership.

WRSP 70013 - History of Sacred Music

Prerequisite: None

An historical survey of sacred music from ancient times to the twentieth century.

WRSP 70230 - Choir

Prerequisite: None

A laboratory for the study, rehearsal and

performance of choral music. A maximum of three hours may be earned. (1/2 semester hour)

WRSP 70233/80233 - Church and Sacraments

Prerequisite: None

Exploration of the theological issues arising from the study of the Church and the sacraments/ordinances and the questions these present for contemporary denominational and ecumenical discussions.

WRSP 70653/80653 - Methodist Worship

Masters prerequisite: WRSP 60003 or equivalent

This course explores the background, history, theology, and practice of the various Methodist traditions of worship. Special attention will be given to Methodist sacramental theology.

WRSP 70970/80970 - Special Topics in Worship

Prerequisite: None

May be repeated for credit under different topics. (1-3 semester hours)

Homiletics

HOML 65003 - Foundations for Preaching

Prerequisite: HEBI 60003 or NETE 60003 or equivalent

Rationale for the preaching ministry. Types of preaching. Preparation and delivery of sermons. Practice preaching.

HOML 70313/80313 - Literature and Preaching

Prerequisite: None

Laboratory in the creative and responsible use of world literature (fiction and non-fiction) in Christian proclamation.

HOML 70633/80633 - The History of Preaching

Prerequisite: None

A study of the public proclamation of the faith from earliest times to the present. Attention to modes of exegesis and rhetoric. Assessment of the pulpit's influence in various periods. See CHHI 70633.

HOML 70970/80970 - Special Topics in Preaching

Prerequisite: None

May be repeated for credit under different topics. (1-3 semester hours)

HOML 75013/85013 - Preceptorial in Preaching

Masters Prerequisite: HOML 65003 or equivalent

Work in sermon preparation from lectionary texts. Designed for those serving a preaching post.

HOML 75023/85023 - Theology and Preaching

Masters prerequisites: HOML 65003 and CHTH 60003 or equivalent

This course examines both the theology of preaching and theology for preaching by engaging selected theologians and their sermons. Students will prepare, preach, and reflect upon the theology in sermons. See also CHTH 75113.

HOML 75033/85033 - Biblical Interpretation for Preaching

Masters prerequisites: NETE 60003 or HEBI 60003

A biblical book or theme will be examined in the light of recent exegetical and hermeneutical approaches, with a view to proclamation in the church. Sermons from the selected book or theme will be prepared, presented in written form to the class, and discussed. May be repeated for credit with different books or themes. See HEBI 80113 and NETE 75133.

HOML 75043/85043 - Advanced Preaching Workshop

Masters Prerequisite: HOML 65003 or equivalent

Different foci are chosen for intensive study and practice preaching (exegesis for preaching, doctrinal preaching, pastoral preaching, ethical/social preaching, new preaching forms). May be repeated for credit under different topics.

HOML 81403 - Professional Paper

Prerequisite: Admittance into D.Min. program

The D.Min. Professional Paper confronts a current issue in homiletics from the dual

perspectives of scholarly research and parish experience.

Religious Education

REED 60003 - The Church's Educational Ministry

Prerequisite: None

An introduction to the church's education ministry, with emphasis on the formulation of a theory of Christian education, the practice of Christian education in a congregational setting, and the role of the minister as an educator.

REED 70323/80323 - Christian Education of Youth

Prerequisite: None

Students will work on developing an overall approach and strategy for youth ministry. The first half of this course focuses more on understanding today's adolescents and their needs than on techniques for youth group meetings or youth socials. In the latter part of the course students will go on to explore a number of aspects of working with youth, including approaches to teaching youth in traditional Sunday School settings, pastoral care and spiritual direction of youth, designing youth mission projects, youth group meetings, and working with families of teenagers.

REED 70970/80970 - Special Topics in Christian Education

Prerequisite: None

May be repeated for credit under different topics. (1-3 semester hours)

REED 75013/85013 - Christian Education of Children

Masters prerequisite: REED 60003 or equivalent

Purpose, structures, and resources for congregational education of children, with particular emphasis on child development.

REED 75023/85023 - Christian Education in the Black Church

Masters prerequisite: REED 60003 or equivalent

This course will explore a variety of issues in Christian education and formation in relation

to the special opportunities and challenges existing in the context of the Black church.

REED 75033/85033 - Seminar: Current Issues in Christian Education
Masters prerequisite: REED 60003 or equivalent

Seminar on a current issue in Christian education, such as church membership education, human sexuality education, religion and public education, etc.

Pastoral Theology and Pastoral Care

Faculty: Nancy Gorsuch, Joretta Marshall, Nancy Ramsay

PTPC 60003 - The Ministry of Pastoral Care

Prerequisite: None

Defines and describes the field of pastoral care with attention to understanding pastoral identity, roles and functions; developing relevant skills in pastoral assessment and pastoral conversation; identifying pastoral resources; utilizing pastoral theological methods; and learning how to provide pastoral care during developmental stages, transitions and crises.

PTPC 70013/80013/90013 - Forgiveness, Justice, and Community in Pastoral Theology and Pastoral Care

Prerequisite: None

This course examines the intersection of forgiveness, justice, and community in the context of pastoral theology, care, and counseling. A primary assumption of this course is that the issues of justice, community, and forgiveness are integrally related. This course draws upon a variety of disciplines during the semester, including pastoral theology, theological and biblical studies, narratives, and psychosocial interpretations.

PTPC 70953 - Advanced Supervised Pastoral Counseling, Unit I

Prerequisites: PTPC 75023 and three additional PTPC courses normally including PTPC 75053, 75083 and PTPC Permanent Faculty approval

Counseling experience for a minimum of two consecutive semesters (Units I and II), supervised by the PTPC department and consultants.

PTPC 70963 - Advanced Supervised Pastoral Counseling, Unit II

Prerequisite: PTPC 70953

Counseling experience supervised by the PTPC department and consultants.

PTPC 75013/85013 - Sexuality and Pastoral Practice

Prerequisite: PTPC 60003

Sexuality is central to our identity and a pervasive dimension of any human interaction. The influence of sexuality on the practice of ministry is equally significant though complicated by the church's ambivalence about or distrust of it as God's good gift and the politicization of sexuality in church and culture. In this seminar we will review matters related to sexuality through physiological, developmental, relational, ethical, and biblical/theological perspectives relevant for ministerial leadership in congregational and chaplaincy contexts.

PTPC 75023/85023/95023 - Short-Term Pastoral Counseling

Masters prerequisite: PTPC 60003 or equivalent

Discussion, demonstration, and practice of a number of specific pastoral counseling methods.

PTPC 75033/85033/95033 - Caring Community: Issues of Health and Justice

Masters prerequisite: PTPC 60003 or equivalent

Exploration of health-related ministries in the local church from a pastoral care perspective. Emerging definitions of health and community illustrate multiple viewpoints from biblical and pastoral theological sources, as well as social service and medical practices.

PTPC 75043/85043/95043 - Pastoral Conversation and Collaboration

Masters prerequisite: PTPC 60003 or equivalent

Students will explore the “art” and skill of pastoral conversation across a range of pastoral care situations. Class members will increase awareness of their current practices of listening and responding, and learn to use pastoral authority in a collaborative manner. The influence of context and difference in shaping pastoral responses will be assessed.

PTPC 75053 - Clinical Pastoral Education

Masters prerequisites: PTPC 60003 or equivalent, acceptance into a basic unit of CPE in a program accredited by the Associate of Clinical Pastoral Education, and departmental approval

Supervised clinical training related to ministry in human crises. Students serve as chaplains at hospitals and other institutions. Learning through didactic seminars, self-awareness groups, case conferences, and individual supervision. Offered in ten-week courses during the summer, fourteen-week courses during semesters, and in extended units from October to April. (3 semester hours; offered Pass/No Credit)

PTPC 75063/85063/95063 - Pastoral Care with Children

Masters prerequisite: PTPC 60003 or equivalent

A study of psychosocial and faith development; the effects of various crises such as illness, loss, death, divorce, abuse, and adoption on theological/spiritual concepts; and methodologies for facilitating pastoral conversation such as art, play, and storytelling.

PTPC 75073/85073/95073 - Pastoral Care and the Aging

Masters prerequisite: PTPC 60003 or equivalent

The contributions of gerontology and geriatric research to the physiological, sociological and psychological understanding of aging. Emphasis on theological issues which inform spiritual guidance, pastoral care and counseling with the elderly.

PTPC 75083/85083/95083 - Pastoral Counseling with Couples and Families

Masters prerequisite: PTPC 60003 or equivalent

Discussion of the principles of family systems and presentation of the methods of marriage and family counseling for pastors.

PTPC 75093 - Bilingual/Bicultural Clinical Pastoral Education

Prerequisites: PTPC 60003 or equivalent, acceptance into a basic unit of bilingual/bicultural CPE in a program accredited by the Association of Clinical Pastoral Education, departmental approval, basic Spanish conversational skills

Supervised clinical training related to bilingual/bicultural ministry in human crisis. Students serve as chaplains at a hospital. Learning through didactic seminars, self-awareness groups, case conferences, and individual supervision. (3 semester hours; offered Pass/No Credit)

PTPC 75103/85103 - Sexuality, Race, and Class in Pastoral Practice

Prerequisite: None

The construction of gender, gender identity, and sexual orientation, the “rules” and practices of diverse racial and cultural groups, and the differences shaped by socioeconomic class illustrate the cultural relativity of personal, family, and relational life. In this course we will critique our own internalization of these “rules” and practices and pursue perspectives that encourage and affirm respect for diversity in various relational systems. We will explore the way sexism, heterosexism, genderism, racism, and classism function oppressively limiting possibilities for well-being in relationships as well as structurally and systemically and shaping the context for care, and we will develop personal and professional strategies for resisting their destructive effects. Using the lenses of gender, sexual orientation, gender identity, race, and class we will explore appropriate clinical interventions and continuing care strategies.

PTPC 75423/85423/95423 - Pastoral Theology: Selected Issues

Masters prerequisite: PTPC 60003 or equivalent

An analysis of the correlations between the classical field of theology and the clinical

field of pastoral care, paying attention to theological issues commonly encountered in pastoral care situations. (3-6 semester hours)

PTPC 75433/85433/95433 - Pastoral Care in Times of Crisis

Masters prerequisite: PTPC 60003 or equivalent

An introduction to the field of crisis intervention which offers methods that can be used in pastoral care. Specific crisis situations frequently encountered in the parish will be highlighted.

PTPC 75443/85443/95443 - Pastoral Care in Grief and Loss

Masters prerequisite: PTPC 60003 or equivalent

A study of the process of grief in various types of loss with special attention to effective pastoral care responses.

PTPC 75970/85970/95970 - Special Topics in Pastoral Care

Masters prerequisite: PTPC 60003 or equivalent

Advanced research focused on contemporary issues in the field of pastoral care and counseling. May be repeated for credit under different topics. (1-3 semester hours)

PTPC 81503 - Clinical Pastoral Education, Unit I

Prerequisites: Admittance to the D.Min. program and acceptance into a CPE program accredited by the Association for Clinical Pastoral Education

Supervised clinical training related to ministry in human crises. Students serve as chaplains at hospitals and other institutions. Learning through didactic seminars, self-awareness groups, case conferences, and individual supervision. Offered in ten-week courses during the summer, fourteen-week courses during semesters, and in extended units from October to April. (Offered Pass/No Credit)

PTPC 81513 - Clinical Pastoral Education, Unit II

Prerequisites: Admittance to the D.Min. program, PTPC 81503 and acceptance into a CPE program accredited by the Association for Clinical Pastoral Education

Continuation of PTPC 81503. (Offered Pass/No Credit)

PTPC 81523 - Advanced Clinical Pastoral Education

Prerequisites: Admittance to the D.Min. program, PTPC 81513 and acceptance into an Advanced CPE program accredited by the Association for Clinical Pastoral Education

An advanced unit of training approved by standardized consultation procedures with the Association for Clinical Pastoral Education. (Offered Pass/No Credit)

PTPC 81603 - Supervised Pastoral Counseling, Unit I

Prerequisites: Admittance to the D.Min. program, PTPC 81503 or equivalent and approval by the department faculty
Supervised experience in pastoral counseling. This training experience requires 20 hours per week.

PTPC 81613 - Supervised Pastoral Counseling, Unit II

Prerequisites: Admittance to the D.Min. program, PTPC 81603 or equivalent and approval by the department faculty
Continuation of PTPC 81603.

PTPC 81623 - Supervised Pastoral Counseling, Unit III

Prerequisites: Admittance to the D.Min. program, PTPC 81613 or equivalent and approval by the department faculty
Continuation of PTPC 81613.

PTPC 81633 - Supervised Pastoral Counseling, Unit IV

Prerequisites: Admittance to the D.Min. program, PTPC 81623 or equivalent and approval by the department faculty
Continuation of PTPC 81623.

PTPC 90703 - Clinical Pastoral Education, Unit I

Prerequisites: Admittance to the Th.M. or Ph.D. program and acceptance into a CPE program accredited by the Association for Clinical Pastoral Education

Supervised clinical training related to ministry in human crises. Students serve as chaplains at hospitals and other institutions. Learning through didactic seminars, self-awareness groups, case conferences, and

individual supervision. Offered in ten-week courses during the summer, fourteen-week courses during semesters, and in extended units from October to April. (Offered Pass/No Credit)

PTPC 90713 - Clinical Pastoral Education, Unit II

Prerequisites: Admittance to the Th.M. or Ph.D. program, completion of PTPC 90703 and acceptance into a CPE program accredited by the Association for Clinical Pastoral Education

Continuation of PTPC 90703. (Offered Pass/No Credit)

PTPC 90723 - Advanced Clinical Pastoral Education

Prerequisites: Admittance to the Ph.D. program, completion of PTPC 90713 and acceptance into an advanced CPE program accredited by the Association for Clinical Pastoral Education

An advanced unit of training approved by standardized consultation procedures with the Association for Clinical Pastoral Education. (Offered Pass/No Credit)

PTPC 94013 - Independent Research Study and Thesis

Prerequisites: Admittance to the Th.M program and completion of required academic seminars

Independent research study and writing of the Master of Theology thesis.

PTPC 95123 - Personality Theory and Theological Anthropology

Prerequisite: Admittance to the Ph.D. program or special permission of the Office of the Associate Dean for Academic Affairs

A study of human beings from theological, psychological, and contextual perspectives for the purpose of critically assessing the contribution of personality theory and theories of self to pastoral assessment and intervention. Students will develop a pastoral theological anthropology for discussion in the seminar.

PTPC 95173 - Current Issues in Pastoral Theology and Pastoral Counseling

Prerequisite: Admittance to the Ph.D. program or special permission of the Office of the Associate Dean for Academic Affairs

A study of current issues in the disciplines of pastoral theology and pastoral counseling. May be repeated for credit under different topics.

PTPC 95223 - Sexuality, Race, and Class: Implications for Pastoral Theology

Prerequisite: Admittance to the Ph.D. program

This seminar will focus on current theoretical and theological resources for critically and imaginatively engaging gender, race, and class in contemporary, constructive pastoral theology in ecclesial and cultural contexts. We will explore the particularities and intersecting dynamics of gender, sexual orientation, gender identity, race, and class as they arise and endure in relationships and as matters of debate in larger systemic contexts. Participants in the seminar will also explore the ways in which these aspects of social location inform their own self-understanding. We will also address pedagogical and clinical strategies for confronting oppressive aspects of these forms of social location.

PTPC 95233 - Teaching and Learning in Pastoral Theology, Care, and Counseling

Prerequisite: Admittance to the Ph.D. program

Intentional reflection on teaching and learning is important for doctoral programs who train teachers in pastoral theology, care, and counseling. This course explores critical issues for the teaching of pastoral theology in multiple contexts, including philosophical, theological, and practical commitments. Students create a variety of documents for a teaching portfolio, such as an introductory course syllabus, a philosophy of teaching statement, a lesson plan and class presentation, and a research presentation on a pedagogical issue of particular interest to them.

PTPC 95803 - Pastoral Counseling, Unit I

Prerequisites: Admittance to the Ph.D. program and approval by the department faculty

Supervised experience in pastoral counseling. This training experience requires 20 hours per week.

PTPC 95813 - Pastoral Counseling, Unit II

Prerequisites: Admittance to the Ph.D. program, PTPC 95803 or equivalent and approval by the department faculty
Continuation of PTPC 95803.

PTPC 95823 - Pastoral Counseling, Unit III

Prerequisites: Admittance to the Ph.D. program, PTPC 95813 or equivalent and approval by the department faculty
Continuation of PTPC 95813.

PTPC 95243 - Historical and Contemporary Perspectives in Pastoral Theology, Care, and Counseling

Prerequisites: Admittance to the Ph.D. or Th.M. program

This course examines the historical development of the fields of pastoral theology, care, and counseling. In addition, the course connects historical developments with current and future trajectories in the field.

PTPC 95253 - Pastoral Theological Methods in Context

Prerequisites: Admittance to the Ph.D. or Th.M. program

An investigation of the role of context and method in Pastoral Theology will be central to this course. This is the first of a two-part course in which students are engaged in a context where they are responsible for some aspect of pastoral care or counseling. While reflecting on their context, students will be involved in a general examination of pastoral theological methods, assessing their relevance, limitations, and potential. This course is a prerequisite for the second course, Methods in Constructive Pastoral Theology.

PTPC 95263 - Methods in Constructive Pastoral Theology

Prerequisites: Admittance to the Ph.D. or Th.M. program; PTPC 95253 Pastoral Theological Methods in Context

Building on work in the previous semester's course, Pastoral Theological Methods in Context, students will design a project built around a pastoral theological research question that arises out of the context in which they are working. The project will be designed, implemented, and evaluated during the semester.

Additional Courses

BRIT 60003 - Introduction to Ministry Studies

Prerequisite: None

This course assists first year students in developing an understanding of the vocational and theological vision of the curriculum they are entering to prepare for ministerial leadership. The course initiates a process of integration of learning across the curriculum which is marked by increasing signs of competency in four areas: constructive theological analysis and capacities for articulating this analysis; knowledge and skills for engaging the social and religious diversity God created within the human family; knowledge and skills for effective, ethical, and wise ministerial leadership; and growing knowledge and skills for the work of advocacy for God's justice and love for all creation.

BRIT 70970/90970 - Special Topics:Brite Interdepartmental Course

Prerequisite: None

May be repeated for credit.

BRIT 75013 - Master of Theological Studies Colloquium: Advanced Theological Research and Writing

Prerequisite: MTS students must be in next-to-last (or last) semester; other students with instructor's permission

Ensures that students have advanced skills in research, bibliographic documentation, and writing in different genres. Will lay a substantive foundation for the MTS final project.

BRIT 90003 - Graduate Colloquium in Feminist Methodology and Theory

Prerequisite: None

This is the required course in the Women's Studies Certificate program. It is open to Ph.D. and Th.M. students and others on a case by-case basis. It aims to give graduate students from a variety of disciplines a thorough grounding in the basics of feminist theory and methodology since the early modern period.

BRIT 95103 - Advanced Educational Research Seminar: Teaching and Learning in Higher Education

Prerequisite: Admittance to the Th.M. or Ph.D. program

This course is an opportunity to get an edge. Teaching is interesting, difficult, challenging, fun, exhilarating, meaningful, and most of all complex. Join Toni Craven (Brite divinity School) and Sherrie Reynolds (School of Education) in a seminar exploring scholarship and research about adult learning and how we might teach based on contemporary models of learning.

BRLB 80001/90001 - Dissertation or Thesis Research in Library

Prerequisite: Special permission from the Office of the Dean or the Office of the Associate Dean for Academic Affairs

Enables access to research in the Mary Coats Burnett Library for Ph.D., Th.M. or D.Min. students working on doctoral dissertations or theses, or for students in those programs who are not enrolled in classes in a given semester. (Offered Pass/No Credit)

BRLN 70000 - Spanish Language In Theological Context

Prerequisite: None

1-3 semester hours; may be repeated for credit under different topics for up to six credit hours.

BRLN 70970/80970/90970 - Special Topics in Theological Languages

Prerequisite: None

(1-3 semester hours, may be repeated for credit under different topics for up to six credit hours.) This course is designed for students who wish to gain a reading knowledge of one of the languages used in advanced theological studies. Special attention will be paid to the mastery of biblical, historical and theological terminology.

BRLN 90000 - Theological Languages

Special permission from the Office of the Dean or the Office of the Associate Dean for Academic Affairs

This course is available on an audit basis only. All auditors are required to do all assignments related to the course. The course offers no academic credit but enables preparation for doctoral language exams. For part-time students, an audit fee will be associated with this course.

DOMI 80013 - Theological Reflection for Ministry and Its Tasks

Prerequisite: Admittance to the D.Min. program

This common core D.Min. course examines developments in a particular area of theological study and their impact on Christian ministry.

DOMI 80023 - Directed/Independent Study

Prerequisite: Admittance to the D.Min. program

May be repeated for credit under different topics for up to twelve credit hours.

DOMI 80033 - Pastoral Identity

Prerequisite: Admittance to the D.Min. program

This course assists students in developing a better understanding of their past-present-future Pastoral Identity within the broader context of their life and ministry.

DOMI 80043 - The Pastor and the Context of Ministry

Prerequisite: Admittance to the D.Min. program

This course assists students in enhancing their understanding of their social location as minister and how social and economic issues affect the experiences of believers within Christian communities.

DOMI 80913 - Doctoral Project/Thesis Seminar

Prerequisite: Admittance to the D.Min. program and completion of 18-24 hours of course work

Design of the D.Min. project, initial writing of project proposal, and preparation for writing the D.Min. thesis at the completion of the project.

APPENDIX B

TAPE-RECORDING AGREEMENT

Professors will generally grant permission for students to tape record class lectures for use in personal studies *only*. Before taping lectures, students should ask permission of the professor. Students should realize that lectures taped by the student may not be shared with other people outside the classroom setting without the written consent of the lecturer.

The student should be aware that the information contained in the tape-recorded lectures is protected under federal copyright laws and may not be published or quoted outside the classroom setting without the expressed consent of the lecturer, and if permission is granted in writing, the student cannot make use of the material without giving proper identity and credit to the lecturer. Students agree to abide by these guidelines with regard to any lectures they tape while enrolled as students at Brite Divinity School.

I have read the above paragraphs and agree to the conditions outlined.

Signature: _____

Date: _____

Professor: _____

Date: _____

APPENDIX C

ADVANCED STANDING

When a student takes an advanced course in an area, whether it had a prerequisite or not, the student may, upon satisfactory completion of the course, petition to have the course satisfy the basic course requirement in the area. This requires approval of the faculty member who taught the advanced course and the Associate Dean for Academic Affairs.

Name of Student _____

I request that this advanced course _____
Course number and title

satisfy the basic level course in the _____ area
Departmental area

normally fulfilled by _____.
Course number and title

Student

Grade in advanced course

Approved:

Professor

Associate Dean for Academic Affairs

Date

APPENDIX D

COURSE PREREQUISITE WAIVER FORM

A professor may, for cause, waive the stated prerequisite for his or her course. However, if the prerequisite is a required course, that course must still be taken before completion of program.

Name of Student _____

This student has my permission to take _____
Course Number and Title

without meeting the stated prerequisite _____
Course Number and Title

during _____
Semester Year

Signature of professor: _____

Date signed: _____

This form is to be kept in the student's academic file.

APPENDIX E

ADVANCE REGISTRATION APPROVAL FORM

All Brite Divinity School students who wish to enroll in courses in units of Texas Christian University are required to submit this completed form to the Office of the Associate Dean at the time of advance registration. This procedure insures that the projected enrollment of the Brite student is acceptable in the unit offering the course and not prohibited by prerequisites or restricted enrollment.

Part I: To be completed by Student: _____
(print name)

I hereby request approval for registration for the following course:

Dept./No./Title: _____

Section/Time: _____

Term/Year: _____

Student Signature: _____ Date: _____

Associate Dean Signature: _____ Date: _____

Part II: To be completed by Representative (Department Chair or Course Instructor) of TCU unit offering course.

A copy of this form should be kept on file in the departmental office. Please report any schedule change for the above course to the Office of the Associate Dean at Brite.

I hereby certify that the registration indicated above is acceptable and not prohibited by prerequisites or restricted enrollment.

Name: _____ Signature: _____

Position: _____

Department: _____

Date: _____

APPENDIX F

CONSTITUTION OF THE BRITE DIVINITY SCHOOL STUDENT ASSOCIATION

We, the members of the Brite Divinity School Student Association, desiring to establish an effective structure of constructive authority and responsibility, with appropriate policies and procedures necessary for the proper conduct of Student Government, in order to provide services to fulfill the needs of the Brite Divinity School Student Body, do hereby establish the following Constitution.

ARTICLE I

The Brite Divinity School Student Association, hereinafter referred to as the Brite Student Association, shall be composed of those members of the Brite Divinity School Student Body who have paid the Student Association fee as established by the Brite Student Association and published in Texas Christian University's *Brite Divinity School Bulletin*.

ARTICLE II

- Section 1. The leadership of the Brite Student Association shall be provided by the Executive Board.
- Section 2. The voting members of the Executive Board shall consist of the elected officers: Moderator, Vice-Moderator, Moderator-Elect, Secretary, Treasurer, and the appointed members: the Chairpersons of the Standing Committees, Chairpersons of any Ad Hoc Committees shall serve as ex-officio, non-voting members of the Executive Board for the duration of such Ad Hoc Committee.
- Section 3. To be eligible to seek election or appointment to any of the positions of the Executive Board, individuals:
- A. must be paid in full with regard to their Student Association fees;
 - B. must be enrolled for all regular (spring and fall) semesters during their term in office;
 - C. must not be subject to any **academic** or **disciplinary** suspension by the Seminary or University. Becoming subject to any such academic or disciplinary suspension at any time during their term of office or appointment will automatically remove individuals from such office or appointment;
 - D. may not hold the same Executive Board position for more than two consecutive terms, with the exception of both the Moderator and Moderator-Elect positions which may not be held for more than one term;
 - E. who desire to run for the office of Moderator-Elect while currently holding the position of Vice-Moderator, Secretary or Treasurer on the Executive Board, must resign such office prior to seeking election as Moderator-Elect; and

- F. may also seek simultaneous nomination and appointment as Brite Student Representatives to Seminary Committees.

Section 4. The term of the above elected Executive Board positions, with the exceptions of the Moderator-Elect and Moderator positions, shall run from January through December, with their elections being held the previous November. The Moderator-Elect term shall run from June to December, with its election being held the previous April. At the end of said elect term, this person shall assume the office of Moderator; the term shall run from January through December concurrently with the other elected positions.

Section 5. Election and appointment of Executive Board members and Brite Student Representatives to the Texas Christian University House of Student Representatives shall be as prescribed by the Brite Student Association Election Code, as contained in the Brite Student Association *Policies and Procedures Manual*.

Section 6. The duties of the Executive Board shall consist of:

- A. proposing issues to the Brite Student Association for discussion and/or action;
- B. executing Brite Student Association decisions either institutionally or operationally;
- C. presenting a budget to the Brite Student Association for approval at its first official meeting of the calendar year;
- D. attending meetings of the Executive Board and any other meetings called by the Moderator; and
- E. those duties delineated for each Executive Board position under Article III of this Constitution.

ARTICLE III

Section 1. The duties and responsibilities of the Moderator of the Brite Student Association shall consist of:

- A. presiding over all meetings of the Brite Student Association and the Executive Board;
- B. calling all Executive Board meetings as prescribed in the Brite Student Association *Policies and Procedures Manual* and as deemed necessary;
- C. maintaining the orderly transaction of Brite Student Association business as prescribed in this Constitution and the Brite Student Association *Policies and Procedures Manual*;
- D. serving as the liaison between the Brite Student Association and the Administration of Brite Divinity School;
- E. appointing, with approval of the majority of the elected officers of the Executive Board, the Chairpersons of the Standing committees; and

- F. appointing *pro tempore* officials and Ad Hoc Committees of the Brite Student Association, as deemed necessary or as directed by Brite Student Association or the Executive Board.

Section 2. The duties and responsibilities of the Vice-Moderator of the Brite Student Association shall consist of:

- A. assuming all responsibilities of the Moderator in his/her absence;
- B. providing guidance to the Chairpersons of the Standing Committees, Student Representatives to the Seminary Committees, and the Brite Divinity School's Representatives to the Texas Christian University House of Student Representatives regarding their duties and responsibilities;
- C. performing the traditional tasks of a Parliamentarian as outlined in *Robert's Rules of Order*; and
- D. discharging any additional duties and responsibilities as delineated by the Moderator.

Section 3. The duties and responsibilities of the Moderator-Elect of the Brite Student Association shall consist of:

- A. utilizing their term as Moderator-Elect for experiential training and planning of their successional term as Moderator; and
- B. discharging any additional duties and responsibilities as delineated by the Moderator.

Section 4. The duties and responsibilities of the Secretary of the Brite Student Association shall consist of:

- A. maintaining all Brite Student Association correspondence responsibilities;
- B. maintaining all recording and publishing of minutes of Brite Student Association meetings, as prescribed in the Brite Student Association *Policies and Procedures Manual*;
- C. maintaining a verifiable record of attendance at each Brite Student Association meeting as prescribed in the Brite Student Association *Policies and Procedures Manual*;
- D. verifying the voting eligibility of those present and voting at all Brite Student Association and Executive Board meetings;
- E. assemble and publish the agendas, in consultation with the Moderator, for all Brite Student Association meetings as prescribed in the Brite Student Association *Policies and Procedures Manual*; and
- F. discharging any additional duties and responsibilities as delineated by the Moderator.

Section 5. The duties and responsibilities of the Treasurer of the Brite Student Association shall consist of:

- A. maintaining proper, current and accurate financial records in accordance with Texas Christian University procedures and the Brite Student Association *Policies and Procedures Manual*;
- B. proposing a budget to the Brite Student Association for approval, as directed by the Executive Board and prescribed in Article II, Section 6, and in accordance with the Brite Student Association *Policies and Procedures Manual*; and
- C. discharging any additional duties and responsibilities as delineated by the Moderator.

ARTICLE IV

Section 1. The standing Committees of the Brite Student Association shall consist of the Student Life Committee with Spirituality and Community Subcommittees, the Homiletic Guild Committee, the Outreach Committee, and the Brite Series Committee;

Section 2. The duties and responsibilities of the Chairpersons of the Standing Committees shall consist of:

- A. Student Life Committee Co-Chairpersons:
 - 1. conducting all meetings and business of the Spirituality Subcommittee and the Community Subcommittee as described in the Brite Student Association *Policies and Procedures Manual*; and
 - 2. serving as the liaisons between the Student Life Committee and the Executive Board.
- B. Homiletic Guild Chairperson:
 - 1. conducting all meetings and business of the Homiletic Guild Committee as described in the Brite Student Association *Policies and Procedures Manual*; and
 - 2. serving as the liaison between the Homiletic Guild Committee and the Executive Board.
- C. Outreach Committee Chairperson:
 - 1. conducting all meetings and business of the Outreach Committee as described in the Brite Student Association *Policies and Procedures Manual*; and
 - 2. serving as the liaison between the Outreach Committee and the Executive Board.
- D. Brite Series Committee Chairperson:
 - 1. conducting all meetings and business of the Brite Series Committee as described in the Brite Student Association *Policies and Procedures Manual*; and

2. serving as the liaison between the Brite Series Committee and the Executive Board.

Section 3. The term of the above appointed Executive Board positions shall run January through December.

ARTICLE V

Section 1. The duties and responsibilities of Brite Divinity School's Representatives to the Texas Christian University House of Student Representatives shall consist of:

- A. faithfully and honorably representing Brite Divinity School in the Texas Christian University House of Student Representatives. Election and discipline of said Student Representatives will be as prescribed in the Texas Christian University House of Representatives Constitution and Election Code; and
- B. performing all duties and responsibilities as prescribed in the Brite Student Association *Policies and Procedures Manual*.

ARTICLE VI

Section 1. The number of Student Representatives to a Seminary Committee shall be determined by the Faculty with the concurrence of the Dean of Brite Divinity School.

Section 2. Student Representatives to the Seminary Committees shall be nominated and appointed by the Moderator in conference with the Dean of Brite Divinity School and the Chairperson of each Seminary Committee.

Section 3. The duties and responsibilities of the Student Representatives to the Seminary Committees shall consist of:

- A. faithfully and honorably representing the students of Brite Divinity School on their respective Seminary committee; and
- B. performing all duties and responsibilities as prescribed in the Brite Student Association *Policies and Procedures Manual*.

ARTICLE VII

Section 1. All members, elected and appointed, of the Executive Board, Brite Representatives to the Texas Christian University House of Student Representatives, and Student Representatives to the Seminary Committees are subject to removal from office for any of the following reasons:

- A. negligence of duties and responsibilities as delineated in this Constitution and the Brite Student Association *Policies and Procedures Manual*.

Section 2. Charges, based upon Section 1 of this Article, may be brought before the Brite Student Association by any member concerning any elected or appointed member(s) of the Executive Board, Brite Representatives to the Texas Christian University House of Student Representatives, or Student Representatives to the Seminary Committees. After such charges have been made the charged individual will be given an opportunity to defend such charges before the Brite

Student Association, either by written or oral statement at a regularly scheduled or called meeting. Upon deliberation, said individuals may be removed from their office or appointment by a two-thirds (2/3) vote of all members of the Brite Student Association present and voting.

ARTICLE VIII

- Section 1. This Constitution may be repealed or amended only at a regularly scheduled or called Brite Student Association meeting.
- Section 2. To repeal or amend this Constitution shall require a two-thirds (2/3) vote of all members of the Brite Student Association present and voting.

APPENDIX G

Brite Divinity School
Student Organization Application Form
(to be filed with the Brite Student Association)

Please Print

This form has two pages. A signed *Advisor Letter of Agreement* and a *Constitution* must be attached or submitted by disk or email for the proposed organization at the time of application.

1. Name of Proposed Organization: _____

2. Type of Organization: _____

3. Purpose of proposed organization: _____

4. Proposed membership qualifications: _____

5. Probable dues: \$ _____ per _____

6. Frequency and time of regular meetings: _____

7. Type of programs and activities for proposed organization: _____

8. Faculty/Staff Advisor:

Name _____ Phone _____

Department _____ TCU Box _____

9. Officers: Name TCU ID Phone

President _____

Vice President _____

Secretary _____

Treasurer _____

Organizations must maintain a minimum of ten (10) members. If an organization's membership is below the minimum of ten members, that organization shall have a one-semester probation period in which to meet the requirements. If an organization fails to meet the requirements, the Student Development Service office may recommend that representatives from the organization appear before the Student Organizations Committee to determine if recognition of the organization is to continue.

List of members for proposed organization (signature and TCU ID numbers required):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Non-Discrimination Policy

The non-discrimination policy at Brite Divinity School is designed to protect under-represented students, in addition to the following city, state and federal laws:

- a. Student organizations at Brite may not discriminate in the selection of members on the basis of race, color, sex, sexual orientation, gender identity, national origin, citizenship status, age, physical or mental disability of an otherwise qualified individual, membership or application for membership in a uniformed service, or any other category protected by applicable law.
- b. If requested to do so, officers of any student organization must furnish the SOC a written statement certifying that the organization's constitution and bylaws contain no discriminatory clauses applicable to the selection of members as defined in the above paragraph.

Signature below indicates an understanding and commitment of the organization to the Non-Discrimination Policy of Brite Divinity School.

Proposed Organization President _____
(signature)

Proposed Organization Advisor _____
(signature)

Please return this form to the Brite Student Association

APPENDIX H

**Brite Divinity School
Advisor Letter of Agreement**

Student Organization: _____

Faculty/Staff Advisor: _____

Campus Box: _____ Phone: _____

Email: _____

As the Faculty/Staff Advisor of the above-listed student organization, I recognize that I am committing to supporting the rules and regulations of Brite Divinity School and the Student Organizations Committee as they pertain to this student organization. Therefore, I acknowledge the following:

- a. I must be able to attend meetings of the organization.
- b. I will advise the organization in the exercise of responsibility, but I recognize that I do not have the authority to control the policy of the organization.

I am a member of the full-time faculty or a member of the administrative staff of Brite Divinity School.

- c. I have the duty of interpreting the policies of the Divinity School to the organization. I will advise the officers in the discharge of their duties and I recognize that I should be knowledgeable of the financial affairs of the organization. I acknowledge that I should attend the meetings of the organization with sufficient regularity to keep cognizant of the general progress of the organization. I commit to continuing in the position of advisor and fulfilling its responsibilities until a successor has been named by the organization or until I resign.

By signature on this Letter of Agreement I commit to fulfilling the above-stated expectations of an organization advisor as outlined by Brite Divinity School.

Signature _____ Date _____

Please return this form to the Brite Student Association

APPENDIX I
Sample Constitution

This is a sample to give you ideas of what might need to be included in the constitution of your organization. Every organization is different and the constitution should apply to your specific group. A long constitution is not superior to a short one as long as the specifics of your group have been met.

Sample Constitution
(Date)

Article I. Name

Section 1. The official name of this organization shall be _____.

Article II. Purpose

Section 1. The purpose of this organization is

Section 2. This organization will

Section 3. This organization will

Article III. Membership and Dues

Section 1. Membership of this organization shall be open to any . . .

Section 2. There shall be no dues collected.

Article IV. Officers

Article V. Faculty Advisor

The advisor will be chosen from Brite faculty and/or staff. He/she will be supportive of the goals and mission of the organization and will understand and agree to Brite policies regarding the advising of student organizations.

Article VI.

Section 1. At least one formal meeting will be held at the beginning of each semester for the purpose of introducing officers, informing new members, and general information sharing.

Section 2. All other communication will be online via email, discussion boards or chat rooms, etc.

Article VII. Amendments

Section 1. Proposed amendments shall be submitted in writing and discussed within the group online.

Section 2. The constitution shall be amended by a 2/3 majority vote conducted online.

Article VIII. Ratification

Section 1. The new Constitution will be ratified by a 2/3 majority vote conducted online.

STUDENT HANDBOOK

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