



STUDENT HANDBOOK

2023-2024

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WELCOME FROM THE DEAN

The teaching-learning community at Brite Divinity School seeks to transform individuals, churches and communities through the integration of scholarship, justice and practice. Brite is a place where we encourage you to be bold and creative: ask questions, struggle with your faith, grow in your humanity, make a difference in the world, get to know faculty and staff, become conversation partners with peers and colleagues. I invite you to explore our degree programs and use your imagination to help you envision how you might use one of these to further the integration of your mind and spirit, and guide your activities in service of God's transforming of the world. Whether your vocation is one that fits the more traditional models of denominations and churches, non-profit administration and service, or teaching and leadership, theological education at Brite can support your present and future!

I look forward to greeting you on the campus of Brite Divinity School

Rev. Dr. Michael Miller
Executive Vice President and Dean
Associate Professor of Theology

BRITE DIVINITY SCHOOL HANDBOOK FOR STUDENTS

Brite Divinity School reserves the right to change any statement, policy or procedure set forth in this handbook, when deemed in the best interest of the Brite Divinity School and within established procedures. This handbook is for informational purposes only and does not constitute a contract between any student and Brite Divinity School.

Brite Divinity School regularly reviews and assesses program requirements and program offerings. From time to time necessary changes occur which will have an impact upon a student's progress toward degree completion. While the Divinity School will strive to accommodate students in implementation of changes, the Divinity School reserves the right to make such changes and to require students to adjust their programs accordingly. Changes to academic programs are not made lightly. There is no guarantee that an entering student will not experience changes in requirements before graduation, especially if time to graduation is longer than the time to complete the program as a full-time student.

The Divinity School's distinctive purpose is educating persons for varied ministries in churches and communities. Churches, however, retain the exclusive right and responsibility to determine the appropriate qualifications for ordained and licensed ministry, to assess the fitness for ministry of individual candidates, and to credential persons for ministerial leadership.

THE MISSION STATEMENT OF BRITE DIVINITY SCHOOL

Brite Divinity School educates and inspires people to serve God's diverse world as leaders in churches, the academy, and public life.

DEVELOPMENT OF THE DIVINITY SCHOOL

Texas Christian University has had a concern for the education of ministers since its founding as AddRan College in 1873. In the early years, it fulfilled this concern within the framework of the undergraduate B.A. program. Classes in Bible were offered to all students; those wishing to prepare for the ministry simply devoted a large part of their junior and senior years to concentration in Bible and religion. In the 1890s, the board of the University set in motion plans to establish a separately endowed and governed school to provide both undergraduate and graduate education for church leadership. By 1895, bylaws for a College of the Bible had been approved. However, it was not until 1907, that the first graduate theological degree, the Bachelor of Divinity, was awarded. The B.A. was regarded as a prerequisite of this new program, but the two curricula were scarcely distinguishable.

The College of the Bible received its name, separate charter of incorporation, and its first permanent building in 1914 as the result of a gift from L.C. Brite, cattle rancher of Marfa, Texas. Though graduate enrollment was on the rise, Brite College continued to serve also as the undergraduate Department of Religion for AddRan College for another twenty-five years. In 1939, Brite initiated a standard three-year curriculum for the B.D. degree and became a member of the American Association of Theological Schools, giving up its undergraduate instruction in order to meet accreditation standards for graduate theological institutions. Two years later, this body recognized Brite as an accredited graduate theological seminary—the second Disciples seminary to receive this accreditation.

In 1963, the charter was renewed and the name was changed to Brite Divinity School. The name of the basic degree earned at Brite was changed from Bachelor of Divinity to Master of Divinity in 1967. Two years later, the Divinity School began to offer a program of study leading to the Doctor of Ministry degree. In 1988, the Master of Theological Studies and the Certificate of Theological Studies were introduced. In 1997, the American Association of Theological Schools granted Brite preliminary approval to offer the Doctor of Philosophy in two areas: Biblical Interpretation and Pastoral Theology and Pastoral Counseling (now known as Pastoral Theology: Transforming Persons, Communities, and Practices). In 1999, Brite introduced two new accredited degree programs, the Master of Theology and the Master of Arts in Christian Service. The three degree programs received ongoing approval from the Association of Theological Schools in 2006. Brite changed the name of the Master of Arts in Christian Service program in 2013 to the Master of Arts in Theology and Ministry to reflect more accurately the diversity of students' academic and vocational goals.

In the school's earliest years, administrative tasks were carried as an added responsibility by persons whose primary concern was teaching. Since Brite's separate incorporation in 1914, the school has had a series of deans who have given major attention to administration with part-time teaching responsibilities. They are Colby D. Hall (1914-1947), D. Ray Lindley (1947-1950), Roy C. Snodgrass (1950-1955), Elmer D. Henson (1955-1971), William E. Tucker (1971-1976), M. Jack Suggs (1976-1989), Leo G. Perdue (1989-1999), Mark G. Toulouse (1999-2002), Interim Dean David J. Gouwens (2002-2005), Nancy J. Ramsay (2005-2012), Joretta Marshall (2012-2019), and Michael Miller (2019-present).

Since 1978, TCU and Brite have affirmed a series of formal agreements specifying the relationship between the two corporations. In 1999, the Brite Board of Trustees created the Office of President. Four persons have served in this office: Leo G. Perdue (1999-2002), Interim President D. Duane Cummins (2002-2003), D. Newell Williams (2003-2023), and Interim President Michael Cooper-White (2023).

In 1953, Brite moved into the south wing of the TCU Religion Center which was completed that year. In 1998, this main building of the Divinity School was renamed to honor contributions made to the life and

work of the Divinity School by Jo Ann and Wayne Moore. The central unit of this complex is the Robert Carr Chapel. In 2001, Leibrock Village, Brite's student housing complex, opened for occupancy. The Divinity School completed a significant expansion of its classroom, office and special event space with the construction of the Nell A. & W. Oliver Harrison Building, which opened in 2012.

CORPORATE RELATIONSHIPS

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. www.tcu.edu

The University has a full-time faculty numbering over 690 and a student enrollment of over 11,000. The University offers multiple master's and doctoral programs. The resources and facilities of the University enrich and complement the Divinity School program. Students are urged to consult the online Undergraduate and Graduate Studies Bulletins of the University for details regarding the many opportunities and services available to them as members of the University community.

Affiliation with 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.

ACCREDITATION

The Association of Theological Schools in the United States and Canada was established in 1936 to provide an accrediting agency in the field of theological study. Brite Divinity School has been accredited by the Commission on Accrediting of the Association of Theological Schools since achieving accreditation in 1941, and has sustained an unbroken relationship in the organization to the present time. The following degree programs are approved: M.Div., M.A.T.M., M.T.S., D.Min., Th.M., Ph.D.

The Commission contact information is:

The Commission on Accrediting of the Association of Theological Schools
in the United States and Canada
10 Summit Park Drive
Pittsburgh, PA 15275, USA
Telephone: 412-788-6505
Fax: 412-788-6510
Website: <https://www.ats.edu/>

Brite Divinity School is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award masters and doctoral degrees. Questions about the accreditation of Brite Divinity School may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

NONDISCRIMINATION POLICIES AND ETHOS

Brite Divinity School is an institution that values diversity and challenges structures that intentionally or unintentionally encourage discrimination. As such, we do not discriminate on the basis of race, color, national origin, religion, sex, gender identity, gender expression, sexual orientation, social class, age, disability status, citizenship status, membership or application for membership in a uniformed service, or any other category protected by applicable law. Where there are discrepancies with Federal and State policies, they supersede Brite's policies.

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 under the provision of our general nondiscrimination and inclusion statement. Employment decisions, subject to the legitimate business requirements of Brite, are based solely on an individual's qualifications, merits, and performance.

Brite is committed to promoting a diverse and just environment, in which language and practices support the achievement of inclusion. Specifically, Brite seeks to remove all barriers to the maintenance and aspirations of its Mission Statement and Non-Discrimination Statement in the following ways:

- Brite Divinity School promotes the intentional use of Inclusive language. This includes reference to such matters as language about God and humanity as noted in our Nondiscrimination and Inclusion Statement. Inclusive language in the classroom, chapel, and in common discourse is expected of students, staff, and faculty.
- Brite Divinity School maintains nondiscrimination in all its programs and activities, admission to these programs and activities, financial aid, and housing.

BOARD OF TRUSTEES OF BRITE DIVINITY SCHOOL

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.

Officers of the Board

Dr. Stuart D. McDonald, Chair
Rev. Dr. Charles Johnson, Secretary

Rev. Virzola Law, Vice Chair
Mr. Jeffrey Guy, Asst. Secretary

Members of the Board

Mrs. Janet M. Anderson, Arlington (2025)

Dr. Victor J. Boschini, Jr., Fort Worth, TCU Chancellor

Rev. Michael Cooper-White, Fort Worth, Interim President, Brite Divinity School
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Mr. J. David Dickson, Waco (2024)

Mr. Daniel J. Red Goldstein, Fort Worth (2025)

Rev. Dr. Robert Hawley, Fort Worth (2026)
Mr. William Hendrix, Wichita, KS (2025)
Rev. Charles F. Johnson, Fort Worth (2025)
Mr. Jeffrey B. King, Fort Worth (2024)
Rev. Virzola Law, Dallas (2026)
Rev. Dr. Janet A. Long, Elyria, OH (2024)
Rev. Dr. Andy Mangum, Fort Worth (2026)
Dr. Stuart D. McDonald, Fort Worth (2024)
Mr. Stephen S. Mosher, Fort Worth (2024)

Dr. Steffen Palko, Fort Worth (2026)
Rev. Evangelina Perez, Grand Prairie (2026)
Rev. Dr. Russ Peterman, Fort Worth (2024)
Rev. Caesar H. Rentie, Arlington (2026)
Mrs. Beth Rivers, Fort Worth (2025)
Dr. Timothy Stevens, Fort Worth (2024)
Mrs. Linda Pilcher Wassenich, Fort Worth (2025)
Rev. Meg Witmer-Faile, Argyle (2026)

Board Advisors

Mr. Paul R. Ray, Jr., Fort Worth (2024)

Honorary Trustees

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Mrs. Anne T. Bass, Fort Worth
Dr. Eugene Brice, Fort Worth
Mr. Charles Brittan, Spring
Mrs. Linda Brookshire, Fort Worth
Mrs. Stephanie Steves Burk, Aledo
Rev. Dani Loving Cartwright, DeSoto
Mr. Chad E. Cline, Fort Worth
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Mr. Benard Calvin Hendrick VII
Mr. Clayton J. Hoover, Corpus Christi
Mr. Allan Howeth, Fort Worth

Mr. Roy C. Snodgrass III, Austin
Dr. David Teegarden, Bullard

ADMINISTRATIVE OFFICERS AND 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 appointments, which may or may not be tenure-track.

Administrative Operating Officers

Michael L. Cooper-White, B.A., M.Div., D.D., Interim President
Michael St. A. Miller, B.A., Th.M., Ph.D., Executive Vice President and Dean
Jeffrey Guy, M.B.A., Vice President of Business and Finance
Donald Dale Walker, A.B., A.M., Ph.D., Vice President for Advancement

Administrative Personnel

Warner M. Bailey, B.A., M.Div., M.Phil., Ph.D., Director of Presbyterian Studies
Loren D. J. Baxter, B.A., M.Div., Director of Technology Resources
Charles K. Bellinger, B.S., M.A., Ph.D., M.S.L.S., Theological Librarian
Monica Bradley, B.A., M.Div., Director of Admissions
Catherine Caero, B.A., C.P.A., Senior Accountant
Vanessa A. Daley, B.A., J.D., Director of Communication and Marketing
Donna Davis, M.L.S., Manager of Advancement Data
Kyle Fauntleroy, B.A., M.Div., M.A., Director of Advancement
Ariel Feldman, B.A., M.A., Ph.D., Director of Jewish Studies Program

Aretha Flucker, B.A., M.Ed., M.Div., Director of Community and Spiritual Life, Director of Baptist Studies
Kevin R. Henson, B.A., M.Div., D.Min., Director of Advancement
Erin Houchin, B.A., M.T.S., Director of Brite Housing
Timothy S. Lee, B.A., M.A., C.M.S., Ph.D., Director of Asian / Asian American and Pacific Islander Church Studies
Nichole Mancone Fisher, B.A., M.A., Ed.D, Registrar
Tomi Oredein, B.A., M.Div., Th.D., Director of Black Religious Traditions / Black Church Studies
Lance Pape, B.A., M.Div., Ph.D., Director of Disciples Formation
Timothy H. Robinson, B.A., M.Div., Ph.D., Harold Glenn Brown Director of Doctor of Ministry Program
Jim Sanders, B.A., B.D., D.Min., Director of Methodist Studies
Timothy Sandoval, A.B., M.Div., and Ph.D., Associate Dean of Academic Administration
Andrew Shelton, B.A., M.Div., Director of Field Education and Supervised Ministry
Debra J. Welch, B.S., M.Div, Admissions Associate

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.

CHARLES K. BELLINGER, *Theological Librarian, Professor of Theology and Ethics*

B.S. (Portland State University), 1985; M.A. (Pacific School of Religion), 1987; M.A. (University of Virginia), 1992; Ph.D. (University of Virginia), 1997; M.S.L.S. (University of Illinois), 1998. Roman Catholic. Since 2000.

NATALYA CHERRY, *Assistant Professor in Methodist Studies and Theology*

B.A. (Georgetown University), 1998; M.Div. (Wesley Theological Seminary), 2001; PhD (Southern Methodist University), 2018. Ordained 2005. United Methodist. Since 2018.

RUSSELL W. DALTON, *Professor of Religious Education*

B.A. (Central Michigan University), 1984; M.Div. (Gordon-Conwell Theological Seminary), 1988; Th.M. in New Testament (Harvard Divinity School), 1990; Ed.D., (Union Theological Seminary and the Presbyterian School of Christian Education, Virginia), 1998. American Baptist Churches USA. Since 2004.

ARIEL FELDMAN, *Rosalyn and Manny Rosenthal Professor of Jewish Studies*

B.A. (University of Haifa), 2002; M.A. (Ibid.), 2004; Ph.D. (Ibid.), 2008. Judaism. Since 2011.

WIL GAFNEY, *The Right Reverend Sam B. Hulsey Professor of Hebrew Bible*

B.A. (Earlham College), 1987; M.Div. (Howard University School of Divinity), 1997; Ph.D. (Duke University), 2006. Ordained 2008. Episcopal Church. Since 2014.

NAMSOON KANG, *Professor of Theology and Religion*

B.Th. (Methodist Theological Seminary, Seoul), 1979; Th.M. (Ibid.); M.Phil. (Drew University), 1991; Ph.D. (Ibid.), 1993. United Methodist. Since 2006.

TIMOTHY S. LEE, *Associate Professor of the History of Christianity*

B.A. (University of Illinois [Urbana]), 1983; M.A. (University of Chicago), 1986; Ph.D. (Ibid.), 1996. Ordained 1996. Christian Church (Disciples of Christ). Since 2002.

SHELLY MATTHEWS, *Professor of New Testament*

B.A. (University of North Dakota), 1984; M.Div. (Boston University School of Theology), 1987; Th.D. (Harvard Divinity School), 1997. Ordained 1987. United Methodist. Since 2011.

BARBARA J. MCCLURE, *Associate Professor: Pastoral Theology and Practice*

B.A. (Houghton College), 1989; M.Div. (Princeton Theological Seminary), 1996; Ph.D. (Emory University), 2003. Presbyterian Church (USA). Since 2013.

MICHAEL ST. A. MILLER, *Executive Vice President and Dean, Associate Professor of Theology*

B.A. (University of the West Indies, Mona Campus), 1981; Th.M. (Columbia Theological Seminary), 1990; Ph.D. (Claremont Graduate University), 1996. Since 2019.

OLUWATOMISIN OREDEIN, *Assistant Professor of Black Religious Traditions, Constructive Theology and Ethics*

B.A. (The University of Virginia), 2007; M.Div. (Duke Divinity School), 2010; Th.D. (Duke Divinity School), 2017.

LANCE B. PAPE, *Granville and Erlene Walker Associate Professor of Homiletics*

B.A. (Austin Graduate School of Theology), 1991; M.Div. (Yale Divinity School), 1994; Ph.D. (Emory University), 2010. Ordained 1994. Christian Church (Disciples of Christ). Since 2010.

TIMOTHY H. ROBINSON, *Alberta H. and Harold L. Lunger Associate Professor of Spiritual Resources and Disciplines*

B.A. (Milligan College), 1987; M.Div. (Emmanuel School of Religion), 1993; Ph.D. (Graduate Theological Union), 2006. Ordained 1993. Christian Church (Disciples of Christ). Since 2006.

TIMOTHY J. SANDOVAL, *Associate Dean of Academic Administration and Associate Professor of Hebrew Bible*

A.B. (University of California), 1990; M.Div. (Princeton Theological Seminary), 1993; Ph.D. (Emory University), 2004. United Church of Christ. Since 2013.

JEREMY L. WILLIAMS, *Assistant Professor of New Testament*

B.A. (Vanderbilt University), 2012; M.Div. (Yale University), 2016; M.A. (Harvard University), 2020; Ph.D. (Harvard University), 2021. Christian Methodist Episcopal Church. Since 2021.

("Since" date indicates the beginning of service with the Divinity School.)

FACULTY AMERITAE/I

M. EUGENE BORING, *Emeritus Professor of New Testament*
TONI CRAVEN, *Emerita Professor of Hebrew Bible*
DAVID J. GOUWENS, *Emeritus Professor of Theology*
JORETTA MARSHALL, *Emerita Professor of Pastoral Theology and Pastoral Counseling*
WALTER R. NAFF, D.D. *Emeritus Assistant Professor of Ministerial Practice*
CHRISTIE COZAD NEUGER, *Emerita Professor of Pastoral Theology and Pastoral Counseling*
CAROLYN OSIEK, *Emerita Charles Fischer Catholic Professor of New Testament*
NANCY J. RAMSAY, *Emerita Professor of Pastoral Theology and Pastoral Care*
STEPHEN V. SPRINKLE, *Emeritus Professor of Practical Theology*
HOWARD W. STONE, *Emeritus Professor of Pastoral Theology and Pastoral Counseling*
MARK G. TOULOUSE, *Emeritus Professor of American Religious History*
SUSAN J. WHITE, *Emerita Professor of Spiritual Resources and Disciplines*

AFFILIATE AND OCCASIONAL FACULTY (Over the Past Three Years)

AFFILIATE FACULTY

DAVID R. BROCKMAN, *Theology*
B.A. (University of Texas at Arlington), 1980; M.T.S. (Brite Divinity School), 1999; Ph.D. (Southern Methodist University), 2006.

JO HUDSON, *Practical Theology*
B.A. (University of North Texas), 1978; M.S. (Ibid.), 1978; M.Div. (Perkins School of Theology), 1994; Ph.D. (Texas A&M University), 1993.

JOSEPH McDONALD, *New Testament Greek, Biblical Hebrew*
B.A. (University of Minnesota), 1999; M.A. (Graduate Theological Union and Jesuit School of Theology), 2007. Ph.D. (Brite Divinity School), 2015.

OCCASIONAL FACULTY

XOCHITL ALVIZO, *Religion and Culture*
B.A. (University of Southern California), 2001; M.Div. (Boston University School of Theology), 2007; Ph.D. (Boston University School of Theology), 2015.

WARNER M. BAILEY, *Presbyterian Studies*
B.A. (Texas Christian University), 1960; M.Div. (Austin Presbyterian Theological Seminary), 1964; M. Phil. and Ph.D. (Yale University), 1967-1970.

JONATHAN S. BARNES, *Religion and Culture*
B.A. (Gardner-Webb University), 1993; M.Div. (Baptist Theological Seminary at Richmond), 2000; Ph.D. (University of KwaZulu-Natal), 2010

DUANE R. BIDWELL, *Practical Theology*

B.S. (Texas Christian University), 1988; M.Div. (Brite Divinity School), 1997; Ph.D. (Brite Divinity School), 2003.

RITA NAKASHIMA BROCK, *Religion and Culture*

B.A. (Chapman University), 1972; Rel.M. (Claremont School of Theology), 1975; M.A. (Claremont Graduate University), 1981; Ph.D. (Ibid.), 1988.

KELLY COBLENTZ BAUTCH, *Jewish Studies*

B.A. (Indiana University), 1991; M.T.S. (Harvard University, Divinity School), 1994; M.A. (University of Notre Dame), 1999; Ph.D. (University of Notre Dame), 2002.

EUNIL DAVID CHO, *Pastoral Theology, Pastoral Care*

B.A. (University of Michigan), 2011; M.Div. (Candler School of Theology, Emory University), 2015; Ph.D. (Graduate Division of Religion (GDR), Emory University), 2020.

IRASIMA CORONADO, *Religion and Culture; Borderlands Studies*

B.A. (University of South Florida), 1983; M.A. (University of Arizona), 1989; Ph.D. (University of Arizona), 1998.

GIANLUIGI GUGLIERMETTO, *Christian Theology*

"Laurea" (Università di Torino, Italy) 1997; Ph.D. (Claremont Graduate University), 2008.

ELAINE HEATH, *Practical Theology*

B.A. (Oakland University), 1990; M.Div. (Ashland Theological Seminary), 1995; Ph.D. (Duquesne University), 2002.

KATIE HAYS, *Practical Theology*

M.Div. (Yale Divinity School), 1994; D.Min. (Princeton Theological Seminary), 2010.

ROBYN HENDERSON-ESPINOZA, *Practical Theology*

B.A. (Hardin-Simmons University), 2001; M.T.S. (Garrett-Evangelical Theological Seminary/Northwestern University), 2006; Ph.D. (University of Denver/Iliff School of Theology), 2016

MATTHIAS HENZE, *Jewish Studies*

M.Div. (University of Heidelberg), 1992; M.A. (Harvard University), 1996; Ph.D. (Harvard University), 1997

MELANIE C. JONES, *Ethics, Theology, and Culture*

B.A. (Howard University), 2009; M.Div. (Vanderbilt Divinity School), 2012; Ph.D. in progress (Chicago Theological Seminary), ABD.

CHARLOTTE KROEKER, *Worship*

B.A. (Wheaton College), 1971; M.M. (Oklahoma City University), 1975; Ph.D. (Kansas State University), 1981.

GEORGETTE I. LEDGISTER, *Religion and Culture*

B.A. (Emory College, Emory University), 2006; M.Div. (Candler School of Theology, Emory University), 2010; Ph.D. (Laney Graduate School), 2018.

TAMARA E. LEWIS, *History of Christianity and Black Church Studies*

B.A. (University of Central Arkansas), 1994; M.A. (Tennessee State University), 1999; M.Div. (Vanderbilt University), 2000; M.A. (ibid), 2011; Ph.D. (ibid), 2014

KATHLEEN D. MCCALLIE, *Pastoral Theology*

B.A. (Oklahoma State University), 1981; M.A. (Oklahoma State University), 1984; M.Div. (Perkins School of Theology), 1988; Ph.D. (University of Oklahoma), 2006

RICKY McCLATCHY, *Baptist History*

B.A. (Howard Payne University), 1981; M.Div. (Southwestern Baptist Theological Seminary); 1984; Ph.D. (Southwestern Baptist Theological Seminary); 1990.

RALPH D. MECKLENBURGER, *Jewish Studies*

B.A. (University of Cincinnati), 1968; B.H.L., M.A.H.L. and Ordination (Hebrew Union College and Jewish Institute of Religion), 1972.

NESTOR MEDINA, *Theology*

B.R.E. (Tyndale University College), 1994; M.A. (University of St. Michael's College, Toronto School of Theology, University of Toronto), 2000; Ph.D. University of St. Michael's College, Toronto School of Theology, University of Toronto), 2008

MATILDE KATHLEEN MOROS, *Religion and Culture*

B.A. (College of Wooster), 1990; M.T.S. (Harvard University, Divinity School), 1996; M.Div. (Princeton Theological Seminary), 2005; M.Phil. (Drew University, Graduate Division of Religion), 2011; Ph.D. (Drew University), 2014

JUDITH NEWMAN, *Jewish Studies*

B.A. (Princeton University), 1983; C.A.S. (Berkeley Divinity School), 1988; M.A.R. (Yale Divinity School), 1988; Ph.D. (Harvard University), 1996.

CAROL A. NEWSOM, *Hebrew Bible*

B.A. (Birmingham-Southern College), 1971; M.T.S. (Harvard Divinity School), 1975; Ph.D. (Harvard University), 1982; Honorary Doctorates (Birmingham-Southern College), 2006; (University of Copenhagen), 2009; (Virginia Theological Seminary), 2013.

MELISSA PAGAN, *Religion and Culture*

B.S. (Loyola Marymount University), 2005; M.A.B. (Loyola Marymount University), 2007; M.A.T. (Loyola Marymount University), 2010; Ph.D. (Emory University), 2016.

SANTIAGO O. Piñón, *Religion and Culture*

B.A. (Southwestern Assemblies of God University), 1993; M.A. (Abilene Christian University), 2001; M.Div. (University of Chicago), 2001; Ph.D. (University of Chicago), 2012.

ANNETTE YOSHIKO REED, *Jewish Studies*

B.A. (McGill University), 1997; M.T.S. (Harvard University, Divinity School), 1999; M.A. (Department of Religion, Princeton University), 2001; Ph.D. (Department of Religion, Princeton University), 2002.

BRYCE E. RICH, *Visiting Assistant Professor of Theology and Louisville Postdoctoral Fellow*

B.A. (University of Kentucky), 1993; M.A. (Lancaster Theological Seminary), 2009, Ph.D. (University of Chicago), 2017. Eastern Orthodox. Since 2017.

ANDREW J. SHELTON, *Practical Theology*

B.A. (University of Texas at Arlington), 1998; M.Div. (Texas Christian University), 2003

NICOLE S. SYMMONDS, *Religion and Culture*

B.S. (Florida A&M University), 2002; M.Div. (Emory University), 2013; Ph.D. (Emory University), 2021.

NATHAN WALTON, *Religion and Culture*

B.A. (University of Virginia), 2009; M.Div. (Duke University, Divinity School), 2012; Ph.D. (University of Virginia), 2018.

ROGER WEDELL, *Practical Theology*

B.A. (Texas Christian University/ California State University), 1970; M.Div. (Brite Divinity School), 1974; Ph.D. (Graduate Theological Union), 1982.

PAUL WESTERMEYER, *Worship*

B.A. (Elmhurst College), 1962; B.D. (Lancaster Theological Seminary), 1965; S.M.M. (Union Theological Seminary), 1966; M.A. (University of Chicago), 1974; Ph.D. (University of Chicago), 1978.

ANDREW WRIGHT, *Practical Theology*

B.A. (Texas Christian University), 1991; M.Div. (The School of Theology, University of the South), 1995; M.S.T. (The General Theological Seminary), 2003; D.T. (The General Theological Seminary), 2012.

FACILITIES

Classes and many other activities of Brite Divinity School are conducted in the Moore Building and the Harrison Building, which are located at the heart of the TCU campus. Reservations to use the classrooms in the Moore Building and the Harrison Building are made through the Dean's office. For assistance with reservations for the Bass Conference Center in the Harrison Building, please see Reina Rodriguez (MOR 228).

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, any facilities request will take into account the larger needs of the Divinity School as a first priority.

Reservations for Robert Carr Chapel can be made through the Office of Religious and Spiritual Life at TCU (817.257.7830). Brite Divinity School students, faculty and staff have access to other TCU buildings, including The Mary Coats Burnett Library, the Brown-Lupton University Union, and the TCU Recreation Center. Information about these facilities can be found online at www.tcu.edu.

Library resources of Brite Divinity School are an integral part of the Mary Coats Burnett Library, Texas Christian University, a research facility consisting of over 2 million items, including more than 200,000 works in religion and theology. With Internet access to the library's online catalog, online databases, full-text electronic journals, and document delivery options, students may access library services and resources from anywhere at any time. In addition, cooperative agreements provide access to resources held by other Texas universities and seminaries.

HOUSING – LEIBROCK VILLAGE

Leibrock Village, built in 2001, is Brite Divinity School's 56-apartment residential community. The Village is located a short, ten-minute walk from the Brite Divinity School academic buildings. One-and two-bedroom apartments are provided with refrigerator, stove, dishwasher, garbage disposal, and blinds, but residents bring their own furniture. No furniture or storage is provided. A laundry room on each floor serves eight apartments. Scenes of the village and floor plans can be viewed at: <https://www.brite.edu/leibrock>.

Students enrolled full-time, as defined by program, in a graduate degree program of Brite Divinity School or in a TCU graduate program are eligible to live in Leibrock Village for a maximum of forty-eight (48)

consecutive months. Proof of eligibility may be requested. Admission to Brite or a TCU Graduate program does not in itself guarantee that housing at Leibrock Village will be available to the student or their family.

PhD students are permitted residency for a maximum of ten consecutive semesters. No one may be in residency longer than sixty months without permission of the Director of Brite Housing.

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

Housing Application. Students are eligible to apply for residency in Leibrock Village after acceptance to Brite Divinity School or a TCU graduate program. Go to <https://www.brite.edu/leibrock> for application forms. The security deposit is held for the duration of occupancy and refunded to the student when vacating, subject to the terms and conditions of the Brite Housing Agreement. A background check is required as part of the application process for all residents over the age of 18. 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, or e-mailed to erin.houchin@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. Electricity, water, internet access through the TCU network, laundry, and one parking space per bedroom at Leibrock Village are included in the housing fee.

The only pets that are allowed in Leibrock Village are fish. Fish aquariums are not to exceed 10 gallons in capacity. All other pets or animals are prohibited for health purposes.

Questions concerning service animals should be referred to the Center for Academic Services – Student Access and Accommodation, The Harrison, Suite 1200.

Residents wanting to request an emotional support animal accommodation in Leibrock Village are responsible for presenting relevant, verifiable, professional documentation to the Center for Academic Services – Student Access and Accommodation, The Harrison, Suite 1200.

Off-Campus Housing. Information for off-campus housing can be obtained online at <http://rlh.tcu.edu/off-campus-living/>.

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 Managers are encouraged to support energy conservation goals and to report malfunctioning systems to the Facilities Work Control Center at TCU, at 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 at TCU, under the Vice Chancellor for Finance and Administration at TCU, is responsible for the coordination of the energy program. Questions about energy conservation and suggestions for improvement should be made directly to the TCU Energy Manager, 817/257-4928.

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 TCU Grounds Department, 817/257-7198.

PROGRAMMATIC INITIATIVES**ECUMENICAL AND INTERFAITH RELATIONSHIPS
DENOMINATIONAL STUDIES PROGRAMS**

The student body, faculty, and staff at Brite Divinity School are interracial, international, and ecumenical. While the largest numbers of students at Brite are Disciples and United Methodists, more than twenty-five different denominations are represented in the student body. Faculty and staff are active members in over ten different denominational/religious bodies. The ecumenical spirit is also strengthened by Brite's membership and participation 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 inter-seminary courses on a variety of topics, including an intensive experience in interfaith dialogue. COSTS institutions continue to explore further possibilities of regional and sub-regional cooperation.

Faculty and students are engaged in local, state, and national ecumenical organizations and programs. With the support of the faculty, local churches, and judicatory leaders, Brite offers formal and informal programs that connect with various denominational and faith traditions.

Christian Church (Disciples of Christ)

The Disciples Formation program prepares students to lead in ministry by assisting in the ordination process, providing personal and professional support and engaging students in the larger denomination. Directed by a member of the Permanent Faculty, programs offer opportunities for students to develop their theological stance and pastoral identity.

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 limited number of student scholarships are provided by the Cooperative Baptist Fellowship to support Cooperative Baptist Fellowship M.Div. students.

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.

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.

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.

United Church of Christ

Students from the United Church of Christ tradition will find courses at Brite Divinity School that support their pastoral identity and formation within this denomination. In addition, Brite has several graduates who are leaders within the United Church of Christ, and who serve as informal mentors for students.

United Methodist Studies

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 Theology and Ministry or the Certificate of Theological Studies.

OTHER PROGRAMATIC INITIATIVES**Asian/Asian American and Pacific Islander Church Studies**

The Asia, Asian American, and Pacific Islander Church Studies Program provides resources for Brite students to learn about the history, culture, and theology of Asian and Asian-American Christianity. This is done through regularly offered courses on the subjects and lectures offered by visiting scholars and church leaders in Asian/Asian-American communities. The program also serves as a center for promoting Asian/Asian-American theological studies and training leaders for Asian-American churches (especially those affiliated with the Christian Church [Disciples of Christ]).

Black Church Studies

The Black Church Studies program offers an interdisciplinary range of courses for shaping ministerial preparation and theological reflection for seminarians of all races, aimed at providing wider knowledge of the issues of Black life and American Christianity. Students may choose to concentrate their coursework in order to pursue a Certificate in Black Church Studies at Brite Divinity School. Also, the Black Church Studies program offers events throughout the academic year in an effort to educate the public and promote the vitality of Black religious scholarship and the legacy of the Black Church.

Latina/o/x Church Studies

Latina/o/x Church Studies supports the intercultural training of students; addresses Latina/o issues and concerns in churches and community; sponsors continuing education seminars and workshops for Latina/o/x pastors; and encourages students preparing for ministry in Hispanic contexts. Brite participates in the Hispanic Summer Program for Masters Students.

Hispanic Summer Program

The Hispanic Summer Program seeks to train leaders in the Hispanic tradition. Brite Divinity School is a sponsor of HSP, which provides summer courses which students can take for

academic credit. The program is designed primarily for Latina/o/x students, but also welcomes about 10% of non-Latina/o/x students nationwide who are involved in Latino-centered ministries and advocacy. The HSP provides the opportunity for students to study with Latina/o peers and professors. Each summer, the HSP brings together nearly 70 participants from the U.S. and Puerto Rico, representing a wide variety of traditions, denominations, and theological perspectives. The HSP also provides a limited number of slots for Latina/o/x pastors seeking continuing theological education.

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 Rakooover in the TCU Mary Couts Burnett Library, and the Bermont Family Undergraduate Jewish Student Scholarship Fund.

Carpenter Initiative in Gender, Sexuality, and Justice

The Carpenter Initiative in Gender, Sexuality, and Justice is designed to engage people around issues related to gender, gender identity and sexual orientation through courses, workshops, worship experiences, speakers, and other events. The program, directed by Dr. Shelly Matthews, supports the work of the Brite community, local churches and leaders as they respond to these broader issues of justice.

Soul Repair Center

In 2012, Brite Divinity School launched the Soul Repair Center through a grant from the Lilly Endowment, Inc. The Center conducts research on moral injury in combat veterans and others whose work involves socially sanctioned violence, and it educates seminarians, religious leaders, their communities, and the general public in supporting recovery.

LIFELONG LEARNING

The Joe A. and Nancy Vaughn Stalcup Lecture on Christian Unity, jointly sponsored with the Council on Christian Unity of the Christian Church (Disciples of Christ), is held every other summer in Dallas. It brings together the participation of a wide diversity of institutional colleagues from the congregational, regional, and national levels. Lecturers are leaders in the ecumenical movement. Presenters of this lecture include Joan Brown Campbell, Leander E. Keck, Thomas L. Hoyt, Jr., Roberta C. Bondi, Justo L. Gonzalez, Rita Nakashima Brock, S. Wesley Ariarajah, Deborah DeWinter, Michael Livingston, John H. Thomas, Sharon E. Watkins, Diana Eck, Jose Morales, Jr., Teresa Jefferson-Snorton, Jooseop Keum and Casely Essamuah.

ADMISSION TO FIRST MASTER'S DEGREES

Admission application forms for all programs are available online at <https://www.brite.edu/admissions/Apply/>

Admissions Requirements for Master's Degrees

Brite Divinity School is selective in its admissions policies. Through a thoughtful evaluation process the Admissions Committee seeks to accept applicants who are capable of engaging in graduate theological education and give evidence of being able to use that education in the service of the church, academy, and public life. Factors taken into consideration in making this determination include the applicant's academic record, personal references that address the applicant's maturity of character and clarity of purpose, and the applicant's writing ability as reflected in a personal essay.

For admission to first masters degree programs (M.Div., M.T.S., and M.A.T.M.) as well as to the Certificate of Theological Studies program, a student must possess a bachelor's degree or its equivalent as shown by a complete and certified transcript from an accredited college or university. Ordinarily the Divinity School expects that students will have achieved an overall grade point average of at least 2.75 and an average of not less than 3.0 in courses taken at the junior and senior level. Those with a GPA between 2.50 and 2.749 or whose junior and senior course level work is below 3.0 may be eligible for admission on academic probation. Students admitted on academic probation must limit registration to nine credit hours. Financial aid is available to these students, although continuation of aid is contingent upon satisfactory progress in the student's course of study.

A student admitted to Brite Divinity School is not considered to be a fully matriculated student until that student is formally registered for classes at Brite.

Preparation for Graduate Theological Education. The faculty advises those who are in the process of completing an undergraduate degree to select college courses in the liberal arts and humanities that provide a broad introduction to the history of culture and an understanding of contemporary life and thought. Extensive undergraduate study in religion is not a requirement for admission, although some coursework in religion is generally helpful to students beginning graduate theological education. Before entering Brite Divinity School, prospective students are strongly urged to acquire knowledge of Microsoft Word and Microsoft Outlook, and the ability to navigate within either the Windows or Macintosh operating systems.

Brite Divinity School welcomes applications from those for whom considerable time has elapsed between the completion of their undergraduate degree and their desire to attend a graduate seminary. If, however, these applicants do not meet the minimum academic standards for admission to a degree program, they may be required to take additional upper level courses in the liberal arts in order to gain admission on academic probation.

Personal Interview and Campus Visit. A personal interview with the Director of Admissions or with Brite's Admissions Associate is required of all applicants to the Master of Divinity, Master of Theological Studies, Master of Theology, Master of Arts in Theology and Ministry, and Certificate of Theological Studies programs. Those who for valid reasons are unable to schedule a personal interview may request an interview by telephone or video conference.

The Office of Admissions strongly encourages prospective students to visit campus. In addition to an interview, a campus visit provides the opportunity to tour the Brite and TCU campus, attend classes, and meet Brite students and faculty. Overnight accommodation may be arranged as needed.

To make an appointment for a personal interview and campus visit, contact the Office of Admissions at Brite Divinity School or complete a Request for Information form at <https://fs11.formsite.com/sF1Om1/tv8qtgreqh/index.html>.

Denominational Endorsement. Typically, applicants admitted into the Master of Divinity program with the intention of preparing for ordained ministry are expected to be certified as ministerial candidates by the responsible governing body of their denomination or to be making reasonable progress toward such certification. Normally, evidence of such certification must be filed with the office of the Director of Field Education and Supervised Ministry before the student is eligible to enroll in PRTH 65013. Successful Master of Divinity applicants who do not anticipate ordination are not subject to this requirement.

Procedure

Online application forms for master's degree programs and certificate programs are available from the Office of Admissions of Brite Divinity School online at <http://www.brite.edu/admissions/apply/>. The applicant must provide an official transcript of all college and university work pursued to date. (Prior to enrollment, the applicant must provide a final transcript that certifies completion of an undergraduate program of study and receipt of a baccalaureate degree or, in the case of the Th.M., a first theological masters degree.)

Application Deadlines

The Masters Admissions Committee of Brite Divinity School meets monthly throughout the year. Applicants are notified promptly of the Committee's decision. If the action is favorable, the applicant will receive an offer of admission as well as an indication of any tuition grant or stipend award. If the Admissions Committee identifies deficiencies, applicants may be required to complete remedial work. Once enrolled, a student who fails to register for two or more semesters in succession must file an application for readmission before permission to re-enroll may be granted.

The non-refundable application fee for all masters degree programs is \$75.

Through the all masters students at Brite with demonstrated need receive full scholarships covering tuition and fees scholarship for an initial three-year experimental period (Summer 23 through Spring 26). Other merit and need-based scholarship and financial aid packages are available throughout the application cycle, though applicants are encouraged to submit their applications by the first Friday in April in order to ensure priority consideration for scholarship support. Earlier deadlines for special awards may apply. If admission has been granted and accepted, a student is eligible to apply for student loans through the Office of Scholarships and Student Financial Aid at TCU. We strongly encourage those requesting student housing to have their applications on file no later than May 1 for the fall semester and November 1 for the spring semester.

The Masters Admissions Committee gives careful consideration to every application. Brite Divinity School, however, reserves the right to deny admission to those applicants who, in the judgment of the Committee, have not demonstrated adequate academic preparation, personal maturity, or emotional stability, or who, in the judgment of the Committee, are not compatible with the Divinity School's self-understanding as described in its mission statement.

COLLABORATIVE DEGREE PROGRAMS

Brite Divinity School and Texas Christian University have joined together to offer students the opportunity to earn masters degrees from each institution. These programs allow students to integrate advanced learning across professional fields and to prepare to serve in a wide variety of ministerial settings and non-profit organizations.

Brite Divinity School-Neeley School of Business

M.Div./M.B.A., M.A.T.M./M.B.A. and M.T.S./M.B.A. Degree Programs

These programs are designed to help graduates apply managerial, financial, operational, and marketing skills as well as diverse theological fields of study and practice to religious and non-profit organizations and bi-vocational careers.

Admissions/Degree Requirements

Candidates must be admitted to Neeley's M.B.A. program and to Brite's Master of Arts in Theology and Ministry (M.A.T.M.), Master of Theological Studies (M.T.S.) or Master of Divinity (M.Div.) program. Before taking any business courses, the candidate must participate in a START Workshop, which is held every August. In the event a student elects to complete only one degree after having been admitted to both programs, previously allowed course substitutions will be honored. The student must then meet all remaining requirements at the degree granting institution.

**Brite Divinity School-Harris College of Nursing & Health Sciences
M.Div./M.S.W., M.A.T.M./M.S.W., and M.T.S./M.S.W. Degree Programs**

The purpose of these dual degree offerings is to equip graduates to assume leadership positions in a wide variety of ministry and social service agencies and organizations that promote human rights and social and economic justice.

Admissions/Degree Requirements

Candidates must be admitted to the Department of Social Work's M.S.W. Program and Brite Divinity School's Master of Arts in Theology and Ministry (M.A.T.M.), Master of Theological Studies (M.T.S.) or Master of Divinity (M.Div.) program. In the event a student elects to complete only one degree after having been admitted to both programs, previously allowed course substitutions will be honored and he/she must then meet all remaining requirements at the degree granting institution. Students must apply for dual degree status prior to completing 21 hours in either program (Advanced Standing MSW students will need to declare at admission into the program).

ADMISSION TO MASTER OF THEOLOGY (TH.M.)

Admission application forms for all programs are available online at <https://www.brite.edu/admissions/Apply/>.

Brite Divinity School offers the Master of Theology in four areas of study: Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism; New Testament and Literature of Early Christianity; Pastoral Theology and Pastoral Care; History and Theology.

A. General Application Information

In addition to area specific requirements (see B.), all Th.M. applications must include the following:

1. Application and Admission Fee

Applications are available from: <https://www.brite.edu/admissions/Apply/>.

Each application must be accompanied by a non-refundable \$75 application fee.

2. Statement of Purpose

As part of the application, the candidate must submit a statement of purpose. This is a very important part of the application. The candidate should prepare it carefully, being sure to specify the reasons for applying to the Th.M. Program of Brite Divinity School.

3. Three Letters of Recommendation

These should come from persons who are able to evaluate your academic and professional qualifications, such as undergraduate or graduate faculty familiar with your work. These letters must be submitted directly from the reference to the Admissions Office via the online form found here: <https://fs11.formsite.com/sF1Om1/5kj4xpwadg/index.html>

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 awards to international students are considered in competition with all other applications received. For international applicants offered admission, all financial sponsors are required to send their agreed upon supportive funds to TCU 14 days prior to the term start.

5. Transcripts

Official transcripts (bearing the signature of the registrar and the seal of the institution) of all post-secondary work are required. Transcripts are to be sent directly to Brite Divinity School from each institution.

6. Test Scores

- a. Graduate Record Examinations Scores (GRE) are required.
- b. 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.

B. Additional Area Application Requirements

1. Hebrew Bible & New Testament Specific Requirements for Admission

Hebrew Bible and New Testament applications must contain the following area specific requirements:

- a. M.Div., M.T.S., or M.A. degree with courses in biblical studies and Biblical Hebrew and Greek;
- b. Reading knowledge of both Biblical Hebrew and Biblical Greek is required for matriculation. During orientation, entering students will take brief diagnostic tests in both biblical languages (thirty minutes allowed for translation in each testament with the aid of a dictionary). Students who do not pass the tests or have not had one of the two languages may achieve competency by passing a one-semester / three hour graduate course in the language;
- c. Provide a Writing sample (thesis, research paper, article, or essay) demonstrating the applicant's area of interest in biblical studies, scholastic preparation, and intellectual ability.

2. Pastoral Theology and Pastoral Care Specific Requirements for Admission

Pastoral Theology and Pastoral Care applications must contain the following area specific requirements:

- a. M.Div. degree or its equivalent.
"Equivalent" means that the Pastoral Theology and Pastoral Care department may consider an applicant who has a theological degree other than the M.Div. from an accredited seminary or divinity school. The Pastoral Theology and Pastoral Care department will assess the applicant's transcript and recommend course work necessary to achieve equivalency. At minimum, the applicant will be expected to have completed within the existing theological degree:

9 hours of pastoral care, pastoral theology, or pastoral counseling
3 hours of ethics
6 hours of theology

6 hours of Bible
6 hours of church history

The department may also require courses in other disciplines expected from an M.Div. program to prepare a student for ministry. Normally, and by ATS standards, equivalent work, plus the previous degree, would equal the number of hours required for an M.Div. degree.

- b. Provide a 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. History and Theology Specific Requirements for Admission

- a. M.Div., M.T.S., or M.A. degree with courses in historical studies, theology, and ethics.
- b. Provide a writing sample (thesis, research paper, article, or essay) demonstrating the applicant's area of interest, scholastic preparation, and intellectual ability.

C. Th.M. Application Deadline

Completed Th.M. applications must be received no later than April 15 (fall matriculation) and October 15 (spring matriculation). The Advanced Programs Admissions 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 May 31 of admission for the following fall semester/ November 15 for the following spring semester.

D. Th.M. Admissions Timeline (Fall / Spring)

February 1 / August 1

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

February 15 / August 15

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

March 1 / September 1

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

April 15 / October 15

Completed applications must be on file.

May 15 / November 15

Admission decisions will be communicated by this date to all applicants whose files are complete by April 15 / October 15.

May 31 / December 7

Deadline for response to offers of admission and financial award. If a reply is not received by May 31 / Dec. 7, Brite may rescind the offer of admission and financial award. An offer of admission is made for a specific entrance date. In some cases, admission may be deferred until the following semester.

ADMISSION TO DOCTOR OF MINISTRY PROGRAM

Admission application forms for all programs are available at <https://www.brite.edu/admissions/Apply/>

For admission to the Doctor of Ministry program, a student must possess a Master of Divinity degree or its formal academic equivalent from an accredited theological school, and at least three years of experience in the full-time practice of ministry following completion and reception of the M.Div. or its equivalent. The non-refundable application fee is \$75.

Applications to the Doctor of Ministry program are evaluated with a view to determining the applicant's academic preparation for advanced studies and potential for creativity and effectiveness in Christian ministry. Additional information on requirements for admission to the Doctor of Ministry program may be found in the program descriptions in this bulletin.

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. *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.
6. Three recommendations that assess and evaluate the applicant's previous performance in ministerial practice, academic work, interpersonal relationships, and personal maturity.
7. A personal statement, typed and double-spaced, which includes: A brief autobiography and theological self-reflection on call into ministry; Your theological understanding of your vocation; A tentative description of a DMin project; Indicate the way or ways in which this particular degree program will contribute to your effectiveness in ministry.
8. A research paper (that could be from a previous master's program) or a written reflection on an issue or question in ministry that engages and cites theological and other relevant scholarly sources (no sermons, please). The writing sample should be at least 3,000 words, not including footnotes and bibliography.
9. A non-refundable application fee of \$75, paid online at https://epay.tcu.edu/brite_app_fee/
10. An interview with the D.Min. Director and/or a member of the faculty.

*For international applicants offered admission, all financial sponsors are required to send their agreed upon supportive funds to TCU 14 days prior to the start of the term.

Completed applications should be submitted by February 1 for matriculation in May and May 1 for matriculation in October.

ADMISSIONS TO DOCTOR OF PHILOSOPHY

Admission application request forms for all programs are available online at <http://www.brite.edu/admissions/Apply/>.

Brite offers the Doctor of Philosophy in two areas: Biblical Interpretation and Pastoral Theology: Transforming Persons, Communities, and Practices. The Divinity School is currently only accepting new applications to the Biblical Interpretation PhD Program. Applications to the Pastoral Theology PhD program are currently closed.

General Application Information

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

2. Application for Admission and Financial Award. Each application must be accompanied by a non-refundable \$75 application fee paid online at https://epay.tcu.edu/brite_app_fee/
3. 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.
4. Three Recommendations. 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 recommendations are submitted. These recommendations must be submitted from the reference to the Admissions Office using the online form available at <https://fs11.formsite.com/sF1Om1/svsacdc9u/index.html>
5. 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 awards to international students are considered in competition with all other applications received.
For international applicants offered admission, all financial sponsors are required to send their agreed upon supportive funds to TCU 14 days prior to the term start.
6. Transcripts. Official transcripts (bearing the signature of the registrar and the seal of the institution) of all post-secondary work are required. Transcripts are to be sent directly to Brite Divinity School from each institution. To prevent delays, you should arrange with registrars to provide transcripts before mid-year grades are posted.
7. Test Scores:
 - a. Graduate Record Examinations Scores (GRE) are required.
 - b. 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 the decision for admission into the Program. 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 into the Ph.D. Program for the following fall semester.

Ph.D. Admissions Timeline

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 at Brite Divinity School.

March 31

Admission decisions will be sent 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.

Area Specific Admission Requirements

Ph.D. in Biblical Interpretation

For admission to the Ph.D. in Biblical Interpretation, a student must possess a Master of Divinity degree, Master of Theological Studies degree, Master of Arts degree, or Master of Theology degree (or equivalent) with a concentration in biblical studies from an accredited theological school.

A writing sample (thesis, research paper, article, or essay) demonstrating the applicant's area of interest in biblical studies, scholastic preparation, and intellectual ability.

BIIN applicants are encouraged, if possible, to arrange an interview with the Biblical faculty and the Associate Dean for Academic Affairs.

Applications to the Ph.D. in Biblical Interpretation program are evaluated with a view to determining the applicant's academic and scholarly potential for independent research and vocations of teaching biblical interpretation and related historical and theological areas in theological schools, colleges, and universities, or for the scholarly enhancement of ministerial practice.

Ph.D. in Pastoral Theology: Transforming Persons, Communities, and Practices (currently closed to new applicants)

For admission to the Ph.D. in Pastoral Theology: Transforming Persons, Communities, and Practices, a student must possess a Master of Divinity degree or equivalent from an accredited theological school.

Pastoral Theology applications must contain the following area specific requirements:

1. M.Div. degree or its equivalent.

“Equivalent” means that the PT department may consider an applicant who has a theological degree other than the M.Div. from an accredited seminary or divinity school. The PT department will assess the applicant's transcript and recommend course work necessary to achieve equivalency. At minimum, the applicant will be expected to have completed within the existing theological degree:

9 hours of pastoral care, pastoral theology, or pastoral counseling
3 hours of ethics
6 hours of theology
6 hours of Bible
6 hours of church history

The department may also require courses in other disciplines expected from an M.Div. program to prepare a student for ministry. Normally, and by ATS standards, equivalent work, plus the previous degree, would equal the number of hours required for an M.Div. degree.

Equivalency requirements are usually completed before an application for the Ph.D. degree is considered. The PT department may recommend that some of these requirements be met by 70000-level courses taken as part of a Th.M. program. Such decisions will be made by the Advanced Programs Committee in consultation with the PT faculty department on a case-by-case basis and communicated to the applicant in the letter of acceptance.

The Associate Dean for Academic Affairs, in the letter of acceptance to the Program, will state any deficiencies. Students, who do not have a theological degree but a Masters degree in another field, will be expected to gain a theological degree with the above minimum number of classes before they can apply to the Program.

2. Provide a 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.
4. Demonstrated competence in a modern language that supports the student's work in the field, usually one of the following: French, German, or Spanish. Competency 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, and no later than beginning the second year of coursework.

Pastoral Theology applicants may be required to arrange an interview with at least two of the Pastoral Theology faculty and the Associate Dean for Academic Affairs. A telephone interview may be substituted at the department's discretion.

Applications to the Ph.D. in Pastoral Theology program are evaluated with a view to determining the applicant's potential for the academic disciplines of pastoral theology and pastoral care, and for service to the church through ministry with individuals, families, congregations and social systems.

NON-DEGREE APPLICANTS

Contact the Admissions Office at brite-admissions@tcu.edu to request a Non-degree application form.

CERTIFICATE OF THEOLOGICAL STUDIES

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

OTHER NON-DEGREE APPLICANTS

Persons who desire to take courses at Brite Divinity School not leading to a degree or certificate may apply to be special students. "Special Student" usually designates those who are pursuing graduate work at another institution who need to take specific courses, persons with undergraduate degrees from accredited colleges or universities who wish to take a course in a particular area of interest, or persons with graduate theological degrees who wish to take a course for professional development. On occasion, Brite will allow those who have not fully completed the application for admission to a degree program to enroll as a Special Student for one semester. Continuation in studies at the Divinity School requires either regular admission to a degree program or a new application to enroll as a Special Student that is subject to the approval of the Associate Dean for Academic Affairs.

Some courses may not be open to Special Students when the nature, size, or scope of the course requires that it be restricted to degree candidates. In addition, those enrolled in degree programs receive priority over special students in the registration process. Special Students who are approved to enroll in a course but are unable to do so because the course closes are able to reapply to take the course the next time it is offered. If approved, the Special Student may register for the course one day after the start of pre-registration.

Successful completion of a course is noted on the student's transcript, and transcripts will be mailed to other institutions upon request. However, no work taken as a Special Student will count automatically toward a degree at Brite. If the student wishes to enroll for a degree, the regular admission procedure must be followed. After admission as a degree candidate, students may petition the Associate Dean for Academic Affairs for an evaluation of their work as a Special Student.

Tuition grants of fifty percent are available for those Special Students who are in the process of applying for admission to a degree program the next semester. Such grants, however, will be awarded for no more than twelve semester hours. For those Special Students who have a graduate theological degree but who wish to take additional courses, tuition grants of up to sixty percent may be available for a maximum of six hours. Special Students taking courses to transfer to another institution will be expected to pay full tuition.

The maximum number of hours accepted for work completed as a Special Student is twelve hours toward the M.Div., M.A.T.M., and M.T.S. degrees. Hours completed as a Special Student do not count toward the Th.M., D.Min. and Ph.D. degrees.

APPLICANTS WITHOUT A COMPLETED UNDERGRADUATE DEGREE

In exceptional circumstances, the faculty Masters Admissions Committee may consider a person without an undergraduate degree for admission to the M.Div., M.T.S., or M.A.T.M degrees. Applicants for exceptional admission must present a persuasive case as to why earning an undergraduate degree is impossible or no longer makes sense in light of the applicant's circumstances.

If the applicant terminated an undergraduate degree plan, they must wait at least one year following termination to apply. All applicants without an undergraduate degree must provide a detailed written description of how their education and professional experiences have prepared them for graduate theological education. This statement should include attention to how the applicant imagines successfully navigating an academic institution (meeting deadlines, following directions, completing work that may not directly align with the applicant's interests). Successful experience navigating other institutions should be clearly described.

Applicants without an undergraduate degree must also provide a writing sample in addition to the required application essays and statement described above. The writing sample will respond to the following extra essay prompt and should demonstrate that the applicant is well-versed in religious studies. Extra essay: Choose a cultural artifact that has captivated your imagination—a work of art or literature, a photograph, movie, song, piece of music, or icon from popular culture—and write a 3-5 page theological reflection on it.

Promising applicants who have not demonstrated academic readiness for graduate theological coursework will be encouraged to complete an undergraduate degree or, at a minimum, complete nine hours of undergraduate course work in the humanities, earning a "B" or better in each course. Where this is successfully accomplished and the above concerns are addressed, applicants will be invited to apply and will receive due consideration for admission to a first master's program at Brite. Applicants in this situation should include at least one letter of recommendation from a faculty member who taught the student during this course of study.

INTERNATIONAL APPLICANTS

International students are welcome to make application to all Brite degree programs. Special procedures are required and Brite Divinity School cooperates with the Texas Christian University Office of International Student Services.

Each student must be proficient in the English language at the time of admission. For students who have not received their education at an accredited English-speaking college or university, the Divinity School requires an official report from the Educational Testing Service of at least 550 (computer-based 213 or internet-based 79-80) on the Test of English as a Foreign Language (TOEFL) for first masters degrees, and normally 600 (computer-based 250 or internet-based 100) for Th.M., D.Min. and Ph.D. degrees. American citizens for whom English is a second language may also be required to take the TOEFL exam. International students must be prepared to demonstrate financial capability before TCU issues a notice of final acceptance and an I-20 form. All financial sponsors are required to send their agreed upon supportive funds to TCU 14 days prior to the start of the term.

TRANSFER OF CREDITS AND DEGREE TRANSFERS

Transfer from Another Institution

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 to the M.Div. program 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.T.M., Th.M., Ph.D. or C.T.S. programs.

Applicants to the M.Div. program 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. Normally, Brite Divinity School does not accept the transfer of any hours completed more than seven years prior to enrollment. Applicants with non-seminary credits that 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.T.M., 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.T.M. 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 at Brite Divinity School to receive a degree. A student may transfer no more than twenty-four of the credit hours necessary for the Master of Theological Studies degree, twenty-three semester hours for the Master of Arts in Theology and Ministry degree, twelve semester hours for the

Ph.D. degree, nine semester hours for the Master of Theology degree or the Certificate of Theological Studies, or three semester hours for the Doctor of Ministry degree. Doctoral courses at the 90000 level taken at Brite Divinity School while in the Th.M. program may be evaluated for transfer credit into the program Ph.D. program. 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. Normally, a transfer student must complete the final twenty-five semester hours of the M.T.S. and M.A.T.M. 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.)

Transfer credit hours are not used in the calculation of the cumulative GPA.

Transfer Between Brite Programs

Students currently enrolled in the M.A.T.M., 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.T.M. 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-hours Colloquium and Final Exercise independent research study courses while enrolled in the M.T.S. program. Normally, students transferring from the M.Div. to the M.A.T.M. program must complete at least 12 hours while enrolled in the M.A.T.M. program.

CRIMINAL BACKGROUND CHECKS

Brite Divinity School, along with other institutions of theological higher education, conducts criminal background checks as an expression of our commitment to the safety and security of our learners and the congregations, agencies, and other institutions our students serve. We are also committed to this requirement because excellence in ministry calls us to fulfill the best practices of our profession.

As part of the application the prospective student completes a criminal background check form and the Office of Admissions then initiates a criminal background check. Should that background check reveal any information that might compromise the applicant's participation in the life of the Divinity School, an administrator will contact the applicant and offer the opportunity to respond to the report. If the reported information is accurate and/or of a significant nature, the provisional offer of admission and financial aid may be revoked.

The charge to the applicant included in the application fee is \$75.00. Applicants may review the information received in the background check, but the document will remain in possession of the Divinity School.

Students who apply to multiple degree programs at Brite, must complete the background check for each admission, unless the admission is a transfer from one degree program to another. The request for the background check is handled by the Admissions Office.

The actual reports from the external company hired to process background checks for Brite Divinity School are returned to the Dean, and remain confidential to the Dean. Records of the reports are kept in the Dean's office for seven (7) years. At that time, all background records are disposed of, or erased.

Action Taken Upon Report of Criminal Activity for Students and Applicants At Brite Divinity School

Findings of criminal activity reported by a criminal background check will be reviewed by the Dean. If a concern arises, the Dean will consult with the Director of Admissions and/or the Director of Community and Spiritual Life. If the concern rises to the level of a "criminal record," or if there is concern about the well-being of the prospective student (e.g., numerous driving under the influence records), or of others on campus (e.g., criminal assault or sexual misconduct), the Dean will contact the prospective student directly. If the student is entering a professional degree program in which Supervised Ministry is a requirement, the Dean shall notify the student and alert them to the fact that the Director of Field Education and Supervised Ministry must also be advised about the situation.

Initially, the Dean, or someone designated by the Dean, will contact the student or applicant regarding the information contained in the report by phone (or email if phone contact is not possible). If phone contact is made, a contact report of the conversation will be prepared.

Should the report be of a concerning nature in the eyes of the Dean, the student or applicant will have the opportunity to view and respond to the report and provide further information to the Dean and/or others named above. Such responses are due within 10 business days following the date the student or applicant is sent a copy of the adverse report.

The Screening Committee will conduct a review of any situation involving criminal behavior discovered by a background check on a case-by-case basis. The review will occur as soon as reasonably possible following disclosure or discovery of the information and the expiration of the time period for the student or applicant's opportunity to respond to the report and provide additional information. Continuing students who have an adverse report, will have the opportunity to meet with the Screening Committee during the review to discuss continued enrollment.

The Screening Committee shall consider the criminal activity in the context of the applicant's/student's fitness for ministry and any other appropriate factors when making their determination of the student's acceptance or continued enrollment.

Additionally, criminal activity reported by the criminal background checks will be compared to the application of the student or applicant to determine whether the applicant or student disclosed the activity in their application. If the student or applicant did not disclose the behavior in their application, they will be offered the opportunity to explain the omission. Ordinarily, failure to inform the Divinity School about past criminal activity on the application will be considered unethical behavior and may result in denial of the application or termination of enrollment.

The Screening Committee's review will conclude with a formal, written decision that includes information on the criminal behavior, the process undertaken by the Committee, and the basis for their decision. An applicant or student will be informed of the Screening Committee's decision by letter.

A student may appeal the decision of the Screening Committee to the President. The decision of the President is **FINAL** with regard to admission or continued enrollment of a student.

ORIENTATION REQUIREMENTS

All entering students are required to review orientation materials and to attend the Orientation program scheduled just prior to the beginning of their first semester at Brite. All masters and certificate students must also complete a Writing Assessment, the Seminar on Healthy Boundaries, and the Thinking Theologically Seminar. Th.M., D. Min. and Ph.D. students must complete the Seminar on Healthy Boundaries. Failure to complete these requirements could result in a canceled registration.

The Office of Admissions provides an Orientation schedule in advance of these events. Please consult this schedule for dates, times, and places or contact the Office of Admissions.

Boundary Training

Entering students in every degree program must complete a three-hour boundary training seminar the first semester they are enrolled in classes. If, for some reason, the person cannot complete the boundary training at that time, they will not be allowed to engage in Field Education or Supervised Ministry until they have completed the training.

If students have completed a judicatory or denominational boundary training seminar at any time in the three years prior to enrolling in their first semester at Brite, they may present the Certificate to the Associate Dean for Academic Affairs, who may exempt them from the requirement.

Students who have taken the boundary training at Brite within the last five years, and who are re-applying for their initial degree program or a subsequent degree program at Brite, will also be exempt from the three-hour training.

Title IX Training

Students who enroll in Brite Divinity School are required to engage in the online Title IX training offered through Texas Christian University during their first semester at Brite. For more details, please see the Title IX policy statement.

**BRITE DIVINITY SCHOOL
ACADEMIC YEAR 2023 - 2024
STUDENT CHARGES**

Tuition & Fees are effective May-Term 2023
Housing Rates are effective June 1, 2023 - May 31, 2024

FY 2022

Tuition:

Masters	\$ 1,000	per credit hour
D.Min.	\$ 1,000	per credit hour
Ph.D.	\$ 1,000	per credit hour
D.Min. - flat rate*	\$ 4,400	per academic year

Fees:

Application Fee	\$ 75	non-refundable
D. Min. & Ph.D. Application	\$ 75	non-refundable
Background Check Fee	\$ 20	non-refundable
Audit Fee	\$ 1,000	per semester (limit 3 hours)
Community Audit Fee	\$ 490	per course (limit 12 hours; non-degree)
General Fee - Masters, D.Min. & Ph.D.	\$ 1,110	9 or more hours
Full-time		
Part-time	\$ 135	per hour not to exceed \$1,100
Dissertation/Thesis Research	\$ 1,000	students enroll for 1 credit hour, plus fee
Library Use Fee	\$ 1,000	applies to students who are not enrolled in any for credit or audit course at Brite.
Student Government	\$ 20	per semester (full-time), 50% for PT

Housing:

Summer based on 2 months. Fall & Spring based on 5 months. Includes utilities (Electricity, Water, Trash/Recycling, Internet, Laundry) and Parking

Leibrock Village

One Bedroom	\$ 1,254	per month (incoming student)
(Assumes 1 resident)	\$ 1,217	per month (early renewal, 2nd yr.+ student)**
Two Bedroom	\$ 1,4973	per month (1 resident or family/incoming)
	\$ 1,453	per month (early renewal, 2nd yr. res.+ or fam)**
	\$ 752	per month (2 residents/incoming)
	\$ 730	per month (early renewal, 2nd yr.+ 2 residents)**

*Not responsible for General Fee.

**Discount available for current residents who sign 1-year contract by April 1, 2023

SCHOLARSHIPS AND FINANCIAL AID

Awards and Grants

Through the generosity of dedicated friends of Brite Divinity School, significant awards and grants are available for graduate professional theological education. Awards and grants are dependent upon students making satisfactory academic progress toward degree completion. Students who fail to make satisfactory academic progress may be removed from program.

Next Brite Scholarships - at the May 2023 direction of the Brite Board of Trustees it was announced that all qualified Masters students would receive a 100% scholarship covering tuition and fees for an experimental period of three years (ending after the Spring 2025-26 semester). Brite's leaders want to ensure "that all who are admitted may come and thrive." At the time of successful admission to Brite Divinity School, a student's record will be updated to reflect that they are a recipient of the Next Brite Scholarship. Upon successful registration for a semester's course load, the Next Brite scholarship funds will be made available and applied to student accounts by the TCU Financial Aid office.

Students eligible for scholarships or other benefits (e.g., stipends for living/personal expenses, etc.) that are not applied to tuition and fees and other qualified education expenses, should continue to pursue those. During the period of Next Brite Scholarships, outside scholarship or stipend money paid directly to Brite on behalf of students will be credited to student accounts, if this is in accordance with scholarship/grant-givers wishes.

M.Div. Program

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. Students are considered for awards during the application process. Special application for these grants and scholarships for the M. Div. Program is not required (see below). Other degree and certification programs are eligible to receive support through the regular financial assistance programs.

Master of Divinity students who are academically qualified, committed to service, and who show high promise for 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 and continued demonstration of promise for ministry.

Designated Merit 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 Master of Divinity 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 Master of Divinity students which include full 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 – historically 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, 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.T.M., M.T.S., Th.M., and Certificate Program

Master of Arts in Theology and Ministry, Master of Theological Studies, Master of Theology, and Certificate of Theological Studies programs students who are academically qualified, show promise for leadership and service in congregations or within the broader community, and demonstrate financial need are eligible for Next Brite Scholarships as described above.

Doctor of Ministry Program

Doctor of Ministry students are not eligible to receive Brite Divinity School tuition grants.

Ph.D. Program

Students in the Ph.D. program receive tuition grants of 100 percent. In addition, students receive an annual stipend of \$10,000. All awards are based solely on merit and are normally continued for four years. 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 \$1,700 annually for five hours work per week. Brite Divinity School expects a 3.50 grade point average to maintain a student's stipend and a 3.25 grade point average to maintain the tuition award.

Limits of Awards and Grants

Tuition grants are typically provided for all students through the completion of their regular programs. However, Next Brite Scholarships may be discontinued after the Spring 26 semester, as noted above. Financial aid is limited to three hours beyond the degree requirements in the M.A.T.M., M.T.S., Th.M., and Certificate programs, and is limited to six hours beyond the degree requirements in the M.Div. and Ph.D. programs.

Federal, State, and Private Loan Funds

Federal, state and private loans are available for full and part-time students. Some of these loans are available to U.S. citizens or permanent residents only.

Applicants can file the FAFSA (Free Application for Federal Student Aid) beginning October 1 of each year for the following academic year. The FAFSA is available at www.fafsa.gov.

In addition to the Federal Stafford Loan Program, graduate students may be eligible for the Federal Graduate PLUS Loan, College Access Loan (state loan) or private education loans. Further information is available at <https://www.financialaid.tcu.edu/>. Students are encouraged to borrow no more than is absolutely necessary to cover their educational costs.

Citizens of other countries with a qualified U.S. or permanent resident co-signer may be eligible for private student loans. For information on private educational loans go to www.financialaid.tcu.edu – Education Loans – Private Education Loans.

All individuals whose FAFSA is selected for verification will be required to submit appropriate tax information and other documentation as needed to confirm the accuracy of the application. Contact the graduate financial aid adviser in the Office of Scholarships and Student Financial Aid for additional information.

The following Financial Aid Satisfactory Academic Policy (SAP) applies to Brite students receiving state or federal aid (including loans):

- Brite students are subject to the academic performance standards established by the institution. Both qualitative and quantitative measurements are reviewed by the Associate Dean for Academic Affairs before certifying continued eligibility in the program.
- Students enrolled in the M.Div., M.T.S., M.A.T.M., and Ph.D. programs are expected to complete all degree requirements within a period of seven years from the date of the earliest credit to be counted on the degree (including transfer credit, if any). Th.M. students must complete all degree requirements within four years and D.Min. students must complete all requirements within six years from the date of the earliest credit to be counted on the degree (including transfer credit, if any). Extension of time must be applied for in writing through the Office of the Associate Dean for Academic Affairs.

Students who fail to meet these standards, due to significant extenuating circumstances may appeal for reinstatement of aid eligibility by submitting a request to the financial aid office.

Brite and TCU's SAP policy for graduate students who receive Title IV aid is at least as strict as the standards for students enrolled in the same educational program who are not receiving Title IV aid. See <https://financialaid.tcu.edu/consumer-information/policies/academic-satisfactory-progress.php>. All students are required to maintain certain requirements to receive federal or state financial aid. Credit hours attempted, credit hours completed and GPAs are reviewed by the Associate Dean for Academic Affairs to determine whether satisfactory progress is being maintained.

Return of Federal Financial Aid

A student who withdraws from the Divinity School before the 60 percent point in the enrollment period (summer, fall or spring) may have to return a pro-rated portion of the financial aid they received or that TCU received on his/her behalf. Detailed information about the federal policy on the Return of Title IV Funds is available at <https://financialaid.tcu.edu/consumer-information/policies/withdrawal-return.php>

Other Scholarships/Loan Funds

Student Assistantships. A limited number of student graduate 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. Contact the Office of the Associate Dean for Academic Administration for more information.

Brite Emergency Grants and Loans. Students experiencing unexpected financial hardships may obtain a small grant or short-term loan from funds which have been provided by several dedicated persons and organizations. Arrangements for these grants and loans are made through the Office of the Dean.

Further information on numerous grant and loan sources administered by agencies and organizations outside the Divinity School is available through the Forum for Theological Education at <https://www.fteleaders.org/grants-and-fellowships>

Tuition and Fees

The following charges are for the 2023-2024 academic year. Costs are likely to change each year. Current charges are available from the Office of Admissions.

Brite Divinity School tuition in 2023-2024 is \$1000 per semester hour for the Masters and Ph.D. programs as well as for students who entered the D.Min. program prior to May 2015. Students entering the D.Min. program in May 2015 or after are charged a program fee of \$13,200. This fee is due in equal installments of \$2200 in May and October for three years. Prior to Summer 2023 and after Spring 2026—the period of Next Brite scholarships—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 2022-2023, \$500--\$800 per semester hour. The student's cost is \$200-\$500 per semester hour. Tuition assistance is also available for Master of Arts in Theology and Ministry, Master of Theological Studies, Master of Theology, Certificate of Theological Studies, and other certificate programs. All students admitted to the Doctor of Philosophy program receive full tuition grants for the first four years of study.

NOTE: Tuition grants will be awarded for all the hours required for the student's degree program plus an additional three hours (M.A.T.M., M.T.S., Th.M., C.T.S., and other certificate programs) 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) \$1,110

For part-time students (less than nine semester hours) the Divinity School Fee is \$135 per semester hour and the Brite Student Government 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.

Summer School

Tuition is the same as in the fall and spring semesters of the following academic year. The Divinity School Fee is \$135 per semester hour. Tuition grants and awards are available for the summer terms.

Graduation Fees

For M.Div., M.A.T.M., M.T.S., and Th.M. degree candidates..... \$ 65

For D.Min. degree candidates \$100

For Ph.D. degree candidates..... \$100

STUDENT-INITIATED WITHDRAWAL FROM COURSES 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. Dates and refund percentages are noted in the *Brite Divinity School/TCU Calendars* published each spring and fall.

Withdrawals and Refunds

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. **Please note that Next Brite Scholarship funds are not eligible for 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 refund and withdrawal schedule for intensive courses in January, Summer, and October 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 tuition refund. No refunds or withdrawals are permitted after the first class day of one-week courses. Students enrolled in intensive 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 intensive courses lasting more than one week. 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 once a semester or summer course has begun.

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

Any student who experiences unusual hardship may seek special consideration through a written petition to the 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 Dean, the request is justified, a grade of "Q" (dropped with the Associate Dean's cooperation) 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.

Brite Divinity School Calendar Fall 2023 Semester

Thur/Fri Aug 17/18	Orientation including Healthy Boundary Course
Sun Aug 20	Last day to withdraw from a class & receive full refund of fees
Mon Aug 21	First day of classes for Fall 2023
Fri Aug 25	Last day for enrolling or adding courses
Sun Aug 27	Last day to withdraw at 100% tuition refund
Tue Aug 29	Brite Fall Convocation
Sun Sept 3	Last day to withdraw at 75% tuition refund
Mon Sept 4	Labor Day Recess
Sun Sept 10	Last day to withdraw at 50% tuition refund
Sun Sept 17	Last day to withdraw at 25% tuition refund (no refunds after this date)
Mon Sept 25	Ph.D. Qualifying Exams Begin
Oct 9 - Oct 13	Reading Week/ Fall D.Min. Courses
Mon Oct 16	Classes resume
Oct 30 - Nov 3	Sign up for advising
Mon Nov 6	Last day to withdraw from classes for Fall 2023
Nov 6 - Nov 10	Advising Week
Nov 13	Advanced Enrollment begins for Spring 2024
Tue Nov 17	Classes recess for Thanksgiving Holiday
Mon Nov 27	Classes resume
Wed Dec 6	Last Day of Classes for Fall 2023
Dec 4 – Dec 8	Study days
Dec 11 – 15	Final Exams
Wed Dec 13	Graduating students' grades must be posted by 5:00 p.m.
Fri Dec 15	Brite Hooding
Sat Dec 16	Commencement, Ed and Rae Schollmaier Arena on TCU Campus (Exact time to be confirmed)
Mon Dec 18	All non-graduating students' grades must be posted by 9:00 a.m.

* The Brite calendar is subject to change and correction as warranted.

**BRITE DIVINITY SCHOOL CALENDAR
SPRING 2024 SEMESTER**

Jan 11- 12	Orientation
Mon Jan 15	Last day to withdraw from a class & receive full refund of tuition and fees
Mon Jan 15	Martin Luther King Jr. Holiday
Tues Jan 16	First Day of Classes for Spring 2024
Mon Jan 22	Last day for enrollment, changing or adding courses
Mon Jan 22	Last day to withdraw at 100% tuition refund
Mon Jan 22	Ph.D. Qualifying Exams begin
Mon Jan 29	Last day to withdraw at 75% tuition refund
Mon Feb 5	Last day to withdraw at 50% tuition refund
Mon Feb 12	Last day to withdraw at 25% tuition refund (no refunds after this date)
Feb 5-9	Ministers Week (2/5-2/7) and Reading Days (2/5-2/9)- No classes
Mar 11-15	Spring Break – No classes
Wed Mar 13	Last day to withdraw from classes for Spring 2024
Mon Mar 18	Last day for removal of “I” grades from Fall 2023
Mar 18-22	Sign-up for advising
Mar 25- Mar 28	Advising Week
Wed Apr 3	Advance enrollment begins for Summer/Fall 2024
Mon Apr 8	Ph.D. Qualifying Exams begin
Fri Mar 29	Good Friday – No classes
Wed May 1	Last Day of classes for Spring 2024
Apr 29 –May 3	Study Days – No classes
May 6-10	Final Exams
Wed May 8	Graduating students’ grades must be posted by 5:00 p.m.
Fri May 10	Brite Hooding
Sat May 11	Commencement, Ed and Rae Schollmaier Arena on TCU Campus (Exact time to be confirmed)
Mon May 13	Grades due by 5:00 p.m. for all non-graduating students

* The Brite calendar is subject to change and correction as warranted.

STUDENT SERVICES

Common Life. The Director of Community and Spiritual Life 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.

Counseling Services

Alcohol and Drug Education. Located in Jarvis Hall, Suite 232, TCU Alcohol & Drug Education promotes responsible decision making and healthy lifestyle choices for TCU and Brite students, particularly regarding alcohol, drugs, and related issues. Call 817-257-7100 or visit <http://ade.tcu.edu/> for more information.

TCU Counseling and Mental Health Center. The services of the TCU Counseling and Mental Health Center are covered by tuition fees and are available to students who are currently enrolled in classes. All services are confidential and focus on helping students with personal concerns as they are involved in their academic, social and personal activities. Students may call 817/257-7863 to contact the Counseling Center, but initial appointments are done on a walk-in basis. Normally, the walk-in clinic is open from Monday through Friday, and students are assigned a counselor after this initial session. The center also includes a consulting psychiatrist for medication management, but students must be seeing a counselor at the center in order to visit the psychiatrist. The center is located in Jarvis Hall, Suite 232. Additional information is available at <http://counseling.tcu.edu> and 817-257-7863. 24/7 Phone Counseling Helpline 817-257-SAFE (7233). After-hours emergency, contact University Police at 817-257-777, Fax 817-257-7320.

Student Access and Accommodation. Texas Christian University affords students with disabilities reasonable accommodations in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. To be eligible for disability-related academic accommodations, students are required to register with the TCU Office of Student Access and Accommodation and have their requested accommodations evaluated. If approved for accommodations, students are required to discuss their official TCU Notification of Accommodation with their instructors. Accommodations are not retroactive and require advance notice to implement.

The Office of Student Access and Accommodation is located in The Harrison, Suite 1200. More information on how to apply for accommodations can be found at <https://www.tcu.edu/access-accommodation/> or by calling Student Access and Accommodation at (817) 257-6567.

Health Insurance. Brite Divinity School is concerned that all students be adequately protected by health and accident insurance. Students currently enrolled in classes may elect to enroll in TCU's plan, which has been developed especially for TCU and Brite students.

Health Center. The University's Brown-Lupton Health Center is designed to provide for the various health needs of TCU and Brite students. It is comprised of an outpatient clinic providing ambulatory care and a licensed thirty-bed hospital. Emergency care is available 24 hours a day during the regular academic year. Students enrolled in credit hours are eligible for care at the Brown-Lupton Health Center. There is no charge to see a health care provider; however, charges may be incurred for services such as laboratory tests, x-rays, and dressings. Additional information is available by calling 817-257-7940 or online at <http://healthcenter.tcu.edu>.

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 <https://www.tcupostoffice.com/>. The TCU Post Office does not accept checks.

Pension Fund. Students preparing for ministry in the Christian Church (Disciples of Christ) are eligible to participate in the Pension Plan offered through the Pension Fund of the Christian Church. A student gift

membership grant will pay the pension plan dues for up to four years. Information about the Student Gift Membership Program can be found online at: <https://pensionfund.org/what-we-offer/ministerial-relief-assistance/student-gifts>

Student Employment. There are a number of ways in which a student may earn part of his or her support during seminary years; student pastorates, internships and assistantships in many of the churches in North Central Texas provide stipends. Many student spouses find part-time or full-time employment in the area. A number of part-time work assignments are available in the University for those who can qualify. The Director of Field Education and Supervised Ministry stands ready to assist students in finding employment. Entering students should have sufficient resources to care for themselves for several months. All students, particularly those with families, will need to plan carefully and make arrangements in advance.

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 Monday-Friday. For an appointment, use the Center's online scheduling system available at www.wrt.tcu.edu or call 817-257-7221. 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.

STUDENT OPEN DOOR AND GRIEVANCE POLICY

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 immediate supervisor. This, then, serves as a "written complaint." For assistance in discerning who the immediate supervisor is please contact the Academic Dean's office.
 - a. In cases where a student concern relates to a faculty member, it is appropriate for students to initiate this process with the Dean.
 - b. In cases where the concern relates to the Dean, the initial conversation begins with the President.
 - c. In cases where the concern relates to the President, the initial conversation begins the Dean, and may be referred to the Chair of the Board.
- 3) The student and the immediate supervisor of the staff or faculty member about whom the concern is raised should then meet to see what options are available to address the concern;
- 4) If appropriate, the student and supervisor of the person should discuss the concerns with the staff or faculty member about whom the concern was raised to determine a satisfactory solution;
- 5) If the process fails after the above steps have been taken, students may request further review.
 - a. In the case of student concerns with staff, faculty, or Dean, students may appeal to the President. Within a reasonable period of time, a final decision will be made by the President, the President's designee.
 - b. In the case of student concerns with the President, appeals may be made to the Chair of the Board.

All final decisions will be reported to all parties concerned.

Concerns related to possible violations of the Divinity School's Equal Employment Opportunity and Harassment Policy or Title IX 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 the section on Codes of Conduct

WEEKLY AND ANNUAL EVENTS

Brite e-news

On Mondays during the academic year, the Brite e-news lists all of the activities for the week, and indicates some of the upcoming activities. The e-news is delivered through the TCU email system, so it is important to check your emails regularly.

Community Life

Many opportunities for social gatherings and service enrich student life at Brite Divinity School. Among these, a Community Conversation lunch, immediately following Tuesday chapel worship, and a weekly Community Coffee Hour on Thursdays provide regular opportunities to gather in community for formal and informal conversation.

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. 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.

Fall Convocation

Each fall semester the academic year begins with a formal convocation, which includes the introduction of all entering students. The worship service is held in Robert Carr Chapel with a procession of the faculty.

Ministers Week

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

Spring Celebration and Awards Ceremony

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

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 Celebration in April.

INCLUSIVE LANGUAGE AND INCLUSION STATEMENT

Brite is committed to promoting a diverse and just environment, in which language and practices support the achievement of inclusion. Specifically, Brite seeks to remove all barriers to the maintenance and aspirations of its Mission Statement and Non-Discrimination Statement in the following ways:

- Brite Divinity School promotes the intentional use of Inclusive language. This includes reference to such matters as language about God and humanity as noted in our Nondiscrimination and Inclusion Statement. Inclusive language in the classroom, chapel, and in common discourse is expected of students, staff, and faculty.
- Brite Divinity School maintains nondiscrimination in all its programs and activities, admission to these programs and activities, financial aid, and housing.

SAFETY

Brite, in collaboration with Texas Christian University, complies with all requirements related to public safety, including those governed by the Clery Act and Title IX. See the section on Codes of Conduct for more information. Brite's annual campus safety report is included in the statistics found on TCU's Police Department website: www.police.tcu.edu.

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 TCU 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.

Campus Security Authorities

A member of the Brite community who is the victim of a crime or witnesses a crime on campus should report the crime to the TCU Police. In addition, members of the Brite community may report crimes to a Campus Security Authority. The Clery Act requires that Brite Divinity School select persons who are identified as Campus Security Authorities (CSA). Any CSA is obligated to report crimes of which they have knowledge that occur on campus or within the vicinity of campus (e.g., burglary, theft, sexual assault, intimate partner violence, hate crimes, etc.). The CSA's at Brite include the Academic Dean, the Associate Dean for Academic Affairs, the Director of Field Education and Supervised Ministry, and the Director of Housing. CSA's are obligated to report to the TCU Police Department information related to crimes against persons on campus. While they will respect the privacy of students or guests against whom a crime has been committed, Brite is obligated to report such activities.

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. If you see flames or smell smoke in campus housing or other buildings, activate the fire alarm (pull station) on your way OUT of the building. To activate, follow instructions on the box, usually by pulling lever down.
3. Call TCU Police (817-257-7777) who will notify the Fort Worth Fire Department and lead them to the correct location on campus.
4. Notify others in the immediate area. If time permits, ask that all doors, windows and openings be closed.
5. 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.
6. 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.

Visit the TCU Office of Emergency Preparedness website at <http://tcuemergency.tcu.edu> for further information related to fire emergency actions.

Severe Storm and Tornado Procedures

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

Visit the TCU Office of Emergency Preparedness website at <http://tcuemergency.tcu.edu> for details related to violent weather and shelter information.

Emergency Actions for Severe Weather

- Use your location's weather alert radio or television weather channel to monitor the approach and severity of the weather:
- Tornado Watch means weather conditions are favorable to the formation of tornadoes
- Tornado Warning means a tornado has been sighted in the area.
- If the Weather Service issues a severe weather or tornado warning for the Tarrant County area, warn employees/students in your immediate area.
- If the City's All-Hazard sirens sound, then a tornado is on the ground and you should move to a shelter.
- Close all doors and stay away from windows and other glassed areas.
- Avoid rooms (lecture halls, auditoriums, etc.) with large ceiling or roof spans, if possible.
- If available, take a battery-powered radio and flashlight into the shelter. Computers in the shelter areas can be used to monitor weather sources over the internet.
- Remain in the shelter area until an all-clear is given or until you determine the storm system has passed.
- Reconvene employees/students when the emergency is past to account for all persons.

Shelters - Best areas:

- Lowest floor level, basements if possible
- Interior restrooms, closets, alcoves, etc. without windows
- Interior hallways on the lowest ground floor
- Keep as many inside walls/door between you and the outside wall

At Brite, in case of severe storm, go to the preferred shelter areas of the Divinity School (basement corridors/stairwell of the Moore Building or restrooms/corridor behind the restrooms on the first floor of the Harrison Building).

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 VHF-FM radio. TCU Campus Police and HVAC Control Center, along with many 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 <https://www.nbcdfw.com/>

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

CBS Channels 11/21 <https://dfw.cbslocal.com/>

For more weather information, the TCU TV Cable System provides the following sources:

Channels 87 and 88 / Local Radar Images

Channel 12 Weather Station

Additional information and guidance available through the TCU office of Environmental Management and Safety website at <http://tcusafety.tcu.edu>.

Bomb Threats

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

Visit the TCU Office of Emergency Preparedness website at <http://tcuemergency.tcu.edu> for further information related to bomb threat procedures.

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, 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

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.

Visit the TCU Office of Emergency Preparedness website at <http://tcuemergency.tcu.edu> for additional weather-related information.

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 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 this Constitution.

ARTICLE I

Purpose

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 policies of Brite Divinity School.

As such, the Student Association fees are functionally used to achieve the purpose of the Brite Student Association (BSA). The purpose of BSA is to be an intentional community that helps to form and support a diverse community and to give voice to all persons and concerns so as to create an atmosphere of advocacy, nurture life-long connections, and support the intellectual and spiritual life of the community. This is so we can form an intentional community.

ARTICLE II

Offices

Section 1.

The leadership of the Brite Student Association shall be provided by the Executive Board.

Purpose and Function of Executive Board Offices:

The Executive Board of the Brite Divinity School Student Association, hereinafter referred to as the Executive Board, shall act as a connecting bridge between faculty, staff, administration and the student body by facilitating dialogue. As such, the Executive Board is a governing body that helps a spirit of community flourish. The Executive Board is composed of representatives in the student body who are, as such, voting members. Whereas, any students paying student government fees are invited to participate and attend all regularly scheduled meetings but are not voting members.

To live out said purpose and function, the Executive Board of the Brite Student Association will hold regularly scheduled forums for all student body persons to present formally any issues. Any students paying the student association fee, however, are still given agency in the regularly established meetings and as such are invited to participate and give voice to any discussions, but still remain as non-voting members. In addition, the only official responsibilities to be held by the Executive Board of the Brite Student Association are as such:

- 1) Planning and executing a "Disorientation" Lunch or Dinner for all incoming students both Spring and Fall Semesters
- 2) Helping to facilitate Community Conversation
- 3) Promote avenues of community building within the student body
- 4) Other various duties as elected by the governing board of executives

All other duties asked of the association are to be given to the executive board with a right of refusal.

Section 2.

The voting members of the Executive Board shall consist of the elected officers: Moderator, Vice-

Moderator, General Secretary, Community Liaison, and at least three (3) General Representatives. In the Spring term of each year, the person serving as Moderator-Elect shall be a member of the Executive Board of the Brite Student Association. Additionally, the Board may include appointed members including but not limited to the Chairpersons of the Standing Committees or Chairpersons of any Ad Hoc Committees. Appointed members shall serve as ex-officio, non-voting members of the Executive Board for the duration of such committees.

Section 3.

To be eligible to seek election or appointment to any of the positions of the Executive Board, individuals must be paid in full with regard to their Student Government fees;

- A. must be enrolled for all regular (spring and fall) semesters during their term in office;
- B. 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;
- C. 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;
- D. who desire to run for the office of Moderator-Elect while currently holding the position of Vice-Moderator, General Secretary, Community Liaison, and General Representative on the Executive Board, must resign such office prior to seeking election as Moderator-Elect;
- E. may also seek simultaneous nomination and appointment as Brite Student Representatives to General Committees; and
- F. must be enrolled as full- or part-time students.

Section 4.

The term of the above-elected Executive Board positions, with the exceptions of the Moderator-Elect and Moderator positions, shall run from June through May, with their elections being held the previous March. The Moderator-Elect term shall run from March to May, with its election being held during the February prior. At the end of said elect term, this person shall assume the office of Moderator; the term shall run from June through May concurrently with the other elected positions.

Section 5.

Election and appointment of Brite Student Association Executive Board members shall be as prescribed by the Brite Student Association Election Code, and procedures listed in the Brite Student Handbook.

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 as necessary for approval to the Brite Student Association;
- D. attending meetings of the Executive Board and any other meetings called by Moderator; and
- E. those duties delineated for each Executive Board position under Article III of this Constitution.

ARTICLE III

Officers and Their Duties

Section 1.

The duties of 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;

- C. maintaining the orderly transaction of Brite Student Association business as prescribed in this Constitution; and
- D. serving as the liaison between the Brite Student Association and the Administration, Faculty, and Staff of Brite Divinity School.

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. verifying the voting eligibility of those present and voting at all Brite Student Association and Executive Board meetings;
- C. performing the traditional tasks of a Parliamentarian (Inquire as to the correct motion - to accomplish a desired result, or raise a point of order);
- D. discharging any additional duties and responsibilities as delineated by the Moderator;

Section 3.

The duties and responsibilities of the General Secretary of the Brite Student Association shall consist of:

- A. maintaining all Brite Student Association correspondence responsibilities, including but not limited to the official Brite Student Association newsletter *On the Brite Side*;
- B. discharging any additional duties and responsibilities as delineated by the Moderator;
- C. maintaining, recording, and publishing of minutes of all meetings.

Section 4.

The duties and responsibilities of the Community Liaison of the Brite Student Association shall consist of:

- A. collaborating with the Director of Community and Spiritual Life in establishing and planning a schedule of discussions for the Brite Student Association in conjunction with academic, chapel, special events, and liturgical calendars;
- B. working in conjunction with the Faculty Representative of the Brite Student Association to assist in providing programming;
- C. search for and plan for engagement with the wider city/state/nation in line with Brite's mission to be witnesses of God's reconciling and transforming love and justice.
- D. discharging any additional duties and responsibilities as delineated by the Moderator.

Section 6.

The duties and responsibilities of the at least three (3) General Representatives of the Brite Student Association shall consist of:

- A. acting as voting members as a part of the Brite Student Association;
- B. providing assistance to needs as delineated in conversations during Brite Student Association meetings; and
- C. discharging any additional duties and responsibilities as delineated by the Moderator

Section 7.

The duties and responsibilities of the Moderator-Elect of the Brite Student Association shall consist of:

- A. utilizing his/her 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.

ARTICLE IV

Vacancies and Succession

Section 1.

Elected positions shall be declared vacant by resignation, non-compliance of academic or disciplinary code, withdrawal from school otherwise, or through resignation to assume duties as Moderator-Elect.

Section 2.

In the event of a vacancy of any position with the exception of Moderator, the Executive Board of the Brite Student Association shall nominate an individual with her/his consent. If the student nominated is unopposed, that student shall be confirmed through a majority vote of the Brite Student Association. If students are nominated for the same position, the student to fill the vacancy will hold the majority of votes through election by the Brite Student Association.

Section 3.

In the event that the Moderator and Vice-Moderator are simultaneously discharged from office, withdraw enrollment, or are in any way unable to serve in their positions, the order of succession to the position of Moderator will be: General Secretary, Community Conversations Coordinator, and At-Awesome members (as voted by the majority remaining).

ARTICLE V

Committees

Section 1.

The Committees of the Brite Student Association may be formed and dissolved at the discretion of the Brite Student Association Executive Board.

Section 2.

The number of Student Representatives to General Committees shall be determined by the Faculty with the concurrence of the Dean of Brite Divinity School.

Section 3.

Student Representatives to General 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 4.

The duties and responsibilities of the Student Representatives to the General Committees shall consist of, but are not limited to, faithfully and honorably representing the students of Brite Divinity School on their respective General Committees.

ARTICLE VI

Resolutions

Section 1.

Any member of the Brite Student Association desiring to make a resolution shall submit a finished document (with all attending documentation) to the Brite Student Association General Secretary at least two days in advance of the Brite Student Association Executive Board and provide a signatory to that Brite Student Association Executive Board meeting to request a public forum to be held.

- A. Upon three-fourths (3/4) majority vote of the Executive Board of the Brite Student Association, the proposed statement will be passed for Student Body approval. A copy of the proposed change will be placed in a public place, most preferably the office of the Brite Student Association Advisor, for one week.
- B. Within one week of its public display a student-wide ballot will be held requiring a majority endorsement of the proposed statement as a "Brite Student Association Adopted Statement."
- C. If, as a result of the public disclosure, substantial additions, corrections and/or revision are made

to the proposed statement, then a revised statement must be resubmitted to the Brite Student Association General Secretary within five days of the posting. The Brite Student Association Executive Board will then hold a called meeting, following the procedures outlined above.

Section 2.

A petition to impeach a member of the Brite Student Association Executive Board may be recognized if presented with a statement of offense, signed by at least 20% (twenty percent) of the members of the Brite Student Association. If, after investigation, the charges are sustained, the member will be removed from office by a 70% (seventy percent) vote of the Brite Student Association Executive Board. The impeached member may appeal this impeachment; this appeal will be sustained or overturned by a majority vote of the Brite Student Association in a special referendum.

ARTICLE VII

Ratification

Section 1.

To repeal or amend this Constitution, proposed changes must first be submitted to the Brite Student Association two weeks in advance of the referendum.

Section 2.

This Constitution may be repealed or amended only by a two-thirds (2/3) vote of the Brite Student Association. Quorum for the vote is those votes cast.

Section 3.

All parts of this constitution and responsibilities of said members are to have the right of refusal in which there is a three-fourths (3/4) vote of the Brite Student Association Executive Board.

BRITE STUDENT ASSOCIATION STUDENT INTEREST GROUPS

A student organization seeking to receive recognition as an official Brite student interest group must obtain approval through the Office of the Dean at Brite Divinity School. Any group wishing to be recognized shall submit a name, a statement of mission and purpose, and the name of a faculty or staff member who agrees to act as advisor for the group to the Director of Community and Spiritual Life. Student groups must agree to uphold the Brite Divinity School non-discrimination policy and membership must be open to all Brite students.

Only officially recognized student organizations shall be eligible to reserve Brite Divinity School facilities for their meetings, obtain any funding for activities, or use the Brite name as a part of the group's name. To maintain Brite recognition and the associated eligibility described above, each Brite student group must submit a list of officers to the Director of Community and Spiritual Life annually in the fall semester.

RIGHTS AND RESPONSIBILITIES

Brite Divinity School is committed to educating people for church, academy, and public life in a complex world, while promoting the values of free inquiry, intellectual integrity, ecumenicity, and diversity. The students, staff, and faculty of Brite are called into a community that engages mutual respect and the highest standards of personal, corporate, and academic integrity.

Student Rights

The following student rights are illustrative of Brite's commitments and are reflected in the policies and procedures of the institution:

- **Nondiscrimination and Inclusion:** In accordance with Brite's Nondiscrimination and Inclusion Statement all students, faculty and staff of Brite have the right to expect inclusionary policies and processes. Brite's nondiscrimination and inclusion policy extends to its adherence to Equal Employment Opportunities and is encompassed in the above statements.
- **Freedom from Harassment:** In accordance with Brite's Nondiscrimination and Inclusion Statement, and alongside expectations of the Federal government through Title IX, Violence Against Women Reauthorization Act and Campus Sexual Violence Elimination Act (VAWA and Campus SaVE), all students, staff, and faculty at Brite have the right to be free from harassment (sexual, racial, gender, able-bodied, etc.). Policies and procedures can be found under the Title IX section in the Codes of Conduct.
- **Open Door and Grievance:** All members of the student community are free to seek information from staff and faculty members responsible for any aspect of community life on any matter that is troubling to them, or to call attention to any condition that may appear to be operating to their disadvantage or the disadvantage of the Divinity School. A list of appropriate staff and faculty members responsible for various aspects of community life can be found on the Brite website (www.brite.edu)
- **Student Records:** Brite Divinity School abides by the Family Educational Rights and Privacy Act of 1974 (FERPA), a federal law which provides that the Divinity School maintain confidentiality or student records. More information can be found under Academic Information and Policies.
- **Students with Disabilities:** Brite Divinity School and Texas Christian University affords students with disabilities reasonable accommodations in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. To be eligible for disability-related academic accommodations, students are required to register with the TCU Office of Student Access and Accommodation and have their requested accommodations evaluated. If approved for accommodations, students are required to discuss their official TCU Notification of Accommodation with their instructors. Accommodations are not retroactive and require advance notice to implement. The Office of Student Access and Accommodation is located in The Harrison, Suite 1200. More information on how to apply for accommodations can be found at <https://www.tcu.edu/access-accommodation/> or by calling Student Access and Accommodation at (817) 257-6567.
- **Academic Evaluation:** Students have the right to academic evaluations which are neither prejudiced nor capricious and which are based on stated class requirements. These requirements are place in each individual course syllabus.
- **Written student complaints:** Students have the right to submit written complaints that include: written grade appeals; written concerns or grievances against faculty and staff; written complaints by students against students for non-academic violations of the Code of Conduct; and written complaints related to Title IX (Gender, Sexual Harassment).

Institutional Accountability

Brite Divinity School is accountable to its students, denominational and academic constituencies, as well as to accrediting agencies and the federal government to maintain policies and procedures that reflect

academic and institutional integrity. The following are illustrative of Brite's commitments and are reflected in the policies and procedures of the institution:

- **Policies and Procedures:** Brite Divinity School will maintain, to the best of its abilities, the various policies and procedures that reflect the commitments named in our mission statement as well as our nondiscrimination and inclusion statement. In addition, we seek to remain informed on federal and state mandates related to the educational mission of the institution. All policies and procedures can be found on the website (www.brite.edu). They are available in print, as requested. It is the expectation that every student, staff, and faculty member will abide by the policies of Brite Divinity School as well as by the various policies of Texas Christian University, where applicable. TCU's policies can be found on the TCU website (www.tcu.edu).
- **Provision of Qualified and Committed Members of the Staff and Faculty:** Brite Divinity School seeks the highest standards of expectations for the members of its faculty and staff. We remain committed to the policies of tenure and promotion, as evidenced in our Governance Manual and to the careful selection, support, and training of adjunct faculty. Likewise, we commit ourselves to the careful selection, support, and training of our staff.
- **Safety and Security:** Brite Divinity School is committed to providing the safest and most secure campus possible for its faculty, staff, students, and guests. Brite's affiliation with Texas Christian University, along with policies established by the federal government (the Clergy Act, for example) require that we report to the TCU police such things as: incidences of verbal or physical violence to self or others, warnings about suicide or homicide, sexual and domestic violence, and other infractions as noted on the TCU website (<http://police.tcu.edu>). All incidences of crime are reported to the federal reporting agencies through TCU's collective report. Guests on campus are also expected to abide by TCU and Brite policies.
- **Academic Freedom and Integrity:** The role of academic freedom in an educational institution such as Brite is central to our mission. Students, staff, and faculty exercise the freedom to openly inquire about matters of intellectual concern. Policies related to academic integrity include attention to concerns of plagiarism, inclusive and respectful use of language in the classroom and on campus, and appropriate standards for classroom conduct in order to foster the ongoing activities of education.

Student Responsibilities

Brite Divinity School encourages optimal educational opportunities by fostering various standards and policies that contribute to the learning and teaching process in the classroom and on campus. Students are responsible for recognizing not only the above-named institutional accountabilities, but also for attending to individual student responsibilities, such as:

- **Common Life Policies:** Students are expected to know and adhere to the various policies outlined in Brite's Student Handbook. These policies can also be found online. In addition, students are obligated to adhere to various TCU policies (library usage, use of facilities, involvement in TCU activities, campus safety and security, etc.). Students are also responsible for guests they invite to campus and for their adherence to policies. Violations of policies will be subject to disciplinary action.
- **Financial Obligations:** Students are expected to meet financial obligations in accordance with policies established by Brite Divinity School and Texas Christian University. Students involved in the Federal Loan process shall work with the Office of Financial Aid at TCU and abide by their policies (<http://financialaid.tcu.edu/>).
- **Academic Conduct:** Maintaining academic integrity rests at the core of the educational process and students are expected to know and abide by Brite's Code of Academic Conduct as identified in the *Student Handbook*.
- **Standards of Professional Behavior:** Students at Brite Divinity School are responsible for maintaining appropriate professional behavior. This includes activities conducted in field placement and supervised ministry settings. Brite does not tolerate disruptive behavior and/or harassment. See policies related to Disruptive Behavior, Lack of Academic Progress, and the Brite Student Code of Conduct in Brite's *Student Handbook*.

STUDENT OPEN DOOR AND GRIEVANCE POLICY

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 consider 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 immediate supervisor. This, then, serves as a "written complaint." For assistance in discerning who the immediate supervisor is, it might be helpful to be in conversation with the Director of Community and Spiritual Life or the Associate Dean for Academic Affairs.
 - a. In cases where a student concern relates to a faculty member, it is appropriate for students to initiate this process with the Dean.
 - b. In cases where the concern relates to the Dean, the initial conversation begins with the President.
 - c. In cases where the concern relates to the President, the initial conversation begins the Dean, and may be referred to the Chair of the Board.
- 3) The student and the immediate supervisor of the staff or faculty member about whom the concern is raised should then meet to see what options are available to address the concern;
- 4) If appropriate, the student and supervisor of the person should discuss the concerns with the staff or faculty member about whom the concern was raised to determine a satisfactory solution;
- 5) If the process fails after the above steps have been taken, students may request further review.
 - a. In the case of student concerns with staff, faculty, or Dean, students may appeal to the President. Within a reasonable period of time, a final decision will be made by the President, the President's designee.
 - b. In the case of student concerns with the President, appeals may be made to the Chair of the Board.

All final decisions will be reported to all parties concerned.

Concerns related to possible violations of the Divinity School's Equal Employment Opportunity and Harassment Policy or Title IX 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 the section on Codes of Conduct

STUDENT CODE OF CONDUCT

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 while on TCU or Brite Divinity School premises. Academic Codes of Conduct can be found under the Academic Policies section of this 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.

In addition to the expectations listed here, students are expected to abide by the Title IX policy of the institution. For procedures in response to violations of non-academic matters, see the "Non-Academic Withdrawal and Dismissal Policy."

The following are understood to be violations of the Student Code of Conduct:

- **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.
- **Destruction of property.** Actual or threatened damage to or destruction of Brite or University property or property of others, whether done intentionally or otherwise.
- **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.
- **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.
- **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.
- **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.
- **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* or in the policies of TCU (www.security.tcu.edu);
 - 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.
- **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.
- **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.** 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.
- **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.
- **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 Academic Conduct Policy in the *Brite Student Handbook*.
- **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.
- **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.
- **Building Security and Community Safety.**
 - a. **Building security.** Activities that jeopardize building security for any Brite facility are expressly prohibited.
 - b. **Community safety.** Behaviors that endanger the well-being of any or all of the Brite community are strictly prohibited.
- **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*.

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.

Violations to the Code of Conduct

Violations to the Code of Conduct will be addressed through processes found in the section on the Non-Academic Violations to the Code of Conduct. Processes for addressing violations related to Title IX are found in the Title IX policy.

Revised: August 2021

POLICY ON SEXUAL AND GENDER-BASED HARASSMENT, SEXUAL ASSAULT, AND OTHER FORMS OF INTERPERSONAL VIOLENCE

I. Statement of Policy

The members of Brite Divinity School ("Brite") hold each other and the institution to the highest standards of personal and professional conduct and behavior. Brite does not discriminate on the basis of sex or gender in its education or employment programs or activities, and seeks to provide a community free of discrimination, harassment in various forms, abuses of power at personal and institutional levels, and other behavior that demeans individuals or diminishes human integrity. Sexual harassment, including sexual assault, is a form of sex discrimination and is prohibited by Title IX of the Education Amendments of 1972 ("Title IX"). This policy prohibits behavior that violates Title IX and Title VII of the Civil Rights Act of 1964 ("Title VII"). Brite is also required to fulfill certain obligations when such prohibited behavior occurs under the Violence Against Women Reauthorization Act of 2013 ("VAWA") and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act").

Brite prohibits Sexual and Gender-Based Harassment, Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, and Retaliation as those terms are defined herein. It is also a violation of this policy to assist or encourage another person in the commission of any act prohibited by this policy. The conduct prohibited by this policy is unlawful and inconsistent with the mission and values of Brite, and will not be tolerated.

II. Policy Application

This policy applies to all Brite students, Brite employees, applicants for admission and employment, and contractors, vendors, visitors, and guests of Brite relating to conduct prohibited by this policy, when such conduct (1) occurs on Brite's campus or other property owned or controlled by Brite, (2) occurs in the context of a Brite employment or education activity or program, or (3) occurs outside the context of a Brite education or employment program or activity but has continuing negative effects on Brite's students, employees, or others while on Brite property or while engaged in a Brite education or employment program or activity or otherwise affects a substantial interest of Brite.

Brite's Equal Opportunity and Harassment Policy addresses all other forms of harassment and discrimination. It is located at 2.013 of the Brite Support Manual, Policy 1.005 in the Appendix of the Brite Governance Manual, and Section 3.4 of the Student Handbook of General Information.

III. Responsibility

The Title IX Coordinator is responsible for monitoring and overseeing Brite's compliance with Title IX, coordinating Brite's response, investigation and resolution of all reports made under this policy, and ensuring Brite takes appropriate actions to eliminate, prevent the recurrence of, and remedy the effects of conduct prohibited by this policy. The Title IX Coordinator is also responsible for ensuring appropriate education and training.

The Title IX Coordinator at Brite Divinity School
is: Michael Miller
2925 Princeton St.
Fort Worth, TX 76129 Phone: 817.257.7577
Email: MICHAEL.MILLER@TCU.EDU

A report of violation of this policy may be made to the Title IX Coordinator at any time. The Title IX Coordinator is available to meet during regular office hours, in person, by telephone, or by email, with any student, employee or third-party to discuss this policy or the applicable procedures. Outside of

regular office hours, a report of violation of this policy may be made to the Title IX Coordinator by telephone, email, or mail to the above-listed office address.

The Title IX Coordinator receives appropriate training to ensure the responsibilities are discharged in compliance with the law. Concerns about Brite's compliance with Title IX, VAWA, Title VII, or the Clery Act may be addressed to the Title IX Coordinator. Additionally, concerns may also be addressed to the following:

U.S. Department of Education	U.S. Equal Employment Opportunity Commission
Dallas Office	Dallas Office
Office for Civil Rights	207 S. Houston St., 3 rd Floor
U.S. Department of Education	Dallas, TX 75202
1999 Bryan Street, Suite 1620	Tele: 1-800-669-4000
Dallas, Texas 75201-6810	Fax: 214-253-2720
Telephone: 214/661-9600 or 800-421-3481	TTY: 1-800-669-6820
FAX: 214/661-9587; TDD: 800-877-8339	www.eeoc.gov
OCR.Dallas@ed.gov	

IV. **Prohibited Conduct**

A. Sexual and Gender-based Harassment.

Sexual Harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, physical, visual, or written (in writing or electronically) when (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic standing, or participation in a Brite program or activity or is used as the basis for Brite's decisions affecting the individual ("quid pro quo" harassment) or

(2) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment for work, academics or other participation in a Brite program or activity. Sexual harassment can involve any person(s) regardless of gender or gender identity.

Gender-based Harassment is harassment based on an individual's actual or perceived gender, gender identity, gender expression, or sexual orientation, or is related to an individual exhibiting what is perceived as a stereotypical characteristic for one's sex, or for failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived sex, gender, sexual orientation, gender identity, or gender expression of the individual, and may include verbal, non-verbal, physical, visual or written (in writing or electronically) conduct, when (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic standing, or participation in a Brite program or activity or is used as the basis for Brite's decisions affecting the individual ("quid pro quo" harassment) or (2) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment for work, academics or other participation in a Brite program or activity. Gender-based harassment may include acts of aggression, intimidation, or hostility, whether verbal, non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions outlined above, are present.

Sexual and/or gender-based harassment results in a hostile environment when the conduct is unwelcome and so sufficiently severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity. Equal access is denied when the conduct unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from Brite's education or employment programs and/or activities. Brite assesses the totality of the circumstances to determine if these factors are present. Severity determinations consider whether conduct is physically

threatening or humiliating, or a mere offensive utterance. Pervasive means frequent. Offensive means conduct that a reasonable person would find hostile or abusive, and the affected individual did perceive it to be hostile or abusive. Conduct must be deemed severe, pervasive, and objectively offensive from both a subjective and an objective perspective. It will be necessary, but not adequate, that the conduct was unwelcome to the individual who was affected.

This type of harassment includes “gender-based harassment,” which is harassment based on an individual’s actual or perceived gender, sexual orientation, gender identity or gender expression, or is related to an individual exhibiting what is perceived as a stereotypical characteristic for one’s sex, or for failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived sex, gender, sexual orientation, gender identity, or gender expression of the individual. Gender-based harassment may include acts of aggression, intimidation, or hostility, whether verbal, non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions outlined above, are present.

The determination of whether an environment is “severe, pervasive, and offensive” is based on a totality of circumstances, including, but not limited to:

- the degree to which the conduct interfered with the affected individual’s educational or work performance;
- the type, frequency, and duration of the conduct;
- whether the alleged harasser singled out the affected individual;
- whether the alleged harasser knew the complained-of conduct was unwelcome;
- whether the conduct was physically threatening;
- whether the conduct was humiliating;
- the effect of the conduct on the individual’s mental or emotional state; and
- whether the speech or conduct deserves the protections of academic freedom or the First Amendment.

Examples of sexual and gender-based harassment that violate this policy include verbal or written conduct (comments about personal behavior, body, jokes, organized hate activity), physical conduct (rape, assault, inappropriate touching), nonverbal conduct (derogatory gestures or facial expressions, stalking), or visual displays (drawings, inappropriate screensavers, epithets or phrases with implicit content of sexual nature). The following are illustrative; this is not an exhaustive list: Making offensive, derogatory or degrading comments related to an individual’s gender, gender identity, or sexual orientation

- Touching in a way that may make someone feel uncomfortable, such as patting, pinching, or intentional brushing against another’s body
- Telling sexual jokes or jokes about someone’s gender, gender expression, or sexual orientation
- Sending, forwarding, or soliciting sexually suggestive letters, notes, emails, or images
- Sexually derogatory words, phrases, epithets, characterizations, negative stereotypes
- Physical assaults of a sexual nature, such as rape, including acquaintance or date rape, or attempts to commit such an assault, and unwelcome physical conduct or conduct of a sexual nature, such as unwanted touching, impeding or blocking another person’s movements, brushing against, leering at, or making sexual gestures to another person
- Threatening or engaging in reprisals or retaliation after such an overture is rejected
- Implying or threatening that submission to sexual advances or conduct will have an impact on academic admission, grades, reference letters, participation in any Brite program or activity, employment, salary increase or decrease, or promotion

B. Sexual Assault

Sexual Assault includes (1) **Non-consensual sexual contact** and (2) **Non-consensual sexual**

intercourse.

Non-consensual sexual contact means any intentional sexual contact, however slight, with any body part or object, by a person upon another person without consent, including instances where that person is incapable of giving consent and/or is by force. Sexual contact includes (1) intentional contact with the breasts, groin, genitals, or buttocks, whether clothed or unclothed, or mouth, or touching another with any of these body parts, or (2) making another touch you or themselves with or on any of these body parts.

Non-consensual sexual intercourse means any sexual intercourse, however slight, with any object by a person upon another person that is without consent and/or by force.

Sexual intercourse includes: Vaginal or anal penetration by a penis, tongue, finger or object, or any contact between the mouth of one person and the genitals of another person, no matter how slight the penetration or contact.

Sexual assault includes an offense that meets the following definitions of rape, fondling, incest, or statutory rape:

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is younger than 17 years of age and is not a spouse of the Respondent.

Consent to sexual activity is defined as knowing, active, and voluntary permission between the participants, clearly expressed by words or by actions, to engage in mutually agreed upon sexual activity.

Consent to some sexual acts does not constitute consent to others, nor does past consent constitute present or future consent. Consent can be revoked at any time. Silence by itself cannot constitute consent. Consent cannot be given by a person who the other person knows, or reasonably should know, is asleep, unconscious, or physically unable to resist. Consent cannot be given by a person who, because of a mental disease or defect, or intoxication due to alcohol, drugs, or some other intoxicants, a sedative, or "date-rape" drug, is known by the other person to be incapable of appraising the nature of the act, making informed, rational judgments about whether or not to engage in sexual activity or resisting sexual activity.

Consent cannot be compelled by coercion, intimidation, deception, force, or threat of force. Consent given under such circumstances does not constitute willing and voluntary agreement. Consent cannot be given where an individual has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge. Consent cannot be given if it is coerced by supervisory or disciplinary authority. Consent cannot be given by a person younger than 17 years of age.

C. Intimate Partner Violence (IPV) includes any act or threatened act of abuse or violence that occurs between individuals who are or have been involved in a dating, domestic, spousal or other intimate relationship. IPV includes "dating violence" and "domestic violence," as defined by VAWA:

Dating Violence is abuse or violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse, and does not include acts covered under the definition of domestic violence.

Domestic Violence is abuse or violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person with whom the Complainant is cohabitating (or has cohabitated) as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws in the State of Texas, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Texas.

IPV may also include other forms of conduct prohibited by this policy, including Sexual Assault and Stalking.

D. Stalking occurs if a person engages in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his/her own safety or the safety of others, or 2) would cause that person to suffer substantial emotional distress. A "course of conduct" means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about another person or interferes with a person's property. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the Complainant. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

E. Sexual Exploitation refers to a situation in which a person intentionally takes non- consensual sexual advantage of another. Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed).
- Invasion of sexual privacy.
- Taking pictures or video or audio recording another in a sexual act or in any other private activity without the consent of all involved in the activity, (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).
- Administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent (assuming the act is not completed).
- Exposing one's genitals in non-consensual circumstances.
- Exposing another person to a sexually transmitted infection or virus without the other person's knowledge.

F. Sex Discrimination refers to disparate treatment of an individual on the basis of sex or gender (including, but not limited to, sexual orientation, gender identity, gender expression, and pregnancy status) that adversely affects the terms or conditions of the individual's employment or substantially interferes with the individual's access to education or educational benefits.

G. Retaliation means any adverse action taken against a person who in good faith makes a report of or opposes conduct of the type prohibited by this policy or who has testified, assisted, or participates in an investigation or proceeding under this policy. Retaliation includes conduct that would dissuade a reasonable person from making a report of prohibited conduct or otherwise engaging in an activity protected by this policy. Retaliation includes acts of intimidation and threats.

V. Available Resources

There are a number of resources available to provide support and guidance to students and employees who experience incidents of conduct prohibited by this policy, including sexual assault, interpersonal violence, and stalking. These include medical, law enforcement, and counseling resources, as well as other resources provided by Brite.

A. Medical Assistance

An individual who has been sexually assaulted or subject to any other form of interpersonal violence is strongly encouraged to seek immediate medical care.

- | | |
|---|--|
| * John Peter Smith Hospital | 1500 S. Main Street
Fort Worth, Texas 76104
(817) 702-3431 |
| * Texas Health Resources –
Harris Methodist Hospital | 6100 Harris Pkwy.
Fort Worth, Texas 76132
(817) 433-5000 |

At John Peter Smith Hospital or Texas Health Resources – Harris Methodist Hospital, a certified Sexual Assault Nurse Examiner (SANE Nurse) can provide medical care, assess injuries related to physical and can, within 72 hours after a sexual assault, and conduct a forensic exam. The SANE Nurse collects and documents evidence, and may also collect urine and blood samples for toxicology testing. It is not necessary to report an incident to law enforcement or Brite in order to receive medical attention or a forensic exam. A support person can be present throughout the exam. Even if you decide not to contact law enforcement, medical care is important. Regardless of whether a forensic exam is obtained, individuals are encouraged to seek medical care from a medical provider to address any medical concerns, including concerns of sexually transmitted diseases and pregnancy. Brite students may also seek medical assistance at the TCU Health Center.

- * These resources are available 24 hours/7 days a week.

B. Law Enforcement

Individuals are encouraged to report any criminal conduct to local law enforcement (the Police) immediately. The Police may be able to obtain and execute search warrants, collect forensic evidence, make arrests if there is probable cause to do so, and assist in seeking protective orders.

For immediate assistance: A person who feels physically threatened or who has been the victim of violence, including sexual assault, intimate partner violence, or stalking, should call 911.

Local police can also be reached at the following numbers:

- | | |
|--------------------------|----------------|
| * Fort Worth Police | (817) 335-4222 |
| * Tarrant County Sheriff | (817) 884-3099 |
| * TCU Police | (817) 257-7777 |

- * The Police are available 24 hours/7 days a week.

Individuals can notify law enforcement but can also decline to do so. Brite will assist any individual with notifying law enforcement if they choose to do so. For additional information about the criminal laws in Texas regarding sexual assault, stalking, dating violence and domestic violence, see Section XI below.

C. Confidential Support and Counseling Services

Students and employees are also encouraged to seek immediate and ongoing emotional support after an incident of sexual assault, interpersonal violence, or stalking. Available resources include the following:

1. Emergency Support Services:

* Rape Crisis and Victim Services	(817) 972-2737
* Safe Haven	(877) 701-7233
* TCU Counseling Helpline	(817) 257-7233

2. Ongoing Support Services:

* Rape Crisis and Victim Services	(817) 972-2737
* Safe Haven	(877) 701-7233
* TCU Counseling Helpline	(817) 257-7233
TCU Counseling Center	(817) 257-7863
Certified Confidential Advocate	(817) 257-5225
Director of Community and Spiritual Life	(817) 257-7513

* These resources are available 24 hours/7 days a week.

Confidential counselors can provide trauma-informed support and information about other services and reporting options. Information provided to confidential sources will not be reported to the Title IX Coordinator (or anyone else) for investigation and resolution without consent. However, in some cases, information can be disclosed without consent (for example, when allegations involve abuse of a minor).

D. Brite Resources, Remedial and Supportive Measures

Individuals are strongly encouraged to report violations of this policy to the Title IX Coordinator or to an employee who will report the information to the Title IX Coordinator. All reports of conduct prohibited by this policy should be directed to the Title IX Coordinator by telephone, email or in person during regular office hours. If the report is against the Title IX Coordinator, it should be directed to Brite's President. If the Title IX Coordinator is not immediately available, the matter should be referred to the President of Brite. Likewise, if the allegation is against the Title IX Coordinator, the President of Brite should be notified immediately and will function as the Title IX officer.

As used in this policy, "Complainant" means a student, employee, or third party who presents as the victim of any conduct prohibited by this policy. "Respondent" means the student, employee, or third party who has been accused of engaging in conduct in violation of this policy.

If a Complainant asks that their identity not be shared with the Respondent, that no investigation be pursued, and that no disciplinary action be taken, Brite will attempt to honor this request unless there is a health or safety risk to the Complainant or any other member of the Brite community.

1. Remedial and Supportive Measures

Brite offers a number of resources for all students and employees in response to a report of conduct prohibited by this policy. Upon receiving a report of conduct prohibited by this policy, the Title IX Coordinator will determine whether reasonable supportive, remedial (to address a Complainant's continued access to Brite's programs and activities) and/or protective (action against a Respondent) measures may be helpful and appropriate. All Complainants will be offered individualized supportive measures, whether or not such report evolves into a formal complaint; if a formal complaint is filed, Brite will provide individualized support and guidance services throughout the process to students and employees, whether as Complainant or Respondent. These individualized supportive measures will be non-disciplinary, non-punitive, and will not unreasonably burden the other party Brite will provide reasonable remedial and protective measures to third parties as available, depending on the nature of the relationship between Brite and the third party.

The availability of remedial and/or protective measures will be determined on a case by case

basis, keeping in mind the needs of the individual seeking the remedial and/or protective measures, the severity of the alleged conduct, whether the Complainant and Respondent share any classes, residence hall, dining hall, etc., and whether there are any continuing effects on the Complainant. Brite will attempt to minimize the burden on the individual the remedial and/or protective measures. When allegations involve employees, the Title IX Coordinator may work with others, including TCU's HR Department, to determine appropriate supportive, remedial and/or protective measures.

Remedial and supportive measures may be temporary or permanent, and may be modified by Brite as appropriate. Brite will maintain the privacy of remedial or protective measures to the extent practicable. Examples of such measures include, but are not limited to:

- issuing a No Contact Order;
- arranging access to counseling or medical services and assisting with setting up the initial appointments;
- academic support (including extensions of deadlines or other course-related adjustments and modifications of class schedules);
- modifying housing, transportation, parking and employment arrangements;
- visa and immigration assistance;
- safety planning; and
- imposing interim disciplinary sanctions against a Respondent.

Reports of conduct prohibited by this policy should be made as soon as possible after an incident so that the Title IX Coordinator may begin the process for identifying and coordinating support measures that may be available. While there is no time limit for making a report under this policy, delays in reporting may limit Brite's ability to respond to a report. If the Respondent is no longer a student or employee, Brite will provide reasonably appropriate remedial measures and take reasonable steps to eliminate the conduct, prevent its recurrence, and remedy its effects.

A Complainant may choose to make a report to law enforcement, to Brite, to both, or to neither. A Complainant may also wish to disclose the incident to a Confidential Employee or seek other available resources.

Bystanders are encouraged to offer help and assistance to others in need.

2. Maintaining Privacy and Confidentiality

It is important to understand that reporting an allegation of conduct prohibited by this policy may trigger a different action based on the status of the person to whom the report is made. Also, privacy and confidentiality have different meanings under this policy.

Privacy means that information shared or learned in connection with a report of conduct prohibited by this policy will be shared with a limited number of Brite employees or outside investigators hired by Brite in order to assist in the assessment, investigation and resolution of the report of prohibited conduct. The privacy of records will be protected in accordance with applicable stated and federal privacy laws, including the Family Educational Rights and Privacy Act ("FERPA") and the Health Insurance Portability and Accountability Act ("HIPAA").

Confidentiality relates to communications made in the context of certain relationships, including medical care providers, mental health providers, counselors, and ordained clergy, who may engage in confidential communications under the law. Brite has designated individuals who may engage in confidential communications as "Confidential Employees." When information is shared with a Confidential Employee, he or she will not disclose the information to a third party except as authorized by law or in response to a court order. For example, information may be disclosed if there is concern of serious physical harm to self or others, or the information involves suspected abuse or neglect of a minor.

Employee's Responsibility to Report Student Disclosures or Information about Conduct Prohibited by This Policy

At Brite, an employee's responsibility to report incidents of conduct prohibited by this policy

involving students depends on whether the reporting employee is a Responsible Employee or a Confidential Employee.

A **Responsible Employee** is any Brite employee who is not identified as a Confidential Employee. A Responsible Employee is required to report to the Title IX Coordinator all relevant information and details about an incident of conduct prohibited by this policy that involves a Brite student as a Complainant, Respondent, and/or witness. The information must include names of parties and witnesses, dates, times, and locations. Responsible Employees are not required to report information disclosed at a public awareness event, such as “Take Back the Night” or other similar events.

A **Confidential Employee** is (1) an employee who is a licensed medical, clinical or mental-health professional (e.g. doctor, nurse, psychiatrist, psychologist, professional counselor and social worker), when acting in his or her professional capacity in the provision of services to a patient who is a student; (2) a certified confidential advocate, (3) the Director of Community and Spiritual Life, acting in her or his professional capacity or (4) an ordained clergy member, acting in his or her professional capacity. A Confidential Employee will not disclose information reported to them about conduct prohibited by this policy to the Title IX Coordinator without the student’s permission, except as required by law.

Employee’s Responsibility to Report Conduct Involving an Employee

Management and supervisors, including department chairs, deans, and other unit administrators, are required to report to the Title IX Coordinator all relevant details about conduct prohibited by this policy. Reporting is required when the person knows, or should have known, of such conduct.

Clery Act Reporting

Brite is required by the Clery Act to include statistics about certain offenses in its annual security report and provides those statistics to the United States Department of Education in a manner that does not include any personally identifiable information about individuals involved in an incident. The Clery Act also requires Brite to issue timely warnings to its community about certain crimes that have been reported and may continue to pose a serious or continuing threat to students and employees. In accordance with the Clery Act, Brite does not disclose the names and other personally identifying information of Complainants when issuing timely warnings to Brite’s community.

VI. Reporting Incidents, Formal Complaints, and Interim Measures

The response to both alleged and confirmed fractures of this policy will be guided by pastoral concern for all involved and Brite’s legal obligations. Brite’s efforts to resolve breaches of this policy are intended to be reconciling, restorative, liberating, and healing. At times, this can be accomplished by listening sympathetically and responding with apology, forgiveness, understanding, and a pledge to change behaviors not in keeping with Brite’s ethos. 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 mistakes. Some matters, however, require resolution in ways that call for accountability to an individual, or to the institution and to the community as a whole

A. DEFINITIONS

- * **Complainant:** The individual who is alleged to be the victim of any prohibited conduct under this Policy.
- * **Participants:** The term “participants” includes the Complainant, Respondent, and any witnesses.
- * **Parties:** The term “parties” refers to the “Complainant” and the “Respondent” under this Policy.

- * **Preponderance of the Evidence:** The greater weight of the credible evidence. Preponderance of the evidence is the standard for determining allegations of conduct that violates this Policy. This standard is satisfied if the action is deemed more likely to have occurred than not.
- * **Reporter:** The individual making a report of an incident under this Policy
- * **Respondent:** The individual and/or organization reported to be the alleged perpetrator of conduct that violates this Policy. Brite recognizes the rights of Parties to report an incident to Brite and to receive a prompt and equitable resolution of the report. This Policy distinguishes between *reporting* incidents and *filing* a Formal Complaint. Upon receipt of either a report of incident or filing of a Formal Complaint alleging conduct prohibited by this policy, Brite will take prompt, thorough, equitable and impartial action consistent with Brite's policies and applicable laws and regulations.

Certain reports of conduct prohibited by this policy may be resolved by Alternate Resolution, which includes a variety of means for resolving reports and Formal Resolution, which involves an investigation, review and findings by a Hearing Committee, and imposition of sanctions, if appropriate. In cases where the Complainant requests anonymity, does not want to pursue an investigation and does not want to pursue disciplinary charges, Brite will determine if it can honor the Complainant's request after determining whether there is a continuing danger to the Complainant or the Brite community.

B. REPORTING INCIDENTS

Any person may report an incident under this Policy to the Title IX Coordinator (as identified in Section III, above), regardless of whether the person reporting is the person alleged to be subject to the complained-of behavior. Reporting an incident informs Brite of the incident, which allows the institution to provide supportive measures (see Section V(D) above) to the Parties and does not necessarily result in the initiation of a grievance process (as outlined below). All Parties who report incidents under this Policy will be offered individualized supportive measures. A decision to remain anonymous may greatly limit Brite's ability to stop the alleged conduct, collect evidence, or take action against parties accused of violating this Policy. Prompt reporting is encouraged.

Brite recognizes that individuals may prefer to report incidents outside of Brite. Resources for reports to outside entities are listed in Sections III and V, above.

C. FILING FORMAL COMPLAINTS

Any person subject to an alleged incident under this Policy, may file a Formal Complaint here to initiate the appropriate grievance process. There are three grievance process tracks under this Policy. Their respective applications are explained in detail below (including exceptions and details as to applicability). Brite recognizes the right of a victim of Sexual Harassment, Sexual Assault, Dating Violence, or Stalking to report the incident and to receive a prompt and equitable resolution of the report or Formal Complaint. The Title IX Coordinator may also file and sign a Formal Complaint based on any incident report received which will initiate the appropriate grievance process track.

D. FORMAL COMPLAINT DISMISSALS

(1) Brite may dismiss a Formal Complaint, at its discretion, for any of the following circumstances:

- (a) If the Complainant requests in writing to dismiss a Formal Complaint;
- (b) If the Respondent is an employee and no longer employed by Brite at the time the Formal Complaint is filed, or is no longer employed at any time during the grievance process including the investigation or hearing;

- (c) Any specific circumstances that prevent Brite from gathering evidence sufficient to reach a determination as to the Formal Complaint or any allegations therein; or
- (d) The conduct alleged does not meet the definition of any conduct prohibited under this Policy.

(2) If Brite dismisses a Formal Complaint, Brite must provide both parties a written notice of the dismissal and the reason(s) for the dismissal. Factors Brite must consider when determining whether to investigate an alleged incident under this Policy include, but are not limited to:

- (a) The seriousness of the alleged incident;
- (b) Whether Brite has received other reports of Prohibited Conduct by the alleged Respondent;
- (c) Whether the alleged incident poses a risk of harm to others; and
- (d) Any other factors Brite determines relevant.

Under state law, if the Complainant requests in writing that Brite not investigate a report, Brite must inform the Complainant of the decision whether or not to investigate. If Brite dismisses a Formal Complaint, Brite must provide the Complainant and Respondent a written notice of the dismissal and the reason(s) for the dismissal.

(3) If the Respondent is a student, who withdraws or graduates while disciplinary charges are pending for a violation of Sexual Harassment, Sexual Assault, Dating Violence, or Stalking, Brite will not end the disciplinary process or issue a transcript to the student until Brite makes a final determination of responsibility. These matters will be expedited as necessary to accommodate both the student and the affected individual's interest in a speedy resolution.

E. INTERIM MEASURES

Appropriate Brite officials will decide if and what interim measures are necessary. Such interim measures may include, but are not limited to, separating the Complainant's and Respondent's academic or working situations, prohibiting contact between parties involved in a complaint, suspending the right of the Respondent to be present on campus or otherwise altering Brite status of the Respondent. Other interim measures may be implemented given the Respondent's relationship with Brite. These interim measures may be kept in place through the conclusion of any review, investigation, or appeal process.

Emergency removal of an individual may be necessary. A Respondent may be removed from Brite's education program, activity, or work environment on an emergency basis if, after an individualized safety and risk analysis, it is determined that such a removal is justified because the Respondent poses an immediate threat to the physical health or safety of an individual arising from the allegations of conduct prohibited by this Policy. Under these circumstances, the Respondent will be notified in writing of the emergency removal from Brite's education program, activity, or work environment and the Respondent will have an opportunity to immediately challenge the decision following the emergency removal.

VII. Presumption and Standard of Proof

All Grievance Processes tracks will use the preponderance of the evidence standard of proof, as defined in this Policy. By law, it is presumed that the Respondent is not responsible for the alleged conduct unless that determination regarding responsibility is made at the conclusion of the Grievance Process.

VIII. Grievance Process Track A

(A) Application

Grievance Process Track A in this Policy applies in the instances where all of the following conditions are met; in all other instances, allegations of conduct violating this Policy will be handled in accordance with the Grievance Process Tracks in Section IX below:

- (1) the Respondent is a student (including a student employee) or employee or other affiliate at Brite Divinity School at the time of the alleged conduct;
- (2) the alleged conduct includes Sexual Assault, Dating Violence, Domestic Violence, Stalking, or Sexual Harassment;
- (3) the alleged conduct occurred against a person in the United States; and
- (4) where the Complainant was participating or attempting to participate in an education program or activity at Brite. This element is met if the conduct occurred in any of the following: on any Divinity School property; during any Divinity School activity; **in a building owned or controlled by a student organization** that is officially recognized by the Divinity School; or in instances where the Divinity School exercised substantial control over the Respondent and the context in which the alleged conduct occurred.

(B) Written Notice of the Formal Complaint and Notification of Divinity School Offices Offering Assistance

After receiving a Formal Complaint, the Title IX Office will provide a written notice to the Parties of the Formal Complaint and available Divinity School resources and assistance. The written notice of the Formal Complaint will include the following:

- A notice of the Grievance Process steps, as outlined in this Policy;
- A notice of the allegations that potentially constitute Prohibited Conduct under this Policy, including sufficient details about the alleged conduct, including the identity of the parties, if known, and the date(s), time(s), and location(s) of alleged conduct known by the Divinity School at the time of the Formal Complaint;
- A statement of the potential policy violations being investigated;
- A statement that the Respondent is presumed not responsible for the alleged conduct and that the determination regarding responsibility will be made at the conclusion of the Grievance Process;
- A statement of the range of possible disciplinary sanctions and remedies the Divinity School may implement upon a determination of responsibility;
- A statement that credibility determinations will not be based on a person's status as a complainant, respondent, or witness;
- Both parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review all evidence;
- A statement that the parties may review evidence gathered as part of any investigation;

- A statement that knowingly making false statements or knowingly submitting false information during the Grievance Process is prohibited and subject to disciplinary action; and
- Any other information relevant to the written notice.

(C) Investigation of the Formal Complaint—Gathering of Evidence

(1) Respondent Statement

After the Divinity School provides written notice of a Formal Complaint to the parties, the Respondent will be allowed a reasonable time to respond in writing and through an interview with the investigator.

(2) Notice of Events

The Divinity School will provide written notice to a Party, whose participation is invited or expected, of the date, time, location, participants, and purpose of all meetings, investigative interviews, or other proceedings in the Grievance Process.

(3) Evidence

The Parties in the investigation may present any information and evidence that may be relevant to the Formal Complaint, and may have an advisor of their choice attend any related interview, meeting, or proceeding in the Grievance Process. Advisors are not permitted to actively participate in meetings or proceedings in the Grievance Process, unless as expressly outlined below in “D” below. The Parties may present the names of any fact or expert witnesses who may provide relevant information, and how the witnesses may be relevant to the Formal Complaint. The Parties may submit to the investigator any questions they would like asked of any known potential witnesses or parties.

(4) Witness Interviews

The investigators will interview relevant and available witnesses. Neither the Complainant nor the Respondent will normally attend these interviews; however, if either one is permitted to attend, the other shall have the same right.

(5) Investigation Timeframe

The investigation of a Formal Complaint will be concluded within 90 business days of the filing of a Formal Complaint. The Parties should be provided updates on the progress of the investigation, as needed.

(6) Access to Evidence

Prior to the completion of the investigation report, the investigators will provide access to all evidence obtained (whether relevant or not) as part of the investigation to both Parties (and the Party’s advisor, if any, upon a Party’s signed information release for their advisor of choice). Both Parties will have 10 business days to inspect, review, and respond to the evidence. All responses to the evidence must be submitted by the Party in writing to the investigator. The investigators will consider all timely responses submitted by the Parties.

(7) Completed Investigation Report

The completed investigation report will outline each of the allegations that potentially constitutes conduct that violates this Policy, provide the timeline (e.g. procedural steps) of the investigation, and objectively summarize relevant evidence, participant statements, and responses to questions. The investigator will provide a completed investigation report concurrently to both Parties and each Party’s advisor, if any, upon a Party’s signed information release for their advisor of choice at least 10 business days prior to the date of the scheduled hearing to review and provide a written response at the hearing. A copy of the completed investigation report will be issued to the Title IX Coordinator, and to the hearing officer assigned for the hearing.

(D) Live Hearing—Determination of Responsibility

(1) Live Hearing Requirement

Absent a Formal Complaint dismissal or the Parties' decision to pursue the Restorative Practices Alternative, the Divinity School will provide a live hearing for all Formal Complaints subject to this Grievance Process Track A.

(2) Written Notice of the Hearing

The Divinity School will provide at least 10 business days written notice to participants of the hearing (and the Party's advisor, if any, upon Party's signed information release for their advisor of choice), including the date, time, location, names of all participants of the hearing (including the hearing officer, and all Parties and participants in the investigation report), purpose of the hearing, a statement of the alleged conduct charges, and a summary statement of the evidence gathered.

(3) Challenges to the Hearing Officer

Either Party may challenge the fairness, impartiality or objectivity of a hearing officer. The challenge must be submitted in writing to the hearing officer through the office coordinating the hearing within 4 business days after notice of the identity of the hearing officer, and must state the reasons for the challenge. **The Title IX Coordinator will select an impartial appellate officer for the appeal. The appellate officer must not be the same person as the investigator(s) or hearing officer.**

(4) Hearing Officer Duties at the Hearing

The hearing officer will rule on all procedural matters and on objections regarding exhibits and testimony of participants at the hearing, may question participants who testify at the hearing, and is entitled to have the advice and assistance of legal counsel.

(5) Access to Evidence

Each Party will have access to all of the evidence from the investigation, including a copy of the completed investigation report, as outlined in "C" above.

(6) Separate Rooms and Virtual Participation

At the request of either Party, the Divinity School will provide the hearing to occur with the Parties located in separate rooms with technology enabling the hearing officer and the Parties to simultaneously see and hear the participants answering questions. Participants may appear at the hearing virtually, and are not required to be physically present in the same physical location of the hearing.

(7) Opening Statements

Each party may make opening and closing statements.

(8) Privileged Information Excluded

No person will be required to disclose information protected under a legally recognized privilege. The hearing officer must not allow into evidence or permit or rely upon any questions or evidence that may require or seek disclosure of such information, unless the person holding the privilege has waived the privilege. This includes information protected by the attorney-client privilege.

(9) Advisor of Choice

Each Party must have an advisor. Each party may have an advisor of their choice at the hearing. If a Party does not have an advisor, the Divinity School must provide one. Advisors are not permitted to actively participate in the hearing, except for asking questions of the other Party and any other witnesses. In addition, witnesses may have an advisor of their choice at the hearing.

(10) Questioning Participants

The hearing officer may, at the hearing officer's discretion, ask questions during the hearing of any Party or witness and may be the first person to ask questions of any Party or witness. Each Party's advisor will have an opportunity to ask relevant questions and follow-up questions of the other Party and of any witnesses that participate in the hearing, including questions that challenge credibility. Parties will rely on their advisors to ask their questions directly, orally, and in real time at the hearing. The Parties will not be permitted to personally ask questions of the other Party or any witnesses that participate in the hearing.

(i) Questions Procedure

Advisors will ask questions under the following procedure:

- The advisor will ask a question of the applicable participant.
- Before the participant answers a question, the hearing officer will rule as to whether the advisor's question is relevant to the alleged conduct charges.
- If the hearing officer rules the advisor's question as not relevant, then the hearing officer must explain any decision to exclude a question as not relevant. If the hearing officer allows the question as relevant, the participant will answer it.

(ii) Prior Sexual History

A Complainant's sexual predisposition or prior sexual behavior are not relevant except where questions and evidence about a Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the alleged conduct charged by the Complainant or if the questions or evidence concern specific incidents of the Complainant's prior sexual behavior with the Respondent and are offered to prove the Complainant's consent of the alleged conduct.

(ii) Refusal to Submit to Cross-Examination

If a party or witness refuses to submit to cross-examination questions during the hearing, the hearing officer will not rely on any statement of that party or witness, when reaching a responsibility determination. The hearing officer will not draw an inference about the determination regarding responsibility based solely on a Party's or witness's absence from the hearing or refusal to answer questions.

(11) Hearing Officer Determination

The hearing officer will prepare an initial draft written determination, which must include the following:

- The allegations that potentially constitute a conduct violation of this Policy;
- A description of all of the procedural steps of the Grievance Process under this Policy (from receipt of a Formal Complaint to the Hearing Decision);
- The findings of fact supporting the hearing officer's determination;
- The conclusion(s) and a rationale as to whether the Respondent is responsible for each allegation;
- The remedies, if applicable, designed to restore the Complainant's access to the education program or activity; and
- The institution's procedures and permissible bases for the Parties to appeal, if applicable.

If the hearing officer finds the Respondent responsible for any alleged violations, the initial draft determination will be referred to the appropriate decision makers for decision regarding disciplinary sanctions, as follows:

- If the Respondent is a student, it will be referred to the Dean of Students for discipline decision;
- If the Respondent is faculty, it will be referred to the Executive Vice President and Dean for discipline decision; and
- If the Respondent is staff, it will be referred to the Vice President for business and Finance for discipline decision.

Decision makers will provide the discipline decisions to the hearing officer within 10 business days of the hearing officer's referral to the decision maker. Upon receipt of the discipline decisions from the respective decision makers, the hearing officer will incorporate the discipline sanctions to prepare the completed written report. The completed written report will include all components required in the initial draft written report and the disciplinary sanctions imposed.

The hearing officer will send a copy of the completed written hearing determination concurrently to the Parties, the Title IX Coordinator.

(12) Recordings

The hearing will be recorded in audio or audiovisual format, or transcribed. The Divinity School maintains the discretion to determine which method of recording to employ. The recording or transcript, if applicable, will be available for the parties to inspect and review, upon request.

(E) Appeal of Hearing Determination

(a) Basis for Appeal

Either Party may appeal in writing a hearing officer's determination regarding a Respondent's responsibility under the Grievance Process or from the Divinity School's dismissal of a Formal Complaint (or any allegations in the Formal Complaint) within 10 business days of notification of such a determination, on the following bases:

- A procedural irregularity that affected the outcome of the matter;
- There is new evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made that could affect the outcome of the matter;
- A challenge to the hearing officer's application of the standard of proof to the evidence; or
- The Title IX Coordinator, investigator(s), or hearing officer had a conflict of interest or bias for or against the parties (generally, or specifically in this matter) that affected the outcome of the matter.

(b) Impartial Appellate Officer

The Title IX Coordinator will select an impartial appellate officer for the appeal. The appellate officer must not be the same person as the investigator(s) or hearing officer in the Grievance Process. Both Parties will be notified in writing when an appeal is filed and the appeal procedures will apply equally for both Parties.

(c) Statement of Support

Any non-appealing Party (or the Divinity School) will have 7 business days from the notification of an appeal to submit a written statement in support of the outcome.

(d) Final Determination

The decision-maker on the appeal will release a written decision within 21 business days from the date of the appeal that either:

- Affirms the hearing officer's determination regarding the Respondent's responsibility and its attendant disciplinary sanctions and remedies, if applicable;
- Remands the matter back to the live hearing stage for the hearing officer to remedy any procedural irregularity or consider any new evidence; or
- Reverses the hearing officer's determination of the Respondent's responsibility and the attendant disciplinary sanctions and remedies, if applicable.

(F) Grievance Process Documentation

The Divinity School's compliance officer will ensure the retention of all of the documentation included in the Grievance Process Track A (outlined in **Section VIII** of this Policy) for seven years, in accordance with state and federal records laws and Divinity School policy. All documentation of records is private and confidential to the extent possible under law. Student records of the Grievance Process are disciplinary records under FERPA. Employee records of the Grievance Process are subject to the Freedom of Information Act (FOIA) and the Texas Public Information Act (TPIA), and included in the employee's official employment record.

(G) Grievance Process Track A Timeframe

The entire Grievance Process Track A, outlined in **Section VIII** of this Policy, including any appeal, will generally be completed in no more than 165 business days from the filing of the Formal Complaint.

However, at its discretion, the Divinity School may temporarily delay the grievance process or provide a limited extension of its usual time frames for good cause with written notice to the Parties of the reasons for and the delay. Good cause considerations may include, but are not limited to, the absence of a Party, the Party's advisor, or a witness; concurrent law enforcement activity or civil proceeding; or the need for language assistance or other accommodation. The time period in this section does not include the period the Parties attempted, but failed, to reach a resolution using the Restorative Practices Alternative, if applicable. In such a case, the Grievance Process timeframe will be extended by the time the Parties spent exploring that alternative.

Delay decisions will be made on a case-by-case basis. The Divinity School will not, as a matter of course, wait for the outcome of a concurrent criminal or civil justice proceeding to take action on a Formal Complaint in its Grievance Process. The Divinity School has an independent duty to respond to Formal Complaints of violations of this Policy.

IX. Grievance Process Tracks B & C

(A) Application

Grievance Process Tracks B & C in this Policy apply in all instances covered by this Policy that do not meet the applicability requirements for the Grievance Process Track A in **Section VIII** above.

(1) Grievance Process Track B

This track applies when all of the following conditions are met:

- (a) the alleged conduct includes Sexual Assault, Dating Violence, Domestic Violence, Stalking, or Sexual Harassment *and* the alleged conduct occurred as off-campus conduct *and* the conduct substantially affect a person's education or employment with the Divinity School or poses a risk of harm to members of the Divinity School community; and
- (b) the Respondent is a student (including a student employee) or employee at the time of the alleged conduct.

This track follows the investigation, hearing, and appeals processes and requirements set at Sections VIII (C, D) above.

(2) Grievance Process Track C

This track applies in all instances of alleged conduct under this Policy that are not covered by or Grievance Process Tracks A or B. These instances include allegations of conduct that potentially constitute Sex Discrimination, Sexual Exploitation, or Retaliation, as defined in Section IV above.

(a) Written Notice of Formal Complaint

After receiving a Formal Complaint, the Title IX coordinator will provide written notice to the Parties of the alleged violations and the assigned grievance process track.

(b) Investigations

The Title IX coordinator will make the necessary arrangements for the investigation of alleged violations of this Policy, by students and employees, as described here. The investigator will prepare a written investigation report that will outline each of the allegations that potentially constitutes a conduct violation of this Policy, provide the timeline of the investigation, and fairly summarize relevant evidence, participant statements, and responses to questions, and include a statement of finding of violation or no finding of violation and the related rationale.

(c) Investigation Report Referral

The completed investigation report will be provided to the appropriate decision-makers for disciplinary determinations, as follows:

- **If the Respondent is a student**, the Dean (as Title IX coordinator) will collaborate with the Associate Dean on discipline decision, in accordance with the Divinity School's student disciplinary procedures. If the student is also an employee at Brite or TCU, any determination of responsibility may also be shared with Human Resources to determine if any personnel action is appropriate.;
- **If the Respondent is faculty**, the Dean (as Title IX coordinator) will consult with TCU's Human Resources Office on discipline decision, in accordance with the Divinity School's policies for discipline and termination of faculty;
 - If it is determined that immediate action is necessary, the Dean will notify the member of faculty in writing, with copy to the President, of the intent to seek approval to proceed with this action. The affected faculty member may appeal this request in writing to the President within five (5) working days of receiving the Dean's notification. If the President determines that immediate action is not necessary, the President shall notify the Dean. The Dean may then proceed with the disciplinary action in the following way.

- The Dean, prior to imposing a disciplinary action, shall provide the affected faculty member an explanation in writing of the basis for the proposed action. The affected faculty member shall have ten (10) working days to respond in writing to the explanation.
 - If the affected faculty member does not provide a written response within ten (10) working days, the Dean may proceed with disciplinary action.
 - If the affected faculty member submits a timely response to the explanation of the proposed disciplinary action, the Dean, within five (5) working days of receiving such response, shall inform the faculty member in writing whether they intend to proceed with the disciplinary action and shall inform the faculty member of the various avenues of remedy (such as TCU HR Department).
 - If the Dean's intent is to proceed with the disciplinary action, the affected faculty member shall have fifteen (15) working days from the notice of intent to discipline to initiate a grievance. A faculty member initiates a grievance by submitting a written grievance to the Faculty Committee with a copy to the Dean. If the faculty member submits a grievance, such action will automatically suspend the imposition of the disciplinary action.
 - If the faculty member does not initiate a faculty grievance, the Dean may proceed with disciplinary action. The faculty member retains the right to appeal the disciplinary action after the imposition.
- **If the Respondent is a non-faculty employee**, the Dean (as Title IX coordinator) will consult with the Vice President for Business and Finance and TCU's Human Resources office on discipline decision, in accordance with the Divinity School's policies for discipline and termination of staff.
 - A non-faculty employee shall be informed of the basis for any proposed disciplinary action and have an opportunity to respond before a final decision is made to take disciplinary action. The hearing serves as an opportunity to avoid mistaken decisions to impose discipline and is not intended to definitively resolve the propriety of the disciplinary action being considered.
 - There is no prescribed form for this hearing. It should be informal. However, before reaching a final decision to impose discipline, the executive vice president and dean shall inform the employee on the following:
 - The conditions associated with the measure
 - The effective date of implementation
 - The duration, if relevant
 - The specific incident, conduct, course of action, or other basis for the disciplinary penalty
 - Any previous efforts to help the employee address the behavior that has resulted in the disciplinary action
 - Reference to any relevant rule, regulation or policy
 - Along with other relevant information, the implications of the disciplinary measure for employees' benefits must be ascertained from TCU's Human Resources department and communicated to the employee.

Procedure for appealing disciplinary action

Step one: The non-faculty employee may present a written appeal to the vice president for business and finance within five (5) working days from the date of the disciplinary action. The appeal shall contain a clear and concise statement of why the disciplinary action is inappropriate. Within ten (10) working days of the date of the appeal, a written decision shall be mailed to the employee.

Step two: If the employee is not satisfied with the step one decision, the employee may present a written request for a hearing before the president. The request for a hearing must state with particularity why the disciplinary action was inappropriate and/or why the decision of the step one official should be changed. The request must be made within five (5) working days following the date of the appealed decision. The president shall consult with TCU's Human Relations department to ascertain the appropriate way to proceed. This consultation may include an assessment of the president's level of impartiality and how this ought to be addressed.

X. Alternate Resolution Process

In lieu of an investigation and the Formal Resolution Process, the Complainant may request that an alternate resolution process be used to resolve the report of conduct prohibited by this policy. Brite has the discretion to determine whether the reported conduct is appropriate for the alternate resolution and what form of alternate resolution is appropriate. If Brite determines the complaint is appropriate for alternate resolution, the Title IX Coordinator will notify the Respondent of the allegation and that the Complainant has elected to use the alternate resolution process to resolve the matter. If it is determined that the alternate resolution process is appropriate, the Title IX Coordinator, in consultation with the Associate Dean for Academic Affairs, will determine the type of alternate resolution process that is appropriate in the specific case. There are a variety of response options for resolving reports under this policy. For example, it may be determined that a particular allegation might be resolved through one-on-one communication or extended conversation with those involved. This may include situations where the Complainant feels like a situation is clearly a matter of misunderstanding or differing interpretation. In this case, a guided conversation between the two persons may occur with a third party. The third party might be someone from the Dean's office. At this level, the Director of Community and Spiritual Life may be involved in navigating the conversation. Brite will not require a Complainant to directly face a Respondent.

In cases where the Complainant is a student and the Respondent is an Employee in a position of authority over the Complainant, and in cases involving any form of violence, including allegations of Sexual Assault, Intimate Partner Violence, or Stalking, the Alternative Resolution process described in this section is not available.

Alternate resolution is voluntary. At any time, the Complainant or Respondent can withdraw from the alternate resolution process or Brite can cease the alternate resolution process. Pursuing an alternate resolution process does not preclude use of the Grievance Process Tracks if the alternate resolution process does not reach a resolution satisfactory to the parties or Brite. If the alternate resolution is terminated, any statements or disclosures made by the parties can be used during a later investigation and Grievance Process Tracks.

During the alternate resolution process, each party can consult with an advisor of their choice. The advisor may be any person, including an attorney, who is not a party or witness to the reported incident. The parties may be accompanied by their respective advisor of choice to any meeting or proceeding. An advisor may offer support and advice to the party, but may not speak for the party or otherwise participate in, or disrupt the meetings and/or proceedings.

If a resolution acceptable to the Complainant, Respondent and Brite is reached, the terms of the Resolution Agreement will be implemented and the matter will be closed. If a resolution is not reached, the Title IX Coordinator will determine whether formal action is necessary. If a resolution is reached but the Respondent fails to comply with the Resolution Agreement, the matter may be referred for an investigation and Formal Resolution Process.

The Title IX Coordinator will maintain records of all reports and Resolution Agreements. Most forms of alternate resolution will be completed within thirty (3) days.

XI. Texas Criminal Laws

If an individual would like to press criminal charges for alleged dating violence, domestic violence, sexual assault, or stalking, the definitions found in the Texas Family Code or the Texas Penal Code would apply.

Dating violence: “an act, other than a defensive measure to protect oneself, by an actor that is committed against a victim or applicant for a protective order with whom the actor has or has had a dating relationship; or because of the victim's or applicant's marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim or applicant in fear of imminent physical harm, bodily injury, assault, or sexual assault. ‘Dating relationship’ means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of the length of the relationship; the nature of the relationship; and the frequency and type of interaction between the persons involved in the relationship. A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a ‘dating relationship.’” Texas Family Code Section 71.0021.

Domestic (Family) violence: “an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself; abuse, as that term is defined by Sections 261.001 (1) (C), (E), (G), (H), (I), (J), and (K), by a member of a family or household toward a child of the family or household; or dating violence.” Texas Family Code Section 71.004.

Sexual assault: “Occurs if a person (1) intentionally or knowingly causes the penetration of the anus or sexual organ of another person by any means, without that person's consent; causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or (2) intentionally or knowingly causes the penetration of the anus or sexual organ of a child by any means; causes the penetration of the mouth of a child by the sexual organ of the actor; causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

A sexual assault is without the consent of the other person if: the actor compels the other person to submit or participate by the use of physical force or violence; the actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat; the other person has not consented and the actor knows the other person is unconscious or physically unable to resist; the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it; the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring; the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge; the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat; the actor is a public servant who coerces the other person to submit or participate; the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor; the actor is a clergyman who causes the other person to submit or participate by exploiting the other person's emotional dependency on the clergyman in the clergyman's professional character as spiritual adviser; or the actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other. ‘Child’ means a person younger than 17 years of age. ‘Spouse’ means a person

who is legally married to another.” Texas Penal Code Section 22.001.

Stalking: “a person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that (1) constitutes an offense of harassment under Texas Penal Code Section 42.07 or that the actor knows or reasonably should know the other person will regard as threatening bodily injury or death for the other person; bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship; or that an offense will be committed against the other person's property; and (2) causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person's property, or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and (3) would cause a reasonable person to fear bodily injury or death for themselves; fear bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship; fear that an offense will be committed against the person's property; or feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended. A trier of fact may find that different types of conduct described above, if engaged in on more than one occasion, constitute conduct that is engaged in pursuant to the same scheme or course of conduct.” Texas Penal Code Section 47.072.

Harassment: “A person commits an offense if, with intent to harass, annoy, alarm, abuse, torment, or embarrass another, the person: (1) initiates communication and in the course of the communication makes a comment, request, suggestion, or proposal that is obscene; (2) threatens, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property; (3) conveys, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury; (4) causes the telephone of another to ring repeatedly or makes repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another; (5) makes a telephone call and intentionally fails to hang up or disengage the connection; (6) knowingly permits a telephone under the person's control to be used by another to commit an offense under this section; or (7) sends repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another. ‘Electronic communication’ means a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic, or photo-optical system, and includes a communication initiated by electronic mail, instant message, network call, or facsimile machine; and a communication made to a pager. ‘Obscene’ means containing a patently offensive description of or a solicitation to commit an ultimate sex act, including sexual intercourse, masturbation, cunnilingus, fellatio, or anilingus, or a description of an excretory function. ‘Household’ means a unit composed of persons living together in the same dwelling, without regard to whether they are related to each other.” Texas Penal Code Section 42.07

ELECTRONICS AND COMPUTER INFORMATION AND POLICIES

Audio and Video Recording

Professors will generally grant permission for students to record class lectures for use in personal studies *only*. Before recording lectures, students should ask permission of the professor and obtain a 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 recorded 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 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 record while enrolled as students at Brite Divinity School, Texas Christian University.

Student Photocopier

Photocopiers, available to students, are located in MOR 115D and HAR 217. Using the Student ID card, copies are charged to the student's account.

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 via Eduroam <https://it.tcu.edu/eduroam/>. Additional guidelines and requirements for device registration may be found at <https://it.tcu.edu/support/student-computing->

Brite has some Brite-use-only computers, a network printer, and a scanner available in Moore, room 115D (access through Weatherly Hall on the first floor of the Moore building). There are graduate student lab options in the Mary Coats Burnett Library. There is a network printer and photocopier in Harrison 217 (General Studies) for use by Brite Divinity School students. The TCU campus public computer labs are located in the Library and in the Writing Center Lab in Reed Hall. Network printers are available in the Mary Coats Burnett Library labs. In addition, TCU offers students the option of checking out a laptop to use within the Library.

The computers in MOR 115D are to be used by Brite Divinity School students only. Please report any computer problem(s) in writing (e-mail is preferred) to the Brite Director of Technology Resources first. As a contingency, students are able to register a problem with TCU Information Technology through their my.tcu.edu account under the heading Information Technology / Create/Track Ticket at <https://it.tcu.edu/support/self-service/>.

Computer Policies

All members of 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 University network.

For more information on computer policies, see <https://security.tcu.edu/>. It is the responsibility of every person who uses Brite and University computing resources to read and abide by these policies.

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 Technology Resources staff at Brite give the staff implicit permission to view specific data in their accounts that is necessary to investigate, diagnose, or correct the problem.

Cases of misconduct will be addressed through the processes outlined in the Non-academic Violations of Code of Conduct policy. Issues of plagiarism will be addressed through the Academic Conduct Policies.

PARKING AND TRAFFIC REGULATIONS

Students, faculty, and staff of Brite Divinity School are expected to abide by the policies of Texas Christian University as they pertain to campus behavior, parking rules and regulations, and other matters within the oversight of TCU police.

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 the TCU Police Department 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 the TCU Police Department 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. Students, faculty and staff are not eligible to park in zones reserved for visitors. A complete edition of the rules and regulations will be distributed with each parking permit and may also be found on the TCU Police Department website at <https://police.tcu.edu/>. It is the responsibility of the student to familiarize themselves with these regulations and to abide by them. Any questions regarding parking on campus should be directed to the TCU Police Department.

A limited number of visitor parking spaces are available for guests of Brite Divinity School. To reserve a guest pass, visit the Office of Admissions.

PROCEDURES IN RESPONSE TO VIOLATIONS OF STUDENT CODE OF CONDUCT

Policy Reviewed and Revised:

July 2018

Brite Divinity School is committed to the well-being of its community members and the integrity of the learning environment. The institution's primary mission is the education of 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. This mission is only achieved with the cooperation of the Brite community in maintaining an academic environment conducive to safety and learning. The Divinity School expects students to manage themselves responsibly and to comply with the Code of Student Conduct. Language and/or behavior which threaten the health, safety, or academic purpose of the Brite Community may be addressed through the disciplinary process, as appropriate. In some circumstances, behavior may be linked to a student's health and well-being. In these cases the Divinity School policy regarding withdrawal for non-academic reasons may be considered.

Successfully responding to physical, behavioral or emotional health concerns generally requires a student's full attention and withdrawal from enrollment, student housing, or non-curricular activities may be necessary. The Office of the Dean (including the Assistant Dean of Common Life and the Associate Dean for Academic Affairs) is designated by the Divinity School to assist students in the withdrawal process; when appropriate, the Dean may act on Brite's behalf to withdraw a student who is determined to be a direct threat to self or others.

In accordance with the Clergy Act (<http://www2.ed.gov/admins/lead/safety/campus.html>) Brite Divinity School works closely with the TCU police department in responding to matters of safety and concern. (www.police.tcu.edu).

This policy and associated procedures do not take the place of appropriate disciplinary action in response to breaches in the Student Code of Conduct, other Brite policies related to Title IX or harassment, or other regulations. Students voluntarily withdrawing may be subject to disciplinary procedures if conduct violations are shown to have occurred. The administrative withdrawal policy may be applied at the discretion of the Dean in extreme circumstances in which, at the discretion of the Dean, the regular disciplinary system cannot be applied or is not appropriate.

Procedures Related to Violations of the Code of Conduct Due to Harm to Others, Mission, or Disruptive Behavior

Definitions

Harm to others—including but not limited to verbal threats or behaviors indicative of disruption, intimidation or violence toward other persons; behavior that places other students at risk or exposure to any reasonable threat to their health/safety or academic pursuits; behavior which may be unintentional or indirect but which impacts the rightful expectation of each student to an academic and/or living environment that is conducive to academic pursuit.

Harm to the academic mission—including but not limited to threats or behaviors which would cause significant damage to any Divinity School property; behavior that disrupts the academic and/or residential living communities and impedes the educational mission; and behaviors that impede the lawful activities of the Brite community members or which interfere with the orderly functioning of the Divinity School. This may include disruptive behaviors in classes or during Brite-related activities.

Disruptive Behavior – including but 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, the student may be asked to stop the disruptive behavior by an instructor or staff of the Divinity School. 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 incident should be reported to the Dean's office as soon as possible.

Procedures

If a student, staff or faculty member believes that a threat of harm to self or others is imminent, immediately contact the TCU Police Department, or call 911. Do not take time to notify others; proceed directly to contact with the Police. Once the Police have been called, please contact the Dean's office as soon as possible.

If the threat is less imminent, the Dean may advise a student to withdraw. If in the discretion of the Dean, information or circumstances show that the student may pose a direct threat to self or other members of the Brite community, the Dean is empowered administratively to withdraw a student in the immediate interim, pending a medical assessment, and any other relevant information. In such cases, the Dean will move expeditiously to meet with the student in a timely manner regarding a final determination. In cases when the Dean is unable to meet promptly with a student the Dean may designate a faculty or staff person from the Divinity School to meet with the student on the Dean's behalf and/or to carry out some of the following procedures.

Upon learning of allegations of disruptive, threatening, or harmful behavior, the Dean or the Dean's designate will initiate the following procedures in order to determine the facts:

- The Dean or the Dean's designate will notify the student of the general concern, and will then schedule a mandatory meeting with the student.
- In the meeting, the student will be apprised of the specific nature of the Divinity School's concerns and afforded the opportunity to discuss the reported behavior and/or circumstances at issue.
- The Dean or the Dean's designate may confer with other resources (i.e., health care providers, Campus Police, housing director, academic colleagues, etc.) or others as appropriate to the circumstances.
- Upon consultation, the Dean or the Dean's designate may require an evaluation of the student's behavior and any relevant physical/mental conditions by an appropriate medical professional if the Dean believes that an evaluation will facilitate an informed decision. This evaluation may be done by physicians/counselors from Texas Christian University, or by outside health professionals, including the student's treating health professional, as indicated and appropriate in the Dean's judgment. If so required, the Dean may further require the student waive confidentiality in writing.
- The Dean will carefully review all of the relevant information. If a designate has collected information, the designate will provide that information to the Dean. A designate other than the President will not be involved in the process after this point. Following review of the information the Dean will notify the student of the findings and may, at the Dean's discretion withdraw the student.
- The Dean may, however, conclude that with specific support, a student can continue enrollment, attend academically-related activities and/or live in residential housing. In this case, the Dean will indicate, based on the best professional advice, specific conditions or expectations that must be met in order to remain enrolled. These include, but are not limited to required treatment, damage charges (whether fines or restitution), education and/or counseling when there is a question of self-care or risk to the student community. *Non-compliance with such conditions/requirements will result in an administrative withdrawal from the Divinity School or disciplinary action.*

When after careful review of all relevant information the Dean concludes that an administrative withdrawal is in the best interests of the student and/or the Brite community, and the student has refused the option of a voluntary withdrawal, the Dean may impose an administrative withdrawal based on information gained during the inquiry.

- The Dean will inform the student of her/his decision and give the student written notice of an administrative withdrawal, including the beginning date and duration of the withdrawal.
- The Dean will also discuss the procedures for submitting any documentation that may be required for return to the Divinity School, including the requirement for clearance procedures for hospitalizations and/or withdrawals relating to medical or behavioral health issues.
- The student will leave campus within the time frame established by the Dean in the written notice. If the student refuses to comply with an administrative withdrawal, the Dean may consider immediate disciplinary action and/or request that the student be escorted from the Divinity School property by an appropriate party.
- Decisions about campus security will be done in collaboration with the TCU Police, including the possibility of issuing a “no trespass warrant.” In such cases, the student may not visit the Brite or TCU campuses without the prior authorization of the TCU Police.
- Students withdrawn for medical and/or behavioral health issues **must** receive clearance before returning to Brite, which may include medical clearance.

At any time in the process, the student may elect to withdraw voluntarily. Decisions under this policy may be appealed to the President of the Divinity School

Appeals Process

A student may appeal the Dean’s decision under this policy to the President of the Divinity School. A withdrawal may remain in effect during the appeal, pending a decision from the President.

In the event a student wishes to appeal, the following steps apply:

- The student must submit a written letter of appeal to the President within **five business** days of receipt of the Dean’s withdrawal decision.
- The appeal must state the following:
 - a. The specific reason for the appeal, i.e. lack of due process, procedural error, etc.
 - b. Any evidence supporting the grounds for the appeal, i.e., contrasting medical or professional opinion, etc.
- After reviewing the written appeal, the President of the Divinity School may meet with the student to gain further understanding of the situation, and/or clarify any questions the student may ask.
- The President will consult with the Dean and or other officials and review all pertinent information utilized in the withdrawal decision. The President may require a waiver of confidentiality from the student if deemed necessary.
- The student will be notified in writing of the President’s decision within **ten** business days of receipt of the appeal.
- The President will notify the Dean of the decision, indicating any modifications or amendments to the initial finding, if any.

- The decision of the President will be final.

The President of the Divinity School has purview over the appeal process. If the President is unavailable to decide any appeal, he or she may appoint an appropriate professional to act in his or her absence.

GENERAL ACADEMIC INFORMATION AND POLICIES

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 term in May followed by a five-week term and then a four-week term. Individual classes in these terms vary in length between one week and the entire term. A limited number of courses may take place over the entire summer. Students may take one course in the May term and no more than twelve hours over the course of the summer terms. Normally, a student must complete all course requirements prior to the first day of any subsequent course(s) in the summer.

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-week or two-week courses in October and May.

Academic Load

The normal load for a masters student giving full-time to academic work is nine to twelve hours per semester. 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 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. Although 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.

First-Year Program Courses – Masters Students

Courses at the 60000 level provide a critical foundation for later study in the M.Div., M.A.T.M., and M.T.S. programs. As a result, students in these programs 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:

- CHTH 60003 Introduction to Christian Theology

The following courses are also appropriate first year courses:

- HEBI 60003 Interpreting the Hebrew Bible in Context
- NETE 60003 Introduction to the New Testament
- CHHI 60033 History of Christianity: Turning Points
- CHET 60013 Introduction to Theological Ethics
- Practical theology courses such as PRTN 60003 Congregational Leadership, WRSP 60003 Christian Worship, or PTPC 60003 Pastoral Care in a Complex World

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

Course Offerings

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

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

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.

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 for Academic Affairs. New students should consult Brite's Office of Admissions. An audit fee is charged, and written permission of the instructor and the Associate Dean for Academic Affairs is required. Full-time students enrolled in a program other than the PhD program, and faculty spouses, are eligible for grants equivalent to the audit fee. Brite will pay audit fees for up to two courses audited by PhD students. Normally, no more than one course per semester may be audited.

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. 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 for Academic Affairs. 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.

Simultaneous Enrollment in Other Degree Programs

Students at Brite Divinity School may only be enrolled in one degree program at a time unless they have been admitted to Brite's dual degree program with the TCU Department of Social Work or Brite's program with the Neeley School of Business. Students enrolled in a program at Brite may not be enrolled in any other degree program outside of Brite Divinity School or the TCU programs listed above. Exceptions are granted only in cases where undergraduate students at TCU are within nine hours of receiving their undergraduate degrees.

Add/Drop Period

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.

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.

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.

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. The Associate Dean will gather relevant data and forward the request to the Dean, who in consultation with the appropriate academic committee will make a 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.

Independent Study Courses

Normally, independent studies will not be granted apart from exceptional circumstances. 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 for Academic Affairs. Reading courses are not normally used to meet basic (core) requirements. The Independent Study Approval Form is available in the Office of the Associate Dean for Academic Affairs. It must be completed by the student and the faculty member and approved by the Associate Dean for Academic Affairs. The form requires a statement of the exceptional circumstances that justify the independent study course.

M.Div., M.A.T.M., 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.T.M. 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.T.M. students in any D.Min.-specific course may be limited at the discretion of the instructor and the Associate Dean for Academic Affairs.

M.Div., M.A.T.M., 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.T.M. 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.T.M. 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.T.M. students will normally be handled through a different course number.

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 a 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. 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.T.M. 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.

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 via the Registrar's website.

<https://www.parchment.com/u/registration/33200/account> Official transcripts can be obtained electronically as a pdf. file or traditional paper copies can be mailed. All transcripts are processed thru Parchment. 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 \$11.00 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.

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.

Dean's List

Each fall and spring semester, M.Div., M.T.S., and M.A.T.M. 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.

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 receive academic hoods.

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.T.M., M.T.S., and Ph.D. programs, more than six years old for the D.Min. program, or more than five years old for the C.T.S. and Th.M., programs, normally will not be counted toward the degree. Grades for these courses will not be counted in the cumulative grade point average.

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. Advisor's assist students in reflection on vocational direction, degree program requirements, and course electives. Entering students are expected to meet with their Advisor either during new student orientation or within the first two weeks of their first semester.

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 and the availability of a faculty advisor based on research leaves. Further, students following certain academic programs and certificates will be assigned specific advisors.

Students wishing to change advisors should first be in conversation with their current advisor to alert them to their desire to change. Following this conversation, students should contact the Associate Dean for Academic Affairs to formally request a change in advisor.

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. Faculty Advisors will contact their advisees regarding scheduling an advising appointment one week before advising week, and all students will have the option to see their faculty advisor.

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.

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>.

How to Enroll Online

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://newuser.tcu.edu/>
- Fill in the blanks for Student (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 that 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. Passwords may be reset or accounts unlocked by accessing <https://password.tcu.edu/> from a web browser.

Finding a Computer

Students who do not own a device with internet access may utilize the Brite or TCU computer labs. Brite computer labs are located in Moore, room 115D (access through Weatherly Hall in the basement of the Moore building) and in the Harrison General Studies room (217). The TCU campus public computer labs are located in the Library or the Writing Center Lab in Reed Hall. If you experience difficulty enrolling, consult the "Enrollment" section of the Registrar's Home Page for troubleshooting tips. The link to that section is <http://www.reg.tcu.edu/enrollfaq.asp#>.

Searching for Classes

There are several ways to access class information. One way that gives you 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, class days, class times and class status (Any, Open, Closed). 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, subject name, course number, section number, and the five-digit class number you need to know for enrollment purposes. If you do not want any classes before 10:00 a.m. or after 2:00 p.m., you can enter that 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.

Logging On

- Log in to my.tcu.edu and click on the **Student Center** button in the "Student Quick Links..." section.
- Once in **Student Center**, click on "**Enroll**" under Academics.
- Select the desired 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 "Enter 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 addition(s) was successful by checking the **GREEN "Finish Enrolling"** button. You will then see the status report for enrollment confirmations and errors.

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."

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 them in the class. However, if being placed in the class would take you 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**.

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.

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 on the Student Center page in the Academics section. Your current class schedule should be visible, and underneath it you can click "weekly schedule" to view your current schedule in more detail or see the schedule of a different term.

Logging Off

- YOUR FINAL STEP IS TO CLICK THE SIGN OUT BUTTON IN THE TOP RIGHT CORNER OF THE SCREEN – THIS IS VERY IMPORTANT!
- When using a computer in a Brite/TCU lab, also be sure to log off of your user account.

For information on accessing e-mail, contact the Help Desk at x5855.

ATTENDANCE POLICIES

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.

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.

ACADEMIC CONDUCT AND PLAGIARISM 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)."

Students are encouraged to consider the following precautions against plagiarism noted by J. Raymond Hendrickson in *The Research Paper*:

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 the Electronics and Computer Information and Policies section of the Student Handbook..

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 Coats 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." For more specific information about fair use and copyright law, ask the Brite Librarian or a reference librarian.

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. "President" refers to Brite's President.

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 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 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 them 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 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 Dean.
 - b. The 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 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 Dean may also increase the severity of the sanction(s).
 - d. The 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 Associate Dean for Academic Affairs. Any such copies of the findings will be kept on file in the student's permanent academic file.
- 3. Appeal to the President. Should the student wish to appeal the decision of the Dean, he or she has the right to request an appeal to the President.
 - a. The student must submit the appeal in writing to the President no later than five (5) days from the date of receiving written notification of the Dean's finding.
 - b. Upon receipt of the appeal letter, the President may request materials from the student, the faculty member, and the Dean.
 - c. The President will notify the student, Associate Dean, Dean, and faculty member of the decision. A copy of the decision will be kept in the student's academic file.
- 4. The decision of the President is final and will be communicated in writing to the student, Dean, Associate Dean, and faculty member.

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 President and the Dean 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 for the examination or assignment in question.
3. Recommend to the Dean that the student be dropped immediately from the course with a grade of F.
4. Recommend to the Dean that the student be placed on probation, suspended or expelled from the Divinity School.

B. By the President or Dean,:

(Previous academic misconduct will be taken into account when either the Dean, or President 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 Dean as defined above is not the Dean of Brite, he or she shall normally recommend to the Brite Dean and/or President that the student be placed on probation, suspended or expelled.

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. 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.

STUDENT INITIATED INSTITUTIONAL WITHDRAWAL

Student-Initiated Institutional Withdrawal

The decision to withdraw from the Divinity School is significant academically and financially. Therefore, the Divinity School urges students to consult with the Dean and the Director of Community and Spiritual Life prior to taking action. In all cases of withdrawal related to physical or mental health concerns, students are subject to clearance procedures related to the medical/behavioral health issues that must be addressed prior to returning to academic or residential life. It is important to inform the Dean if a withdrawal is medically-related so the student can be assisted appropriately upon returning to the Divinity School.

Concerns about the safety, health, or well-being of any individual may be referred to the Director of Community and Spiritual Life, or the Dean. This includes, but is not limited to threats, verbal references, or behaviors indicative of the possibility of suicide and/or self-mutilation; behaviors indicating purging, self-starvation or withdrawal of sustenance, chronic and/or serious abuse of alcohol or other drugs; demonstrated inability to satisfy reasonable expectations of self-care; and/or a serious medical condition for which a licensed physician recommendation indicates in-patient or specialized treatment. Students who wish to withdraw in order to seek attention, can initiate the process with either the Director of Community and Spiritual Life, or the Dean.. There is no retribution or punishment for seeking care of self. The institution reserves the right to institute processes as noted at the end of this policy statement.

Students who withdraw voluntarily sever their connection with the Divinity School. Students may withdraw by notifying the Dean who will notify the Associate Dean for Academic Affairs. Students are responsible for dropping all classes in which they are enrolled.

Students who fail to register for two consecutive semesters without notifying the Divinity School will be considered withdrawn.

Clearance Procedures for Hospitalizations And/or Withdrawals Relating to Medical or Behavioral Health Issues

Students who withdraw voluntarily or who are withdrawn administratively from the Divinity School for medical or behavioral health issues may request to return. The Divinity School, however, reserves the right to require sufficient documentation indicating the student's ability and readiness to resume studies and/or residency. In cases of hospitalization or any withdrawal related to a physical or mental health condition, the following is **required**:

- The student **must** submit written letters from her or his health care provider(s); this may include a physician, psychiatrist, clinical social worker or licensed therapist, clearly indicating treatment, prognosis, **and** an informed professional recommendation as to:
 - a. whether the student is qualified and ready to resume academic work, and/or live in Divinity School housing;
 - b. any specific recommendations necessary for academic success.
- A current waiver of confidentiality form **will be required**, allowing the Dean to discuss the student's return and matters related to treatment compliance with Divinity School officials, or other clinical or mental health professionals with whom the student has or is currently working with, in order to assess whether the student is qualified and ready to return to Brite Divinity School.
- An on-campus interview with the Dean and/or University health professional(s) may be required.

After consulting with health professionals and/or other appropriate Brite officials, the Dean will make a decision and notify the student in writing of the decision. Decisions under this policy may be appealed to the President of the Divinity School.

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
- 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.

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.

COURSE 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.T.M., 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 languages, and seminar courses. These courses are available to M.Div., M.A.T.M., 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.

Grading and Point System

The definitions of grades and the grade point system at Brite Divinity School are as follows:

A+	4.00
A	4.00 Excellent
A-	3.70
B+	3.30
B	3.00 Good
B-	2.70
C+	2.30
C	2.00 Marginal
C-	1.70
D+	1.30
D	1.00 Poor
D-	0.70
F	0.00 Failure
I	Incomplete
P	Pass
NC	No credit
Q	Dropped with Dean's permission
AU	Audit

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 PRTN 65013 Supervised Ministry I, PRTN 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.

Grade Reports

The Registrar's Office requires faculty to report grades on-line using the internet (MY.TCU.EDU). Final grades for the fall and spring semesters are reported no later than 72 hours after the end of the semester; 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.

Incompletes

The grade of "I" (Incomplete) may be granted by faculty members and the Associate Dean for Academic Affairs only in cases of truly exceptional circumstances beyond the control of the student that prevent the completion of course work by the end of the semester. A student may request the grade of "I" from the course instructor by obtaining a form from the Office of the Associate Dean for Academic Affairs. The student will complete the form listing reasons for the "I" grade request, secure the approval signature of the instructor and submit the approved form to the Office of the Associate Dean for his/her signature. The official time limit for completing work for the course, and thereby changing the "I" to a final grade, is within sixty calendar days of the completion of the course (last day of final exams). 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 grade change. To remove an "I" from a student's transcript, the instructor must access the Faculty Center and post the replacement grade. The system will forward the grade change to the Associate Dean for Academic Affairs for online approval. Upon that approval, the grade will automatically be changed on the student's transcript. Failure to remove the "I" within 60 days of the completion of the course (last day of final exams) will result in a grade of "F" to be recorded on the student's transcript. 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. 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 of the Incomplete form). 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.

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.

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 a student feels that concerns have not been addressed, can speak with the Dean about the matter..

Grade Appeals Procedure

Students who wish to appeal a grade or the result of a critical component of a degree requirement (e.g., qualifying exam, oral exam, juried exhibition, thesis, dissertation etc.) must adhere to the following procedures. In the event a student questions the appropriateness of a grade or component of a degree requirement 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 or result given. In the event that the faculty member(s) agree(s) to a change, the normal process for changing a grade or reporting a result shall be followed. If the student wishes to appeal the decision of the faculty after these discussions, the student must follow the formal grade appeal process outlined below. This appeal process must start within thirty calendar days following the conclusion of the term in which the grade or result was given. Normally, 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(s) has affected the grade or result assigned by a faculty member.

1. Appeal to the Dean

If a student has discussed an assigned grade or result with the faculty member(s) as outlined above and is not satisfied with the outcome, the student may appeal the faculty member's decision in writing to the Dean (see exceptions in next paragraph). Exceptions to deadlines set forth herein for students in unusual circumstances (for example, studying abroad) may be granted in writing by the Dean.

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

If the Dean is involved in the appeal as the faculty member, the President will assume the Dean's role in the appeal process.

3. Appeal to the President

The Dean's decision on the matter may be appealed in writing by the student or faculty member(s) to the President within ten academic days of the Dean's decision. The President will normally notify the student, faculty member, the Associate Dean, and the Dean of the decision in writing within ten academic days. In the event the President upholds the student's appeal, the change of grade or result shall be initiated by the Associate Dean. The decision of the President is final.

GUIDELINES FOR STUDENT PAPERS

The faculty of Brite Divinity School has adopted Guidelines for the Preparation of Term Papers, available in the Guidelines for the Preparation of Term Papers section of the *Student Handbook*. For term papers, the official style manual is Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th edition., rev. by Wayne C. Booth, Gregory G. Colomb and Joseph M. Williams and the University of Chicago Press Editorial Staff (Chicago: University of Chicago Press, 2018). 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*, 17th edition (Chicago: University of Chicago Press, 2017) and/or the *APA Style Guide*.

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

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 Codes of Conduct section in this handbook. In addition, the “Academic Conduct and Plagiarism Policy” published in this handbook includes all resources of the Mary Coutts 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 Student Identification Cards to others—including spouses, children, siblings, or friends—for the purpose of borrowing resources from the Mary Coutts 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.

FIELD EDUCATION AND SUPERVISED MINISTRY

Field Education is a learning/serving experience. It produces growth in professional skills, and personal and vocational identity with students functioning in supervised ministerial settings. Through reflection, academic studies are integrated with ministerial practice. The supervised year is based on an action/reflection model with experience in ministry being a key factor. Most students receive a stipend that helps offset the expenses of graduate study.

Students may choose to serve in field settings in their first year in seminary. The supervised year in ministry (PRTH 65013 and PRTH 65023, which must be taken sequentially in the fall and spring semesters) is normally undertaken by M.Div. and M.A.T.M. students in the second academic year along with regular academic courses. The program requires close supervision in an approved field setting (confirmed by a learning covenant signed by the supervisor, the student and the Director of Field Education and Supervised Ministry) and participation in a theological reflection group.

While encouraged to experience the total work of ministry, the student may concentrate in one or more specific areas such as parish ministry, chaplaincy, youth ministry, or Christian education. The supervised year in ministry carries a total of six semester hours credit. A student must have satisfactorily completed twenty-one semester hours of seminary credit before enrollment in the supervised year.

Arrangements for field settings are made in cooperation with the Office of Field Education and Supervised Ministry. The director of the program is responsible for training approved field supervisors and for nominating theological reflection group leaders to the full faculty for confirmation. The director consults with field supervisors, theological reflection group leaders, and students on matters pertaining to supervised ministry.

A mandatory meeting is held in the spring for students who plan to enroll in Supervised Ministry in the fall. An orientation for students and their supervisors is held each year on the Thursday before the first day of class and an orientation for students and their lay/peer training committee members is held each year on the Saturday before the first day of classes.

Theological Reflection Group Leaders

The Theological Reflection Groups are regularly scheduled meetings of small groups of students (7 or less) with a pastoral leader and a faculty consultant. These conferences are reflective and integrative in nature. Aspects of ministerial practice are presented during the conference for analysis and evaluation, utilizing, and integrating the various theological disciplines. The student is expected to be able to share (communicate) his/her theological perspective.

Theological Reflection Group Leaders for 2022-2023

Rev. Dr. Michael Bell, Greater St. Stephen Baptist Church, Fort Worth, TX

Rev. Barbara Heptig, LGBTQ Saves, Fort Worth, Texas

Rev. Dr. Lucia Kremzar, Flower Mound Presbyterian Church, Flower Mound, TX

Rev. Shannon Moore, University Christian Church, Fort Worth, TX

Rev. Dr. Alphonetta Wines, Union Memorial United Methodist Church, Coolidge, TX

Supervised Ministry Supervisors

2022-2023

Megan Turner Community Healthcare of Texas

Tracey Willingham Cancer Care Services of North Texas

Zheny Gurina-Rodriguez First United Methodist Church, Fort Worth

Michael Bell Greater St. Stephen Baptist Church, Fort Worth

Jaime Kowlessar Faith in Texas

Frank Denner Grace United Methodist Church, Sherman

J.D. Allen Chapel Hill United Methodist Church, Farmers Branch

Jeff Gehle Pathway Church, Burleson

Peter Nichols First Congregational Church UCC Fort Worth

Jay Smith New Covenant United Methodist Church, Edmond, Oklahoma

Michael Waschevski First Presbyterian Church, Fort Worth

Katie Hayes Galileo Church, Fort Worth

Jill Walters, All Saints' Episcopal School, Fort Worth

2021-2022

Allen Lutes, First United Methodist Church, Grapevine

Meg Witmer-Faile, Central Texas Conference UMC

Christi McDowell Northwest Christian Church, Arlington

Bernie Scheffler First Street Methodist Mission, Fort Worth

Irie Sesssion The Gathering: A Womanist Church, Dallas

Ann-Marie Beale Unity Church of the Cumberlands, Cookeville, TN
Katie Hayes, Galileo Church, Fort Worth
Elec Winner Pathways Church, Burleson
Stacy Roberts First Congregational UCC, Fort Worth
Don Hogg, Westminster Presbyterian Church, Fort Worth
Mike Love Epworth United Methodist Church, Arlington
Paul Massingill Genesis United Methodist Church, Fort Worth
Margret Fields First United Methodist Church, Burleson
Richard Culp St. Andrew Presbyterian Church, Denton
Rodney Whitfeld Aldersgate United Methodist Church, Carrollton
Mel Martinez Wichita Falls Metropolitan Community Church
Jo Hudson, New Church UCC, Dallas
Chris Bohon Pathway Church, Burleson
Nick Scott Arborlawn United Methodist Church, Fort Worth
Dan De Leon Friends Congregational Church, College Station
Wendi Neal McFarlin Memorial United Methodist Church, Norman OK
Jeff Gehle Pathway Church, Burleson
Sheri Allen Congregation Beth Shalom, Arlington

2020-2021

Peter Nichols First Congregational United Church
 Liz Klar Community Healthcare of Texas
 Renne Hoke University Christian Church
 Amy Haynie Trinity Episcopal Church
 Jeremy Skaggs The Welcome Table Christian Church
 Haley Feuerbacher The Denton Wesley
 Christopher Thomas The Episcopal Church of St Thomas
 Ricahrd Culp St. Andrews Presbyterian
 April Linz University Baptist, Fort Worth
 Patrick Moses First Missionary Baptist Church
 Estee Valendy Keller United Methodist Church
 Brian Boswell Floral Heights United Methodists
 Donald Hogg Westminster Presbyterian Church
 Justin Jeter First Christian Church of Granbury
 Mike Kerzee Smithfield United Methodist
 David Pyle MidAmerican Region of UUA

2018-2019

Rev. Dr. Katie Hayes, Galileo Christian Church
 Rev. Dr. Frederick D. Haynes, III, Friendship West Baptist Church
 Rev. Rick Owen, Pathway Church
 Rev. Jason Valendy, Saginaw United Methodist Church
 Bob Chandler, New Hope Fellowship
 Rev. Arnold Nelson, First Christian Church Duncan
 Rev. Susan Sytsma Bratt, Northridge Presbyterian Church
 Dr. Steve Langford, First United Methodist Church of Arlington
 Rev. Percy L. Thompson, Greater Sweethome Missionary Baptist
 Rev. John Paul Luft, LGBTQ Saves, Inc
 Rev. Sara Beckham, Juliette Fowler Communities
 Dr. Patrick Bills, Highland Oaks Church of Christ
 Rev. Phillip Heinze, Calvary Lutheran Church
 Rev. Russell Fuller, St. James Christian Methodist Episcopal
 Rev. Beth Evers, University United Methodist Church
 Rev. Tom Plumbley, First Christian Church
 Rev. Dr. Chris Schodcraft, Argyle Methodist Church

Rev. Daniel Hawkins, First United Methodist Church
Dr. Tonya Cunningham, New Hope Hospice Care
Rev. Tiffany Wright, Wilshire Baptist Church
Rev. Manda Adams, First Community Church
Josh Carney, University Baptist Church
Rev. John Jacob Clawson, Trinity Presbyterian Church
Rev. John O'Neal, UT Southwestern Medical Center, Chaplain
Rev. Dr. Michael Gregg, Royal Lane Baptist Church
Rev. Lara Whitley Franklin, Wm. C. Martin Methodist Church
Rev. Neil White, Rejoice Lutheran Church
Rev. Deborah Jones, First Christian Church Irving
Rev. Dr. Donald Hogg, Westminster Presbyterian Church
Rev. Dr. Judy Hunt, White's Chapel UMC
Jeremy Glover, The Hills Church
Rev. Jeremy Skaggs, The Welcome Table Christian Church

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.T.M. programs receive a \$850 stipend per semester while students in the Th.M., D.Min. or Ph.D. programs receive a \$1000 stipend per semester. The stipend is paid out in one payment or in installments. Five hours of work per week is expected. Should a faculty member's schedule for student hours vary significantly from the normal routine, they should work out an agreement with their 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 Associate 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 assigned 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.

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.

TEACHING ASSISTANTSHIPS

A teaching assistant (TA) who is not the Instructor of Record/Faculty person teaching the course, may have an ongoing instructional role within a course.¹ A teaching assistant (TA)

- will normally be a PhD student at any stage in her or his program;
- will have regular supervision throughout the course from the faculty instructor;
- and may contribute to some course evaluation processes (if so, under supervision with clear evaluation criteria and grading processes, with the instructor of record retaining final accountability).²

Normally the course will be the introductory course in their department of admission. Involvement in a course outside the student's major area but related to the course of study may be possible if resources (people and funding) are available and if no other PhD students are registered for the course or, in multiple level courses, in the section/s to which the TA contributes.³

In the semester prior to the course being taught, after consultation with other members of the Department, the Faculty Instructor of Record will invite the student to take up this role of TA. The invited person will be advised of their duties and expected time commitment. Such roles will sometimes be compensated as part of a PhD stipend or, in special circumstances,⁴ by the payment of the current rate (see the Associate Dean for the current rate). This obligation assumes a minimum stipend of \$3000, the

¹ A Teaching Assistant (TA) as defined in this policy is not to be confused with a Student Assistant (SA). The latter assist faculty in a variety of non-instructional tasks.

² This policy does not pertain to PhD students employed to teach Introductory language courses.

³ This policy does not pertain to the occasional visit by a PhD student to a class for the purpose of making a one-off presentation.

⁴ Special circumstances include a student who, because of their own resources, chooses not to accept financial aid.

likelihood of a one-semester TA opportunity, and will be set in place by PhD admission letters in 2015 and thereafter.⁵

In the semester prior to the teaching of the course, the Faculty person responsible for the course will send a recommendation to the Faculty Committee verifying the person's expertise (CV and statement of eligibility under this policy to be attached), and indicating duties, regular supervision, and the course's evaluation criteria and processes (if the person's duties involve some evaluation work). Upon the Faculty Committee's review and motion to approve, final approval rests with the full Faculty.⁶

TEXTBOOKS

Normally, textbooks for Brite courses are found at the TCU Book Store at 2950 West Berry, Fort Worth, TX 76109, Telephone (817/257-7844), or online at <http://www.bkstr.com/tcustore/shop/textbooks-and-course-materials> . Textbooks are usually in stock well before the beginning of each term.

⁵ This commitment assumes the admission of students who, given appropriate instruction in their PhD program and supervision by faculty, will be able to carry out the duties of a TA as described by this policy.

⁶ The rationale for this process is that all instructional appointments should be approved not only by the Faculty Committee but by the full Faculty including "non-adjunct instructional appointments" for Brite Choir, assistants for the Foundations for Preaching course, and Theological Reflection Group leaders for Supervised Ministry.

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. Certificates in Biblical Studies, Black Church Studies, History, Theology, and Ethics, Latina/o/x Church Studies, Military Chaplaincy, Pastoral Care, and Sexual and Gender Justice are available within the structure of the program.

Curriculum

I. Basic Theological Studies - 45 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.

Bible - 6 hours

HEBI 60003 Interpreting the Hebrew Bible in Context

NETE 60003 Introduction to the New Testament

Early Judaism - 3 hours

JWST 60013 Understanding Early Judaism

History - 3 hours

CHHI 60033 History of Christianity: Turning Points

Theology - 3 hours

CHTH 60003 Introduction to Christian Theology

Ethics - 3 hours

CHET 60003 Introduction to Theological Ethics

Contextual Studies - 3 hours

BRIT 65003 Thinking Theologically in Context

Homiletics - 3 hours

HOML 65003 Foundations for Preaching

Leadership - 3 hours (One course selected from the following)

PRTN 60003 Congregational Leadership

PRTN 60033 The Church's Mission and the Minister's Vocation

PRTN 60043 Transforming Leadership

PRTN 70970 Leadership in Nonprofit Organizations

Pastoral Care - 3 hours

PTPC 60003 Pastoral Care in a Complex World

Religious Education - 3 hours

REED 65003 Religious Education in Ministry

Spirituality - 3 hours (One course selected from the following)

SPIR 60003 Spiritual Life and Leadership

SPIR 70403 Martyrs, Monks, and Mystics

Supervised Ministry - 6 hours

PRTN 65013 Supervised Ministry I

PRTN 65023 Supervised Ministry II

Worship - 3 hours

WRSP 60003 From Sacred Ritual to Christian Worship

II. Denominational Requirements for Ordination (*required of all Baptist, Disciples of Christ, Episcopal, Metropolitan Community Church, Presbyterian, and United Methodist students*) - 0 to 23 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. Students should consult their Annual Conference for any additional requirements unique to their Conference.
- 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, HEBI 75033 Biblical Hebrew II, Reformed Theology, Presbyterian Polity, and an exegesis course in both Testaments
- E. Episcopal students are required to take Anglican History, Anglican Thought, Episcopal Polity, and The Book of Common Prayer.
- 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 – 13-36 hours

The remaining 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.Div. degree. Exceptions are considered on a case-by-case basis by appeal to the Dean. or the Masters Committee. Master of Liberal Arts (MLA) courses, however, do not count toward a degree at Brite.

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 Healthy Boundaries. 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.
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 counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Administration after consultation with the Masters Programs Committee. Additional course work may be required.

MASTER OF ARTS IN THEOLOGY AND MINISTRY

The Master of Arts in Theology and Ministry (M.A.T.M.) degree is a forty-eight semester hour degree with two tracks: Congregational Ministry and Social Transformation. This degree is designed for persons who serve (or plan to serve) vocationally or bi-vocationally as specialized ministers or leaders in community agencies of non-profit networks. 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 and community settings. For example, 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. Similarly, persons interested in non-profit agency work or service in a community organization might find the M.A.T.M. a degree that provides theological education alongside experience in a chosen context of service. Certificates in Biblical Studies, Black Church Studies, History, Theology, and Ethics, Latina/o/x Church Studies, Pastoral Care, and Sexual and Gender Justice are available within the structure of the program.

Curriculum

I. Distributive Requirements - 27 hrs.

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

1. Bible - HEBI 60003 Interpreting the Hebrew Bible in Context and NETE 60003 Introduction to the New Testament
2. History - choose one from CHHI 60033 History of Christianity: Turning Points or CHHI 70013 History of Christianities in the United States
3. Theology - CHTH 60003 Introduction to Christian Theology

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

1. Choose one from CHET 60013 Introduction to Theological Ethics, or 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, CHTH 70013 Postcolonial Theologies, CHTH 70043 Feminism and Theology, JWST 60003 Introduction to Judaism, RECU 60013 Religious Plurality: Theologies and Geopolitics of Religion, RECU 60023 Christian Theology of Religions, RECU 60033 Religious Fundamentalism, RECU 60043 Interreligious Dialogue, RECU 60063 World Religions and Gender, RECU 60073 Introduction to U.S. Latina/o/x Christianity, RECU 65053 African-American Experiences and Perspectives in Social Ethics, RECU 70003 Intro to Black Church Traditions and Culture, or RECU 70053 Studies in World Christianity

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

1. Choose one from SPIR 70403 Martyrs, Monks, and Mystics: History of Christian Spirituality, SPIR 60003 Spiritual Life and Leadership, SPIR 65013 Spirituality and Ecological Justice, or SPIR 70053 Eros of God: The Song of Songs in Christian and Jewish Spirituality

2. Supervised Ministry (6 semester hours in congregational or non-profit settings): PRTH 65013 Supervised Ministry I and PRTH 65023 Supervised Ministry II

II. Specialization - 9 hrs.

Track 1: Congregational Ministry: Any combination of three additional courses chosen from among PRTH, WRSP, REED, PTPC, SPIR, and HOML. All prerequisites for desired courses must be met.

Track 2: Social Transformation: Any combination of three additional courses in Cultural/Global Context (see I.b.2 above), religion and culture, social ethics, or leadership. All prerequisites for desired courses must be met.

Course plans for specializations are developed in consultation with an advisor and other appropriate faculty members. The plan is to be sent to the Office of the Associate Dean prior to the completion of 18 hours. The Associate Dean, in consultation with the advisor and other appropriate faculty members will approve the plan.

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.T.M. degree.

Exceptions are considered on a case-by-case basis by the Associate Dean for Academic Administration after consulting with the Masters Committee. . Master of Liberal Arts (MLA) courses, however, do not count toward a degree at Brite.

Master of Arts in Theology and Ministry Degree Requirements

1. Forty-eight 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 Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.
4. Except for approved transfer credit, M.A.T.M. students will normally fulfill all their course requirements through courses taught by Brite faculty or adjunct faculty.
5. Normally the degree requires 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 the M.A.T.M. 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 or Associate 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.
8. All degree requirements must be completed within seven years from the date of the earliest credit counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean 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.A.T.M. program must complete at least 12 hours while enrolled in the program.

MASTER OF THEOLOGICAL STUDIES

The Master of Theological Studies degree is a general theological degree designed for persons who want to explore disciplines related to theology and religion. The degree requires forty-nine semester hours and provides a basic understanding of theology, biblical studies, history and ethics. Certificates in Biblical Studies, Black Church Studies, History, Theology, and Ethics, Latina/o/x Church Studies, and Sexual and Gender Justice are available within the structure of the program.

The M.T.S. is an appropriate degree program for (1) lay persons who seek to enrich their theological understanding; (2) persons who wish to examine and develop religious and theological perspectives on their life situations; or (3) persons who plan to use the M.T.S. degree as preparation for further graduate study such as a Master in Theology.

The degree is not designed for those who want to pursue vocations such as ordained ministry. Normally those seeking to prepare for ministerial vocations pursue the M.Div. or M.A.T.M. degrees at Brite.

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 in Context, HEBI 65013 Exegesis in the Hebrew Bible, HEBI 65023 Exegesis in Apocrypha and Pseudepigrapha, NETE 60003 Introduction to 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 60033 History of Christianity: Turning Points, CHHI 70013 History of Christianities in the United States, or any other CHHI 70000 level course
- C. **Theological/Ethical Studies** (70000s as approved by advisor and the Associate Dean for Academic Affairs)—CHTH 60003 Introduction to Christian Theology, CHET 60013 Introduction to 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, CHTH 70013 Postcolonial Theologies, CHTH 70043 Feminism and Theology, JWST 60003 Introduction to Judaism, RECU 60013 Religious Plurality: Theologies and Geopolitics of Religion, RECU 60023 Christian Theology of Religions, RECU 60033 Religious Fundamentalism, RECU 60043 Interreligious Dialogue, RECU 60063 World Religions and Gender, RECU 60073 Introduction to U.S. Latino/a Christianity, RECU 65053 African-American Experiences and Perspectives in Social Ethics, RECU 70003 Intro to Black Church Traditions and Culture, or RECU 70053 Studies in World Christianity

II. Electives - 21 hours

Distributive 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 Associate Dean after consultation with the Masters Committee. 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 25-40 pages in length.

Degree Requirements

1. Forty-nine 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 Healthy Boundaries. 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. students will normally fulfill all their course requirements through courses taught by Brite faculty or adjunct faculty.

5. Normally the M.T.S. requires 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 the M.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 or Associate 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.
8. All degree requirements must be completed within seven years from the date of the earliest credit counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean 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 and Final Exercise courses while enrolled in the M.T.S. program.

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. Certificates in Biblical Studies, Black Church Studies, History, Theology, and Ethics, Latina/o Church Studies, Pastoral Care, and Sexual and Gender Justice are available within the structure of the program.

Curriculum

- I. **Distributive requirements** - six semester hours (one course from any two of the following areas):
 - A. **Biblical Studies**—HEBI 60003 Interpreting the Hebrew Bible in Context, NETE 60003 Introduction to the New Testament
 - B. **Historical Studies**—CHHI 60013 History of Christianity: Turning Points, CHHI 70013 History of Christianities in the United States
 - C. **Theological/Ethical Studies**—CHTH 60003 Introduction to Christian Theology, CHET 60013 Introduction to 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, CHTH 70013 Postcolonial Theologies, CHTH 70043 Feminism and Theology, JWST 60003 Introduction to Judaism, RECU 60013 Religious Plurality:

Theologies and Geopolitics of Religion, RECU 60023 Christian Theology of Religions, RECU 60033 Religious Fundamentalism, RECU 60043 Interreligious Dialogue, RECU 60063 World Religions and Gender, RECU 60073 Introduction to U.S. Latina/o/x Christianity, RECU 65053 African-American Experiences and Perspectives in Social Ethics, RECU 70003 Intro to Black Church Traditions and Culture, or RECU 70053 Studies in World Christianity

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

Certificate of Theological Studies 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 Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.
4. Students who give evidence of special deficiencies will be required to do remedial work in the areas of their deficiencies.
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 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.
6. All degree requirements must be completed within five years from the date of the earliest credit counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean after consultation with the Masters Programs Committee. Additional course work may be required.

CERTIFICATES

Masters and Certificate of Theological Studies students who wish to concentrate their studies in a particular area may pursue a certificate in Biblical Studies, Black Church Studies, History, Theology, and Ethics, Latina/o Church Studies, Military Chaplaincy, Pastoral Care, or Sexual and Gender Justice. These certificates may only be taken alongside the C.T.S., M.Div., M.A.T.M. and M.T.S. degrees.

Brite cooperates with TCU graduate departments and schools in offering a Comparative Race and Ethnic Studies (CRES) Certificate and a Women and Gender Studies (WGST) Certificate. To earn the CRES Certificate, students will take BRIT 70005/80005/90005 Graduate Introduction to Comparative Race and Ethnic Studies, CRES 70001 Portfolio, and two other Brite courses approved for the program. WGST Certificate students must complete BRIT 90003: Graduate Colloquium in Feminist Methodology and Theory, and three additional Brite courses approved for the program. For further details, contact the Associate Dean for Academic Affairs.

Certificate Requirements

1. Current C.T.S. and masters degree program students interested in pursuing a certificate in Biblical Studies, Black Church Studies, History, Theology, and Ethics, Latina/o/x Church Studies, Military Chaplaincy, or Sexual and Gender Justice may obtain an application form from the Office of the Associate Dean for Academic Affairs after completion of six hours of coursework in the relevant area(s). Students interested in pursuing the Pastoral Care certificate may obtain an application after 9 semester hours of PTPC courses taught by at least two permanent faculty members in PTPC. Criteria for admission and continuance in the Pastoral Care certificate include: a minimum 3.25 overall GPA, and in each PTPC course, a minimum B+ grade and demonstrated competence in pastoral care practice. Decisions regarding admission to any certificate will be made by faculty in the area in consultation with the Associate Dean for Academic Affairs.
2. Fifteen semester hours of credit (the six concentrated certificates open to masters students) must be completed with a grade point average of at least 2.50, based on a four-point grading system with the exception of the Pastoral Care certificate which requires at least a grade point average of 3.25.
3. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.

4. All entering students are required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.
5. Normally, transfer credit will not count toward a certificate.
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 or Associate 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.
8. All certificate requirements must be completed within five years from the date of the earliest credit counted toward the degree. Extensions may be granted in extraordinary circumstances by the Associate Dean after consultation with the appropriate degree program committee. Additional course work may be required.

Biblical Studies

A certificate in Biblical Studies is available to students who seek to deepen their engagement with historical and contemporary Biblical scholarship to enhance their preparation for ministry or to prepare for further graduate study in Biblical Studies.

Certificate Courses – 15 hours

- A. Either HEBI 60003 or NETE 60003 (degree program students will take this course as part of their basic theological studies requirement).
- B. Either HEBI 70013 Biblical Hebrew I and HEBI 75033 Biblical Hebrew II **OR** NETE 70013 Basics of Biblical Greek and NETE 75013 Biblical Greek II.
- C. Six hours of advanced coursework in Hebrew Bible, Jewish Studies, and/or New Testament.

Black Church Studies

A certificate in Black Church Studies is available to (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.).

Certificate Courses - 15 hours

- A. RECU 70003 Introduction to Black Church Traditions and Culture. 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.

Note: M.Div. students pursuing this certificate in conjunction with their degree may count RECU 65053 African-American Experiences and Perspectives in Social Ethics to satisfy **both** the three-hour Basic Theological Studies Requirement in area C.4. (Theology and Ethics) **or** the second half of the Contextualization requirement in area E **and** three hours of the concentration in Black Church Studies

History, Theology, and Ethics

A certificate in History, Theology and Ethics is available to students who seek to deepen their engagement with one or more of these fields to enhance their preparation for ministry or to prepare for further graduate study.

Certificate Courses – 15 hours of coursework in History, Theology, and/or Ethics (degree program students may count six hours of Basic Theological Studies coursework in History, Theology, and/or Ethics toward the fifteen hours of coursework required for the certificate).

Latina/o/x Church Studies

The Certificate in Latina/o/x Church Studies is designed for any Brite student who has an interest in Latina/o religious traditions and communities. The certificate enables students to enhance their knowledge of Latino/a/x religious communities as well as deepen their understanding of the discipline of Latina/o Church Studies. It will provide them with a broad knowledge base and the intellectual and practical tools to

understand the unity and diversity of the Latina/o/x religious community within their respective ministries/vocations/careers.

Certificate Courses – 15 hours

- A. RECU 60073 Introduction to U.S. Latina/o/x Christianities
- B. 12 hours of coursework in any discipline with a primary focus on Latina/o/x religious traditions and communities. This may include one Brite travel-seminar class (3 credit hours) and one course (3 credit hours) through the Hispanic Summer Program.

Military Chaplaincy

A certificate in Military Chaplaincy provides the Chaplain Candidate of any branch of the United States Armed Forces with an academic and practical foundation rooted in the progressive theological traditions of excellence, faithfulness, respect for religious and spiritual variety, and service to all people. The core commitments that Brite's Military Chaplaincy Concentration embodies are to free and diverse religious expression, and to "provide or perform" for the spiritual needs of all service members, their families, and dependents.

Those interested in this concentration should be aware that in order to serve as a Chaplain in a branch of the U.S. Armed Forces, eligible candidates must fulfill the current requirements of the respective Services.

Certificate Courses – 15 hours

- A. PTPC 60003 Pastoral Care in a Complex World (M.Div. students pursuing the certificate in conjunction with their degree may also count this course toward their basic theological studies requirement).
- B. Three hours of coursework in military chaplaincy.
- C. Nine hours of additional coursework in Pastoral Care or courses related to war and peace.

Note: M.Div. students pursuing this concentration can negotiate with the Director of Field Education and Supervised Ministry to coordinate the Supervised Ministry requirement (6 semester hours in basic theological studies) with a candidate's Military Chaplaincy Training Program in one of the Services.

Pastoral Care

A certificate in Pastoral Care is available for (1) individuals interested in local church ministry with a pastoral care focus; and (2) M.Div. students interested in preparing for ministry as pastoral care specialists (chaplains, pastoral counselors, campus ministers, etc.). If accepted into the concentration, the individual will be assigned an advisor from among the PTPC faculty.

PTPC 60003 Pastoral Care in a Complex World is a required course for all M.Div. students in Practical Theology and also meets a Pastoral Care Concentration requirement.

Certificate Courses - 15 hours

- A. PTPC 60003 Pastoral Care in a Complex World (M.Div. students pursuing the certificate in conjunction with their degree may also count this course toward their basic theological studies requirement).
- B. PTPC 75023 Short-Term Pastoral Counseling or PTPC 75043 Pastoral Conversation and Collaboration. Students in the certificate are strongly encouraged to take both courses and may apply one of these courses to the additional courses outlined in C below.
- C. Two additional PTPC courses to be chosen with reference to vocational goals and in consultation with the student's advisor.
- D. Hospital-based Clinical Pastoral Education (PTPC 75053). Clinical Pastoral Education programs may be completed at any training center accredited by the Association for Clinical Pastoral Education. CPE offers students first-hand experience in ministry to individuals and families confronting illness, surgery, dying, grief, etc. (see PTPC 75053). Students entering a CPE program must register prior to the course at Brite Divinity School.

Sexual and Gender Justice

A certificate in Sexual and Gender Justice is available to those students who seek a critical engagement with issues of gender and sexual justice to enhance ministry contexts in the church and wider community or who intend to pursue further graduate study focusing on sexual and gender justice.

Certificate Courses – 15 hours of coursework in any discipline with a primary focus on sexual and/or gender justice (degree program students may, with the approval of the Associate Dean or Masters Committee, count three hours of coursework in the certificate toward the second half of the

Contextualization requirement in the M.Div. program or the Cultural/Global Studies requirement in the M.T.S. and M.A.T.M. programs).

COLLABORATIVE DEGREE PROGRAMS

Brite Divinity School and Texas Christian University have joined together to offer students the opportunity to earn masters degrees from each institution. These programs allow students to integrate advanced learning across professional fields and to prepare to serve in a wide variety of ministerial settings and non-profit organizations.

Brite Divinity School-Neeley School of Business M.Div./M.B.A., M.A.T.M./M.B.A. and M.T.S./M.B.A. Degree Programs

These programs are designed to help graduates apply managerial, financial, operational, and marketing skills as well as diverse theological fields of study and practice to religious and non-profit organizations and bi-vocational careers.

Degree Requirements

Candidates must be admitted to Neeley's M.B.A. program and to Brite's Master of Arts in Theology and Ministry (M.A.T.M.), Master of Theological Studies (M.T.S.) or Master of Divinity (M.Div.) programs. Before taking any business courses, the candidate must participate in a START Workshop, which is held every August. In the event a student elects to complete only one degree after having been admitted to both programs, previously allowed course substitutions will be honored and they must then meet all remaining requirements at the degree granting institution.

The M.B.A./M.A.T.M. and M.B.A./M.T.S. degrees require 33 credit hours from the Neeley School of Business and 39-40 credit hours from Brite Divinity School. The M.B.A./M.Div. requires 33 credit hours from the Neeley School of Business and 69 hours from Brite Divinity School. Students will transfer nine hours of coursework completed at the Neeley School of Business to meet elective hours toward the M.A.T.M. and M.T.S. degrees and twelve hours of coursework toward electives in the M.Div. program. Students in Neeley's full-time M.B.A. program will transfer 21 hours from coursework completed at Brite toward their electives. Students in the Professional M.B.A. program will transfer 15 hours from coursework completed at Brite toward their electives. The full-time M.B.A. program will be completed in 3 semesters, while the professional program would normally require 6 semesters.

COLLABORATIVE DEGREE PROGRAMS

Brite Divinity School and Texas Christian University have joined together to offer students the opportunity to earn masters degrees from each institution. These programs allow students to integrate advanced learning across professional fields and to prepare to serve in a wide variety of ministerial settings and non-profit organizations.

Brite Divinity School-Texas Christian University Department of Social Work Dual M.S.W./M.Div., M.S.W./M.A.T.M, M.S.W./M.T.S. Degree Programs

The purpose of these dual degree offerings is to equip graduates to assume leadership positions in a wide variety of ministry and social service agencies and organizations that promote human rights and social and economic justice.

Admissions/Degree Requirements

Candidates must be admitted to the Department of Social Work's M.S.W. Program and Brite Divinity School's Master of Arts in Theology and Ministry (M.A.T.M.), Master of Theological Studies (M.T.S.) or Master of Divinity (M.Div.) program. M.A.T.M. and M.Div. dual degree students should complete the first year of their program at Brite. In the event a student elects to complete only one degree after having been admitted to both programs, previously allowed course substitutions will be honored and they must then meet all remaining requirements at the degree granting institution. Students must apply for dual degree status prior to completing 21 hours in either program (Advanced Standing M.S.W. students will need to declare at admission into the program).

The M.S.W./M.A.T.M. Dual Degree

The M.S.W./M.A.T.M. dual degree requires 54 credit hours from the TCU Department of Social Work and 33 credit hours from Brite Divinity School. Students will transfer 15 credit hours from Social Work to satisfy the

M.A.T.M. Specialization, Global/Cultural Context requirement, and three credit hours of electives. This coursework will normally be drawn from Social Work courses in Diversity and Social Justice, Administration and Management, Professional Foundations, and Social Welfare Policy. Students will register conjointly at both institutions for 6 hours of Field Work but will only pay the tuition at Brite for those hours. Students will transfer six hours from Brite toward electives in Social Work. A student's field placement must be approved by administrators from both programs.

M.S.W./M.T.S. Dual Degree

The M.S.W./M.T.S. dual degree requires 54 credit hours from Social Work and 34 credit hours from Brite Divinity School. Students will transfer 15 credits hours from Social Work to satisfy M.T.S. elective hours at Brite Divinity School. Students will transfer six hours from Brite to satisfy elective hours in Social Work.

M.S.W./M.Div. Dual Degree

The M.S.W./M.Div. dual degree requires 54 credit hours from Social Work and 66 hours from Brite. Students will transfer 15 credit hours from Social Work to satisfy requirements in Leadership, The Ministry of Care, and 9 hours of electives at Brite. Students will register conjointly at both institutions for 6 hours of Field Work but will only pay the tuition at Brite for those hours. Students will transfer six hours from Brite toward electives in Social Work. A student's field placement must be approved by administrators from both programs.

A full-time student in the Traditional M.S.W. Program would have coursework that looks like the following:

M.S.W. Foundation – Year 1

Fall:

Professional Foundation
Micro Practice
HBSE 1
Research 1
Field 1

Spring:

Social Welfare Policies and Services
Macro Practice
HBSE II
Diversity & Social Justice
Field 2

M.S.W. Concentration – Year 2

Fall:

Persp. of Mental Health Practice
Advanced Micro Practice
Elective*
Field Seminar 3

Spring

Advanced Macro Practice
Administration and Management
Elective*
Field Seminar 4

*6 hours of electives are chosen from courses at Brite Divinity School.

List of Approved Elective Courses in the dual degree with Brite Divinity School:

1. Christian Social Ethics and Economic Justice
2. African-American Experiences and Perspectives in Social Ethics
3. Contemporary Ethics in Theological Perspective
4. Ministry in the Lesbian, Gay, Bisexual, Transgender, and Queer Community
5. Sexuality and Pastoral Practice
6. The History of Christian Spirituality
7. Pastoral Theology: Selected Issues – Gender, Race, and Class in Pastoral Practice
8. Spiritual Life and Leadership
9. Religious Plurality: Theologies and Geopolitics of Religion
10. Interreligious Dialogue

Students in the Advanced Standing M.S.W. Program that decide to enter the dual degree program will be able to complete the requirements of the M.S.W. by taking their elective courses from a departmentally approved list of courses offered at Brite Divinity School. Choices of field placement will be made on an individual basis through consultation with both the Department of Social Work and Brite Divinity School.

A full-time student in the Advanced Standing M.S.W. Program would have coursework that looks like the following:

M.S.W. Concentration Year

Fall:

Spring

Persp. of Mental Health Practice
Advanced Micro Practice
Elective*
Field Seminar 3

Advanced Macro Practice
Administration and Management
Elective*
Field Seminar 4

*6 hours of electives are chosen from courses at Brite Divinity School.

List of Approved Elective Courses in the dual degree with Brite Divinity School:

1. Christian Social Ethics and Economic Justice
2. African-American Experiences and Perspectives in Social Ethics
3. Contemporary Ethics in Theological Perspective
4. Ministry in the Lesbian, Gay, Bisexual, Transgender, and Queer Community
5. Sexuality and Pastoral Practice
6. The History of Christian Spirituality
7. Pastoral Theology: Selected Issues – Gender, Race, and Class in Pastoral Practice
8. Spiritual Life and Leadership
9. Religious Plurality: Theologies and Geopolitics of Religion
10. Interreligious Dialogue

Courses approved for transfer can be changed at the discretion of the chair of the Department of Social Work or the chair's designate and the Executive Vice President and Dean of Brite Divinity School or the Dean's designate.

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.

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, Theology, and Ethics. Preparation in theological analysis and constructive formulation, including study in history, theology, historical theology, and ethics.

II. Language and Research Methodology

Reading knowledge of both Biblical Hebrew and Biblical Greek is required for matriculation into Areas A and B. During the first week of classes, entering students will take brief diagnostic tests in both biblical languages (thirty minutes allowed for translation in each testament, with the aid of a dictionary). In light of the diagnostic, the BIIN faculty will provide direction to each student for fulfilling the ancient language requirement. Results of the diagnostic examinations and language remediation will be communicated to the entire BIIN faculty and the Associate Dean's office. In addition, all students will take at least three hours in advanced translation and interpretation in the language of their specialization.

Work in the area of History, Theology and Ethics requires knowledge of one modern language other than English (typically French, German, Italian, Korean, Spanish, or Modern Hebrew). 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 90**3 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.

Additional 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.
3. All entering students are required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.
4. Except for approved transfer credit, Th.M. students will normally fulfill all their course requirements through courses taught by Brite faculty.
5. The Th.M. requires at least two semesters of academic study.
6. 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 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). BRLB 90001 will not count toward the twenty-four credit hours required by the degree.
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 at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress.
8. All degree requirements must be completed within four years from the date of the earliest credit counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean after consultation with the Advanced Programs Committee.

ADMISSION TO DOCTOR OF MINISTRY PROGRAM

Applications for admission to the D.Min. program *are available online at* <https://brite.edu/applications> .

For admission to the Doctor of Ministry program, a student must possess a Master of Divinity degree or its formal academic equivalent from an ATS accredited theological school, and at least three years of experience in the full-time practice of ministry following completion and reception of the M.Div. or its equivalent. The non-refundable application fee is \$75.

Applications to the Doctor of Ministry program are evaluated with a view to determining the applicant's academic preparation for advanced studies and potential for creativity and effectiveness in ministry.

Requirements for Admission:

- M.Div. degree or its equivalent from an ATS accredited school, verified by submission of official transcripts. M.Div. equivalency is defined by the ATS as "72 graduate semester hours or comparable graduate credits in other systems that represent broad-based work in theology, biblical studies, and the arts of ministry and that include a master's degree."
- Official academic transcripts for all other degrees and previous academic work.
- Minimum cumulative grade point average of 3.25 (on a 4.00-scale).
- At least three years of experience in the full-time practice of ministry following completion of the M.Div. degree or its equivalent.
- *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.

- Three letters of recommendation that assess and evaluate the applicant's previous performance in ministerial practice, academic work, interpersonal relationships, and personal maturity. At least one reference should be from an academic source, one should be from a clergy colleague or supervisor, and the final reference may be chosen at the applicant's discretion.
- A personal statement, typed and double-spaced, which includes the following: a theological self-reflection on the applicant's call to ministry, a statement of the applicant's theological understanding of vocation, the concentration the applicant wishes to pursue and the reasons for that choice, and a tentative description of a final D.Min. project or thesis. Applicants should articulate how this particular degree program will contribute to their effectiveness in ministry.
- A research paper (that could be from a previous master's program) or a written reflection on an issue or question in ministry that engages and cites theological and other relevant scholarly sources (no sermons, please). The writing sample should be about 3,000 words, not including footnotes and bibliography.
- A non-refundable application fee of \$75, made payable to Brite Divinity School.
- An interview with the director of the D.Min. program.

*For international applicants offered admission, all financial sponsors are required to send their agreed upon supportive funds to TCU 14 days prior to the start of the term.

Completed applications should be submitted by April 15 for matriculation the following fall.

DOCTOR OF MINISTRY

Purpose of the Degree

The Doctor of Ministry is a thirty-hour advanced professional degree designed to enhance the practice of ministry and leadership in the church and other public settings. It is available to persons who hold the M.Div. degree or a comparable degree, who have worked in a ministerial context for at least three years after earning the first graduate theological degree, and who continue in the tasks and responsibilities of ministry during the course of their doctoral study. The D.Min. offers opportunities for professional, spiritual, intellectual, and personal growth through the rigorous academic study of theology, careful contextual analysis, and deepened engagement with the Spirit in the world. In a community of co-learners, the D.Min. helps practitioners engage the complex issues they face every day by developing capacities for theological reflection, creative leadership, and critical awareness of the important issues that demand prophetic witness. The degree is suitable for pastors, chaplains, leaders of faith-based and non-profit agencies, religious educators, spiritual directors, and others who are called to transformational, spiritually-informed leadership in the world.

Program Goals and Outcomes of Brite Divinity School's Doctor of Ministry degree:

Goals:

- To increase learners' abilities to conduct skillful contextual analysis that contributes to effective leadership in communities of faith, other institutions, and in the public square.
- To increase learners' capacities for theological reflection on the practice of ministry in communities of faith, other institutions, and in the public square.
- Enhance learners' capacities for ministry practice in diverse settings.
- Contribute to learners' professional growth as leaders in communities of faith and in society.

Outcomes:

- Learners will demonstrate advanced capacities for integrative theological reflection on the practice of ministry in communities of faith, other institutions, and the public square.
- Learners will demonstrate the ability to identify some issue or situation in the practice of ministry and to analyze the situation from a variety of critical perspectives.

- Learners will contribute new knowledge and understanding to the practice of ministry through the completion of a written project.

Curriculum

Students may choose one of three tracks in which to concentrate for the Doctor of Ministry:

The **Transforming Spirituality** concentration is designed for persons who seek advanced study in historical and contemporary spirituality and who wish to enhance their capacities for transformational spiritual leadership with persons and communities.

The **Chaplaincy Reimagined** concentration is designed for persons discerning a vocation in chaplaincy and who wish to equip themselves to pursue career opportunities in chaplaincy *and* for experienced chaplains who seek to further enhance their practice of ministry in diverse chaplaincy settings.

The **Leadership for Justice** concentration is designed for spiritual leaders in diverse contexts who seek to enhance their capacities for effective leadership toward institutional and social change.

There are four required courses (total of 9 credit hours) common to all D.Min. students and each concentration includes two additional required courses (total of 6 credit hours) specific to the concentration. The remainder of coursework (9 credit hours) is filled through electives. Each student is required to complete either a final project or a thesis (6 credit hours).

Common Requirements-9 hours

*Theological Reflection in Ministry- 3 hours

*The Theological Disciplines and the Practice of Ministry- 3 hours

*Research Methods and Writing: 1.5 hours

*Project / Thesis Development- 1.5 hours

Spirituality Concentration

Chaplaincy Concentration

Leadership for Justice Concentration

<u>Requirements-6 hours</u>	<u>Requirements-6 hours</u>	<u>Requirements-6 hours</u>
Martyrs, Monks, and Mystics: The History of Christian Spirituality-3 Theories of Human Development-3 <u>Electives-6 hours from among the following (or other approved electives):</u> Practice of Spiritual Direction-3 Practices of Spiritual Care-3 Emotions and the Flourishing Life-3 Epistemologies of Religious Experience-3 Howard Thurman: Spirituality and the Quest for Justice-3 Teaching the Bible-3 Spirit and Nature-3 Soul Care Amidst Climate Crisis-3 Song of Songs in the History of Spirituality-3 Readings in Contemplative Spirituality-3 Introduction to Jewish Mysticism-3 <u>Free Elective-3 hours</u>	Introduction to Chaplaincy Studies-3 <i>and EITHER</i> Military Chaplaincy-3 OR Health Care Chaplaincy-3 <u>Electives-6 hours from among the following (or other approved electives):</u> Practices of Spiritual Care-3 Practice of Spiritual Direction-3 Interreligious Dialogue-3 Theologies of Religion-3 Religion and Violence-3 Soul Care Amidst Climate Crisis-3 Religion and Violence-3 Epistemologies of Religious Experience-3 Cosmopolitan Leadership-3 Sexuality, Race, Class in Pastoral Care-3 Moral Injury and Soul Repair-3 Trauma Informed Pastoral Care-3 One unit of CPE-3 (must be taken during the D.Min. program) <u>Free Elective- 3 hours</u>	Transforming Leadership-3 Preparing to Do Justice-3 <u>Electives-6 hours from among the following (or other approved electives):</u> Cosmopolitan Leadership-3 Religion and Violence-3 Ecological and Climate Justice-3 Soul Care Amidst Climate Crisis-3 African American Experience in Social Ethics-3 The Bible and Black Lives Matter-3 New Testament, Gender, and Sexuality-3 Mass Incarceration and the New Testament-3 Spirituality and the Quest for Justice: Howard Thurman-3 History of Justice Movements in the U.S.-3 Ministry Among the LGBTQ Community-3 Sexuality, Race, Class in Pastoral Care-3 <u>Free Elective-3 hours</u>
Final Project or Thesis-6 hours	Final Project or Thesis-6 hours	Final Project or Thesis-6 hours

Delivery

Brite's D.Min. program is offered in a hybrid format. Students are required to take two seminars in person on the Brite / TCU campus in Fort Worth, during the first year of enrollment (offered as one-week intensives in October and in May). The courses "Introduction to Research Methods" and "Developing a D.Min. Project or Thesis" are offered online. Beyond that, students may choose from a variety of online and in-person course offerings as they are available to complete the degree (see chart above for examples of courses offered).

For additional information on the final project or thesis, please see the project guidelines below.

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Additional Degree Requirements

1. Thirty 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 submit evidence of completion of a Seminar on Healthy Boundaries. Students who cannot show evidence of completion of such training should plan to participate in one of Brite's trainings in August or January. Students who do not complete this requirement will be subject to the cancellation of their registration.
3. All students are required to develop a portfolio of their academic work that will serve as a basis for a mid-program review. The portfolio should consist of major papers written for courses, special projects, evaluations given by professors, and any other materials deemed relevant by the student in consultation with the program director.
4. After completion of 12-15 hours a mid-program review will be scheduled. Students will submit their academic portfolio along with a cover letter (1 or 2 pages) in which the student will reflect on their learning thus far, evaluate their progress, and identify any issues they might need to address in the final stages of their coursework. The cover letter should also identify the topic of the D.Min. final project. Depending on the student's progress, these mid-program reviews are generally due either September 31st or January 31st. Students will not be able to register for courses beyond 15 hours until their mid-program review is completed. Students will submit their portfolio in electronic form to the D.Min. director. The D.Min. Committee will review the portfolio. The D.Min. director will communicate the results of the review and any recommendations to the student in writing, after which a student may schedule an interview with the D.Min. director to discuss any concerns.

7. Except for approved transfer credit, D.Min. students will normally fulfill all their course requirements through courses taught by Brite faculty. Normally, no more than one course may be transferred from another institution to count toward a Brite D.Min. degree.
8. The D.Min. requires at least three years of academic study.
9. The total cost for the D.Min. program is \$13,200. All students are charged a \$2,200.00 flat tuition rate each summer (May) and fall (Oct) term for a total of \$4,400.00 per year for 3 years. D.Min. students are not charged Brite General University fees. A student government fee is applied only in the fall terms. After six semesters (fall and spring) D.Min. students will be charged a fee of \$375.00 for continuation in the program and should enroll in "BRLB 80001: Project Thesis Research in Library." This fee will be charged regardless of whether the student has completed coursework. The fee will ensure continued use of the Mary Coutts Burnett Library.
10. Besides program tuition and continuation fees, other costs that a student should consider include travel to and from Fort Worth, lodging and food while in residence, books, and other materials needed to complete academic course work.
11. All degree requirements must be completed within six years from the date of the earliest credit to be counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Academic Dean after consultation with the D.Min. Director and Doctor of Ministry Committee.

Doctoral Project / Thesis Guidelines

The Doctor of Ministry program culminates with a final project. The Association of Theological Schools (ATS) D.Min. accreditation standards stipulate that:

The program shall include the design and completion of a written doctoral-level project that addresses both the nature and the practice of ministry. The project should be of sufficient quality that it contributes to the practice of ministry as judged by professional standards and has the potential for application in other contexts of ministry.

The project should demonstrate the candidate's ability to identify a specific theological topic in ministry, organize an effective research model, use appropriate resources, and evaluate the resources, and evaluate the results. It should also reflect the candidate's depth of theological insight in relation to ministry.

This standard emphasizes that projects should directly address questions about the practice of ministry. In other words, the project offers students the opportunity to integrate practice and theory through the development of a thesis or specific project that arises from their ministry context, drawing on relevant scholarly literature to reflect on their questions and learnings.

Types of Projects

Students may choose to complete their final project in one of the following formats:

D.Min. Project:

Projects may be of two types: either "*in* ministry" or "*for* ministry."

- *In-ministry* projects explore questions arising in the student's current ministry context that the student wishes to pursue while engaged in that context, normally involving human subjects research (i.e., IRB requirement; see D. below). The project will take place within the current ministry and be concluded by the end of the degree program.
- *For-ministry* projects are creative works that serve the practice of ministry to be carried out after the conclusion of the degree program (i.e., not necessarily requiring an IRB)

Thesis:

Alternatively, a student may choose to produce a thesis similar to the traditional dissertation format. Such a project investigates a matter of significance for ministry that is intended as a contribution to academic or professional discourse concerning ministry as well as serving the student's practice of ministry.

Examples:

The following are examples of various forms that projects may take. These are suggestive, only, and should not preclude other possibilities. A particular project may also combine elements of more than one of the following:

- Congregational or organizational analysis (this may be accomplished through surveys, interviewing, or other types of data gathering common in sociological research.)
- Evaluation of a ministry practice (for example: an analysis of sermons, a liturgical analysis, evaluation of a judicatory program, etc.)
- Development of a ministry resource (for example: an education curriculum, a retreat curriculum, etc.)
- Application of a theory found in literature to a ministry practice

The following are titles of some recent Brite D.Min. final projects:

- “Discerning the Call to Prophetic Civic Leadership Within the African American Pastoral Tradition”
- “Resurrection Through the Voices of Women Survivors of Childhood Sexual Abuse”
- “Stories of Hope: Interventions of the Church in Ecojustice Challenges and the Path to Address the Toa Alta Landfill Environmental Crisis”
- “Transformational Discipleship: Critical Reflection on Class in Ministries of Congregational Outreach”
- “Discovering, Defining, and Understanding Barriers Between Spiritual Care Providers and Transgender Patients in Healthcare Settings”
- “Tables of Peace: Constructing a Theology of an Interreligious Welcome Table”

Steps in the process:

- A. Students will enroll for and complete the seminar “Developing a Final Project / Thesis.”
- B. In consultation with a faculty member (project director), students will propose a final project that integrates scholarship and the practice of ministry. The proposal should be approximately 15 pages long. The proposal will be presented to the project director, a second reader, and the Director of the D.Min. program for approval. These three faculty members will constitute the D.Min. Project Committee. Project committees should normally consist of faculty representing the areas of disciplinary expertise addressed by the project.

A proposal should include the following elements:

1. **Title:** Indicate a tentative title for your project. Include your name and the proposed director for your project.
2. **Type of project:** Indicate the format for the final project: i.e., thesis, in-ministry project, or for-ministry project.
3. **Introduction:** In the introduction, first, describe the general issue to be addressed and articulate why it is important. Second, propose clear and well-developed research question that will guide your investigation. Finally, identify the primary objectives of the study.
4. **Method:** Describe the research method(s) that you will use in addressing the question and why you will use them. What procedures will you employ to investigate the questions you have posed? What theoretical, theological, contextual, and interpretive resources will you draw upon to analyze the issue? Normally, the development of a methodology will be addressed in detail in the Research Methods and Project Development course: you should draw on your work in that class when composing this section.
5. **Project Design:** Describe the specific steps you will take in the project, including any details related to the gathering of qualitative data. Remember that you will need to have a formal IRB proposal approved before gathering any data from human beings.

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6. **Statement of significance:** A proposal should communicate to readers a clear understanding of the project's overall significance. Why is this an important question to address? What contribution will the project make to the understanding and practice of ministry?
7. **Outline:** Provide a tentative outline of your project report with brief summaries of each chapter.
8. **Bibliography:** Provide a list of 25-50 scholarly resources which you will draw upon as you carry out your project in ministry and write your report.

- C. Once the proposal has been approved by the Project Committee the student will normally be asked to meet with the Doctor of Ministry Committee to offer a brief oral presentation of her or his proposal and address questions raised by the Doctor of Ministry Committee. The project director will also typically be present for the conversation. The Doctor of Ministry Committee will vote whether to certify that the proposal meets minimal acceptable standards. Any advice or suggestions from Doctor of Ministry Committee members will be communicated directly to the student and the project director.

- D. Projects involving human participants must also receive approval from the Texas Christian University Institutional Review Board (IRB). The requirements include IRB approval in advance of commencing any research with human participants. Additional information on the IRB can be found online at <https://research.tcu.edu/research-compliance/irb/>.
- E. Following approval of the proposal by the Doctor of Ministry Committee and, if applicable, the Institutional Review Board, the D.Min. candidate shall complete the doctoral project within two academic years. During the final semester of study, the student enrolls in DOMI 80913. An oral examination of the completed project will be held in the final semester of study with the student and the Project Committee.
- F. The project director, in consultation with the other members of the Project Committee, and the candidate will set the date and time of the defense. The candidate is encouraged to prepare a defense date as early as possible to allow for corrections and filing of final copy. For May graduation, the project must be approved, signed by the project director, second reader, and D.Min. Director and submitted to the Associate Dean for Academic Affairs no later than April 10. For December graduation, the project must be approved, signed by the project director, second reader, and D.Min. Director and submitted to the Associate Dean for Academic Affairs no later than November 10.
- G. When it has been determined that the project requires no further written revisions, the text must be sent electronically to UMI for filing. Instructions for submitting the text to UMI can be found on line at <https://lib.tcu.edu/submit-thesis-or-dissertation.asp>. The appropriate fees must be paid online. Care should be taken to ensure compliance with May and December graduation deadlines. The text should be submitted and all fees paid no later than April 10 for May graduation or November 10 for December graduation.
- H. Proposal/Project Style Guidelines

Students must use *The Chicago Manual of Style* (17th edition) or *APA Style*. The same manual of style is to be used for both the proposal and dissertation.

Students are to:

1. Follow the list of abbreviations for biblical books in *The SBL Handbook of Style*.
 2. Tailor the title page and signature page as established by Brite (Forms BDMIN-5 and BDMIN-6).
 3. Printing must be on one side of the paper only and be letter quality. Font size must be 12 point. Font style must be Times New Roman. Text color must be black.
 4. Typed lines must be double-spaced, except for table of contents, footnotes, captions, glossary, appendices, and bibliography, which are single-spaced.
 5. Block quotations (quotations over five lines) are single-spaced. Block quotations must be indented four spaces from the left margin or eight spaces if the quotation begins a paragraph. Do not use quotation marks in the block quotation except for quotations nested within the block. Double-space before and after a block quotation.
 6. Tabulation must be five spaces.
 7. The text is justified on the left margin, but is not justified on the right margin.
 8. All margins should be one inch.
- The project director will determine when form and content are ready for an oral defense.

DOCTOR OF PHILOSOPHY IN BIBLICAL INTERPRETATION

The Ph.D. Program in Biblical Interpretation (BIIN) is an advanced academic degree designed to prepare the student for independent research and vocations of teaching biblical interpretation and related historical and hermeneutical areas, 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. The Program is designed to guide the student to develop competence 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.

A. Degree Requirements

The BIIN Ph.D. includes successful completion of 42 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. Successful completion of 42 semester hours means that a student who receives a grade lower than "B-" in any course will not receive credit for that course. The student is directed to fill out Form BPhD-3, Advising Form, and to schedule an appointment with a faculty member who will serve as the student's advisor for the Program.

All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters. Entering students are also required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.

A student wishing to take a TCU course to satisfy a Brite Ph.D. Program requirement should consult the Brite department involved and petition the Associate Dean for Academic Affairs. Departmental approval is normally required in advance (see Form BPhD-4).

B. 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 Old and New Testaments 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.

C. Graduate Seminars and Courses

Course work will include at least thirty hours of 90000 PhD specific courses in the primary area of focus. Remaining courses may be completed in BIIN or other areas at the 90000 level; if such courses are not initially offered at the 90000 level, they may be taken only with the permission of the instructor, who will identify appropriate doctoral level requirements, and in consultation with the student's BIIN advisor. Following the required approvals a 90000 level section will be created by the Associate Dean's office.

D. Languages

1. Modern Languages (Form BPhD-5)

In addition to English, reading knowledge of two other modern languages (typically French, German, Italian, Korean, Spanish, or Modern Hebrew) 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 (Form BPhD-6)

Reading knowledge of both Biblical Hebrew and Biblical Greek is required for matriculation. During the first week of classes, entering students will take brief diagnostic tests in both biblical languages (thirty minutes allowed for translation in each testament, with the aid of a dictionary). In light of the diagnostic, the BIIN faculty will provide direction to each student for fulfilling the ancient language requirement. Results of the diagnostic examinations and language remediation will be communicated to the entire BIIN faculty and the Associate Dean's office. In addition, all students will take at least three hours in advanced translation and interpretation in the language of their specialization.

3. Special Language Proficiency

Advanced proficiency in either Biblical Hebrew or Greek will be demonstrated corresponding to the student's area of study or specialization. For HB students, this proficiency normally will be demonstrated through successful completion of a comprehensive written, translation exam administered by a faculty member or a specially designated advanced Hebrew course (with a grade of B or higher). The Biblical Hebrew exam or advanced course can be completed any time after admission to the Ph.D. Program and must be completed before qualifying examinations are scheduled. For NT students this proficiency will be demonstrated through successful completion of the Advanced Greek course (with a grade of B or higher). The Advanced Greek course can be taken when it is offered in the rotation of seminars and must be completed before qualifying examinations are scheduled. Examination results will be filed in the student's academic file. Students may retake the Hebrew language exam and language courses, as determined by the BIIN faculty. Instructors or examiners notify the Associate Dean for Academic Affairs in writing to place the course/exam results in the student's file.

E. 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.

F. 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.

G. Pedagogy

Students will learn to teach by means of mentoring relationships with faculty and classroom instruction under the supervision of faculty through teaching assistantships. Some students will serve as teaching assistants to the biblical faculty and some will occasionally teach Hebrew or Greek language courses at Brite or an introductory level undergraduate course in the TCU Religion Department.

H. Annual Review of Student's Academic Progress

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, successful completion of qualifying examinations, competency in original research and writing, and development of pedagogical skills. No grade below B- is accepted for credit and a minimum cumulative 3.25 grade point average is required for graduation.

I. 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 for 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).

J. Ph.D. Program Timeline

A minimum of two full years of residency is required. The degree is to be completed within seven years of the earliest credit granted toward the degree. A candidate may petition for an annual extension, but the total time in program must not exceed ten years. Extensions are considered by submitting a written request to the Office of the Associate Dean. Following consultation with the Dissertation Director, the Associate Dean for Academic Affairs and the Advanced Programs Committee, the Associate Dean will determine whether to grant an extension. Appeals of the decision of the Associate Dean and Advanced Programs Committee may be made in writing to the Dean.

K. Qualifying Examinations

Following the completion of course work and modern and ancient language requirements, students will elect qualifying examinations according to the guidelines for the student's major area.

These examinations are administered three times a year. Applications for qualifying examinations are available from the Associate Dean for Academic Affairs. BIIN qualifying examinations are graded pass or no pass (Form BPhD-11). Upon successful completion of qualifying examinations, the student is admitted to candidacy. Request for extension of time to take qualifying exams requires the appropriate form be submitted to and approved by the Associate Dean (see [Form BPhD-12](#)).

L. Dissertation

1. Dissertation Proposal Timeline and Approval

The candidate must conduct original research and write a dissertation that contributes new knowledge to the field. Typically, within six months following the successful completion of qualifying examinations, the candidate will present the dissertation proposal (15-20 pages) to the Dissertation Committee appointed by the Dissertation Director in consultation with the student, the area, and the student's advisor. A request for extension beyond six months to submit a dissertation proposal can be made by completing the appropriate form and acquiring the approval of the Associate Dean for Academic Affairs (BPhD-13).

The dissertation proposal will first be approved by the Dissertation Director and Dissertation Committee and then submitted to the Advanced Programs Committee for final approval. The student should tailor the approval page as shown in Form BPhD-14. The Advanced Programs Committee will vote whether to certify that the proposal meets minimal acceptable standards: demonstrates an understanding of the research methodology and subject matter, illustrates an understanding of the body of knowledge in the discipline or disciplines involved, and meets the standards of scholarly creation, writing, and general readability. The proposal must describe the research question, outline the procedures to be followed, and discuss the significance of the proposed dissertation. When Institutional Review Board (IRB) approval is needed, the proposal needs to be approved before related IRB materials are submitted to the IRB by the Director. No data may be collected before the proposal has been approved and the Subjects Review has been granted. Any advice or suggestions from Advanced Programs Committee members will be communicated directly to the student and the Dissertation Director.

Revised dissertation proposals need to have changes approved only by the Dissertation Director, not by the Advanced Programs Committee. It is the student's responsibility to adhere to the Proposal and Dissertation Guidelines.

2. Dissertation Manual of Style

Students in the BIIN Program must use *The Chicago Manual of Style* (17th ed.) supplemented by *The SBL Handbook of Style*. They are to use the same manual of style for both the Proposal and Dissertation. In addition, the student must follow the list of abbreviations for biblical books as shown in *The SBL Handbook of Style*.

3. Dissertation Proofread/Copy Edited

The dissertation will be professionally proofread/copy edited, and the Dissertation Director will determine when both the form and content are ready for an oral defense. Pre-approved proofreaders/copy editors are available for consultation (see the Associate Dean for Academic Affairs for a list and cost).

4. Dissertation Committee

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.

If during the process of developing the dissertation proposal, it becomes clear to the Dissertation Director and student that there is a need for a committee member with particular expertise not available from Brite and TCU faculty, they will identify such a scholar and petition the Advanced Programs Committee making a case for the addition of the scholar and requesting approval to invite the scholar to join the committee. The Advanced Programs committee will consider the matter expeditiously and approve such a petition only if it can be shown that the topic and/or method of the dissertation warrant it. Brite will remunerate the scholar \$300 when the dissertation is completed. 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.

5. Dissertation Approval

Final approval of the dissertation requires the signatures of the Dissertation Committee, Associate Dean for Academic Affairs, and the Dean. No dissertation will be accepted for library archiving without acquiring the appropriate signatures. The student should tailor the signature page as shown on Form BPhD-15a, and the dissertation title page as shown on Form BPhD-15.

M. Oral Defense of Dissertation

Before a student may graduate an oral defense of dissertation shall occur. The parameters below will be followed.

1. Scheduling of Oral Defense

The Dissertation Director in consultation with the Dissertation Committee, the Associate Dean for Academic Affairs, and the candidate will set the date and time of the defense. The candidate is encouraged to prepare a defense date as early as possible to allow for corrections and filing of final copy. Timeline for the oral defense may be found in the Proposal and Dissertation Guidelines.

2. Oral Defense Protocol

The oral defense will be approximately one hour, including time for the Dissertation Committee to meet privately to determine their response. The oral defense is open to the student's Dissertation Committee, the Associate Dean for Academic Affairs, and faculty at Brite. The Chair of the Dissertation Committee in consultation with the student defending the dissertation can invite other Ph.D. students to attend the defense. The Dissertation Committee members are the only ones who may speak or ask questions at the orals.

3. Evaluation of Oral Defense

At the end of the oral defense, the Dissertation Committee votes on one of the following grades: pass with distinction, pass, conditional pass, or no pass. A grade of pass is given when the dissertation requires no further written revisions, apart from minor corrections stipulated by the Committee. A conditional pass may require either (1) written revisions and/or (2) a second oral defense. No more than two public oral defenses may be made. A

grade of no pass will result in termination from the Ph.D. Program. Students are directed to read the Proposal and Dissertation Guidelines to determine the effect of a conditional pass grade and the bearing subsequent work may have on graduation deadlines (also see Form BPhD-17).

4. Final Dissertation Compliance

When it has been determined that the dissertation requires no further written revisions, the text must be sent electronically to UMI for filing. Detailed instructions for submitting the text to UMI can be found online at <https://lib.tcu.edu/submit-thesis-or-dissertation.asp>. The appropriate fees must be paid online. Care should be taken to ensure compliance with May and December graduation deadlines. The text should be submitted and all fees paid no later than April 10 for May graduation or November 10 for December graduation.

N. Travel Grants

A limited amount of money is available each year to support Ph.D. students' travel expenses for dissertation related work and to enhance student programs by attending professional meetings or by participating in archaeological expeditions, course-workshops, and similar events. If you wish to apply for such funds, please fill out application form BPhD-21. You should describe the event you wish to attend and if possible attach a published description of the event with your application. Students usually receive only one grant during their time in program. The maximum grant that can be awarded is \$1000; and lesser amounts may be given depending on the number of applicants and need. Preference may be given to those closest to the end of their program. The Advanced Programs Committee will consider applications for the period from June through May 31 of the following year at its March meeting.

In addition to the total dollar amount requested, the Committee must have an estimate of how the money will be spent by category, e.g., approximately \$xxx airline travel; \$yyy conference fee; approximately \$xxx food and accommodations.

Funds are awarded in March for use in the next fiscal year (June 1 through May 31). This means that any plane flight, conference, course or expedition that a travel grant is awarded to help support must actually have occurred during this period.

The deadline for submitting applications is 5:00 p.m. on February 15. The form should be delivered to the Office of the Associate Dean for Academic Affairs.

BIIN Ph.D. Hebrew Examination

If a student intends to meet the Advanced Hebrew requirement through an examination, the exam can be scheduled any time after admission to the Ph.D. Program. Ph.D. students majoring in Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism must complete the Hebrew Examination before the Qualifying Examinations can be scheduled.

The Hebrew Examination will be available in the Office of the Associate Dean for Academic Affairs at 8:00 a.m. on the day selected for the exam. The exam must be returned to that office by 5:00 p.m. of that day.

To schedule the examination, the student must complete the following steps:

1. Obtain the BIIN Ph.D. Hebrew Examination Application from the Office of the Associate Dean for Academic Affairs (see Form BPhD-7);

2. Set the date for the examination and agree upon its content by securing the signatures of the two Hebrew Bible/Jewish Studies faculty members who will prepare and grade the Hebrew Examination;
3. Return the completed Hebrew Examination Application to the Associate Dean for Academic Affairs at least two weeks prior to the scheduled date for the Hebrew Examination.

The BIIN Ph.D. Hebrew Examination will contain the following:

Reading and translating at least three passages (up to 80 total verses) in the Hebrew Bible, using critical resources, pointing out grammatical phenomena, and interpreting the BHS textual apparatus as required. Texts will be selected in dialogue between the Ph.D. student and Hebrew Bible/Jewish Studies faculty examiners.

Grading the BIIN Ph.D. Hebrew Examination

1. The Hebrew Bible/Jewish Studies faculty members will read the examination and assign one of three grades: Pass with Distinction, Pass, or No Pass.

The Hebrew Bible/Jewish Studies faculty examiners will provide written notification to both the student and the Associate Dean for Academic Affairs of the examination results within three weeks following completion of the examination.

BIIN Ph.D. Hebrew Bible

Qualifying Examinations

The BIIN Ph.D. Hebrew Bible Major Qualifying Examination can be scheduled after successful completion of course work and modern and ancient language requirements.

Procedure to Schedule Qualifying Examinations

1. Qualifying Examinations begin the fourth week of September and January and the second full week of April. The student chooses one of these periods to take the Qualifying Examinations. The minor exam may be taken during the same week, or in the week directly following (the three exams must be taken within a two-week period).
2. To record and file plans for taking the Qualifying Examinations, the student must obtain the BIIN Ph.D. Hebrew Bible Qualifying Examinations form (BPhD-9) from the Associate Dean for Academic Affairs. Form BPhD-9 requires the signatures of the student, all faculty members involved with the Major and Minor Qualifying Examinations, and final approval of the Associate Dean for Academic Affairs.
3. In preparation for the Qualifying Examinations, the student must meet with all faculty members involved in order to discuss the particular areas of the doctoral examinations, bibliographies, and the content of the two examinations and to secure each faculty member's signature.
4. The student must adhere to the deadlines in returning the completed Qualifying Examinations form to the Office of the Associate Dean for Academic Affairs. The form must be filed with the Associate Dean for Academic Affairs by May 1 for September Qualifying Examinations, September 15 for January Qualifying Examinations, or by January 15 for April Qualifying Examinations.

Qualifying Examinations Procedure

1. The Major Qualifying Examination is comprised of two separate exams of six hours each (a lunch break is not counted as part of the six hours). The first exam will cover "Critical Methods and Hermeneutics in the study of the Hebrew Bible." Students will answer two of four questions. The second exam will cover four of the areas, a.-h. below. Students will answer two of four questions. The Qualifying Examinations will be typed, using a computer and workspace provided by Brite Divinity School. Exams will be closed book and closed notes unless otherwise arranged with the examiners. No help will be available from faculty during the testing period.
 - a. Pentateuch (including introductory issues associated with individual books)
 - b. Deuteronomistic History (including introductory issues associated with the Former prophets)
 - c. Latter Prophets and Prophecy (including introductory issues associated with Isaiah, Jeremiah, Ezekiel and at least three further prophetic books)
 - d. Wisdom Literature (including introductory issues associated with individual books)
 - e. Other Writings (including introductory issues associated with individual books)
 - f. History and Archaeology of Israel
 - g. Old Testament Theology/Israelite Religion
 - h. Secondary History Chronicles, Ezra Nehemiah

2. The Minor Qualifying Examination is a six-hour exam (not including lunch) and will focus in depth on:
 - a. A particular or specialized hermeneutical or methodological issue or issues, which by arrangement with examiners, will not form a major focus of Exam 1;
 - b. One of the areas a.-h. in Exam 2 but not covered in that exam, or on another defined topic in biblical studies;
 - c. Another field that will support research or teaching competencies and/or demonstrate interdisciplinarity;

Besides topics a.-g. listed in Exam 2, examples of areas of study for Exam 3 include: Jewish Studies (i.e. Jewish literature and history in the Hellenistic and Roman Epochs); New Testament; Post-colonial studies; Feminist and Womanist theology and hermeneutics; Literary approaches to the Bible; the Bible in African America; Persian empire; Metaphor theory; Queer theory; Minoritized biblical studies; Theories of culture; a major figure in a field (e.g., Ricoeur on hermeneutics; Jameson and Marxist literary theory); approaches to the study of religion; a religious tradition (e.g., Islam, Hinduism); or other topics as arranged with advisor and examiner.
 - d. Students will normally answer two of four questions. New Testament and Jewish Studies Exams are arranged with the New Testament and Jewish Studies faculty and may entail an exam in which a student answers three of five questions in a six-hour exam period.

3. International students for whom English is not their first language may petition prior to the exam date for an extra hour of exam writing time. Petitions should be directed to the Associate Dean for Academic Affairs when submitting the Qualifying Examination form.

Grading the Qualifying Examinations

1. Possible outcomes for qualifying exams as a whole and for each individual question comprising the qualifying exams are: Pass or No Pass.
2. The Hebrew Bible faculty will provide written notification to the student and the Associate Dean for Academic Affairs of the examination results within three weeks following completion of the examinations.
3. Student responses to questions of each exam area will be read by at least two members of the permanent faculty in the applicable area, who will consult and determine the outcome (Pass or No Pass) of each response. If the two readers disagree on whether a response is of passing quality, a

third member of the BIIN permanent faculty will read it. The decision of the majority of readers will stand. A student must satisfactorily answer all exam questions. If a student receives a "No Pass" on one to three of the six answers they submit during the initial three exam process, the student will have one opportunity to remedy such an outcome via a procedure determined by the examiner and/or readers of the exam (e.g., re-write or revise a question in an exam or take home format; respond to another question in an exam or take home format; respond to another question in an exam or take home format; write a brief research paper on the topic being examined, and so forth). A student who in the initial exam process does not pass five or more exam questions will fail the exams as a whole and will not be allowed to re-take them. The student will be dismissed from the program. If the re-taken exam(s) is judged to be of passing quality by two members of the BIIN permanent faculty, then the student will be said to have passed the exam(s). If both faculty members agree that the re-taken exam does not meet passing standards, then the exam does not pass. If the two readers disagree on whether the paper or exam is of passing quality, a third member of the BIIN permanent faculty will read it. The decision of the majority of readers will stand. A student may only re-take (a) failed exam(s) one time. There will be no exceptions to this policy.

4. Appeals of the outcomes of the qualifying exam follow the grade appeals process described in the Student Handbook.

BIIN Ph.D. New Testament and Literature of Early Christianity

Qualifying Examinations

The Ph.D. BIIN New Testament and Literature of Early Christianity Qualifying Examinations can be scheduled after successful completion of two modern language examinations, the Ph.D. BIIN Greek Examination, and 42 hours of coursework.

In addition to the New Testament and Literature of Early Christianity Qualifying Examination, the student must select one of the following four areas for the Minor Qualifying Examination:

- a. Hebrew Bible Themes and Issues in Biblical Theology
- b. History of Biblical Interpretation
- c. Theological Hermeneutics

Procedure to Schedule Qualifying Examinations

1. Qualifying Examinations are administered during the fourth week of September and January and the second full week of April. The student chooses one of these weeks to take the Qualifying Examinations.
2. To record and file plans for taking the Qualifying Examinations, the student must obtain the BIIN Ph.D. New Testament and Literature of Early Christianity Qualifying Examinations form (BPhD-10) from the office of the Associate Dean for Academic Affairs. Form BPhD-10 requires the signatures of the student, all faculty members involved with the Major and Minor Qualifying Examinations, and final approval of the Associate Dean for Academic Affairs.
3. In preparation for the Qualifying Examinations, the student will meet with all faculty members involved in order to discuss the particular areas of the doctoral examinations, bibliographies, the content of the two main examinations, the minor exam, and to secure each faculty member's signature.
4. The student must adhere to the deadlines in returning the completed Qualifying Examinations form to the Office of the Associate Dean for Academic Affairs. The form must be completed and filed with the Office of the Associate Dean for Academic Affairs by May 1 for September Qualifying Examinations, by September 15 for January Qualifying Examinations, or by January 15 for April Qualifying Examinations.

Qualifying Examinations Procedure

1. The Major Qualifying Examination is comprised of two separate main exams of six hours each (a lunch break is not counted as part of the six hours).
2. The student selects a day from the week chosen to take the First Major Qualifying Examination, in New Testament and Literature of Early Christianity. This first major qualifying exam is designed to test **general competency** in the study of the New Testament and related literature. The student will answer three out of three questions. No texts or other materials (e.g., class notes) are to be brought to the Qualifying Examinations (except an unmarked copy of the Greek NT), unless otherwise arranged with the examiners. No help will be available from faculty during the testing period. The Qualifying Examinations will be typed, using a computer and workspace provided by Brite Divinity School. With this first major exam, students will typically choose three areas for their three questions from a-h below. At least two of the three areas must be chosen from a – d. None of the three chosen areas may directly overlap with the student's **specialized area** (See second main exam below).

- a. Synoptic Gospels
- b. Gospel of John
- c. Acts of the Apostles
- d. Pauline Epistles, non-disputed (e.g. Romans, 1 & 2 Corinthians, Galatians, Philippians, 1 Thessalonians, Philemon)
- e. Pauline Epistles, disputed (e.g., Colossians, Ephesians, 2 Thessalonians, 1 Timothy, 2 Timothy, Titus)
- f. General Epistles (Hebrews, James, 1-2-3 John, 1-2 Peter, Jude)
- g. Revelation
- h. An extra-canonical text or set of texts, closely related to the Literature of the New Testament, chosen in consultation with your advisor and/or relevant faculty (e.g., The Acts of Paul, The Gospel of Mary, The Didache, or another text under the category of the "Apostolic Fathers")

General competency may be assessed according to the student's knowledge of 1) the history of the interpretation of the texts under consideration, including awareness and analysis of a variety methods and approaches undertaken in this history of interpretation; 2) relevant contextual issues—e.g. Roman world, Jewish apocalyptic, Stoic philosophy, etc.; 3) the text in current cultural and/or ideological interpretation; 4) the reception history of the text.

3. The student selects a second day during this week for the second main exam. On this day, the student will answer three of four questions covering a **specialized** area of interest. If the specialized area of interest falls under the categories of a – h above (see Exam Question one), that area can be tested only in the second main exam; and cannot be chosen for the first main exam as well. The specialized area should be chosen with an eye to acquiring a command of the literature, and generating research toward, the student's dissertation topic. The three questions, formulated in consultation with the faculty, shall cover *the major issues*, *the history of interpretation*, and at least one *approach/method* linked to the specialized area. No texts or other materials (e.g., class notes) are to be brought to the Qualifying Examinations (except an unmarked copy of the Greek NT), unless otherwise arranged with the examiners. No help will be available from faculty during the testing period. The Qualifying Examinations will be typed, using a computer and workspace provided by Brite Divinity School. No help will be available during the testing period.
4. The Minor Qualifying Examination is a six-hour exam (not including lunch) and will focus in depth on an area not covered in the Major Qualifying Examination. The student selects one of the following six areas for the Minor Qualifying Examination. The student will answer two of four questions in the minor

area. Hebrew Bible and Jewish Studies Exams are arranged with the Hebrew Bible and Jewish Studies faculty. The other four areas will be designed collaboratively by New Testament faculty, in conversation with the student. The minor areas include:

- e. Hebrew Bible
- f. Jewish Studies
- g. Early Christian Studies (e.g., Martyrs, Apologists, Apocryphal Acts)
- h. Cultural Hermeneutics
- i. Feminist and/or Womanist Hermeneutics
- j. Interdisciplinary Field (proposed by the student and in consultation with NT faculty)

While the minor area may enhance the specialized area (for example, a chosen minor focus on Cultural, or Feminist hermeneutics might be relevant to a specialized area in the Gospel of John), care must be taken that there is no direct overlap between the content taken up, and the questioned developed for, the minor and the specialized area. Each exam must distinct.

5. International students for whom English is not their first language may petition prior to the exam date for an extra hour of exam writing time. Petitions should be directed to the Associate Dean for Academic Affairs when submitting the Qualifying Examination form.

Grading the Qualifying Examinations

5. Possible outcomes for qualifying exams as a whole and for each individual question comprising the qualifying exams are: Pass or No Pass.
6. The New Testament faculty will provide written notification to the student and the Associate Dean for Academic Affairs of the examination results within three weeks following completion of the examinations.
7. Student responses to questions of each exam area will be read by at least two members of the permanent faculty in the applicable area, who will consult and determine the outcome (Pass or No Pass) of each response. If the two readers disagree on whether a response is of passing quality, a third member of the BIIN permanent faculty will read it. The decision of the majority of readers will stand. A student must satisfactorily answer all exam questions. If a student receives a "No Pass" on one or two of the six answers they submit during the initial three exam process, the student will have one opportunity to remedy such an outcome via a procedure determined by the examiner and/or readers of the exam (e.g., re-write or revise a question in an exam or take home format; respond to another question in an exam or take home format; write a brief research paper on the topic being examined, and so forth). A student who in the initial exam process does not pass three or more exam questions will fail the exams as a whole and will not be allowed to re-take them. The student will be dismissed from the program. If the re-taken exam(s) is judged to be of passing quality by two members of the BIIN permanent faculty, then the student will be said to have passed the exam(s). If both faculty members agree that the re-taken exam does not meet passing standards, then the exam does not pass. If the two readers disagree on whether the paper or exam is of passing quality, a third member of the BIIN permanent faculty will read it. The decision of the majority of readers will stand. A student may only re-take (a) failed exam(s) one time. There will be no exceptions to this policy.
8. Appeals of the outcomes of the qualifying exam follow the grade appeals process described in the Student Handbook.
1. .

PROPOSAL AND DISSERTATION

BIBLICAL INTERPRETATION (BIIN)

I. PH.D. DISSERTATION TOPIC

Possible areas and topics for the Ph.D. dissertation should be considered from the beginning of residency. Seminar and course papers may be chosen to explore such possibilities. As a first step toward the dissertation proposal, the student must select a dissertation topic in consultation with his/her Academic Advisor (or Dissertation Director, if different).

II. DISSERTATION PROPOSAL

Typically, within six months following successful completion of qualifying examinations, the candidate will present the Dissertation Proposal (15-20 pages) to a Dissertation Committee appointed by the Dissertation Director in consultation with the student, the department, and the student's advisor.

The Dissertation Proposal will normally address the following matters:

Statement of Thesis

What is the original proposition or point of view that you plan to argue?

What is the hypothesis or major question that you are attempting to answer?

Brief History of Research

How will your study fit into other scholarly research on the topic?

How will your research contribute to study of this topic?

Hermeneutical Perspective

Which interpretive models are operative in your study?

Why is this perspective appropriate to your study?

Methodology

Describe the practices and procedures you will employ to develop your thesis.

Explain your rationale for the selection(s)

If the dissertation involves human participants, include your rationale for selecting the procedure and participants for this research including a description of the specific manner in which the practices and procedures conform to policy. See *Brite Governance Handbook* 3.5 Research Involving Humans: Policy & Procedure, and *Brite Support Manual* Appendix Q "Research Proposal and Consent Formats for Review" for information regarding Brite's policy, and adherence to policies and procedures of the TCU Institutional Review Board. The requirements include IRB approval in advance of commencing any research with human participants. Additional information about research with human subjects can be found online at www.research.tcu.edu.

Proposed Outline

Describe the chapters and the content of each.

Working Bibliography

List primary and secondary sources.

III. PROPOSAL/DISSERTATION CONTENT AND FORM

Students in the BIIN Program must use *The Chicago Manual of Style* (17th edition) supplemented by *The SBL Handbook of Style*. They are to use the same manual of style for both the Proposal and Dissertation.

Students are to:

1. Follow the list of abbreviations for biblical books in *The SBL Handbook of Style*.

2. Tailor the title page and signature page as established by Brite (Forms BPhD-15 and -15a).

The Dissertation Director will determine when form and content are ready for an oral defense.

IV. DISSERTATION COMMITTEE

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.

If during the process of developing the dissertation proposal, it becomes clear to the Dissertation Director and student that there is a need for a committee member with particular expertise not available from Brite and TCU faculty, they will identify such a scholar and petition the Advanced Programs Committee making a case for the addition of the scholar and requesting approval to invite the scholar to join the committee. The Advanced Programs committee will consider the matter expeditiously and approve such a petition only if it can be shown that the topic and/or method of the dissertation warrant it. Brite will remunerate the scholar \$300 when the dissertation is completed. 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.

V. APPROVAL OF DISSERTATION PROPOSAL

The student should tailor the approval page as shown in Form BPhD-14. The dissertation proposal will first be approved by the Dissertation Director and Dissertation Committee and then submitted to the Advanced Programs Committee as directed by the Associate Dean for Academic Affairs for final approval.

Normally, the student will be asked to meet with the Advanced Programs Committee to offer a brief oral presentation of her or his proposal and address questions raised by the Committee. The Dissertation Director will also typically be present for the conversation. The Advanced Programs Committee will vote whether to certify that the proposal meets minimal acceptable standards: demonstrates an understanding of the research methodology and subject matter, illustrates an understanding of the body of knowledge in the discipline or disciplines involved, and meets the standards of scholarly creation, writing, and general readability. The proposal must describe the research question, outline the procedures to be followed, and discuss the significance of the proposed dissertation. When Institutional Review Board (IRB) approval is needed, the proposal needs to be approved before related IRB materials are submitted to the IRB by the Director. No data may be collected before the proposal has been approved and the Subjects Review has been granted. Any advice or suggestions from Advanced Programs Committee members will be communicated directly to the student and the Dissertation Director.

Revised dissertation proposals need to have changes approved only by the Dissertation Director, not by the Advanced Programs Committee. It is the student's responsibility to adhere to the Proposal and Dissertation Guidelines.

1. Student Responsibility

The candidate's initiative is important at every stage of the Ph.D. Proposal and Dissertation process. The candidate must clarify the process and procedures for the completion of the work (e.g. reading of drafts) by collaborating with the Dissertation Director and the Dissertation Committee.

2. Extension of Time

A request for an extension beyond six months to submit a dissertation proposal can be made by completing the appropriate form and acquiring the approval of the Dissertation Director and the Associate Dean for Academic Affairs (BPhD-13).

VI. DISSERTATION

Students are encouraged to submit dissertations under 300 pages in length (including bibliography and appendices). Permission to exceed this page limitation should be obtained in advance from the Dissertation Director and Dissertation Committee.

1. Dissertation Timeline

In order to meet the March 1 oral defense deadline, the following timeline must be followed (all dates are “**no later than**” and are based on a May graduation. If a December graduation is necessary, timelines must be arranged with the Dissertation Committee.):

November 1

Completed first draft of dissertation submitted to Dissertation Committee

January 10

Dissertation Committee returns draft to candidate with suggestions

February 10

Student has revised draft professionally proofread/copy edited and submits sufficient copies for all Committee members

March 1

Oral defense is held no later than March 1, but an earlier date is recommended. (See Section VII, 3. (b) for oral defense timeline.)

APRIL 10

Clean, Final copy must be submitted to the Associate Dean for Academic Affairs

2. Format

The following format must be adhered to—there are no exceptions:

- Paper must be acid free, white in color.
- Printing must be on one side of the paper only and be letter quality. Font size must be 12 point. Font style must be Times New Roman. Text color must be black.
- Typed lines must be double-spaced, except for table of contents, footnotes, captions, glossary, appendices, and bibliography, which are single-spaced.
- Block quotations (quotations over five lines) are single-spaced. Block quotations must be indented four spaces from the left margin or eight spaces if the quotation begins a paragraph. Do not use quotation marks in the block quotation except for quotations nested within the block. Double-space before and after a block quotation.
- Tabulation must be five spaces.
- The text is justified on the left margin, but is not justified on the right margin.

- All margins should be one inch.

VII. ORAL DEFENSE

1. Scheduling of Oral Defense

Public oral defense of the dissertation is required. The Dissertation Director in consultation with the Dissertation Committee, the Associate Dean for Academic Affairs, and the candidate will set the date and time of the defense. The candidate is encouraged to prepare a defense date as early as possible to allow for corrections and filing of final copy.

2. Oral Defense Protocol

The oral defense will be approximately one hour, including time for the Dissertation Committee to meet privately to determine their response. The oral defense is open to the student's Dissertation Committee, the Associate Dean for Academic Affairs, and faculty at Brite. The Chair of the Dissertation Committee in consultation with the student defending the dissertation can invite other Ph.D. students to attend the defense. The Dissertation Committee members are the only ones who may speak or ask questions at the orals.

3. Evaluation of Oral Defense

(a) Grading

The Dissertation Committee will give the public oral defense a grade of pass with distinction, pass, conditional pass, or no pass. A grade of pass is given when the dissertation requires no further written revisions apart from minor corrections stipulated by the Committee. A conditional pass may require either (1) written revisions and/or (2) a second oral defense. No more than two public oral defenses may be made. A grade of no pass will result in termination from the Ph.D. Program (see Form BPhD-17).

(b) Revisions and Graduation Postponement

Two Weeks After Orals

In the event the oral examination results in a pass, requiring minor revisions, or a conditional pass requiring substantial written revisions, the candidate has two weeks from date of orals to make the needed changes.

Graduation Deadline and Postponement

If a second oral defense is required, it must be scheduled in time to meet graduation deadlines. Major revisions and a second oral defense will normally postpone graduation.

VIII. FINAL DISSERTATION COMPLIANCE

1. Electronic Filing and Fees

When it has been determined that the dissertation requires no further written revisions, the text must be sent electronically to UMI for filing. Detailed instructions for submitting the text to UMI can be found online at <https://lib.tcu.edu/submit-thesis-or-dissertation.asp>. The appropriate fees must be paid online. Care should be taken to ensure

compliance with May and December graduation deadlines. The text should be submitted and all fees paid no later than April 10 for May graduation or November 10 for December graduation.

Additionally, the student must employ Form BPhD-15, Dissertation Title Page with its accompanying Form BPhD-15a, Final Approval Signature Page, and Form BPhD-16, Copyright Acknowledgment. Students should note that while it is not a requirement, Brite strongly encourages students to copyright dissertations.

2. May Graduation

For May graduation, the dissertation must be approved, signed by the Dissertation Director and Dissertation Committee, and submitted to the Associate Dean for Academic Affairs no later than April 10.

3. December Graduation

For December graduation, the dissertation must be approved, signed by the Dissertation Director and Dissertation Committee, and submitted to the Associate Dean for Academic Affairs no later than November 10.

THE PH.D. PROGRAM IN PASTORAL THEOLOGY: TRANSFORMING PERSONS, COMMUNITIES, AND PRACTICES (*Program Suspended)

The Ph.D. program in Pastoral Theology: Transforming Persons, Communities, and Practices is designed to prepare scholars and practitioners in the academic discipline of pastoral theology and in practices with individuals, communities and wider publics. In keeping with the mission of Brite Divinity School, graduates of this program will make significant contributions to academy, church, and community through scholarship, original research, and reflective practice. Graduates will serve as teachers and researchers, pastoral care specialists, chaplains and leaders in intellectual and public contexts.

A. Degree Requirements

The Pastoral Theology Ph.D. degree requires successful completion of 48 semester hours, qualifying examinations leading to candidacy, and a dissertation. Successful completion of 48 semester hours means that a student who receives a grade lower than "B-" in any course will not receive credit for that course.

All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters. Entering students are also required to

attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.

A student wishing to take a TCU course to satisfy a Brite Ph.D. Program requirement should consult the Brite department involved and petition the Associate Dean for Academic Affairs. Departmental approval is normally required in advance (see Form BPhD-4).

B. Graduate Seminars and Courses

Course work will include 7 classroom seminars, 1 directed study, and 8 other 90000 level courses (at least 3 in PTPC). The student should obtain a Doctor of Philosophy (Ph.D.) in Pastoral Theology: Transforming Persons, Communities, and Practices Advising Form (BPhD-18) and meet with an advisor to assure degree requirements will be fulfilled.

C. Language

Demonstrated competence in a modern language that supports the student's work in the field, usually one of the following: French, German, or Spanish. Competency 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, and no later than beginning the second year of coursework.

D. 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.

E. Research Methodology

Competence in both quantitative and qualitative research methodologies appropriate to Pastoral Theology is demonstrated through successful completion of the required Ph.D. seminars: Methods in Pastoral Theology and Research Projects in Pastoral Theology.

F. Pedagogy

Through mentoring relationships, formal coursework, teaching assistantships, 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.

G. Annual Review of Student's Academic Progress

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, successful completion of qualifying examinations, competency in original

research and writing, and development of pedagogical skills. No grade below B- is accepted for credit and a minimum cumulative 3.25 grade point average is required for graduation.

H. 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 for 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).

I. Ph.D. Program Timeline

Three full years of residency are normally required. The degree is to be completed within seven years. A candidate may petition for an annual extension, but the total time in program must not exceed ten years. Extensions are considered by submitting a written request to the Office of the Associate Dean for Academic Affairs. Following consultation with the Dissertation Director, the Associate Dean for Academic Affairs and the Advanced Programs Committee will determine whether to grant an extension. Appeals of the decision of the Associate Dean and Advanced Programs Committee may be made in writing to the Dean.

J. 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. The student is directed to read the Guidelines for Pastoral Theology Ph.D. Qualifying Examinations and fill out the Application for Pastoral Theology Qualifying Examinations available from the Associate Dean for Academic Affairs (Form BPhD-19). PT qualifying examinations are graded as pass with distinction, pass, or no pass (Form BPhD-20). Upon successful completion of qualifying examinations, the student is admitted to candidacy. Request for extension of time to take qualifying exams requires the appropriate form submitted to and approved by the Associate Dean for Academic Affairs (Form BPhD-12).

The student must submit a brief description of the anticipated dissertation topic to the faculty advisor as part of the Qualifying Examinations process.

K. Dissertation

The PT department chooses the director of the dissertation based upon the student's interest, faculty load, research leave schedule, etc.

1. Dissertation Proposal Timeline and Approval

The candidate must conduct original research and write a dissertation that contributes new knowledge to the field. Typically, within six months following the successful completion of qualifying examinations, the candidate will present the dissertation proposal (15-20 pages) to the Dissertation Committee appointed by the Dissertation Director in consultation with the student, the area, and the student's advisor. A request for extension beyond six months to submit a dissertation proposal can be made by completing the appropriate form and acquiring the approval of the Associate Dean for Academic Affairs (BPhD-13).

The dissertation proposal will first be approved by the Dissertation Director and Dissertation Committee and then submitted to the Advanced Programs Committee for final approval. The student should tailor the approval page as shown in Form BPhD-14. The Advanced Programs Committee will vote whether to certify that the proposal meets minimal acceptable standards: demonstrates an understanding of the research methodology and subject matter, illustrates an understanding of the body of knowledge in the discipline or disciplines involved, and meets the standards of scholarly creation, writing, and general readability. The proposal must describe the research question, outline the procedures to be followed, and discuss the significance of the proposed dissertation. When Institutional Review Board (IRB) approval is needed, the proposal needs to be approved before related IRB materials are submitted to the IRB by the Director. No data may be collected before the proposal has been approved and the Subjects Review has been granted. Any advice or suggestions from Advanced Programs Committee members will be communicated directly to the student and Dissertation Director.

Dissertations involving human participants must also receive approval from Texas Christian University's Institutional Review Board. Proposals must conform to the policy and procedure, as stated in the *Brite Governance Handbook* (sections 3.5 and 3.6). Additional information can be found online at www.research.tcu.edu.

Revised dissertation proposals need to have changes approved only by the Dissertation Director, not by the Advanced Programs Committee. It is the student's responsibility to adhere to the Guidelines for Proposal and Dissertation.

2. Dissertation Manual of Style

Students in the PT Program must use *The Chicago Manual of Style* (17th ed.) or *APA Style*. The same manual of style is to be used for both the proposal and dissertation. In addition, the student must follow the list of abbreviations for biblical books as shown in *The SBL Handbook of Style*.

3. Dissertation Proofread/Copy Edited

The dissertation will be professionally proofread/copy edited, and the Dissertation Director will determine when both the form and content are ready for an oral defense. Pre-approved proofreaders/copy editors are available for consultation (see the Associate Dean for Academic Affairs for a list and cost).

4. Dissertation Committee

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

If during the process of developing the dissertation proposal, it becomes clear to the Dissertation Director and student that there is a need for a committee member with particular expertise not available from Brite and TCU faculty, they will identify such a scholar and petition the Advanced Programs Committee making a case for the addition of the scholar and requesting approval to invite the scholar to join the committee. The Advanced Programs committee will consider the matter expeditiously and approve such a petition only if it can be shown that the topic and/or method of the dissertation warrant it. Brite will remunerate the scholar \$300 when the dissertation is completed. 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.

5. Dissertation Approval

Final approval of the dissertation requires the signatures of the Dissertation Committee, Associate Dean for Academic Affairs, and the Dean. No dissertation will be accepted for library archiving without acquiring the appropriate signatures. The student should tailor the signature page as shown on Form BPhD-15a, and the dissertation title page as shown on Form BPhD-15.

L. Oral Defense of Dissertation

Before a student may graduate an oral defense of dissertation shall occur. The parameters shown below will be followed.

1. Scheduling Oral Defense

The Dissertation Director in consultation with the Dissertation Committee, the Associate Dean for Academic Affairs, and the candidate will set the date and time of the defense. The candidate is encouraged to prepare a defense date as early as possible to allow for corrections and filing of final copy. Timeline for the oral defense may be found in the Proposal and Dissertation Guidelines.

2. Oral Defense Protocol

The oral defense will be approximately one hour, including time for the Dissertation Committee to meet privately to determine their response. The oral defense is open to the student's Dissertation Committee, the Associate Dean for Academic Affairs, and faculty at Brite. The Chair of the Dissertation Committee in consultation with the student defending the dissertation can invite other Ph.D. students to attend the defense. The Dissertation Committee members are the only ones who may speak or ask questions at the orals.

3. Evaluation of Oral Defense

At the end of the oral defense, the Dissertation Committee votes on one of the following grades: pass with distinction, pass, conditional pass, or no pass. A grade of pass is given when the dissertation requires no further written revisions, apart from minor corrections stipulated by the Committee. A conditional pass may require either (1) written revisions and/or (2) a second oral defense. No more than two public oral defenses may be made. A grade of no pass will result in termination from the Ph.D. Program. Students are directed to read the Proposal and Dissertation Guidelines to determine the effect of a conditional pass grade and the bearing subsequent work may have on graduation deadlines (also see Form BPhD-17).

4. Final Dissertation Compliance

When it has been determined that the dissertation requires no further written revisions, the text must be sent electronically to UMI for filing. Instructions for submitting the text to UMI can be found on line at <https://lib.tcu.edu/submit-thesis-or-dissertation.asp>. The appropriate fees must be paid online. Care should be taken to ensure compliance with May and December graduation deadlines. The text should be submitted and all fees paid no later than April 10 for May graduation or November 10 for December graduation.

M. Travel Grants

A limited amount of money is available each year to support Ph.D. students' travel expenses for dissertation related work and to enhance student programs by attending professional meetings or by participating in archaeological expeditions, course-workshops, and similar events. If you wish to apply for such funds, please fill out application form BPhD-21. You should describe the event you wish to attend and if possible attach a published description of the event with your application. Students usually receive only one grant during their time in program. The maximum grant that can be awarded is \$1000; and lesser amounts may be given depending on the number of applicants and need. Preference may be given to those closest to the end of their program. The Advanced Programs Committee will consider applications for the period from June through May 31 of the following year at its March meeting.

In addition to the total dollar amount requested, the Committee must have an estimate of how the money will be spent by category, e.g., approximately \$xxx airline travel; \$yyy conference fee; approximately \$xxx food and accommodations.

Funds are awarded in March for use in the next fiscal year (June 1 through May 31). This means that any plane flight, conference, course or expedition that a travel grant is awarded to help support must actually have occurred during this period.

The deadline for submitting applications is 5:00 p.m. on February 15. The form should be delivered to the Office of the Associate Dean for Academic Affairs.

Pastoral Theology: Transforming Persons, Communities, and Practices Ph.D.

Qualifying Examinations

The Pastoral Theology Ph.D. Qualifying Examinations can be scheduled after completion of 48 hours of coursework. The following guidelines are to be followed to assure a successful completion of Qualifying Examinations:

Timeline for Filing Qualifying Examinations Application

Qualifying Examinations are administered during the fourth week of September and January, and the second full week of April. The student must complete the Qualifying Examinations Application (see Form BPhD-19) and file it with the Associate Dean for Academic Affairs by June 1 for September examinations, September 15 for January examinations, and January 15 for April examinations. This application will stipulate the date for the Qualifying Examinations, the student's agreement to use a computer with no additional files, notes, or outside books, and description of any other special arrangement.

Five Qualifying Exam Topics

The following topics will be covered in five qualifying exams in Pastoral Theology:

1. Pastoral Theology: Theory and Implications for Practice
2. Understanding the Human Being: Engaging Theological and Theoretical Sources
3. Histories and Horizons of Pastoral Theology
4. Method in Pastoral Theology and in Research
5. Paper focused by Student's interest in possible dissertation topic and which will demonstrate skills in constructive pastoral theological reflection and its implications (due two weeks before exams).

The student and faculty advisor will discuss, in broad terms, questions appropriate for each examination. The PT permanent faculty will determine final examination questions.

Student and Faculty Members' Conversations

In addition to meeting with the Faculty Advisor, the student is encouraged to meet with other PT faculty members to discuss the content of the examinations and the construction of pertinent bibliographies.

Qualifying Examinations Schedule

The student must turn in their "Fifth area exam paper" at least two weeks prior to sitting for their first set of exam questions. Students may take their remaining four Qualifying Exams within a two-week period, the specific days to be determined in consultation with their advisor and approved by other PT faculty and the Associate Dean for Academic Affairs. They may begin sitting for the day's exam at 8:00 a.m. and must complete their work by 4:00 p.m. of the same day. Eight hours will be allowed for the completion of each written examination, with the obvious exception of the Fifth Area Paper.

Provision of a Dissertation Topic from Pastoral Theology Students

Pastoral Theology students must submit a brief description of the anticipated dissertation topic to their respective faculty advisor as part of the Qualifying Examinations process.

Grading the Qualifying Examinations

The Faculty Advisor and other faculty members who read the written examinations will assign one of three grades: Pass with Distinction, Pass, or No Pass (Form BPhD-20). The Faculty Advisor will provide written notification to the Associate Dean for Academic Affairs and the student of the examination results within three weeks following completion of the examinations.

Qualifying Examinations Failure and Re-Take Options

Ph.D. students in Pastoral Theology take five exams, one of which is an essay relevant to their dissertation research. Each exam will be read by two PT permanent faculty. If both faculty members agree that the exam or paper does not meet passing standards, then that exam does not pass. If the two readers disagree on whether the paper or exam is of passing quality, a third member of the PT permanent faculty will read it. The decision of the majority of readers will stand. A student who fails more than two of the exams will fail the exams as a whole and will not be allowed to re-take them. The student will be dismissed from the program. If a student fails one or two of the exams, she or he will be allowed to re-take that exam/those exams (usually with a revised set of questions) or re-write the failed paper. If the re-taken exam(s) is judged to be of passing quality by two members of the PT permanent faculty, then the student will be said to have passed the exam(s). If any exam re-take is judged to be of failing quality by two permanent PT faculty members, then the qualifying exams as a whole will have been failed and the student will be dismissed. If the two readers disagree on whether the re-taken exam(s) is of passing quality, a third member of the PT permanent faculty will read it. The decision of the majority of readers will stand. A student may only re-take a failed exam(s) one time. There will be no exceptions to this policy.

Ph.D. Exams for Pastoral Theology Area

Exam 1 Pastoral Theology: Theory and Implications for Practice

Students should be prepared to:

- Trace the relation of theory, theology, and practice in pastoral theology across a variety of global contexts.

- Explore influences of various theologies (e.g. systematics, womanist) on pastoral theology and the implications for practice.
- Discuss pastoral theological contributions to pastoral ministries broadly defined.

Exam 2 Understanding the Human Being: Engaging Theological and Theoretical Sources

Students should be prepared to:

- Analyze and discuss the relationships between the social and physical sciences to the theory and practices of pastoral theology.
- Describe specific personality and psychotherapeutic approaches that have been encountered in the student's program and their contributions/limitations. Discuss their underlying assumptions and foundations. Identify and describe the contributions of key persons in various guilds (e.g. clinical and academic) in relation to understanding human being.
- Describe specific theological approaches to understanding human being that have been encountered in the student's program and their contributions/limitations. Discuss their underlying assumptions about human being.
- Discuss the importance of contextual factors in theological anthropologies, and implications for future understandings of the human person.
- Discuss the role of personality theory and theologies in the larger cultural realm (not just in the care of individuals) and how it might be relevant to the care of systems, institutions, societies, etc.

Exam 3 Histories and Horizons of Pastoral Theology

Students should be prepared to:

- Trace key historical trends and shifts in the field across a variety of global contexts, including key figures, the development of fundamental themes, and cultural influences in that development.
- Identify some of the contributions and limitations of significant historical moments in pastoral theology.

Exam 4 Methods in Pastoral Theology and in Research

Students should be prepared to:

- Discuss what makes pastoral theology unique methodologically
- Articulate various historical shifts in the primary methods used in pastoral theology and their contributions/limitations.
- Survey the development of contemporary qualitative methods and how they might inform and benefit pastoral theology. What might pastoral theology offer methodologies being developed and/or used beyond our field?

Exam 5 Fifth Area Exam Essay

Goal for the 5th Area Exam:

The goal of the exam is to demonstrate competence in defining and developing a research question and demonstrating competence in constructively engaging that research as a pastoral theologian. The exam should allow the faculty to assess a student's emerging capacities as a pastoral theologian to develop a dissertation project that will contribute to the field of pastoral theology.

Faculty will provide students with more detail of the expectations and protocol for this exam when appropriate.

PROPOSAL AND DISSERTATION PASTORAL THEOLOGY: TRANSFORMING PERSONS, COMMUNITIES, AND PRACTICES

I. PH.D. DISSERTATION TOPIC

Possible areas and topics for the Ph.D. dissertation should be considered from the beginning of residency. Seminar and course papers may be chosen to explore such possibilities. As a first step toward the dissertation proposal, the student must select a dissertation topic in consultation with his/her Academic Advisor (or Dissertation Director, if different).

II. DISSERTATION PROPOSAL

Typically, within six months following successful completion of qualifying examinations, the candidate will present the Dissertation Proposal (15-20 pages) to a Dissertation Committee appointed by the Dissertation Director in consultation with the student, the area, and the student's advisor.

Develop the dissertation proposal around answers to the following questions, keeping in mind that coherence among the answers is crucial:

Thesis

- What is the thesis that you plan to develop? (A thesis is a hypothesis to be demonstrated, a question or problem to be explored, a contention or argument to set forth.)
- How does the thesis advance the purposes of pastoral theology as a credible account of human experience, an adequate theological description of God and God's activity, and a constructive proposal for action, pastoral response, or practice of ministry?

Literature Review

- What is the history of the question or main point in the pastoral theology literature, and in other relevant fields of study?
- How will your project add to the conversation around this topic contributing new knowledge to the field of pastoral theology?

Sources and Norms

- What biblical and theological perspectives inform your study, and why are they appropriate to your project?
- What experiences, practices, or communities will serve as the empirical source, context, or particular situation that you engage in the project?
- What social/behavioral sciences or interdisciplinary resources will help you understand, analyze, and interpret the theology and experience?
- What hermeneutical perspectives, criteria, or interpretive strategies influence your selection and structure your critical engagement of these sources?

Methodology

- What is the methodology or "unifying" logic to be employed in the development of your thesis, connecting the various components of the project (i.e., traditionally understood as inductive, deductive, or aesthetic)?
- If the sources you use are not congruent in the overarching logic or philosophical assumptions they represent, how will you account for the dissonance among them throughout the project without resorting to reductionism or syncretism?
- How will you carry the thesis forward as you engage the selected sources and empirical research, culminating in a constructive pastoral theological response in the concluding chapter?
- What empirical research (i.e., interviews, case studies, and the like) will you bring into conversation with the theological and social science perspectives? What is your rationale for selecting the procedures and participants for this research?*

*See *Brite Governance Handbook* 3.5 Research Involving Humans: Policy & Procedure, and *Brite Support Manual* Appendix Q "Research Proposal and Consent Formats for Review" for information regarding Brite's policy, and adherence to policies and procedures of the TCU Institutional Review

Board. The requirements include IRB approval in advance of commencing any research with human participants. Additional information about research with human subjects can be found online at www.research.tcu.edu.

Outline

The Outline should provide a brief, preliminary representation of chapter titles and 3 or 4 subheadings under each.

Working Bibliography

The proposal needs to include sufficient bibliographic research to demonstrate that the project has not already been done, and how the project relates to, and is distinct from, other research in the field.

Comments on the Process of Proposal Development:

- Meet with your advisor very soon after exams in order to confirm your dissertation topic.
- Once the Dissertation Director and readers are identified by the PT department, in consultation with the student, establish a time frame for completion of the dissertation proposal within six months following the exams. (Normally, several drafts of the thesis and the proposal itself are required).
- Focus on the thesis as the first step in proposal development, working toward a very brief, concise statement of the question or hypothesis that represents your energy and interest, narrow enough to be accomplished, and creative enough to engage your passion.
- Once the thesis statement is clear and strong, the student meets with the dissertation committee as a whole for additional conversation about the thesis, and a shared understanding for reading drafts of the proposal and later, the dissertation itself.
- Limit the proposal to 15-20 pages so that the “scaffold” or “idea tree” is evident and comprehensible as a whole.
- The dissertation committee members must read and approve the proposal before it goes to the Advanced Program Committee.

III. PROPOSAL/DISSERTATION CONTENT AND FORM

Students in the Pastoral Theology Program must use *The Chicago Manual of Style (17th edition)* or *APA Style*. The same manual of style is to be used for both the proposal and dissertation.

Students are to:

3. Follow the list of abbreviations for biblical books in *The SBL Handbook of Style*.
4. Tailor the title page and signature page as established by Brite (Forms BPhD-15 and -15a).

The Dissertation Director will determine when form and content are ready for an oral defense.

IV. DISSERTATION COMMITTEE

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

If during the process of developing the dissertation proposal, it becomes clear to the Dissertation Director and student that there is a need for a committee member with particular expertise not available from Brite and TCU faculty, they will identify such a scholar and petition the Advanced Programs Committee making a case for the addition of the scholar and requesting approval to invite the scholar to join the committee. The Advanced Programs committee will consider the matter expeditiously and approve such a petition only if it can be shown that the topic and/or method of the dissertation warrant it. Brite will remunerate the scholar \$300 when the dissertation is completed. 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.

V. APPROVAL OF DISSERTATION PROPOSAL

The student should tailor the approval page as shown in Form BPhD-14. The dissertation proposal will first be approved by the Dissertation Director and Dissertation Committee and then submitted to the Advanced Programs Committee as directed by the Associate Dean for Academic Affairs for final approval.

Normally, the student will be asked to meet with the Advanced Programs Committee to offer a brief oral presentation of her or his proposal and address questions raised by the Committee. The Dissertation Director will also typically be present for the conversation. The Advanced Programs Committee will vote whether to certify that the proposal meets minimal acceptable standards: demonstrates an understanding of the research methodology and subject matter, illustrates an understanding of the body of knowledge in the discipline or disciplines involved, and meets the standards of scholarly creation, writing, and general readability. The proposal must describe the research question, outline the procedures to be followed, and discuss the significance of the proposed dissertation. When Institutional Review Board (IRB) approval is needed, the proposal needs to be approved before related IRB materials are submitted to the IRB by the Director. No data may be collected before the proposal has been approved and the Subjects Review has been granted. Any advice or suggestions from Advanced Programs Committee members will be communicated directly to the student and the Dissertation Director.

Revised dissertation proposals need to have changes approved only by the Dissertation Director, not by the Advanced Programs Committee. It is the student's responsibility to adhere to the Proposal and Dissertation Guidelines.

1. Student Responsibility

The candidate's initiative is important at every stage of the Ph.D. Proposal and Dissertation process. The candidate must clarify the process and procedures for the completion of the work (e.g. reading of drafts) by collaborating with the Dissertation Director and the Dissertation Committee.

2. Extension of Time

A request for an extension beyond six months to submit a dissertation proposal can be made by completing the appropriate form and acquiring the approval of the Dissertation Director and the Associate Dean for Academic Affairs (BPhD-13).

VI. DISSERTATION

Students are encouraged to submit dissertations under 300 pages in length (including bibliography and appendices). Permission to exceed this page limitation should be obtained in advance from the Dissertation Director and Dissertation Committee.

1. Dissertation Timeline

In order to meet the March 1 oral defense deadline, the following timeline must be followed (all dates are "**no later than**" and are based on a May graduation. If a December graduation is necessary, timelines must be arranged with the Dissertation Committee.):

November 1

Completed first draft of dissertation submitted to Dissertation Committee

January 10

Dissertation Committee returns draft to candidate with suggestions

February 10

Student has revised draft professionally proofread/copy edited and submits sufficient copies for all Committee members

March 1

Oral defense is held no later than March 1, but an earlier date is recommended. (See Section VII, 3. (b) for oral defense timeline.)

April 10

Clean, Final copy must be submitted to the Associate Dean for Academic Affairs

2. Format

The following format must be adhered to—there are no exceptions:

- Paper must be acid free, white in color.
- Printing must be on one side of the paper only and be letter quality. Font size must be 12 point. Font style must be Times New Roman. Text color must be black.
- Typed lines must be double-spaced, except for table of contents, footnotes, captions, glossary, appendices, and bibliography, which are single-spaced.
- Block quotations (quotations over five lines) are single-spaced. Block quotations must be indented four spaces from the left margin or eight spaces if the quotation begins a paragraph. Do not use quotation marks in the block quotation except for quotations nested within the block. Double-space before and after a block quotation.
- Tabulation must be five spaces.
- The text is justified on the left margin, but is not justified on the right margin.
- All margins should be one inch.

VII. ORAL DEFENSE**1. Scheduling of Oral Defense**

Public oral defense of the dissertation is required. The Dissertation Director in consultation with the Dissertation Committee, the Associate Dean for Academic Affairs, and the candidate will set the date and time of the defense. The candidate is encouraged to prepare a defense date as early as possible to allow for corrections and filing of final copy.

2. Oral Defense Protocol

The oral defense will be approximately one hour, including time for the Dissertation Committee to meet privately to determine their response. The oral defense is open to the student's Dissertation Committee, the Associate Dean for Academic Affairs, and faculty at Brite. The Chair of the Dissertation Committee in consultation with the student defending the dissertation can invite other Ph.D. students to attend the defense. The Dissertation Committee members are the only ones who may speak or ask questions at the orals.

3. Evaluation of Oral Defense

(a) Grading

The Dissertation Committee will give the public oral defense a grade of pass with distinction, pass, conditional pass, or no pass. A grade of pass is given when the dissertation requires no further written revisions apart from minor corrections stipulated by the Committee. A conditional pass may require either (1) written revisions and/or (2) a second oral defense. No more than two public oral defenses may be made. A grade of no pass will result in termination from the Ph.D. Program (see Form BPhD-17).

(b) Revisions and Graduation Postponement

Two Weeks After Orals

In the event the oral examination results in a pass, requiring minor revisions, or a conditional pass requiring substantial written revisions, the candidate has two weeks from date of orals to make the needed changes.

Graduation Deadline and Postponement

If a second oral defense is required, it must be scheduled in time to meet graduation deadlines. Major revisions and a second oral defense will normally postpone graduation.

VIII. FINAL DISSERTATION COMPLIANCE

1. Electronic Filing and Fees

When it has been determined that the dissertation requires no further written revisions, the text must be sent electronically to UMI for filing. Detailed instructions for submitting the text to UMI can be found online at <https://library.tcu.edu/submit-thesis-or-dissertation.asp>. The appropriate fees must be paid online. Care should be taken to ensure compliance with May and December graduation deadlines. The text should be submitted and all fees paid no later than April 10 for May graduation or November 10 for December graduation.

Additionally, the student must employ Form BPhD-15, Dissertation Title Page with its accompanying Form BPhD-15a, Final Approval Signature Page, and Form BPhD-16, Copyright Acknowledgment. Students should note that while it is not a requirement, Brite strongly encourages students to copyright dissertations.

2. May Graduation

For May graduation, the dissertation must be approved, signed by the Dissertation Director and Dissertation Committee, and submitted to the Associate Dean for Academic Affairs no later than April 10.

3. December Graduation

For December graduation, the dissertation must be approved, signed by the Dissertation Director and Dissertation Committee, and submitted to the Associate Dean for Academic Affairs no later than November 10.

COURSE LISTING

RECENT 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.T.M., 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.T.M., 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: Ariel Feldman, Wil Gafney, Shelly Matthews, Timothy J. Sandoval

Hebrew Bible

HEBI 60003 - Interpreting the Hebrew Bible in Context

Prerequisite: None

This course is a graduate level introduction to critical interpretation of the Hebrew Bible and Apocryphal/Deuterocanonical books focusing on content and context. It will include a selective survey of the history, literature and religion of ancient Israel exploring in part the Torah (Pentateuch), Prophets (Former and Latter) and, Writings (Hebrew and Greek narrative, poetic and wisdom books).

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 75013 - 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 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 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 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 – Introduction to the New Testament

Prerequisite: None

An introductory and survey course of the New Testament. Students will become familiar with the content of the New Testament and related primary sources. A variety of methods and approaches to interpretation will be introduced. Special attention will be given to texts at the center of contemporary theological and cultural debates.

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 them 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 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 75093/85093/95093 - Seminar in New Testament Literature: The New Testament, Gender, and Sexuality

Prerequisite: For the 95093-level:

Enrollment in Advanced Programs at Brite.

For the 75093/85093 level: successful completion of NETE 60003 (Introduction to the New Testament), or its equivalent.

This course will engage both classic and more recent scholarship on the New Testament, Gender and Sexuality. Topics include interpretations framed by feminist, womanist, and queer methods and approaches.

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 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 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 60013 – Understanding Early Judaism

Prerequisite: None

This course introduces students to the histories and literatures of Second Temple Judaism. Through a close study of key events and texts of this period, it explores the development of a vibrant and diverse religious system that saw an emergence of nascent Christianity and Rabbinic Judaism. Analyzing a selection of texts written in different times, languages, and geographical locations, this course highlights the changes in beliefs and practices of Second Temple Jewry as it negotiated religious, cultural, political, and economic effects of Persian, Hellenistic, and Roman dominations.

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 70970/80970/90970 - Special Topics in Jewish Studies

Prerequisite: None

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

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.

History

Faculty: Timothy Lee

CHHI 60012 – 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 60033 - History of Christianity: Turning Points

Prerequisite: None

A survey of the history of Christianity, focusing on pivotal developments in the Early, Medieval, Reformation, and Modern periods.

CHHI 70013 - History of Christianities in the United States

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 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 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 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 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 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.

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, Namsoon Kang, Michael Miller, Oluwatomisin Oredein,

Christian Theology

CHTH 60003 - Introduction to Christian Theology

Prerequisite: None

An exploration of issues and doctrines that animate Christian life. Topics include the sources and goals of theology, as well as basic questions about major doctrines. Discussions, lectures, and course assignments identify and critically engage both patterns of faith and practice that persist over time, and theological priorities from specific cultural and historical contexts.

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 70023/80023/90023 - Cosmopolitan Theology

Prerequisite: None

Cosmopolitan discourse has recently reemerged, especially in the areas of political and social philosophies, which seeks global justice and solidarities in an era of neo-empire, globalization, and identity politics. This course takes cosmopolitan ethos primarily from Greek philosophy, St. Paul, Immanuel Kant, Hannah Arendt, and Jacques Derrida as significant theological, philosophical grounds for global justice and

human rights, and planetary hospitality and solidarity. This course thoroughly examines significant issues in cosmopolitan discourse such as its philosophical and theological grounds, major characteristics, various types and views, theopolitical implication and application, justice, hospitality, neighbor-love, and solidarity.

CHTH 70033/80033/90033 – Derrida and Theopolitical Issues

Prerequisite: None

Jacques Derrida (1930-2004) was one of the few thinkers, in the latter half of the twentieth century, who profoundly and radically transformed our understanding of writing, reading, con/texts, and textuality. The scope of Derrida's thinking is incomprehensible. As a person of prayers and tear, Derrida was a prominent philosopher-theologian/theologian-philosopher who never kept his political and ethical passion separate from the uninterrupted theological, philosophical reflections. Derrida audaciously fought against all form of apartheid and exclusion, wherever they took place; and passionately and consistently spoke out for justice, compassion, and hospitality. This course examines several theopolitical issues in Derrida's thinking such as deconstruction, justice, religion, hospitality, cosmopolitanism, and forgiveness.

CHTH 70043/80043/90043 – Feminism and Theology

Prerequisite: None

Feminist theological discourse emerged in the 1960s as an aspect of Second Wave feminism, bringing gender issues to the attention of Christian communities and theological education. This course will give attention to the major themes and intersections of how feminism has addressed the institutions of the Christian religion and re/constructed theological discourses and practices in more egalitarian and just ways.

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 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 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 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 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 Theological Ethics**

Prerequisite: None

This course will survey the major methodological questions of theological ethics, 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 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 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 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 superiority 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 60073 Introduction to U.S. Latino/a Christianity

Prerequisite: None

This course serves as a general introduction to the study of the history, experiences, and faith of U.S. Latino/a Christians. The course will focus on developing critical interpretative skills in understanding and analyzing a variety of Latino/a historical and cultural contexts, religious expressions, and theologies.

**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 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 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 70063 – Faith and Film

Prerequisite: None

Introduces Masters students to critical ways of understanding the medium of film, with a focus on 1) the language of film, 2) theological perspectives on film, and 3) approaches to interpreting particular films in dialogue with various faith perspectives. (3 semester hours)

**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 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, Timothy H. Robinson, Lance Pape

Practical Theology

PRTTH 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.

PRTTH 60033 - 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.

PRTTH 60043/80043 – Transforming Leadership

Prerequisite: None

This course assumes that organizations are networks of relationships that create cultures, politics, values, and power. Consequently, learning how to lead well requires understanding extant organizational and interpersonal dynamics as well as personal strengths and limits. Good leadership requires significant self-awareness and other-awareness. These will be increased in this course through readings, practices, exercises, discussion, and lectures.

PRTTH 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)

PRTTH 65023 - Supervised Ministry II

Prerequisites: PRTTH 65013 and instructor's permission

An intensive group experience aimed at the integration of theology and practice. (Offered Pass/No Credit)

PRTTH 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.

PRTTH 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.

PRTTH 70212 - United Methodist Polity

Prerequisite: None

The organization, polity and comprehensive program of the United Methodist Church. Required of United Methodist students for ordination.

PRTTH 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.

PRTTH 70333/80333 - Conflict and Reconciliation

Prerequisite: None

The identification of conflicts, and means of their prevention, containment and resolution.

PRTTH 70970/80970 - Special Topics in Practical Theology

Prerequisite: None

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

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 70403/80403/90403 – Martyrs, Monks, and Mystics: The History of Christian Spirituality

Prerequisite: None

This course introduces students to the history and historiography of Christian spirituality. Emphasizing the global scope of Christian spirituality within its various cultural contexts, the course surveys significant persons, movements, and themes comprising the diverse history of the Christian quest for encounter with the Sacred. The course will involve the practice of various spiritual practices drawn from the history we study and consideration of what the spiritualities of the past inform the spiritual life today.

SPIR 70033/80033 - The Practice of Spiritual Direction

Prerequisite: None

Spiritual direction (variously referred to as spiritual guidance, spiritual friendship, spiritual companionship, soul care) is an ancient Christian practice that is experiencing contemporary renewal across ecumenical lines. This course will introduce the practice by reviewing its history, considering various models of spiritual direction and diverse approaches to the practice, addressing common issues encountered in direction, and acquiring skills for spiritual conversation.

SPIR 70043/80043 – Howard Thurman: Spirituality and the Quest for Justice

Prerequisite: None

Howard Washington Thurman has been called a mystic, a prophet, philosopher, theologian, educator, pastor, and mentor to leaders of the civil rights movement. One of the most significant 20th century religious figures in the United States, Thurman left a legacy of writings, speeches, and sermons that articulate a spirituality that integrates a sophisticated analysis of the inner life, mystical experience, a rich aesthetic of nature, and pointed social criticism on racism, nonviolence, human suffering, and resistance to oppression. In this course we will encounter Thurman's work directly through some of his major writings and speeches. Through a sustained engagement with Thurman's spiritual and social writings, we

will consider how he speaks to our own "inward journeys" and how spirituality and the quest for justice are integrated in our lives.

SPIR 70053/80053 – Eros of God: The Song of Songs in Christian and Jewish Spirituality
Prerequisite: None

Once considered the supreme source and expression of Christian spiritual life, the subject of more Christian sermons and commentaries than almost any other book, the Song of Songs has largely disappeared from Christian spirituality, worship, and preaching. This course will consider the historical role of the Song of Songs in Christian and Jewish mysticism and spirituality, and the possibilities for its role in contemporary spirituality. Through a close examination of the text and its history of reception, and drawing on diverse recent scholarship on the Song, we will consider how it may continue to inform Christian and Jewish spirituality today.

SPIR 65013/85013 – Spirituality and Ecological Justice

Prerequisite: Any course in SPIR or CHTH or CHET

An advanced elective in spirituality, this course explores Christian spirituality, theology and ethics in light of our current ecological context. The course explores spiritual foundations for ecojustice, the practice of ecojustice as an expression of faith, and the role of ecojustice in ministerial practice and church life.

SPIR 70970/80970 - Special Topics in Spirituality

Prerequisite: None

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

Worship

WRSP 60003 – From Sacred Ritual to Christian Worship

Prerequisite: None

This course examines the nature and function of ritual and symbols in the practice of faith communities. In addition to exploring theories of religious ritual and the function of sacred symbols, significant attention is paid to historical, theological, and practical developments in Christian sacramental worship, as well as to issues in planning and leading ritual in institutional and chaplaincy settings.

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. Offered Pass/No Credit)

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

This is the basic, required course in preaching. It emphasizes close readings of biblical texts and communal contexts as the starting point for proclamation.

HOML 70970/80970 - Special Topics in Preaching

Prerequisite: None

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

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.

Religious Education**REED 60003 – Religious Education in Ministry**

Prerequisite: None

The purpose of this course is to introduce students to a broad understanding of Religious Education that goes beyond the Sunday School classroom. Students will explore ways in which

diverse disciples are being formed in faith communities in intentional and unintentional and explicit and implicit ways? What is being learned about who God is, the nature of faith, and how we are to live through the ways in which the church or community organization carries out its ministries in its own ecclesial and community contexts? In light of our own contexts, what educational methods might be seen as inclusive, compassionate, just, and effective?

REED 70023/80023 - Preparing to Do Justice: Religious Education for Advocacy and Social Action

Prerequisite: None

This is a religious education course. Students will reflect on acts of social and eco justice action and methods of religious education designed to motivate and sustain ministry teams that are involved in those ministries. Students will prepare a lesson designed to inspire and call people to ministries of social action and advocacy, participate in an activity of action or advocacy and reflect upon it using practical theology resources, and prepare and teach lessons designed to train and support ministry teams. Depending on the class size, students will lead one or two short in-class lessons. The focus of this course is upon preparing volunteers to carry out these ministries rather than upon creating and administering the ministries themselves. Students will have the opportunity to focus their assignments on justice-related issues that they are passionate about and that are relevant to their own contexts.

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.

REED 70013/80013 - Special Topics in Christian Education: Children and the Bible: Constructions of Childhood in the Bible and Constructions of the Bible for Children

Prerequisite: None

This course will explore the interpretation of Bible passages in light of the role and nature of children in the ancient world, with special attention to emerging "childist" interpretations of Scripture. Students will also analyze the ways in which the Bible has been adapted and appropriated for children. Finally, students will examine and practice models and methods of teaching the Bible to children. (3 semester hours)

Pastoral Theology and Pastoral Care

Faculty: Barbara McClure

PTPC 60003 - Pastoral Care in a Complex World

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 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 Association 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 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 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)

Additional Courses**BRIT 70970/80970/90970 - Special Topics:Brite Interdepartmental Course**

Prerequisite: None
May be repeated for credit.

BRIT 65003 - Thinking Theologically in Context

Prerequisite: M.Div students with a completion of 39 semester hours
Theological engagement with a concrete issue of public concern, including reflection on theories of justice, and an emphasis on embodied practice. This is a required course for the M.Div. degree.

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.

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 Coutts 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)

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 80053 – Transforming Practices: Spirituality, Leadership, and Justice

Prerequisite: Admittance to the D.Min. program
This is the foundational seminar for Brite's Doctor of Ministry Program. The course will introduce students to Brite's ethos and to the core concepts of the program: spirituality, leadership, and justice. Students will explore models for integrating theology and practice, and for doing research and writing in ministry and theology.

DOMI 80063 – Methods and Models for Research and Project Development

Prerequisite: Admittance to the D.Min. program
This course is one of three courses required in the Doctor of Ministry program. In this course, students will explore various methods and models for doing research and writing about theological reflection on ministry. This course provides the opportunity to develop a plan for formulating and completing the ministry project. Since the intent of the course is to assist with the development of a research proposal for the

Doctor of Ministry project, the course is most helpful to participants after they have taken at least 1/3 of their course work.

DOMI 80913 – Doctoral Project

Prerequisite: Admittance to the D.Min. program and completion of 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.

DOMI 80916 - Doctoral Project/Thesis

Seminar

Prerequisite: Admittance to the D.Min. program and completion of 27 hours of course work

Design, writing, and oral defense of the D.Min. project/thesis.



GUIDELINES FOR THE PREPARATION OF TERM PAPERS

REVISED AUGUST 2019

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<p>Indent the first line of all paragraphs one-half inch. Text is double-spaced.</p>	<p>Primary headings for major sections of the paper are centered and written in all capital letters. Long titles should be single-spaced.</p> <p>All margins should be one inch.</p> <p>Leave two blank lines between the primary heading and the text.</p>	<p>Keep two blank lines between the text of the preceding section and a subheading regardless of level.</p>
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INTRODUCTION

These guidelines represent some of the more basic style features that all term papers written to fulfill class requirements at Brite Divinity School should follow. They provide instruction concerning only some of the more general issues that students typically encounter and are not intended to replace the need to become familiar with the appropriate style guides.¹

Style Guide for Term Papers

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The official style manual for all written assignments is the ninth edition of Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* (TM).² Commonly known as "Turabian," this style manual is designed for students and others whose written work is not intended for publication. Students should refer to Turabian for questions that are not addressed in this guide as well as questions about (but not limited to): formatting, mechanics (i.e., spelling, punctuation, capitalization, etc.), and documentation (i.e., citation of sources used in the preparation of the paper).

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margin

¹ Many of the principles in these guidelines have been adopted from the February 2015 revised version of the *Student Supplement for The SBL Handbook of Style* that was compiled and edited by the Society of Biblical Literature. It is available in PDF format at <https://www.sbl-site.org/assets/pdfs/pubs/SBLHSupp2015-02.pdf>.

² Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 9th ed., rev. Wayne C. Booth et al. (Chicago: University of Chicago Press, 2018).

Other Resources on Style

Though intended for dissertations and theses rather than term papers, *The Chicago Manual of Style* (CMOS), a more comprehensive volume from which Turabian is derived, may be consulted for specific questions regarding style (students should consult the most recent edition when utilizing this source).³ In addition, students preparing papers within biblical studies and related fields should refer to *The SBL*

Separate footnotes from text with a two-inch line.
Footnotes should be single-spaced ten-point font, with the first line indented one-half inch, and a blank line between each note.

*Handbook
of Style:*

Page numbers in the main body should be centered in the footer of each page.
Number front matter separately using roman numerals.

For Ancient Near Eastern, Biblical, and Early Christian Studies (SBLHS).⁴ Students in the Pastoral Theology program may also have the option of writing papers in APA style using the sixth edition of the *Publication Manual of the American Psychological Association* (PMPA).⁵

For convenience, copies of Turabian, *The Chicago Manual of Style*, *The SBL Handbook of Style*, and the *Publication Manual of the American Psychological Association* are held at the

³ University of Chicago Press, *The Chicago Manual of Style*, 17th ed. (Chicago: University of Chicago Press, 2017).

⁴ *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies*, 2nd ed. Project Director Billie Jean Collins. (Atlanta: SBL Press, 2014).

⁵ American Psychological Association, *Publication Manual of the American Psychological Association*, 6th ed. (Washington, DC: American Psychological Association, 2010).

Mary Coutts Burnett Library at TCU.⁶ Students who require more assistance with Turabian style may consult the Brite Librarian.

⁶ A non-circulating copy of Turabian's *A Manual for Writers* (call number: LB2369 .T8 2018) is located in the Graduate Reading Room. Non-circulating copies of *The Chicago Manual of Style* and *The SBL Handbook of Style* are available electronically through the TCU library website. Copies of the APA's *Publication Manual* (call number: BF76.7 .P83 2010) are available for four-hour loan at the Research Help Desk.

BASIC INFORMATION ON FORMATTING AND CITATION

Becoming familiar with and applying conventional rules of formatting is an important feature of a paper that makes the preserved copy, bound or electronic, as accessible as possible for future readers. Likewise, properly citing sources that are consulted is an essential part of producing a quality term paper. Close attention to these elements should be evident in all assigned term papers.

Basic Formatting Information for Student Papers

- Paper should be quality bond, white in color, and 8½ × 11 inches in size (§A.1.1).⁷
- Printing should be on one side of the paper only and be letter quality.
- All text should be black in color; typeface should be Times New Roman; type size should be twelve-point for the text of the main body and ten-point for footnotes, table titles, and figure captions (§A.1.2).
- All text should be double-spaced except the following items: block quotations, table titles, and figure captions. The following should be single-spaced internally but with a blank line between items: table of contents, footnotes, captions, glossary, appendices, and bibliography (§A.1.3).
- Any prose quotation of five or more lines should be presented as a block quotation. Block quotations should be single-spaced with a blank line before and after it. Indent the entire quotation one-half inch from the left margin. Do not use quotation marks in the block quote except for quotations nested within the block (§25.2.2).
- Tabulations should be one-half inch. Use tabs instead of spaces for indentation, columns of text, and other content that should be consistently aligned (§A.1.3).
- Text should be justified to the left margin (i.e., flush left) with a ragged right margin (do not justify text to the right margin) (§A.3.1.2).

⁷ All parenthetical citations refer to the appropriate section(s) in Turabian, *A Manual for Writers* unless otherwise noted.

- One space, not two, should be placed after the terminal punctuation of a sentence (§A.1.3).
- Document margins should be set as follows:
 - Left Margin 1 inch
 - Right Margin 1 inch
 - Bottom Margin 1 inch
 - Top Margin 1 inch
- All front matter (i.e., title page, table of contents, etc.) should be counted and numbered differently from the main body and back matter (i.e., bibliography, appendices, etc.). Front matter should be numbered consecutively with lowercase roman numerals (i, ii, iii, etc.) in the center of the footer. Though the title page should be counted in the numbering of the front matter, it should *not* contain a displayed page number (§A.1.4).
- Page numbers should be centered in the footer. The main body and any back matter should be consecutively numbered with arabic numbers (1, 2, 3, etc.) beginning with the first page of the main body. Pages that contain a primary heading should begin on a new page (§A.1.4).
- Papers should be stapled in the upper left corner. Covers, folders, or bindings should not be used unless specified by the professor.

Basic Citation Information for Student Papers

Students should use the *notes-bibliography style*, also known as *bibliography style* or *notes and bibliography style*, for citing sources in term papers (exceptions for some term papers and class assignments are noted below). This style is widely used among writers in the humanities and some of the social sciences. Refer to TM 16.1–17.11 for more information concerning the notes-bibliography style of citation. When consulting TM, citations preceded by “N” are examples of footnotes and citations preceded by “B” are examples of bibliographical entries.

For further discussion concerning the notes-bibliography style of documentation, refer to CMOS 14.1–14.305, “Notes and Bibliography.”

Footnotes should be placed at the bottom of the page on which the reference is cited (§16.3.4.1).⁸ Parenthetical references (“in-text citations”) are acceptable only for scripture references. Refer to *SBLHS* 8.2–8.3 for proper format and abbreviations of ancient (including biblical) texts. Do not use *CMOS* or TM for biblical text abbreviations.

Care must be taken to ensure accuracy of quotation and citation so that resources may be verified. The bibliography must indicate only materials actually used for a particular term paper including the specific edition of a work (if it is other than the first edition).

Exceptions for Particular Class Assignments

For particular class assignments, professors may stipulate the use of endnotes instead of footnotes (§16.3.1). Some professors may stipulate the use of the *parenthetical citations–reference list style*, also known as *reference list style* and *author-date style*. This style uses “parenthetical citations,” which place the author’s last name, the date of publication, and the appropriate page numbers in parentheses. These citations are part of the running text of the paper as can be seen in the example citation at the end of this sentence (Turabian 2007, 216–26). The use of parenthetical references requires the use of a reference list, which has a different format than that used for a bibliography. Under no circumstances are styles to be mixed or combined. Unless specifically directed to use endnotes or parenthetical references by their professor, students should use the notes-bibliography style for citing references in term papers and class assignments.

⁸ Please note that although TM, *CMOS*, and *SBLHS* call for footnote reference numbers to be non-superscript numbers followed by a period, these guidelines depart from this standard by calling for superscripted reference numbers without a period due to limitations in many word processing programs (see note 2 in the examples section below for more information).

EXAMPLES

The following pages provide visual examples for aid in formatting a term paper. The examples used, however, are far from exhaustive. For particular issues not covered in this document, students should consult the resources listed above.

one inch
top margin

BRITE DIVINITY SCHOOL
FORT WORTH, TEXAS

ten blank lines

TITLE OF PAPER

(DOUBLE SPACE SUBSEQUENT LINES)

one inch
margin

one inch
margin

fourteen blank lines

YOUR NAME

COURSE NAME

COURSE DEPARTMENT AND NUMBER

MONTH DAY, YEAR

Double space

one inch bottom
margin

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First-level subheading should be indented three spaces. Titles that exceed one line should be indented for subsequent lines	2
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Note: A contents page should be used for papers that exceed fifteen pages in length. It should list major elements of the paper that follow the contents pages. Front matter should be numbered with roman numerals and the main text and back matter should be numbered with arabic numbers.

PRIMARY HEADING
LONG TITLES ARE SINGLE-SPACED ON SUBSEQUENT LINES

Left, right, top, and bottom margins are all one inch. Leave two blank lines between the primary heading and the text. Leave two blank lines between subheadings and text. Indent the first line of all new paragraphs. All text should be set in Times New Roman typeface. All text should be set to twelve-point type size except in footnotes, which should be ten-point type size.

First-Level Subheading

Keep two blank lines between the text of the preceding section and a subheading regardless of level. A first-level subheading should be bold, centered, and capitalized headline style.

Second-Level Subheading

Keep two blank lines between the text of the preceding section and a subheading regardless of level. A second-level subheading should be centered and capitalized headline style.

Third-Level Subheading

Third-level subheadings should be justified on the left margin, in bold, italics, and capitalized headline style. A heading should never be the last text on a page. Apply your word processor's "widow/orphan" controls or, if necessary, add blank lines to the end of a page and begin the next page with the heading.

Fourth-Level Subheading

Fourth-level subheadings should be justified on the left margin, capitalized headline style.

The main body and any back matter should be consecutively numbered with arabic

numerals (1, 2, 3, etc.) beginning with the first page of the main body. Pages that contain a primary heading should begin on a new page with the page number centered in the footer. The text of the body of the paper is double-spaced except for block quotations:

This is a block quotation, which consists of any prose quotation of five or more lines. Block quotations should be single-spaced with a blank line before and after it. Indent the entire quotation one-half inch from the left margin and leave the right margin as “ragged right.” Do not use quotation marks in the block quote except for quotations nested within the block.¹

After a block quotation, return to double-spaced text justified to the left margin until you finish the paragraph.²

Footnotes at the bottom of the page are single-spaced, ten-point Times New Roman font, with a blank line separating each note. Maintain subsequent numbering in notes. Indent the first line of the footnote with a superscripted number. Make sure a footnote and the text to which it refers are on the same page.

¹ Footnote reference numbers in the main text should be twelve-point superscript, and should stand after any punctuation, preferably after a full punctuation stop.

² All text in the footnotes should be ten-point in size and be separated from the main text by a short rule of two inches. Footnotes should be single-spaced internally with a blank line in between each footnote with the first line of each footnote indented one-half inch. Superscript Arabic numbers should appear before each footnote. One space should separate each number from the text of the note.

APPENDIX A

APPENDIX TITLE

There should be two blank lines between the title of an appendix and the text and/or image that constitutes the appendix.

Term papers rarely require appendices, though in cases where supporting material cannot easily be worked into the body of a paper, appendices may be used. Each appendix should be numbered with either Arabic numerals or capital letters and contain a title (a single appendix need not be numbered). Every appendix requires a heading, thus a preexisting document or image will need a typed heading (i.e., the appendix number and title) on that document to conform to the numbered appendixes.

If the appendix is already numbered, put those page numbers in square brackets. Page numbering for the appendixes is consecutive with the rest of the paper. Page number placement follows the same guidelines as the text of the main body.

BIBLIOGRAPHY

- Dahood, Mitchell. *Psalms I, 1–50*. Vol. 1 of Psalms. Anchor Bible 16. Garden City, NY: Doubleday, 1965. [multivolume commentary on a single biblical book by one author]
- . *Psalms II, 51–100*. Vol. 2 of Psalms. Anchor Bible 17. Garden City, NY: Doubleday, 1968. [for repeated sources from the same author(s) insert three em-dashes]
- Kraft, Robert A., and George W. E. Nickelsburg, eds. *Early Judaism and Its Modern Interpreters*. Philadelphia: Fortress, 1986. [book with two editors]
- Leyerle, Blake. “John Chrysostom on the Gaze.” *Journal of Early Christian Studies* 1, no. 2 (Summer 1993: 159–174. [journal article]
- Miller, Patrick D. “The Book of Jeremiah: Introduction, Commentary, and Reflections.” In *New Interpreter’s Bible: A Commentary in Twelve Volumes*, vol. 6, *Introduction to Prophetic Literature, Isaiah, Jeremiah, Baruch, Letter of Jeremiah, Lamentations, Ezekiel*, edited by Leander E. Keck. Nashville: Abingdon, 2001, 553–926. [multivolume commentary for the entire Bible by multiple authors]
- Niditch, Susan. “Oral Culture and Written Documents.” Paper presented at the annual meeting of the New England Region of the Society of Biblical Literature, Worcester, MA, March 25, 1994. [paper presented at an academic conference]
- Partain, Jack G. “Numbers.” In *Mercer Commentary on the Bible*, edited by Watson E. Mills et al. Macon: Mercer University Press, 1995, 175–79. [single-volume commentary on the entire Bible]
- Petersen, David L. “Ezekiel.” In *The HarperCollins Study Bible Fully Revised and Updated, New Revised Standard Version, with the Apocryphal/Deuterocanonical Books*, edited by Harold W. Attridge et al. San Francisco: HarperSanFrancisco, 2006, 1096–1167. [notes in a study Bible]
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- Pritchard, James B., ed. *Ancient Near Eastern Texts Relating to the Old Testament*. 3rd ed. Princeton: Princeton University Press, 1969. [edition other than first edition]
- Van Seters, John. “The Theology of the Yahwist: A Preliminary Sketch.” In *Wer ist wie du, Herr, unter den Göttern?: Studien zur Theologie und Religionsgeschichte Israels*, edited by I. Kottsieper et al. Göttingen: Vandenhoeck & Ruprecht, 1995, 219–28. [an article in a festschrift]

Westermann, Claus. *Genesis 12–36*. Translated by John J. Scullion. Continental Commentaries. Minneapolis: Fortress, 1995. [commentary with a volume title and series title]

Winter, Bruce W., and Andrew D. Clarke, eds. *The Book of Acts in Its Ancient Literary Setting*. Vol. 4, *The Book of Acts in Its First Century Setting*, edited by Bruce W. Winter. Grand Rapids: Eerdmans, 1993. [titled volume in a multivolume edited work]

Notes on bibliographies: Leave two blank lines between the title and the first entry. Justify the first line of each entry to the left margin; indent subsequent lines one-half inch using a “hanging indent.” A bibliography should contain an alphabetized list of all works that were used in the production of the paper. Separate the entries with one blank line. The entries themselves are single-spaced. The bibliography follows the appendixes (if any) and is numbered consecutively.

The examples above attempt to demonstrate some of the more commonly used types of references within the fields of biblical studies, theology, and/or religion. Though never included in an actual bibliography, the type of citation is indicated after each note in brackets for reference.

When dealing in specialized disciplines, occasions will arise when TM, *CMOS*, and *SBLHS* all suggest different preferences on a point of style and/or citation that are irreconcilable. In such cases, a logical solution should be developed and used consistently throughout the paper.

CITING ONLINE SOURCES AND OTHER ELECTRONIC MEDIA

The Turabian manual addresses the problem of citing electronic resources in section 15.4. However, resources obtained online do not always provide all the bibliographic information required for citing a similar source in print. Basically, the goal of citation is to provide enough information so the resource may be retrieved again and to ensure proper credit is given to the author(s) of the source cited. According to TM 15.4.1.2, online sources fall into two categories: those that are more formal and are similar to print sources except for the medium (online books, journals, public documents, etc.) and less formal sources unique to the medium, such as personal websites, mailing lists, and blogs.

Formal Electronic Sources

If the resource is an electronic or online version of a print resource, all bibliographic information required for the print resource must be included in addition to the bibliographic information necessary for the electronic version. If possible the citation should include: author, title of the page (enclosed in quotation marks), title or owner of the site, and URL. Consult TM for specific examples (§§ 17.1.10, 17.4.2, 17.5.3, 17.5.4, 17.5.6, 17.5.8, 17.5.9, and 17.6.1).

Examples of Bibliographic Entries for Electronic Formal Sources

Samora, Julian, and Patricia Vandel Simon. *A History of the Mexican-American People*. Rev. ed. East Lansing, MI: Julian Samora Research Institute, Michigan State University, 2000.
<http://www.jsri.msu.edu/museum/pubs/MexAmHist/chapter14.html#six>.

McFarland, Daniel A. "Resistance as a Social Drama: A Study of Change-oriented Encounters." *American Journal of Sociology* 109, no. 6 (May 2004).
<http://www.journals.uchicago.edu/AJS/journal/issues/v109n6/050199/050199.html>.

Oxford English Dictionary. 2nd ed. New York: Oxford University Press, 1999. CD-ROM, version 2.0.

Informal Sources

For the second, more informal type of online source, the citation should include as much information as possible in addition to the URL and access date (for undated content). Examples may be found in TM 17.5.

Examples of Bibliographic Entries for Electronic Informal Sources

The Baha'is of the United States. "Origins of the Bahi' Faith." The Bahai' Faith.
<https://www.bahai.us/beliefs/origins/>. Accessed June 20, 2019.

Evanston Public Library Board of Trustees. "Strategic Planning." Essentials.
<http://www.epl.org/library/strategic-plan-oo.html>. Accessed June 20, 2019.

BIBLIOGRAPHY

- American Psychological Association, *Publication Manual of the American Psychological Association*. 6th ed. Washington, DC: American Psychological Association, 2010.
- The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies*. 2nd edition. Project Director Billie Jean Collins. Atlanta: SBL Press, 2014.
- Student Supplement for The SBL Handbook of Style*. Compiled by Melanie Greer Nogalski, James D. Nogalski, Sophia G. Steibel, and Danny M. West. Edited by Joel M. LeMon and Brennan W. Breed. Revised February 2015. <https://www.sbl-site.org/assets/pdfs/pubs/SBLHSupp2015-02.pdf>
- Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 9th ed. Revised by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, Joseph Bizup, and William T. Fitzgerald. Chicago: University of Chicago Press, 2018.
- University of Chicago Press. *The Chicago Manual of Style*. 17th ed. Chicago: University of Chicago Press, 2017.



STUDENT FORMS

2023-2024

“I” (INCOMPLETE) REQUEST FORM

TO: Student Academic File

FROM: _____ Professor

SUBJECT: Granting of “I” Grade

_____ will receive an “I” grade in
(student’s name) (student ID#)

_____ for the _____ semester _____.
(course number and title)

A final grade must be posted online within 60 days of the completion of the course (last day of final exams). Students must submit their work to the instructor on an agreed upon date **prior to** the 60 day deadline so that the work can be evaluated and the grade submitted by the deadline. Failure to do so will result in assignment of the grade of “F.”

Agreed date for submission of work to instructor: _____

Deadline for a final grade to be posted: _____

Approved: _____ Date: _____
Professor

Approved: _____ Date: _____
Associate Dean

This request is necessary because of the following circumstances:

I understand that failure to remove the “I” within 60 days of the completion of the course (last day of final exams) will result in a grade of “F” to be recorded in my permanent academic file.

_____ Date: _____
Student’s Signature

cc: Professor
Student

Please return this form to the Office of the Associate Dean for Academic Affairs.

POLICY AND PROCEDURE IN THE GRANTING AND REMOVAL OF THE “I” 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 posting of the replacement grade.
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” from a student’s transcript, the instructor must submit a change of grade through the original grade roster available on the Faculty Center page at my.tcu.edu. The system will forward the grade change to the Associate Dean for Academic Affairs for online approval. Upon that approval, the grade will automatically be changed on the student’s transcript.
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.

INDEPENDENT STUDY APPROVAL FORM

Student's Name _____ Student ID# _____

Semester _____ Credit Hours _____

The following is to be completed by the professor:

1. Please state the exceptional circumstances that justify this independent study course.

2. Title of the study:

3. Briefly state the subject of the study:

4. Briefly describe the process by which student's accountability will be determined.
(example: read three books and write a paper, three one-hour conferences scheduled,
etc.)

Professor's Name (please print): _____

Professor's Signature: _____ Date: _____

Course # and Title: _____

Associate Dean Signature: _____ Date: _____

Student Name _____ Student ID# _____

City, State and Zip

Phone Number

Degree Program

University or Seminary	Number of Course	Title of Course	Hours
------------------------------	---------------------	--------------------	-------

[illegible]

The following supporting materials must be attached to this request before transfer credit will be considered:

- ## General Forms – Transfer of Credit Request

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 _____

Student's TCU ID Number _____

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

RECORDING AGREEMENT

Professors will generally grant permission for students to record class lectures for use in personal studies *only*. Before recording lectures, students should ask permission of the professor. Students should realize that lectures recorded 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 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 record while enrolled as students at Brite Divinity School.

I have read the above paragraphs and agree to the conditions outlined.

Signature: _____

Date: _____

Professor: _____

Date: _____

BRITE ADVISING FORM - M.T.S. (49 semester hours)
(MATS-MTS)

Student Name _____ Student ID# _____ Semester Admitted _____

Religious Preference _____ Attended Orientation _____

Certificate, if declared _____ Thinking Theologically Seminar _____ Healthy Boundaries _____

I. Distributive Requirements (24 semester hours, two courses in each area)

A. Biblical Studies (6 semester hours; prerequisite must be met as required)

_____ HEBI 60003 Interpreting the Hebrew Bible in Context
_____ NETE 60003 Introduction to the New Testament

* _____

B. Historical Studies (6 sem. hours; must choose at least one 60000 level course)

_____ CHHI 60033 History of Christianity: Turning Points
_____ CHHI 70013 History of Christianities in the United States
_____ CHHI 7**** Any other 70000 level

* _____

C. Theological/Ethical Studies (6 semester hours; 70000s as approved by advisor and Associate Dean for Academic Affairs)

_____ CHTH 60003 Introduction to Christian Theology
_____ CHET 60013 Introduction to Theological Ethics
_____ CHET 65013 History of Christian Ethics

* _____

D. Cultural/Global Context (6 sem. hours)

_____ CHHI 70023 The Church in the Midst of Pluralism
_____ CHHI 70533 The Black Religious Exper. in America
_____ CHTH 70013 Postcolonial Theologies
_____ CHTH 70043 Feminism & Theology
_____ JWST 60003 Introduction to Judaism
_____ RECU 60013 Religious Plurality: Theologies &
Geopolitics of Religion
_____ RECU 60023 Christian Theology of Religions
_____ RECU 60033 Religious Fundamentalism
_____ RECU 60043 Interreligious Dialogue
_____ RECU 60063 World Religions and Gender

_____ RECU 60073 Introduction to U.S. Latino/a Christianity
_____ RECU 65053 African-American Experiences and
Perspectives in Social Ethics
_____ RECU 70003 Intro to Black Ch Traditions & Culture
_____ RECU 70053 Studies in World Christianity

* _____

II. Electives (21 semester hours)

III. Colloquium/Final Exercise (4 semester hours)

MTS Colloquium (3 hours)

Ethics _____ BRIT 75013 MTS Colloquium

Final Exercise (1 semester hour)

_____ XXXX 75901 M.T.S. Final Exercise
(CHET, CHHI, CHTH, HEBI, JWST, NETE, or RECU)

***Write in course must be approved by Assoc. Dean for Academic Affairs**

M. T. S. FINAL EXERCISE APPROVAL SHEET

Student's Name _____ Student ID# _____

Semester _____ Credit Hours _____

The following is to be completed by the professor:

1. Title of the study _____
to be listed on the permanent record.
2. Briefly state the subject of the study:
3. Briefly describe the process by which student's accountability will be determined
(example: read three books and write a paper, three one-hour conferences scheduled,
etc.).

Professor's Name (please print) _____

Professor's Signature: _____ Date _____

Course # and Title _____

Associate Dean Signature _____ Date _____

**TH.M. PROGRAM
AUDIT APPLICATION**

NAME: _____

STUDENT ID# _____

1. Course you wish to audit (title, course number, semester/year):
(Brite will pay audit fees for one course audited.)

2. Reason(s) for wanting to audit this course:

3. This is: ☐ 1st class audited ☐ class audit not paid by Brite

Student's Signature: _____ Date: _____

4. Signature of professor of record for the course and the Associate Dean for
Academic Affairs:

- a. I consent to have this student audit my class:

Professor Date: _____

- b. Concur:

Associate Dean for Academic Affairs Date: _____

Note: This form is to be filed with the Associate Dean for Academic Affairs

**REQUEST FORM
FOR EXTENSION OF Th.M. PROGRAM
BEYOND FOUR YEARS**

STUDENT'S NAME: _____

STUDENT ID# _____

1. Please note (a) the specific reason(s) for requesting this extension; (b) indicate the status of your thesis

2. Time when you now plan to complete your program: _____

3. Signatures: (a) Student (b) The Associate Dean for Academic Affairs, following consultation with the Thesis Director and the Advanced Programs Committee, grants the extension.

Student Date _____

Associate Dean for Academic Affairs Date _____

Note: This form is to be filed with the Associate Dean for Academic Affairs

**ADVISING FORM
MASTER OF THEOLOGY IN
BIBLICAL INTERPRETATION (HB or NT)**

Name: _____
 LAST FIRST MIDDLE STUDENT ID#

Advisor: _____ Semester Admitted: _____

Major Area: _____ Healthy Boundaries: _____

- The degree requires 24 semester hours including a thesis.
- All courses must be selected in discussion between the student and advisor.
- Independent Study courses require permission of the professor and the Associate Dean.

Language

- Modern Languages (One of French, German, Italian, Korean, or Spanish)

Date

Does not count toward Th.M. credit hours

The requirement was met by examination.

- Ancient Languages

Graduate Seminars and Courses

(12 Hours selected from 90000 HEBI, NETE, CHHI, CHTH, RECU courses; 3 Hours of HEBI 95713 Critical Introduction to the Hebrew Bible or NETE 95713 Critical Introduction to the New Testament are recommended)

Date

(9 Hours selected from 70000 or 90000 HEBI, NETE, JWST, CHHI, CHTH, RECU courses)

(3 hours HEBI 94013 or NETE 94013 Independent Research Study and Thesis)

Projected Date of Completion: _____

Advisor: _____

Topic: _____

**ADVISING FORM
MASTER OF THEOLOGY IN
PASTORAL THEOLOGY AND PASTORAL CARE**

Name: _____
 LAST FIRST MIDDLE STUDENT ID#

Advisor: _____ Semester Admitted: _____

Major Area: _____ Healthy Boundaries: _____

The degree requires twenty-four semester hours including a thesis.
 Decisions about courses must be made in conversation with the faculty advisor.
 Independent Study courses require permission of the professor and the Associate Dean.

Quantitative and Qualitative Research Methodologies (to be completed prior to entry or during first year of coursework; does not count toward Th.M. credit hours)

Course	Date
Four Classroom Seminars in PTPC at the 90000 level (12 cr. hours)	Date
1. PTPC _____	_____
2. PTPC _____	_____
3. PTPC _____	_____
4. PTPC _____	_____

Three Other Classroom Seminars in 70000 or 90000 level courses (CHHI, CHTH, CHET, JWST, HEBI, NETE, PTPC, RECU) (9 hours)

5. _____	_____
6. _____	_____
7. _____	_____

PTPC 94013 Independent Research Study and Thesis (3 hours.)

_____	_____
-------	-------

Projected Date of Completion: _____ Advisor: _____

Topic: _____

**ADVISING FORM
MASTER OF THEOLOGY
IN HISTORY, THEOLOGY AND ETHICS**

Name: _____
 LAST FIRST MIDDLE STUDENT ID#

Advisor: _____ Semester Admitted: _____

Major Area: _____ Healthy Boundaries: _____

The Areas for the degree include: History of Christianity, Christian Theology, Christian Ethics, and Religion and Culture.

- The degree requires 24 semester hours including a thesis.
- All courses must be selected in discussion between the student and advisor.
- Independent Study courses require permission of the professor and the Associate Dean.

Language

- Modern Languages (One of French, German, Italian, Korean, or Spanish)

Date

Does not count toward Th.M. credit hours

The requirement was met by examination.

Graduate Seminars and Courses

(12 Hours selected from 90000 CHHI, CHTH, CHET, RECU)

Date

(9 Hours selected from 70000 or 90000 courses in CHHI, CHTH, CHET, JWST, HEBI, NETE, RECU)

(3 Hours CHHI 94013, CHTH 94013, CHET 94013, RECU 94013
Independent Research Study and Thesis)

--	--

Projected Date of Completion: _____ Advisor: _____

Topic: _____

Th.M. LANGUAGE REQUIREMENT (BIIN & History, Theology and Ethics)

MODERN LANGUAGE

STUDENT'S NAME: _____

STUDENT ID#: _____

passed the modern language requirement by passing a two hour exam normally prepared and graded by a Brite faculty member.

_____/_____
Language Test Date

_____/_____/_____
Passed/No Pass Signed by Faculty Member or Date

_____/_____
Attested by Associate Dean for Academic Affairs Date

Th.M. RESEARCH METHODOLOGIES (PTPC)

STUDENT'S NAME: _____

STUDENT ID#: _____

passed the research methodologies requirement in the following way:

A. By passing prior to matriculation a graduate level course with a grade of "B" or better.

_____/_____
College or University Name of Course

_____/_____/_____
Date of Course Grade Transcript or Other Form of Verification

Attested by Associate Dean for Academic Affairs Date

A. By successful completion of a course during Th.M. Program study:

_____/_____
College or University Name of Course

_____/_____/_____
Date of Course Grade Transcript or Other Form of Verification

Attested by Associate Dean for Academic Affairs Date

**Th.M. (BIIN) ANCIENT LANGUAGE REQUIREMENTS
DIAGNOSTIC TEST**

STUDENT'S NAME: _____

STUDENT ID#: _____

☐ BIBLICAL HEBREW ☐ BIBLICAL GREEK

A. Student took the diagnostic exam on _____
with the following result: _____ (Date)

(Signed) (Date)

B. Student demonstrated competence in ☐ Biblical Hebrew ☐ Biblical Greek through
course work in _____ taken in _____.
(Course Number) (Semester and Year)

(Signed) (Date)

TITLE OF THE THESIS
CENTERED AND DOUBLE-SPACED
ALL CAPITAL LETTERS

by
Jane Marie Doe

THESIS PROPOSAL APPROVAL FORM

Th.M. in Biblical Interpretation
Th.M. in Pastoral Theology and Pastoral Care
Th.M. in History, Theology and Ethics

Brite Divinity School

Approved by Thesis Committee:

Date: _____

Thesis Director

Thesis Committee Reader

TITLE OF THE THESIS
CENTERED AND DOUBLE-SPACED
ALL CAPITAL LETTERS

by

Jane Marie Doe

*Bachelor of _____, 2014
Texas Christian University
Fort Worth, TX*

*Master of Divinity, 2016
Brite Divinity School
Fort Worth, TX*

Thesis

Presented to the Faculty of the

Brite Divinity School

in partial fulfillment of the requirements
for the degree of

Master of Theology in Biblical Interpretation
Master of Theology in Pastoral Theology and Pastoral Care
Master of Theology in History, Theology and Ethics

Fort Worth, TX

May 2016

TITLE OF THE THESIS
CENTERED AND DOUBLE-SPACED

APPROVED BY

THESIS COMMITTEE:

(NAME)

Thesis Director

(NAME)

Reader

Jeffrey Williams

Associate Dean for Academic Affairs

Michael Miller

Dean

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This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

**RESULTS OF ORAL EXAMINATION
OF TH.M. THESIS**

Student's Name

Date of Orals

Student ID#: _____

The above-shown student's oral examination of his/her Th.M. Thesis entitled:

resulted in a grade of ☐ Pass with Distinction ☐ Pass ☐ Conditional Pass ☐ No Pass

If the result was conditional pass, the candidate is required to either provide (1) written revisions and/or (2) a second oral defense.

After conferencing, the Thesis Committee has chosen that this student do option:

☐ Written revisions

☐ Second oral defense

The deadline for meeting these criteria is: _____
(Date)

IN AGREEMENT THESIS COMMITTEE:

Thesis Director

Thesis Reader

ATTEST:

Associate Dean for Academic Affairs

Date

Th.M. THESIS APPROVAL SHEET

Student's Name _____ Student ID# _____

Semester _____ Credit Hours _____

The following is to be completed by the professor:

1. Title of the study (to be listed as the course sub-title on the permanent record):

2. Briefly state the subject of the study:

3. Briefly describe the process by which student's accountability will be determined.

Professor's Name (please print) _____

Professor's Signature: _____ Date _____

Course # and Title _____

Associate Dean Signature _____ Date _____

**D.MIN. PROGRAM
AUDIT APPLICATION**

STUDENT'S NAME: _____

STUDENT ID#: _____

1. Course you wish to audit (title, course number, semester/year):
(The cost of one audit fee is included in the existing program charge.)

2. Reason(s) for wanting to audit this course:

3. This is: ☐ 1st class audited ☐ 2nd class audit (not covered by Brite)

Student's Signature: _____ Date: _____

4. Signature of professor of record for the course and the Associate Dean for Academic Affairs:

- a. I consent to have this student audit my class:

Professor Date: _____

- b. Concur:

Associate Dean for Academic Affairs Date: _____

Note: This form is to be filed with the Associate Dean for Academic Affairs

**REQUEST FORM
FOR EXTENSION OF D.MIN. PROGRAM
BEYOND SIX YEARS**

STUDENT'S NAME: _____

1. Please note (a) the specific reason(s) for requesting this extension; (b) indicate the status of your thesis

2. Time when you now plan to complete your program: _____

3. Signatures: (a) Student (b) The Associate Dean for Academic Affairs, following consultation with the Project Director and the Advanced Programs Committee, grants the extension.

Student

Date

Associate Dean for Academic Affairs

Date

Note: This form is to be filed with the Associate Dean for Academic Affairs

**ADVISING FORM
DOCTOR OF MINISTRY
TRANSFORMING PRACTICES:
SPIRITUALITY, LEADERSHIP, AND JUSTICE**

Name: _____
 LAST FIRST MIDDLE STUDENT ID#

Advisor: _____ Semester Admitted: _____ Healthy Boundaries: _____

Structure of the Program (30 semester hours)

The Doctor of Ministry requires the completion of 3 stages: (1) completion of 3 foundation courses;¹ (2) 5 elective courses, drawn from among Brite's courses in spirituality, leadership, practical theology, social ethics, religion and culture, theology, history, and biblical studies; (3) the completion of a professional project

I.	<u>Foundation Courses</u> (9 hours)	<u>Term</u>
	<u>DOMI 80053 Transforming Practices: Spirituality, Leadership, and Justice</u>	_____
	<u>DOMI 8XXXX (Leadership Course)</u>	_____
	<u>DOMI 80063 Methods and Models for Research and Project Development</u>	_____
II.	<u>Elective Courses in Spirituality, Leadership, and/or Justice</u> (15 hours)	
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
III.	<u>Doctoral Project</u> (6 hours)	
	<u>DOMI 80913 Doctoral Project</u>	_____
	<u>DOMI 80913 Doctoral Project</u>	_____

¹ Note that various courses fulfill the requirement for a course in leadership.

**ADVISING FORM
DOCTOR OF MINISTRY
TRANSFORMING PRACTICES:
SPIRITUALITY, LEADERSHIP, AND JUSTICE**

Name: _____
 LAST FIRST MIDDLE STUDENT ID#

Advisor: _____ Semester Admitted: _____ Healthy Boundaries: _____

Structure of the Program (30 semester hours)

The Doctor of Ministry requires the completion of 3 stages: (1) completion of 3 foundation courses;¹ (2) 5 elective courses, drawn from among Brite's courses in spirituality, leadership, practical theology, social ethics, religion and culture, theology, history, and biblical studies; (3) the completion of a professional project

I.	<u>Foundation Courses</u> (9 hours)	<u>Term</u>
	<u>DOMI 80053 Transforming Practices: Spirituality, Leadership, and Justice</u>	_____
	<u>DOMI 8XXXX (Leadership Course)</u>	_____
	<u>DOMI 80063 Methods and Models for Research and Project Development</u>	_____
II.	<u>Elective Courses in Spirituality, Leadership, and/or Justice</u> (15 hours)	
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
III.	<u>Doctoral Project</u> (6 hours)	
	<u>DOMI 80913 Doctoral Project</u>	_____
	_____	_____

¹ Note that various courses fulfill the requirement for a course in leadership.

TITLE OF THE PROJECT
CENTERED AND DOUBLE-SPACED
ALL CAPITAL LETTERS

by

Jane Marie Doe

PROJECT PROPOSAL APPROVAL FORM

Doctor of Ministry

Brite Divinity School

Approved by Project Committee:

Date: _____

Project Director

Committee Reader

TITLE OF THE PROJECT
CENTERED AND DOUBLE-SPACED
ALL CAPITAL LETTERS

by

Jane Marie Doe

*Bachelor of _____, 2014
Texas Christian University
Fort Worth, TX*

*Master of Divinity, 2018
Brite Divinity School
Fort Worth, TX*

Project

Presented to the Faculty of the

Brite Divinity School

in partial fulfillment of the requirements
for the degree of

Doctor of Ministry

Fort Worth, TX

May 2018

TITLE OF THE PROJECT
CENTERED AND DOUBLE-SPACED

APPROVED BY

PROJECT COMMITTEE:

(NAME)

Director

(NAME)

Reader

Timothy Robinson

Director of the Doctor of Ministry Program

Michael Miller

Dean

WARNING CONCERNING COPYRIGHT RESTRICTIONS

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This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

**RESULTS OF ORAL EXAMINATION
OF D.MIN. FINAL PROJECT**

Student's Name

Date of Orals

The above-shown student's oral examination of his/her D.Min. Project entitled:

resulted in a grade of ☐ Pass ☐ Conditional Pass ☐ No Pass

If the result was conditional pass, the candidate is required to either provide (1) written revisions and/or (2) a second oral defense.

After conferencing, the Project Committee has chosen that this student do option:

☐ Written revisions ☐ Second oral defense

The deadline for meeting these criteria is: _____
(Date)

IN AGREEMENT THESIS COMMITTEE:

Project Director

Project Reader

ATTEST:

Doctor of Ministry Program Director

Date

**PH.D. PROGRAM
AUDIT APPLICATION**

NAME: _____ ID#: _____

1. Course you wish to audit (title, course number, semester/year):
(Brite will pay audit fees for up to two courses audited.)

2. Reason(s) for wanting to audit this course:

3. This is: ☐ 1st class audited ☐ 2nd class audited ☐ audit class not paid by Brite

Student's Signature: _____ Date: _____

4. Signature of professor of record for the course and the Associate Dean for Academic Affairs:

- a. I consent to have this student audit my class:

Professor Date: _____

- b. Concur:

Associate Dean for Academic Affairs Date: _____

Note: This form is to be filed with the Associate Dean for Academic Affairs

**REQUEST FORM
FOR EXTENSION OF PH.D. PROGRAM
BEYOND SEVEN YEARS**

The degree is to be completed within seven years. A candidate may petition for an annual extension, but the total time in program must not exceed ten years. Extensions are considered by submitting a written request to the Office of the Associate Dean for Academic Affairs. Following consultation with the Dissertation Director, the Associate Dean for Academic Affairs and the Advanced Programs Committee will determine whether to grant an extension. Appeals of the decision of the Associate Dean and Advanced Programs Committee may be made in writing to the Dean.

STUDENT'S NAME: _____

Have you previously received a program extension? _____

If yes, how many extensions have you received? _____

1. Using a separate document, please provide specific reason(s) for requesting this extension. Your statement should include a description of the progress made so far on the dissertation, a timeline for completion of remaining work, and a rationale for the feasibility of the proposed timeline. If you have devoted time in the last year to paper presentations or publications, please explain how that activity contributed to the dissertation.
2. Signatures:
(a) Student

Name

Date

(b) Dissertation Director

Name

Date

Note: This form is to be filed with the Associate Dean for Academic Affairs

ADVISING FORM **DOCTOR OF PHILOSOPHY IN BIBLICAL INTERPRETATION**

Name: _____
Last First Middle STUDENT ID

Advisor: _____ Semester Admitted: _____

Major Area: _____ Minor Area: _____ Healthy Boundaries: _____

- The degree requires 42 semester hours, qualifying examinations leading to candidacy, and a dissertation. See Ph.D. Manual for specifics.
- Evaluation of prior work will be made at the end of the first year of residence.
- All courses must be selected in discussion between the student and adviser.
- Independent Study courses require permission of the professor and the Associate Dean

Language

- Modern Languages (Do not count toward Ph.D. credit hours)
(Choose two: French, German, Italian, Korean, or Spanish)

	Date
- Ancient Languages
(at least 3 hours 90000 HEBI or NETE)

Research Methodology

(6 Hours required of all BIIN students)

HEBI 95713 Critical Introduction to the Hebrew Bible	
NETE 95713 Critical Introduction to the New Testament	

Graduate Seminars and Courses

(33 Hours selected from 90000 HEBI, NETE, CHHI, or CHTH)

Seminars and Courses (if required to enhance a student's background, but with no credit toward a Ph.D.)

**PETITION TO
SUBSTITUTE TCU COURSE FOR A
BRITE REQUIRED COURSE**

All Brite Divinity School Ph.D. students who wish to enroll in a course offered by Texas Christian University (TCU) to substitute for a Brite required course need to petition the Associate Dean for Academic Affairs as follows:

Part I: To be completed by Student: _____
PRINT NAME STUDENT ID#

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 the TCU unit offering course.

A copy of this form should be kept on file in the TCU 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: _____

**PH.D. LANGUAGE REQUIREMENTS
MODERN LANGUAGE**

STUDENT'S NAME: _____

STUDENT ID#: _____

passed the modern language requirement by passing a two hour exam normally prepared and graded by a Brite faculty member.

_____/_____
Language Test Date

_____/_____/_____
Passed/No Pass Signed by Faculty Member or Date

_____/_____
Attested by Associate Dean for Academic Affairs Date

**PH.D. LANGUAGE REQUIREMENTS
DIAGNOSTIC TEST**

STUDENT'S NAME: _____

STUDENT ID#: _____

☐

BIBLICAL HEBREW

☐

BIBLICAL GREEK

A. Student took the diagnostic exam on _____
with the following result: (Date)

(Signed)

(Date)

B. Student demonstrated competence in ☐ Biblical Hebrew ☐ Biblical Greek through
course work in _____ taken in _____.
(Course Number) (Semester and Year)

(Signed)

(Date)

NOTE

Information concerning the major Biblical Hebrew examination for Hebrew Bible majors and Biblical Greek examination for New Testament majors may be found on a separate document. The examination also requires a separate form.

**BIIN PH.D. HEBREW EXAMINATION
APPLICATION AND RESULTS**

STUDENT'S NAME: _____ STUDENT ID#: _____

DATE OF APPLICATION: _____

DATE OF EXAMINATION: _____

Hebrew Bible

At least three passages (up to 80 total verses) in the Hebrew Bible will be read using critical resources, pointing out grammatical phenomena, and interpreting the BHS textual apparatus as required.

Texts, selected in dialogue between the Ph.D. student and Hebrew Bible/Jewish Studies faculty examiners, include the following:

Student's Signature

Faculty Member's Signature

Faculty Member's Signature

EXAMINATION RESULTS:

☐ Pass with Distinction

☐ Pass

☐ No Pass

COMMENTS:

Faculty Member's Signature

Faculty Member's Signature

RETURN THIS FORM TO THE OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS

BPhD-7

**APPLICATION FOR
QUALIFYING EXAMINATIONS**

**BIIN Ph.D. Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of
Early Judaism**

STUDENT'S NAME: _____

STUDENT ID#: _____

ADDRESS: _____

HOME PHONE: _____

E-MAIL ADDRESS: _____

APPLICATION DATE: _____

The student is directed to read the Guidelines for BIIN Ph.D. Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism Qualifying Examinations, and then complete the following information as appropriate:

1. Date you wish to schedule the Qualifying Examinations:

- _____ To begin Fourth Week of September (must be filed by May 1)
- _____ To begin Fourth Week of January (must be filed by September 15)
- _____ To begin Second Full Week of April (must be filed by January 15)

2. Faculty Advisor: _____

1. Select one of the following areas for the Minor Qualifying Examination:

- _____ New Testament and Literature of Early Christianity (See Note below.)
- _____ Themes and Issues in Biblical Theology
- _____ History of Biblical Interpretation
- _____ Theological Hermeneutics

NOTE: If the Minor Qualifying Examination is in New Testament and Literature of Early Christianity, the student will select a day from the week chosen for a six-hour examination at Brite Divinity School, with a lunch break that is not counted as part of the six hours.

Day: _____ Date: _____

Hours: _____ Location: _____

Computer Preference: PC _____ MAC _____

Student's Signature Date

Following consultation with your adviser, the student must secure the signature of the various faculty members:

Area

Faculty Signature

Area

Faculty Signature

Area

Faculty Signature

Area

Faculty Signature

Area

Faculty Signature

APPROVED:

Associate Dean for Academic Affairs Date

**APPLICATION FOR
QUALIFYING EXAMINATIONS**

BIIN Ph.D. Hebrew Bible

STUDENT'S NAME: _____

STUDENT ID#: _____

ADDRESS: _____

HOME PHONE: _____

E-MAIL ADDRESS: _____

APPLICATION DATE: _____

The student is directed to read the Guidelines for BIIN Ph.D. Hebrew Bible, Apocryphal/ Deuterocanonical Books, and Literature of Early Judaism Qualifying Examinations, and then complete the following information as appropriate:

1. Date you wish to schedule the Qualifying Examinations:

_____ To begin Fourth Week of September (must be filed by May 1)
_____ To begin Fourth Week of January (must be filed by September 15)
_____ To begin Second Full Week of April (must be filed by January 15)

Faculty Advisor: _____

2. Indicate the Qualifying Examination Areas:

Major Qualifying Examination 1: _____

Day: _____ Date: _____

Hours: _____ Location: _____

Major Qualifying Examination 2: _____

Day: _____ Date: _____

Hours: _____ Location: _____

Minor Qualifying Examination: _____

Day: _____ Date: _____

Hours: _____ Location: _____

Computer Preference: PC _____ MAC _____

Student's Signature Date

Following consultation with your adviser, the student must discuss the particular areas of the doctoral examinations, bibliographies, and the content of the examinations and secure the signature of the appropriate faculty members participating in each exam:

Area

Faculty Signature

Area

Faculty Signature

Area

Faculty Signature

Area

Faculty Signature

Area

Faculty Signature

APPROVED:

Associate Dean for Academic Affairs

Date

**APPLICATION FOR
QUALIFYING EXAMINATIONS**

BIIN Ph.D. New Testament and Literature of Early Christianity

STUDENT'S NAME: _____

STUDENT ID#: _____

ADDRESS: _____

HOME PHONE: _____

E-MAIL ADDRESS: _____

APPLICATION DATE: _____

The student is directed to read the Guidelines for BIIN Ph.D. New Testament and Literature of Early Christianity Qualifying Examinations, and then complete the following information:

1. Period you wish to schedule the Qualifying Examinations:

- ____ Fourth Week of September (must be filed by May 1)
____ Fourth Week of January (must be filed by September 15)
____ Second Full Week of April (must be filed by January 15)

2. Faculty Advisor:

3. Indicate the Qualifying Examination Areas:

Major Qualifying Examination 1 Topics: _____

Day: _____ Date: _____

Hours: _____ Location: _____

Major Qualifying Examination 2 (Specialized Area of Interest): _____

Day: _____ Date: _____

Hours: _____ Location: _____

Minor Qualifying Examination Area: _____

Day: _____ Date: _____

Hours: _____ Location: _____

Computer Preference: PC _____ MAC _____

4. Each of the Qualifying Examinations must be completed within six hours, with a lunch break that is not counted as part of the six hours. No texts or other materials are to be brought to this examination (except an unmarked copy of the Greek NT). The Qualifying Examinations will be typed, using a computer and workspace provided by Brite Divinity School. No help will be available during the testing period.

Following consultation with your adviser, you need to secure the signatures of the various faculty members.

Area

Faculty Signature

Area

Faculty Signature

Area

Faculty Signature

Area

Faculty Signature

Area

Faculty Signature

APPROVED:

Associate Dean for Academic Affairs

Date

BIIN PH.D. QUALIFYING EXAMINATIONS RESULTS

STUDENT'S NAME _____

DATE(S) OF EXAMS _____

STUDENT ID# _____

☐

Hebrew Bible

☐

New Testament and Literature of Early Christianity

Major Exam: _____

☐

Pass with Distinction

☐

Pass

☐

No Pass

Examiner's signature(s): _____

Minor Exam: _____

☐

Pass with Distinction

☐

Pass

☐

No Pass

Examiner's signature(s): _____

ATTEST:

Associate Dean for Academic Affairs

Date

**REQUEST FOR
EXTENSION OF TIME TO TAKE
PH.D. QUALIFYING EXAMINATIONS**

STUDENT'S NAME: _____

STUDENT ID#: _____

☐

BIIN QUALIFYING EXAM

☐

PT QUALIFYING EXAM

1. Reason(s) for requesting this extension of time:

2. Time when you now wish to take your qualifying exams:

3. Approved by:

Associate Dean for Academic Affairs

Date: _____

4. Signatures of faculty who have agreed to prepare your exams, indicating that they have been notified of the schedule change.

Faculty _____

Faculty _____

Faculty _____

Faculty _____

Faculty _____

Note: This form is to be filed with the Associate Dean for Academic Affairs

**REQUEST FOR EXTENSION
BEYOND SIX MONTHS TO SUBMIT
DISSERTATION PROPOSAL**

STUDENT'S NAME: _____

STUDENT ID#: _____

☐

BIBLICAL INTERPRETATION

☐

PASTORAL THEOLOGY

1. Reason(s) for taking extra time to submit dissertation proposal:

2. Date when I plan to submit the proposal: _____

3. Approval Signatures:

Dissertation Director

Date _____

Associate Dean for Academic Affairs

Date _____

Note: This form is to be filed with the Associate Dean for Academic Affairs

TITLE OF THE DISSERTATION
CENTERED AND DOUBLE-SPACED
ALL CAPITAL LETTERS

by
Jane Marie Doe

DISSERTATION PROPOSAL APPROVAL FORM

Ph.D. in Pastoral Theology
[or: Ph.D. in Biblical Interpretation]

Brite Divinity School

Approved by Dissertation Committee:

**Approved by Advanced Programs
Committee:**

Date: _____

Date: _____

Dissertation Director

Chair, Advanced Programs Committee

Dissertation Committee Reader

Associate Dean for Academic Affairs

Dissertation Committee Reader

TITLE OF THE DISSERTATION
CENTERED AND DOUBLE-SPACED
ALL CAPITAL LETTERS

by

Jane Marie Doe

Bachelor of _____, 2000
Texas Christian University
Fort Worth, TX

Master of Divinity, 2004
Brite Divinity School
Fort Worth, TX

Dissertation

Presented to the Faculty of the

Brite Divinity School

in partial fulfillment of the requirements
for the degree of

Doctor of Philosophy in Pastoral Theology
[or: Biblical Interpretation]

Fort Worth, TX

May 2011

TITLE OF THE DISSERTATION
CENTERED AND DOUBLE-SPACED

APPROVED BY

DISSERTATION COMMITTEE:

(NAME)
Dissertation Director

(NAME)
Reader

(NAME)
Reader

Jeffrey Williams
Associate Dean for Academic Affairs

Michael Miller
Dean

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

**RESULTS OF ORAL DEFENSE
OF PH.D. DISSERTATION**

Student's Name

Date of Orals

Student ID#

The above-shown student's oral defense of his/her Ph.D. Dissertation entitled:

Resulted in a grade of ☐ Pass with Distinction ☐ Pass ☐ Conditional Pass ☐ No Pass

If the result was conditional pass, the candidate is required to either provide (1) written revisions and/or (2) a second oral defense.

After conferencing, the Dissertation Committee has chosen that this student do option:

☐ Written revisions

☐ Second oral defense

The deadline for meeting these criteria is: _____
(Date)

IN AGREEMENT DISSERTATION COMMITTEE:

Dissertation Director

Faculty Member

Faculty Member

Faculty Member

Faculty Member

ATTEST:

Associate Dean for Academic Affairs

Date

ADVISING FORM
DOCTOR OF PHILOSOPHY (Ph.D.) IN
PASTORAL THEOLOGY:
Transforming Persons, Communities, and Practices

Name: _____
LAST
FIRST
MIDDLE
STUDENT ID#

Advisor: _____ Semester Admitted: _____ Healthy Boundaries: _____

The degree requires forty-eight semester hours, qualifying examinations leading to candidacy, and a dissertation. Three full-years of residency are normally required. Evaluation of prior work will be made at the end of the first year of residence. Decisions about courses must be made in conversation with the faculty adviser.

Seven PhD-Specific Classroom Seminars (21 hours)

Date _____

- | | |
|---|-------|
| 1. PTPC 95223 Sexuality, Race, and Class: Implications for Pastoral Theology | _____ |
| 2. PTPC 95123 Theological Anthropology: Critical Conversation for Pastoral Theology | _____ |
| 3. PTPC _____ History and Horizons in Pastoral Theology | _____ |
| 4. PTPC _____ Methods in Pastoral Theology | _____ |
| 5. PTPC _____ Research Projects in Pastoral Theology | _____ |
| 6. PTPC _____ Pedagogy | _____ |
| 7. PTPC _____ Theories of Personality | _____ |

One Directed Study (3 hours)

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |

Eight other 90000 level courses – at least three in PTPC (24 hours)

- | | |
|---------------|-------|
| 1. PTPC _____ | _____ |
| 2. PTPC _____ | _____ |
| 3. PTPC _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |

Language: Modern Language (to be completed prior to or during first year)

Qualifying Exams Projected Date: _____

Dissertation Projected Date of Completion: _____

Topic: _____

**APPLICATION FOR
QUALIFYING EXAMINATIONS**

Ph.D. Pastoral Theology

STUDENT NAME: _____

STUDENT ID#: _____

ADDRESS: _____

HOME PHONE: _____

E-MAIL ADDRESS: _____

APPLICATION DATE: _____

FACULTY ADVISOR: _____

The student is directed to read the Guidelines for Pastoral Theology Ph.D. located in the Guidelines section of this manual and then complete the following:

1. Date you wish to schedule the Qualifying Examinations:

____ To begin Fourth Week of September (must be filed by June 1)
____ To begin Fourth Week of January (must be filed by September 15)
____ To begin Second Full Week of April (must be filed by January 15)

2. All Qualifying Examinations may commence at 8:00 a.m. on Monday and must be completed by 4:00 p.m. on Friday of the examinations week. Four hours will be allowed for the completion of each written examination. Examinations will be available in the Office of the Associate Dean for Academic Affairs. You must use a PC or Mac computer with Microsoft Word. No additional resource files, notes, or outside books may be used. Note: The due date for the Fifth Area Essay is two weeks before the first day of Qualifying Examinations.

Computer Preference: PC _____ MAC _____

Special agreements, if any: _____

1. The five Exam Areas are described in section IV Guidelines of this manual. The Fifth Area Essay requires discussion with the student's faculty advisor to determine the focus of the Essay. The Essay title as approved by the faculty advisor must be included in this application. Note: The Essay is due two weeks in advance of the first day of Qualifying Examinations. Faculty will not read drafts of the Essay prior to this submission date.

ESSAY TITLE:

FACULTY ADVISOR SIGNATURE _____ DATE: _____

2. Tentative Dissertation Topic: _____

Date of Adviser's approval for tentative Dissertation Topic: _____

Approved:

Associate Dean for Academic Affairs

Date

**PASTORAL THEOLOGY PH.D. QUALIFYING
EXAMINATIONS RESULTS**

STUDENT'S NAME

DATE(S) OF EXAMS

Area Exam 1: Pastoral Theology: Theory and Implications for Practice

☐ Pass with Distinction

☐ Pass

☐ No Pass

Examiner's signature: _____

Area Exam 2: Understanding the Human Being: Engaging Theological and Theoretical Sources

☐ Pass with Distinction

☐ Pass

☐ No Pass

Examiner's signature: _____

Area Exam 3: History and Horizons of Pastoral Theology

☐ Pass with Distinction

☐ Pass

☐ No Pass

Examiner's signature: _____

Area Exam 4: Method in Pastoral Theology and in Research

☐ Pass with Distinction

☐ Pass

☐ No Pass

Examiner's signature: _____

Area Exam 5: Fifth Area Essay

☐ Pass with Distinction

☐ Pass

☐ No Pass

Examiner's signature: _____

ATTEST:

Associate Dean for Academic Affairs

Date

PH.D. TRAVEL GRANT INSTRUCTIONS

A limited amount of money is available each year to support Ph.D. students' travel expenses for dissertation related work and to enhance student programs by attending professional meetings or by participating in archaeological expeditions, course-workshops, and similar events. If you wish to apply for such funds, please fill out the form on the following page. You should describe the event you wish to attend and if possible attach a published description of the event with your application. Students usually receive only one grant during their time in Program. The maximum grant that can be awarded is \$1000; and lesser amounts may be given depending on the number of applicants and need. Preference may be given to those closest to the end of their program. The Advanced Programs Committee will consider applications for the period from June through May 31 of the following year at its March meeting.

In addition to the total dollar amount requested, the Committee must have an estimate of how the money will be spent by category, e.g., approximately \$xxx airline travel; \$yyy conference fee; approximately \$zzz food and accommodations.

Funds are awarded in March for use in the next fiscal year (June 1 through May 31). This means that any plane flight, conference, course or expedition that a travel grant is awarded to help support must actually have occurred during this period.

The deadline for submitting applications is 5:00 pm on March 30. The form should be delivered to the Office of the Dean for Academic Affairs.

**PH.D. TRAVEL GRANT
APPLICATION FORM**

Name Program (BIIN or PT)

Entering Hours Amount Have you applied before? When?
Semester Completed Requested Amount of Money Received?

Estimated Breakdown of Expenses \$ _____ TRAVEL

\$ _____ REGISTRATION

\$ _____ FOOD / ACCOMMODATIONS

Date of event: _____

(Note: Travel must take place between June 1 and May 31 of the award year.)

Description of event: _____

How participation may help my program or career: _____

Date of application

Signature

Committee Action

Date

REQUEST FOR ACCEPTANCE INTO THE BIBLICAL STUDIES CERTIFICATE

Part I:

(To be completed by the student)

I hereby declare my intention to satisfy all specified requirements of the Biblical Studies Certificate within the program listed below. Please consider this petition for program approval.

Date: _____

Name: _____ TCU ID #: _____

Program: _____CTS _____MDIV _____MTS _____MATM

Credit hours completed toward program (including current semester registration):

Anticipated Graduation Date: _____

List courses already taken that apply to the certificate:

		Semester/Year
NETE 60003	Introduction to the New Testament	_____
or		
HEBI 60003	Interpreting the Hebrew Bible in Context	_____
and		
HEBI 70013	Biblical Hebrew I	_____
and		
HEBI 75033	Biblical Hebrew II	_____
or		
NETE 70013	Basics of Biblical Greek	_____
and		
NETE 75013	Biblical Greek II	_____
_____	_____	_____
_____	_____	_____

Please note: **Either NETE 60003 or HEBI 60003** count as satisfying the basic theological studies requirement in Bible **and** three hours of the certificate in Biblical Studies. Students must take six hours of language in either Hebrew or Greek. The

remaining six hours of coursework for the certificate must be taken at either the 65000 or 70000 level for a total of 15 credit hours for the certificate.

Part II.

(To be completed by a faculty member in Biblical Studies after consultation with the department)

I hereby acknowledge and indicate program approval of the above declaration and student petition.

Name (please print): _____ Date: _____

Signature: _____

Administrative Action/Date: _____

REQUEST FOR ACCEPTANCE INTO THE BLACK CHURCH STUDIES CERTIFICATE

Part I:

(To be completed by the student)

I hereby declare my intention to satisfy all specified requirements of the Black Church Studies Certificate within the program listed below. Please consider this petition for program approval.

Date: _____

Name: _____ TCU ID #: _____

Program: _____CTS _____MDIV _____MTS _____MATM

Credit hours completed toward program (including current semester registration):

Anticipated Graduation Date: _____

List courses already taken that apply to the certificate:

		Semester/Year
<u>RECU 70003</u>	<u>Introduction to Black Church Traditions and Cultures</u>	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please note: M.Div. students pursuing this certificate in conjunction with their degree may count RECU 65053 African-American Experiences and Perspectives in Social Ethics to satisfy **both** of the three-hour Basic Theological Studies Requirements (Theology and Ethics) **or** the second half of the Contextualization requirement **and** three hours of the Certificate studies.

Part II.

(To be completed by the Director of the Black Church Studies Program)

I hereby acknowledge and indicate program approval of the above declaration and student petition.

Name (please print): _____ Date: _____

Signature: _____

Administrative Action/Date: _____

**REQUEST FOR ACCEPTANCE INTO THE HISTORY, THEOLOGY, AND
ETHICS CERTIFICATE**

Part I:

(To be completed by the student)

I hereby declare my intention to satisfy all specified requirements of the History, Theology, and Ethics Certificate within the program listed below. Please consider this petition for program approval.

Date: _____

Name: _____ TCU ID #: _____

Program: _____CTS _____MDIV _____MTS _____MATM

Credit hours completed toward program (including current semester registration):

Anticipated Graduation Date: _____

List courses already taken that apply to the certificate:

Semester/Year

Certificate Courses - Fifteen hours of coursework in History, Theology, and/or Ethics (degree program students may count six hours of Basic Theological Studies coursework in History, Theology, and/or Ethics toward the fifteen hours of coursework required for the certificate).

Additional coursework counted toward the certificate cannot also be counted toward basic theological studies requirements.

Part II.

(To be completed by a member of the History, Theology, or Ethics area and after consultation with these members of these areas)

I hereby acknowledge and indicate program approval of the above declaration and student petition.

Name (please print): _____ Date: _____

Signature: _____

Administrative Action/Date: _____

**REQUEST FOR ACCEPTANCE INTO THE LATINA/O CHURCH
STUDIES CERTIFICATE**

Part I:

(To be completed by the student)

I hereby declare my intention to satisfy all specified requirements of the Latina/Latino Church Studies Certificate within the program listed below. Please consider this petition for program approval.

Date: _____

Name: _____ TCU ID #: _____

Program: _____CTS _____MDIV _____MTS _____MATM

Credit hours completed toward program (including current semester registration):

Anticipated Graduation Date: _____

List courses already taken that apply to the certificate:

		Semester/Year
<u>RECU 60073</u>	<u>Introduction to U.S. Latina/o Christianities</u>	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please note:

The Certificate in Latina/o Church Studies may include one Brite travel-seminar class (3 credit hours) and one course (3 credit hours) through the Hispanic Summer Program..

Part II.

(To be completed by a member of Brite's Permanent Faculty teaching courses in Latina/o Church Studies)

I hereby acknowledge and indicate program approval of the above declaration and student petition.

Name (please print): _____ Date: _____

Signature: _____

Administrative Action/Date: _____

REQUEST FOR ACCEPTANCE INTO THE MILITARY CHAPLAINCY CERTIFICATE

Part I:

(To be completed by the student)

I hereby declare my intention to satisfy all specified requirements of the Military Chaplaincy Certificate within the program listed below. Please consider this petition for program approval.

Date: _____

Name: _____ TCU ID #: _____

Program: _____CTS _____MDIV _____MTS _____MATM

Credit hours completed toward program (including current semester registration):

Anticipated Graduation Date: _____

List courses already taken that apply to the certificate:

		Semester/Year
PTPC 60003	Pastoral Care in a Complex World	_____
_____	The Military Chaplaincy	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please note: In addition to Pastoral Care in a Complex World and The Military Chaplaincy, students must complete at least nine hours in Pastoral Care and/or courses related to war and peace studies.

Part II.

(To be completed by a member of Brite's Permanent Faculty with responsibility for teaching courses in the certificate and after consultation with the Associate Dean for Academic Affairs)

I hereby acknowledge and indicate program approval of the above declaration and student petition.

Name (please print): _____ Date: _____

Signature: _____

Administrative Action/Date: _____

REQUEST FOR ACCEPTANCE INTO THE PASTORAL CARE CERTIFICATE

Part I:

(To be completed by the student)

I hereby declare my intention to satisfy all specified requirements of the Pastoral Care Certificate within the program listed below. Please consider this petition for program approval.

Date: _____

Name: _____ TCU ID #: _____

Program: _____CTS _____MDIV _____MTS _____MATM

Credit hours completed toward program (including current semester registration): _____

Anticipated Graduation Date: _____

List courses already taken that apply to the certificate:

Semester/Year

- a. PTPC 60003 Pastoral Care in a Complex World _____
- b. Choose three PTPC courses with reference to vocational goals and in consultation with your adviser:
PTPC _____
PTPC _____
- c. Clinical requirement:
PTPC 75053 Clinical Pastoral Education (Hospital-based only) _____

Part II.

(To be completed by a Faculty member in the Pastoral Theology and Pastoral Care department after consultation with the department)

I hereby acknowledge and indicate department approval of the above declaration and student petition.

Name (please print): _____

Date: _____

Signature: _____

Administrative Action/Date:

**REQUEST FOR ACCEPTANCE INTO THE
SEXUAL AND GENDER JUSTICE CERTIFICATE**

Part I:
(To be completed by the student)

I hereby declare my intention to satisfy all specified requirements of the Sexual and Gender Justice Certificate within the program listed below. Please consider this petition for program approval.

Date: _____

Name: _____ TCU ID #: _____

Program: _____ CTS _____ MDIV _____ MTS _____ MATM

Credit hours completed toward program (including current semester registration):

Anticipated Graduation Date: _____

List courses already taken that apply to the certificate:

Semester/Year

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please note: Three hours of coursework in gender and sexual justice may also be used to satisfy the half of the Cultural/Global Context if the student is in either the M.T.S. or M.A.T.M program.

Part II.

(To be completed by a member of Brite's Permanent Faculty with responsibility for teaching courses in sexual and gender justice and after consultation with the Associate Dean for Academic Affairs)

I hereby acknowledge and indicate program approval of the above declaration and student petition.

Name (please print): _____ Date: _____

Signature: _____

Administrative Action/Date: _____

BRITE ADVISING FORM - SXGJNGCERT (15 semester hours)
(Sexual and Gender Justice Certificate)

Student Name _____ Student ID# _____ Semester Admitted _____

Religious Preference _____ Attended Orientation _____

Thinking Theologically Seminar _____ Healthy Boundaries _____

Certificate Courses – 15 hours of coursework in any discipline with a primary focus on sexual and/or gender justice. Courses should be selected in consultation with advisor and with the approval of the Associate Dean for Academic Affairs.

Semester

Course Number and Title

BRITE ADVISING FORM - C.T.S. (21 semester hours)
(CETS-CTS)

Student Name _____

Student ID# _____

Semester Admitted _____

Religious Preference _____

Attended Orientation _____

Thinking Theologically Seminar _____

Healthy Boundaries _____

I. Distributive Requirements

(6 semester hours, one course from any two of the areas)

A. Biblical Studies

_____ HEBI 60003 Interpreting the Hebrew Bible in Context

_____ NETE 60003 Introduction to the New Testament

* _____

B. Historical Studies

_____ CHHI 60033 History of Christianity: Turning Points

_____ CHHI 70013 History of Christianity in America

* _____

C. Theological/Ethical Studies

_____ CHTH 60003 Introduction to Christian Theology

_____ CHET 60013 Introduction to Theological Ethics

_____ CHET 65013 History of Christian Ethics

* _____

D. Cultural/Global Context

_____ CHHI 70023 The Church in the Midst of Pluralism

_____ CHHI 70533 The Black Religious Exper. in America

_____ CHTH 70013 Postcolonial Theologies

_____ CHTH 70043 Feminism & Theology

_____ JWST 60003 Introduction to Judaism

_____ RECU 60013 Religious Plurality: Theologies &

Geopolitics of Religion

_____ RECU 60023 Christian Theology of Religions

_____ RECU 60033 Religious Fundamentalism

_____ RECU 60043 Interreligious Dialogue

_____ RECU 60063 World Religions and Gender

_____ RECU 60073 Intro to U.S. Latina/o Christianity

_____ RECU 65053 African-American Experiences and

Perspectives in Social Ethics

_____ RECU 70003 Intro to Black Ch Traditions & Culture

_____ RECU 70053 Studies in World Christianity

* _____

II. Electives (15 semester hours)

***Write in course must be approved by Assoc. Dean for Academic Affairs**

WRITE ADVISING FORM - C.T.S. With UMC Deacon Requirements (21 semester hours)
(CETS-CTS Denominational requirements tracked manually)

Student Name _____ Student ID# _____ Semester Admitted _____
Religious Preference _____ Attended Orientation _____
Thinking Theologically Seminar _____ Healthy Boundaries _____

I. Distributive Requirements

(6 semester hours, one course from any two of the areas)

A. Biblical Studies

_____ HEBI 60003 Interpreting the Hebrew Bible in Context
_____ NETE 60003 Interpreting Introduction to the New Testament

* _____

B. Historical Studies

_____ CHHI 60013 History of Christianity: Turning Points
_____ CHHI 70013 History of Christianity in America

* _____

C. Theological/Ethical Studies

_____ CHTH 60003 Introduction to Christian Theology
_____ CHET 60013 Introduction to Theological Ethics
_____ CHET 65013 History of Christian Ethics

* _____

D. Cultural/Global Context

Note: UM deacon candidates should take 3 semester hours in Missiology or a course in the Theology, History, or Practice of Mission.

_____ CHHI 70023 The Church in the Midst of Pluralism
_____ CHHI 70533 The Black Religious Exper. in America
_____ CHTH 70013 Postcolonial Theologies
_____ CHTH 70043 Feminism & Theology
_____ JWST 60003 Introduction to Judaism
_____ RECU 60013 Religious Plurality: Theologies & Geopolitics of Religion

_____ RECU 60023 Christian Theology of Religions
_____ RECU 60033 Religious Fundamentalism
_____ RECU 60043 Interreligious Dialogue
_____ RECU 60063 World Religions and Gender
_____ RECU 60073 Intro to U.S. Latina/o Christianity
_____ RECU 65053 African-American Experiences and Perspectives in Social Ethics
_____ RECU 70003 Intro to Black Ch Traditions & Culture
_____ RECU 70053 Studies in World Christianity

* _____

II. UMC History, Doctrine and Polity (9 semester hours)

_____ CHHI 70134 History & Doctrine of the UMC
_____ PRTH 70212 United Methodist Polity
_____ PRTH 70223 Evangelism

III. Electives (6 semester hours)

***Write in course must be approved by Assoc. Dean for Academic Affairs**

BRITE ADVISING FORM – Master of Arts in Theology and Ministry (WITH UMC REQUIREMENTS) (48 semester hours)
(MAMM-MTM)

Student Name _____ Student ID# _____ Semester Admitted _____
Religious Preference _____ Attended Orientation _____
Thinking Theologically Seminar _____ Healthy Boundaries _____

I. Distributive Requirements (27 semester hours)

A. Religious Heritage (12 semester hours)

1. Bible (6 semester hours; both of the following courses)

_____ HEBI 60003 Interpreting the Hebrew Bible in Context
_____ NETE 60003 Introduction to the New Testament
* _____

2. History (3 semester hours, chosen from the following courses)

_____ CHHI 60033 History of Christianity: Turning Points
_____ CHHI 70013 History of Christianities in the United States
* _____

3. Theology (3 semester hours)

_____ CHTH 60003 Introduction to Christian Theology

B. Cultural /Global Context (6 semester hours)

1. Choose one from the following courses:

_____ CHET 60013 Intro. to Theological Ethics
_____ CHET 65013 History of Christian Ethics
* _____

2. Choose one from the following courses:

(UM deacon candidates should take Missiology or a course in the Theology, History, or Practice of Mission.)

_____ CHHI 70023 The Church in the Midst of Pluralism
_____ CHHI 70533 The Black Religious Exper. in America
_____ CHTH 70013 Postcolonial Theologies
_____ CHTH 70043 Feminism & Theology
_____ JWST 60003 Introduction to Judaism
_____ RECU 60013 Relig Plurality: Theologies&Geopolitics of Relig.
_____ RECU 60023 Christian Theology of Religions
_____ RECU 60033 Religious Fundamentalism
_____ RECU 60043 Interreligious Dialogue
_____ RECU 60063 World Religions and Gender
_____ RECU 60073 Introduction to U.S. Latina/o Christianity
_____ RECU 65053 African-Amer Exper:Soc Ethics
_____ RECU 70003 Intro to Black Ch Traditions & Culture
_____ RECU 70053 Studies in World Christianity
* _____

C. Personal and Spiritual Formation (9 semester hours)

1. Choose one from the following courses (3 semester hours)

_____ SPIR 70403 Martyrs, Monks, and Mystics: The History of Christian Spirituality
_____ SPIR 60003 Spiritual Life and Leadership
_____ SPIR 65013 Spirituality and Ecological Justice
_____ SPIR 70013 Themes and Perspectives in American Spirituality
_____ SPIR 70023 Spiritual Resources and Disciplines
_____ SPIR 70213 Spiritual Themes in Literature
_____ SPIR 70033 The Practice of Spiritual Direction
_____ SPIR 70043 Howard Thurman: Spirituality and The Quest for Justice

2. Supervised Ministry (6 semester hours in the student's area of Christian Service)

_____ PRTH 65013 Supervised Ministry I
_____ PRTH 65023 Supervised Ministry II

II. United Methodist Denominational Requirements (12 semester hours)

_____ CHHI 70134 History & Doctrine of the UMC
_____ PRTH 70212 United Methodist Polity
_____ PRTH 70223 Evangelism
_____ WRSP 60003 From Sacred Ritual to Christian Worship

III. Specialization (9 semester hours)

Track 1: Congregational Ministry: Any combination of three courses chosen from among PRTH, WRSP, REED, PTPC, SPIR, and HOML.

Track 2: Social Transformation: Any combination of three additional courses in Cultural/Global Context (see I.B.2), religion & culture, social ethics, or leadership.

Course plans for specializations are developed in consultation with an advisor & other appropriate faculty members. The Associate Dean, in consultation with the advisor and other appropriate faculty members will approve the plan.

IV. Electives (No elective courses.)

***Write in course must be approved by Assoc. Dean for Academic Affairs**

BRITE ADVISING FORM – Master of Arts in Theology and Ministry (48 semester hours)
(MATM-MTM)

Revised: 07/2/2019

Student Name _____

Student ID# _____

Semester Admitted _____

Religious Preference _____

Attended Orientation _____

Certificate, if desired _____

Thinking Theologically Seminar _____

Healthy Boundaries _____

I. Distributive Requirements (27 semester hours)

A. Religious Heritage (12 semester hours)

1. Bible (6 semester hours; both of the following courses)

_____ HEBI 60003 Interpreting the Hebrew Bible in Context

_____ NETE 60003 Introduction to the New Testament

* _____

2. History (3 semester hours, chosen from the following courses)

_____ CHHI 60033 History of Christianity: Turning Points

_____ CHHI 70013 History of Christianities in the United States

* _____

3. Theology (3 semester hours)

_____ CHTH 60003 Introduction to Christian Theology

B. Cultural /Global Context (6 semester hours)

1. Choose one from the following courses:

_____ CHET 60013 Intro. to Theological Ethics

_____ CHET 65013 History of Christian Ethics

* _____

2. Choose one from the following courses:

_____ CHHI 70023 The Church in the Midst of Pluralism

_____ CHHI 70533 The Black Religious Exper. in America

_____ CHTH 70013 Postcolonial Theologies

_____ CHTH 70043 Feminism & Theology

_____ JWST 60003 Introduction to Judaism

_____ RECU 60013 Relig Plurality:Theologies&Geopolitics of Relig.

_____ RECU 60023 Christian Theology of Religions

_____ RECU 60033 Religious Fundamentalism

_____ RECU 60043 Interreligious Dialogue

_____ RECU 60063 World Religions and Gender

_____ RECU 60073 Introduction to U.S. Latina/o Christianity

_____ RECU 65053 African-Amer Exper:Soc Ethics

_____ RECU 70003 Intro to Black Ch Traditions & Culture

_____ RECU 70053 Studies in World Christianity

* _____

C. Personal and Spiritual Formation (9 semester hours)

1. Choose one from the following courses (3 semester hours)

_____ SPIR 70403 Martyrs, Monks, and Mystics: The History of Christian Spirituality

_____ SPIR 60003 Spiritual Life and Leadership

_____ SPIR 65013 Spirituality and Ecological Justice

_____ SPIR 70013 Themes & Perspectives in American Spirituality

_____ SPIR 70023 Spiritual Resources and Disciplines

_____ SPIR 70213 Spiritual Themes in Literature

_____ SPIR 70033 The Practice of Spiritual Direction

_____ SPIR 70043 Howard Thurman: Spirituality and the Quest for Justice

2. Supervised Ministry (6 semester hours in cong. or non-profit settings)

_____ PRTH 65013 Supervised Ministry I

_____ PRTH 65023 Supervised Ministry II

II. Specialization (9 semester hours)

Track 1: Congregational Ministry: Any combination of three courses chosen from among PRTH, WRSP, REED, PTPC, SPIR, and HOML.

Track 2: Social Transformation: Any combination of three additional courses in Cultural/Global Context (see I.B.2), religion & culture, social ethics, or leadership.

Course plans for specializations are developed in consultation with an advisor & other appropriate faculty members. The Associate Dean, in consultation with the advisor and other appropriate faculty members will approve the plan.

III. Electives (12 semester hours. Elective courses are to be selected in consultation with the student's faculty advisor.)

Write in course must be approved by Assoc. Dean for Academic Affairs

BRITE ADVISING FORM – M.Div. Baptist (81 semester hours)
(MDVB-MDV)

Student Name _____ Student ID# _____ Semester Admitted _____
Religious Preference _____ Attended Orientation _____
Certificate, if declared _____ Thinking Theologically Seminar _____ Healthy Boundaries _____

I. Basic Theological Studies (39 semester hours)

Biblical Studies (6 semester hours)

_____ HEBI 60003 Interpreting the Hebrew Bible in Context
_____ NETE 60003 Introduction to the New Testament

Historical Studies (3 semester hours from one of the following)

_____ CHHI 60033 History of Christianity: Turning Points
_____ CHHI 60013 History of Christianity I, Early & Medieval
_____ CHHI 60023 History of Christianity II, Reform. & Modern

Theological Studies (3 semester hours)

_____ CHTH 60003 Introduction to Christian Theology

Ethical Studies (3 semester hours)

_____ CHET 60003 Introduction to Theological Ethics

Homiletics (3 semester hours)

_____ HOML 65003 Foundations for Preaching

Leadership (3 semester hours from one of the following)

_____ PRTH 60003 Congregational Leadership
_____ PRTH 60033 Church's Mission & Minister's Voc
_____ PRTH 60043 Transf. Leadership
_____ PRTH Leadership in Non Profit Org

Pastoral Care (3 semester Hours)

_____ PTPC 60003 Pastoral Care in a Complex World

Religious Education (3 semester hours)

_____ REED 65003 Religious Education in Ministry

Spirituality (3 semester hours from one of the following)

_____ SPIR 60003 Spiritual Life and Leadership
_____ SPIR 70403 Martyrs, Monks, and Mystics

Supervised Ministry (6 semester hours in sequence)

_____ PRTH 65013 Supervised Ministry I
_____ PRTH 65023 Supervised Ministry II

Worship (3 semester hours)

_____ WRSP 60003 From Sacred Ritual to Christian Worship

II. Electives (36 semester hours) LIST ELECTIVES BELOW:

_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

III. Denominational Requirements (6 semester hours)

_____ CHHI 70133 Baptist History
_____ CHTH 70113 Survey of Chrstn Theol. fr. Baptist Perspectives

BRITE ADVISING FORM – M.Div. Baptist (81 semester hours)
(MDVB-MDV)

Student Name _____ Student ID# _____ Semester Admitted _____
Religious Preference _____ Attended Orientation _____
Certificate, if declared _____ Thinking Theologically Seminar _____ Healthy Boundaries _____

I. Basic Theological Studies (45 semester hours)

Bible (6 semester hours)

_____ HEBI 60003 Interpreting the Hebrew Bible in Context
_____ NETE 60003 Introduction to the New Testament

Early Judaism (3 semester hours)

_____ JWST 60013 Understanding Early Judaism

History (3 semester hours)

_____ CHHI 60033 History of Christianity: Turning Points

Theology (3 semester hours)

_____ CHTH 60003 Introduction to Christian Theology

Ethics (3 semester hours)

_____ CHET 60003 Introduction to Theological Ethics

Contextual Studies (3 semester hours)

_____ BRIT 60013 Thinking Theologically in Context

Homiletics (3 semester hours)

_____ HOML 65003 Foundations for Preaching

Leadership (3 semester hours from one of the following)

_____ PRTH 60003 Congregational Leadership
_____ PRTH 60033 Church's Mission & Minister's Voc
_____ PRTH 60043 Transf. Leadership
_____ PRTH Leadership in Non Profit Org

Pastoral Care (3 semester Hours)

_____ PTPC 60003 Pastoral Care in a Complex World

Religious Education (3 semester hours)

_____ REED 65003 Religious Education in Ministry

Spirituality (3 semester hours from one of the following)

_____ SPIR 60003 Spiritual Life and Leadership
_____ SPIR 70403 Martyrs, Monks, and Mystics

Supervised Ministry (6 semester hours in sequence)

_____ PRTH 65013 Supervised Ministry I
_____ PRTH 65023 Supervised Ministry II

Worship (3 semester hours)

_____ WRSP 60003 From Sacred Ritual to Christian Worship

II. Electives (30 semester hours) LIST ELECTIVES BELOW:

_____	_____
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_____	_____
_____	_____

III. Denominational Requirements (6 semester hours)

_____ CHHI 70133 Baptist History
_____ CHTH 70113 Survey of Chrstn Theol. fr. Baptist Perspectives

BRITE ADVISING FORM - M.Div. Disciples (DOC) (81 semester hours)

Student Name _____ Student ID# _____ Semester Admitted _____

Religious Preference _____ Attended Orientation _____

Certificate, if declared _____ Thinking Theologically Seminar _____ Healthy Boundaries _____

I. Basic Theological Studies (39 semester hours)

Biblical Studies (6 semester hours)

HEBI 60003	Interpreting the Hebrew Bible in Context
NETE 60003	Introduction to the New Testament

Historical Studies (3 semester hours from one of the following)

CHHI 60033	History of Christianity: Turning Points
CHHI 60013	History of Christianity I, Early & Medieval
CHHI 60023	History of Christianity II, Reform. & Modern

Theological Studies (3 semester hours)

CHTH 60003 Introduction to Christian Theology

Ethical Studies (3 semester hours)

CHET 60003 Introduction to Theological Ethics

Homiletics (3 semester hours)

HOML 65003 Foundations for Preaching

Leadership (3 semester hours from one of the following)

_____	PRTH 60003	Congregational Leadership
_____	PRTH 60033	Church's Mission & Minister's Voc
_____	PRTH 60043	Transf. Leadership
_____	PRTH	Leadership in Non Profit Org

Pastoral Care (3 semester Hours)

PTPC 60003 Pastoral Care in a Complex World

Religious Education (3 semester hours)

_____ REED 65003 Religious Education in Ministry

Spirituality (3 semester hours from one of the following)

_____	SPIR 60003	Spiritual Life and Leadership
_____	SPIR 70403	Martyrs, Monks, and Mystics

Supervised Ministry (6 semester hours in sequence)

_____	PRTH 65013	Supervised Ministry I
_____	PRTH 65023	Supervised Ministry II

Worship (3 semester hours)

_____ WRSP 60003 From Sacred Ritual to Christian Worship

II. Electives (39 semester hours) LIST ELECTIVES BELOW:

[illegible]

III. Denominational Requirements (3 semester hours)

_____ CHHI 70113 The Christian Church (Disciples of Christ)

BRITE ADVISING FORM – M.Div. Disciples (DOC) (81 semester hours)
(MDVD-MDV)

Student Name _____ Student ID# _____ Semester Admitted _____
Religious Preference _____ Attended Orientation _____
Certificate, if declared _____ Thinking Theologically Seminar _____ Healthy Boundaries _____

I. Basic Theological Studies (45 semester hours)

Bible (6 semester hours)

_____ HEBI 60003 Interpreting the Hebrew Bible in Context
_____ NETE 60003 Introduction to the New Testament

Early Judaism (3 semester hours)

_____ JWST 60013 Understanding Early Judaism

History (3 semester hours)

_____ CHHI 60033 History of Christianity: Turning Points

Theology (3 semester hours)

_____ CHTH 60003 Introduction to Christian Theology

Ethics (3 semester hours)

_____ CHET 60003 Introduction to Theological Ethics

Contextual Studies (3 semester hours)

_____ BRIT 60013 Thinking Theologically in Context

Homiletics (3 semester hours)

_____ HOML 65003 Foundations for Preaching

Leadership (3 semester hours from one of the following)

_____ PRTH 60003 Congregational Leadership
_____ PRTH 60033 Church's Mission & Minister's Voc
_____ PRTH 60043 Transf. Leadership
_____ PRTH Leadership in Non Profit Org

Pastoral Care (3 semester Hours)

_____ PTPC 60003 Pastoral Care in a Complex World

Religious Education (3 semester hours)

_____ REED 65003 Religious Education in Ministry

Spirituality (3 semester hours from one of the following)

_____ SPIR 60003 Spiritual Life and Leadership
_____ SPIR 70403 Martyrs, Monks, and Mystics

Supervised Ministry (6 semester hours in sequence)

_____ PRTH 65013 Supervised Ministry I
_____ PRTH 65023 Supervised Ministry II

Worship (3 semester hours)

_____ WRSP 60003 From Sacred Ritual to Christian Worship

II. Electives (33 semester hours) **LIST ELECTIVES BELOW:**

_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____

III. Denominational Requirements (3 semester hours)

_____ CHHI 70113 The Christian Church (Disciples of Christ)

BRITE ADVISING FORM – M.Div. Episcopal (81 semester hours)
(MDIV-MDV Denominational requirements tracked manually)

Student Name _____ Student ID# _____ Semester Admitted _____

Religious Preference _____ Attended Orientation _____

Certificate, if declared _____ Thinking Theologically Seminar _____ Healthy Boundaries _____

I. Basic Theological Studies (39 semester hours)

Biblical Studies (6 semester hours)

_____ HEBI 60003 Interpreting the Hebrew Bible in Context
_____ NETE 60003 Introduction to the New Testament

Historical Studies (3 semester hours from one of the following)

_____ CHHI 60033 History of Christianity: Turning Points
_____ CHHI 60013 History of Christianity I, Early & Medieval
_____ CHHI 60023 History of Christianity II, Reform. & Modern

Theological Studies (3 semester hours)

_____ CHTH 60003 Introduction to Christian Theology

Ethical Studies (3 semester hours)

_____ CHET 60003 Introduction to Theological Ethics

Homiletics (3 semester hours)

_____ HOML 65003 Foundations for Preaching

Leadership (3 semester hours from one of the following)

_____ PRTH 60003 Congregational Leadership
_____ PRTH 60033 Church's Mission & Minister's Voc
_____ PRTH 60043 Transf. Leadership
_____ PRTH Leadership in Non Profit Org

Pastoral Care (3 semester Hours)

_____ PTPC 60003 Pastoral Care in a Complex World

Religious Education (3 semester hours)

_____ REED 65003 Religious Education in Ministry

Spirituality (3 semester hours from one of the following)

_____ SPIR 60003 Spiritual Life and Leadership
_____ SPIR 70403 Martyrs, Monks, and Mystics

Supervised Ministry (6 semester hours in sequence)

_____ PRTH 65013 Supervised Ministry I
_____ PRTH 65023 Supervised Ministry II

Worship (3 semester hours)

_____ WRSP 60003 From Sacred Ritual to Christian Worship

II. Electives (31 semester hours) LIST ELECTIVES BELOW:

_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

III. Denominational Requirements (11 semester hours)

_____ Anglican History (3 hrs)
_____ Anglican Thought (3 hrs)
_____ Episcopal Polity and Canon Law (2 hrs)
_____ Book of Common Prayer (3 hrs)

BRITE ADVISING FORM – M.Div. Episcopal (81 semester hours)
(MDIV-MDV Denominational requirements tracked manually)

Student Name _____ Student ID# _____ Semester Admitted _____
Religious Preference _____ Attended Orientation _____
Certificate, if declared _____ Thinking Theologically Seminar _____ Healthy Boundaries _____

I. Basic Theological Studies (45 semester hours)

Bible (6 semester hours)

_____ HEBI 60003 Interpreting the Hebrew Bible in Context
_____ NETE 60003 Introduction to the New Testament

Early Judaism (3 semester hours)

_____ JWST 60013 Understanding Early Judaism

History (3 semester hours)

_____ CHHI 60033 History of Christianity: Turning Points

Theology (3 semester hours)

_____ CHTH 60003 Introduction to Christian Theology

Ethics (3 semester hours)

_____ CHET 60003 Introduction to Theological Ethics

Contextual Studies (3 semester hours)

_____ BRIT 60013 Thinking Theologically in Context

Homiletics (3 semester hours)

_____ HOML 65003 Foundations for Preaching

Leadership (3 semester hours from one of the following)

_____ PRTH 60003 Congregational Leadership
_____ PRTH 60033 Church's Mission & Minister's Voc
_____ PRTH 60043 Transf. Leadership
_____ PRTH Leadership in Non Profit Org

Pastoral Care (3 semester Hours)

_____ PTPC 60003 Pastoral Care in a Complex World

Religious Education (3 semester hours)

_____ REED 65003 Religious Education in Ministry

Spirituality (3 semester hours from one of the following)

_____ SPIR 60003 Spiritual Life and Leadership
_____ SPIR 70403 Martyrs, Monks, and Mystics

Supervised Ministry (6 semester hours in sequence)

_____ PRTH 65013 Supervised Ministry I
_____ PRTH 65023 Supervised Ministry II

Worship (3 semester hours)

_____ WRSP 60003 From Sacred Ritual to Christian Worship

II. Electives (25 semester hours) LIST ELECTIVES BELOW:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

III. Denominational Requirements (11 semester hours)

_____ Anglican History (3 hrs)
_____ Anglican Thought (3 hrs)
_____ Episcopal Polity and Canon Law (2 hrs)
_____ Book of Common Prayer (3 hrs)

Student Name _____ Student ID# _____ Semester Admitted _____

Religious Preference _____ Attended Orientation _____

Certificate, if declared _____ Thinking Theologically Seminar _____ Healthy Boundaries _____

[illegible]

BRITE ADVISING FORM – M.Div. (81 semester hours)
(MDIV-MDV)

Student Name _____

Student ID# _____

Semester Admitted _____

Religious Preference _____

Attended Orientation _____

Certificate, if declared _____

Thinking Theologically Seminar _____

Healthy Boundaries _____

I. Basic Theological Studies (45 semester hours)

Bible (6 semester hours)

_____ HEBI 60003 Interpreting the Hebrew Bible in Context
_____ NETE 60003 Introduction to the New Testament

Early Judaism (3 semester hours)

_____ JWST 60013 Understanding Early Judaism

History (3 semester hours)

_____ CHHI 60033 History of Christianity: Turning Points

Theology (3 semester hours)

_____ CHTH 60003 Introduction to Christian Theology

Ethics (3 semester hours)

_____ CHET 60003 Introduction to Theological Ethics

Contextual Studies (3 semester hours)

_____ BRIT 60013 Thinking Theologically in Context

Homiletics (3 semester hours)

_____ HOML 65003 Foundations for Preaching

Leadership (3 semester hours from one of the following)

_____ PRTH 60003 Congregational Leadership
_____ PRTH 60033 Church's Mission & Minister's Voc
_____ PRTH 60043 Transf. Leadership
_____ PRTH Leadership in Non Profit Org

Pastoral Care (3 semester Hours)

_____ PTPC 60003 Pastoral Care in a Complex World

Religious Education (3 semester hours)

_____ REED 65003 Religious Education in Ministry

Spirituality (3 semester hours from one of the following)

_____ SPIR 60003 Spiritual Life and Leadership
_____ SPIR 70403 Martyrs, Monks, and Mystics

Supervised Ministry (6 semester hours in sequence)

_____ PRTH 65013 Supervised Ministry I
_____ PRTH 65023 Supervised Ministry II

Worship (3 semester hours)

_____ WRSP 60003 From Sacred Ritual to Christian Worship

II. Electives (36 semester hours) **LIST ELECTIVES BELOW:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

BRITE ADVISING FORM – M.Div. Presbyterian (81 semester hours)
(MDIV-MDV Denominational requirements tracked manually)

Student Name _____ Student ID# _____ Semester Admitted _____
Religious Preference _____ Attended Orientation _____
Certificate, if declared _____ Thinking Theologically Seminar _____ Healthy Boundaries _____

I. Basic Theological Studies (39 semester hours)

Biblical Studies (6 semester hours)

_____ HEBI 60003 Interpreting the Hebrew Bible in Context
_____ NETE 60003 Introduction to the New Testament

Historical Studies (3 semester hours from one of the following)

_____ CHHI 60033 History of Christianity: Turning Points
_____ CHHI 60013 History of Christianity I, Early & Medieval
_____ CHHI 60023 History of Christianity II, Reform. & Modern

Theological Studies (3 semester hours)

_____ CHTH 60003 Introduction to Christian Theology

Ethical Studies (3 semester hours)

_____ CHET 60003 Introduction to Theological Ethics

Homiletics (3 semester hours)

_____ HOML 65003 Foundations for Preaching

Leadership (3 semester hours from one of the following)

_____ PRTH 60003 Congregational Leadership
_____ PRTH 60033 Church's Mission & Minister's Voc
_____ PRTH 60043 Transf. Leadership
_____ PRTH Leadership in Non Profit Org

Pastoral Care (3 semester Hours)

_____ PTPC 60003 Pastoral Care in a Complex World

Religious Education (3 semester hours)

_____ REED 65003 Religious Education in Ministry

Spirituality (3 semester hours from one of the following)

_____ SPIR 60003 Spiritual Life and Leadership
_____ SPIR 70403 Martyrs, Monks, and Mystics

Supervised Ministry (6 semester hours in sequence)

_____ PRTH 65013 Supervised Ministry I
_____ PRTH 65023 Supervised Ministry II

Worship (3 semester hours)

_____ WRSP 60003 From Sacred Ritual to Christian Worship

II. Electives (19 semester hours) LIST ELECTIVES BELOW:

III. Denominational Requirements (23 semester hours)

_____ NETE 70013 Basics of Biblical Greek
_____ NETE 75013 Biblical Greek II
_____ HEBI 70013 Biblical Hebrew I
_____ HEBI 75033 Biblical Hebrew II

Exegesis (one from both HEBI and NETE):

_____ HEBI 650** _____
_____ NETE 650** _____
_____ Presbyterian Polity (2 hrs)
_____ Reformed Theology (3 hrs)

and
and

BRITE ADVISING FORM – M.Div. Presbyterian (81 semester hours)
(MDIV-MDV Denominational requirements tracked manually)

Student Name _____ Student ID# _____ Semester Admitted _____
Religious Preference _____ Attended Orientation _____
Certificate, if declared _____ Thinking Theologically Seminar _____ Healthy Boundaries _____

I. Basic Theological Studies (45 semester hours)

Bible (6 semester hours)

_____ HEBI 60003 Interpreting the Hebrew Bible in Context
_____ NETE 60003 Introduction to the New Testament

Early Judaism (3 semester hours)

_____ JWST 60013 Understanding Early Judaism

History (3 semester hours)

_____ CHHI 60033 History of Christianity: Turning Points

Theology (3 semester hours)

_____ CHTH 60003 Introduction to Christian Theology

Ethics (3 semester hours)

_____ CHET 60003 Introduction to Theological Ethics

Contextual Studies (3 semester hours)

_____ BRIT 60013 Thinking Theologically in Context

Homiletics (3 semester hours)

_____ HOML 65003 Foundations for Preaching

Leadership (3 semester hours from one of the following)

_____ PRTH 60003 Congregational Leadership
_____ PRTH 60033 Church's Mission & Minister's Voc
_____ PRTH 60043 Transf. Leadership
_____ PRTH Leadership in Non Profit Org

Pastoral Care (3 semester Hours)

_____ PTPC 60003 Pastoral Care in a Complex World

Religious Education (3 semester hours)

_____ REED 65003 Religious Education in Ministry

Spirituality (3 semester hours from one of the following)

_____ SPIR 60003 Spiritual Life and Leadership
_____ SPIR 70403 Martyrs, Monks, and Mystics

Supervised Ministry (6 semester hours in sequence)

_____ PRTH 65013 Supervised Ministry I
_____ PRTH 65023 Supervised Ministry II

Worship (3 semester hours)

_____ WRSP 60003 From Sacred Ritual to Christian Worship

II. Electives (13 semester hours) LIST ELECTIVES BELOW:

III. Denominational Requirements (23 semester hours)

_____ NETE 70013 Basics of Biblical Greek
_____ NETE 75013 Biblical Greek II
_____ HEBI 70013 Biblical Hebrew I
_____ HEBI 75033 Biblical Hebrew II

Exegesis (one from both HEBI and NETE):

_____ HEBI 650** _____
_____ NETE 650** _____
_____ Presbyterian Polity (2 hrs)
_____ Reformed Theology (3 hrs)

and
and

BRITE ADVISING FORM – M.Div. United Methodist (UMC) (81 semester hours)
(MDVM-MDV)

Student Name _____ Student ID# _____ Semester Admitted _____

Religious Preference _____ Attended Orientation _____

Certificate, if declared _____ Thinking Theologically Seminar _____ Healthy Boundaries _____

I. Basic Theological Studies (39 semester hours)

Biblical Studies (6 semester hours)

_____ HEBI 60003 Interpreting the Hebrew Bible in Context
_____ NETE 60003 Introduction to the New Testament

Historical Studies (3 semester hours from one of the following)

_____ CHHI 60033 History of Christianity: Turning Points
_____ CHHI 60013 History of Christianity I, Early & Medieval
_____ CHHI 60023 History of Christianity II, Reform. & Modern

Theological Studies (3 semester hours)

_____ CHTH 60003 Introduction to Christian Theology

Ethical Studies (3 semester hours)

_____ CHET 60003 Introduction to Theological Ethics

Homiletics (3 semester hours)

_____ HOML 65003 Foundations for Preaching

Leadership (3 semester hours from one of the following)

_____ PRTH 60003 Congregational Leadership
_____ PRTH 60033 Church's Mission & Minister's Voc
_____ PRTH 60043 Transf. Leadership
_____ PRTH Leadership in Non Profit Org

Pastoral Care (3 semester Hours)

_____ PTPC 60003 Pastoral Care in a Complex World

Religious Education (3 semester hours)

_____ REED 65003 Religious Education in Ministry

Spirituality (3 semester hours from one of the following)

_____ SPIR 60003 Spiritual Life and Leadership
_____ SPIR 70403 Martyrs, Monks, and Mystics

Supervised Ministry (6 semester hours in sequence)

_____ PRTH 65013 Supervised Ministry I
_____ PRTH 65023 Supervised Ministry II

Worship (3 semester hours)

_____ WRSP 60003 From Sacred Ritual to Christian Worship

II. Electives (30 semester hours) **LIST ELECTIVES BELOW:**

_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

III. Denominational Requirements (12 semester hours)

_____ CHHI 70134 History and Doctrine of the UMC
_____ PRTH 70212 United Methodist Polity
_____ PRTH _____ Course on Evangelism
_____ _____ Course on Mission (3 hrs)

Student Name _____ Student ID# _____ Semester Admitted _____

Religious Preference _____ Attended Orientation _____

Certificate, if declared _____ Thinking Theologically Seminar _____ Healthy Boundaries _____

I. Basic Theological Studies (45 semester hours)

Bible (6 semester hours)

_____ HEBI 60003 Interpreting the Hebrew Bible in Context
_____ NETE 60003 Introduction to the New Testament

Early Judaism (3 semester hours)

_____ JWST 60013 Understanding Early Judaism

History (3 semester hours)

_____ CHHI 60033 History of Christianity: Turning Points

Theology (3 semester hours)

_____ CHTH 60003 Introduction to Christian Theology

Ethics (3 semester hours)

_____ CHET 60003 Introduction to Theological Ethics

Contextual Studies (3 semester hours)

_____ BRIT 60013 Thinking Theologically in Context

Homiletics (3 semester hours)

_____ HOML 65003 Foundations for Preaching

Leadership (3 semester hours from one of the following)

_____ PRTH 60003 Congregational Leadership
_____ PRTH 60033 Church's Mission & Minister's Voc
_____ PRTH 60043 Transf. Leadership
_____ PRTH Leadership in Non Profit Org

Pastoral Care (3 semester Hours)

_____ PTPC 60003 Pastoral Care in a Complex World

Religious Education (3 semester hours)

_____ REED 65003 Religious Education in Ministry

Spirituality (3 semester hours from one of the following)

_____ SPIR 60003 Spiritual Life and Leadership
_____ SPIR 70403 Martyrs, Monks, and Mystics

Supervised Ministry (6 semester hours in sequence)

_____ PRTH 65013 Supervised Ministry I
_____ PRTH 65023 Supervised Ministry II

Worship (3 semester hours)

_____ WRSP 60003 From Sacred Ritual to Christian Worship

II. Electives (24 semester hours) **LIST ELECTIVES BELOW:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

III. Denominational Requirements (12 semester hours)

_____ CHHI 70134 History and Doctrine of the UMC
_____ PRTH 70212 United Methodist Polity
_____ PRTH _____ Course on Evangelism
_____ _____ Course on Mission (3 hrs)