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Academic Calendar

2018/2019

Fall Semester

July 1 – December 15, 2018
Fall Intensive A1: July 31-August 4
Fall Intensive A2: August 6-10
Doctor of Ministry Intensive: Aug. 20-24
New Student Orientation: September 4
Fall Intensive A3: September 4-8
Online and Semester Courses begin: September 10
Opening Convocation: September 5
Reading Week: October 22-26
Thanksgiving Reading Week: Nov. 19-23
Christmas Recess: Dec. 17-Dec. 28

Spring Semester

January 1 - June 30, 2019
Spring Intensive 1A: January 14-18
Doctor of Min Intensive: Jan. 28-Feb. 1
Online and Semester Courses begin: February 11
Reading Week: March 18-22
Holy Week Break: April 15-19
Commencement: May 18
Spring Intensive C1: June 18-22
Spring Intensive C2: June 25-30

2019/2020

Fall Semester

July 1 – December 15, 2018
Fall Intensive A1: July 30-August 3
Fall Intensive A2: August 5-8
Doctor of Ministry Intensive: Aug. 19-23
New Student Orientation: September 3
Fall Intensive A3: September 3-7
Online and Semester Courses begin: September 9
Opening Convocation: September 4
Reading Week: October 21-25
Thanksgiving Reading Week: Nov. 25-29
Christmas Recess: Dec. 16-Dec. 31

Spring Semester

January 1 - June 30, 2019
Spring Intensive 1A: January 13-17
Doctor of Min Intensive: Jan. 27-31
Online and Semester Courses begin: February 10
Reading Week: March 16-20
Holy Week Break: April 6-10
Commencement: May 16
Spring Intensive C1: June 16-20
Spring Intensive C2: June 22-26
Introduction

Vision
Spirit-led leaders, Christ-like Church, transformed world

Mission
United prepares faithful, fruitful leaders to make disciples of Jesus Christ.

Values

Historic Faith
We believe that the faith in Jesus Christ passed down to us through the centuries by the fathers and mothers of the Church is crucial for the life and witness of the Church today. The Bible is our centerpiece for theological formation and reflection. Through sacraments, creeds, the writings of great teachers and other resources, we grow in the knowledge and love of the Triune God.

Scriptural Holiness
We believe in the life-changing power of the Holy Spirit, who helps us to become Christ-like individuals and communities. Holiness is not simply about personal transformation. It is about transforming the world through faithful discipleship and just action.

Church Renewal
We believe that renewal, whether of individuals, congregations, the Church universal or all creation, is the work of the Holy Spirit, who is always ready to lead the faithful in this redemptive activity.

History
United Theological Seminary traces its history back to the former Church of the United Brethren in Christ and The Evangelical Church. Both denominations were made up of largely German-speaking immigrant communities, and both bodies traced their theological roots to the Wesleyan/Methodist movement and other Protestant missions in the eighteenth and early nineteenth centuries in North America.

In 1871, The Church of the United Brethren in Christ founded Union Biblical Seminary in Dayton, Ohio. In 1910, the name of the school was changed to Bonebrake Theological Seminary. The seminary established its campus at 1810 Harvard Boulevard in Dayton in 1923.

In 1946, The Church of the United Brethren in Christ and The Evangelical Church united to form The Evangelical United Brethren Church. The Evangelical School of Theology, situated in Reading Pennsylvania, on the campus of Albright College, had served The Evangelical Church since 1905, and the union of the two denominations brought about the merger of the two seminaries in 1954 into United Theological Seminary. United Theological Seminary was created by combining the full body of administrative and teaching personnel, the libraries and the financial resources of the two former schools.
With the union of The Evangelical United Brethren Church and The Methodist Church in 1968, United Theological Seminary became one of thirteen theological schools of The United Methodist Church.

In 2005, United Theological Seminary sold its Harvard Boulevard campus and relocated to a newer, completely accessible facility in the community of Trotwood, four miles to the northwest.

United continues to celebrate its rich heritage and to draw upon the abiding commitment, ecumenical outlook, and religious professions of its founders in its educational mission to a new generation of church leaders, lay and ordained.

Accreditation and Association
United Theological Seminary is accredited by The Commission on Accrediting of the Association of Theological Schools, and the Higher Learning Commission, and per Ohio Revised Code §1713.02, holds a Certificate of Authorization from the Chancellor of the Ohio Department of Higher Education. See the United website for more information (http://united.edu/accreditation-association/).

United Theological Seminary is one of thirteen United Methodist seminaries in the United States and is listed by the University Senate of the denomination as an approved theological school for the education of United Methodist clergy.

Contact Information
The Commission on Accrediting of the Association of Theological Schools
10 Summit Park Drive Pittsburgh, PA 15275 USA
Phone: 412.788.6505 | Fax: 412.788.6510 | Website: www.ats.edu

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Degree Programs

Master of Divinity (MDiv)
For those preparing to enter ministry as ordained religious leaders or as lay professional ministers

Purpose
The MDiv degree program is designed for those preparing to enter ministry as ordained religious leaders or as lay professional ministers. This program meets the requirements for ordination in most major Protestant denominations.

The MDiv degree program meets all the requirements for ordination in The United Methodist Church as established by the University Senate of The United Methodist Church. Each student must check with her or his own denominational judicatory regarding requirements for ordination. The seminary will assist each student in selecting courses to meet judicatory requirements.

The MDiv is designed to enable students to:

- Demonstrate understanding of the content, interpretation, and function of the Bible in the Christian community.
- Demonstrate appropriation of the major historical themes and theological loci of the Christian heritage.
- Demonstrate understanding of the Church and its mission in local and/or global contexts.
- Demonstrate deepening Christian faith and spiritual development characterized by mature self-awareness and self-direction.
- Demonstrate the skills and perspectives necessary for leadership in the practice of ministry and the formation of disciples.

Comprehensive in academic focus and process, the MDiv includes rigorous coursework in both academic and practical disciplines, along with the intentional worship and community life necessary for personal and professional development in ministry. It integrates experience and theological knowledge to develop faithful, fruitful leaders to make disciples of Jesus Christ.

The program’s design requires that all students participate in contextual-theological experiences to increase sensitivity toward a multicultural world and to promote awareness that God’s love and good will extend to the whole of humanity. Growth toward this objective is furthered by coursework that incorporates perspectives from, and texts written by, persons from a variety of cultures.

Within the collegial and consultative setting of the Ministry Formation Groups, students gain expertise in reflecting theologically on their ministerial experiences and classroom learning and benefit from the insight and experience of peers, scholars, mentors, and supervisors. Ministry Groups also provide helpful opportunities for students to set
educational goals, share personal journeys, and engage in self-evaluation. As part of the Ministry Formation experience, all Formation students are required to participate in the seminary community’s corporate worship life and Common Meal.

**Requirements**
The MDiv can be accomplished in three or four years following our degree plans. See Course Planning Guide for Dayton, Distance, and Evening degree plans.

**To earn the MDiv:**

1. Complete the entire degree program requirements listed for the MDiv
2. Complete all course credits applied toward the MDiv degree within ten years of the awarding of the degree, in keeping with the standards set forth by the Association of Theological Schools.
3. Participate in United’s Formation Program.
   - Formation consists of:
     a. Three courses over three years
     b. Participation in a professionally facilitated ministry group (MINgroup)
     c. Ministry in a church or community site in your area (minimum 10 hours per week or 150 hours/semester)
   - To complete your degree in three years, enroll in Formation as soon as you begin the program.
4. Participation in a Contextual Theology Immersion Trip
5. Take Formation and Preaching in United’s on campus, intensive, or hybrid modalities. Intensive and hybrid modalities allow one to complete on campus courses without moving to Dayton. To fulfill residency requirements for The United Methodist Church, United Methodist students must complete 1/3 of the degree (26 credits) on campus. Intensive and hybrid courses count toward this requirement. For ordination requirements, please check with your own judicatory.

**Student Orientation**
Completion of both online and on campus orientation provides the best foundation for student success at United. The online orientation course fee covers the cost of both orientation sessions. The orientation fee is assessed upon registration for the online orientation course.

ALL new students are required to complete a United online orientation course:

- New students are required to register for the online orientation course and complete it before registering for a second semester.
- Registration for a second semester will be prevented until this course is completed.
- Training for United Online, research tools, and other technology used by online and face-to-face students is available online and is part of the required Online Student Orientation.

The requirements for campus orientation are as follows:
• New students who are attending the Formation 1a intensive week are required to register for the campus orientation course and attend it in September.
• New students taking classes at the Dayton campus during the regular semester (including those who begin in the spring term) are required to register for the campus orientation course and attend it their first September at United.

**Contextual Ministries**
The Contextual Ministries program requirements for the MDiv degree program include Formation coursework, Field Education Placements, and the Contextual Theology Immersion Trip.

Contextual Ministries encourages students to develop stronger skills in:

- Spiritual disciplines for a life of holiness amidst the development of professional competence
- Critical understanding(s) of church leadership and corresponding criteria for further development of leadership skills
- Well-bounded relationships for the support of self and ministry
- Discernment of gifts and call as means of professional thriving in ministry
- Identity development and self-understanding leading to a greater capacity to love
- Critical theological reflection that speaks to the church/world, yet weaves concrete experience of the Spirit
- Engagement of cross-cultural and interreligious understanding and communication

1. **Formation**
   MDiv students are required to take in sequence the following Formation courses:
   - Formation 1 (PT 510a/510b)
   - Formation 2 (PT 511a/511b)
   - Formation 3 (PT 610)

   Students should take Formation 1 in their first fall semester at United in order to avoid delaying the completion of their degree.

2. **Field Education Placements**
   MDiv students are required to complete **two** units of Field Education.

   One unit of Field Education is either:
   - Summer internship of 30-40 hours/week for 10 weeks = 300-400 hours
   - Academic Year internship of 10-14 hours/week for 30 weeks = 300-420 hours

   A placement is negotiated between the field education site and mentor, and the student, with assistance and approval by the Director of Contextual Ministries. It is the student’s responsibility to discern her or his interests and the type of placement in which she or he desires to learn and serve.
   A listing of approved organizations/agencies and church sites is available through the Office of Contextual Ministries, and contains both voluntary (non-paying) and
compensated positions, some of which qualify for Federal Work Study funds. Each student works on-site at the Field Education site and meets with a mentor weekly.

3. Contextual Theology and Immersion Program
The Contextual Theology & Immersion program is a faculty initiative designed to prepare students for encounter with Global Christianity and diverse religious traditions in various cultural settings.

The purpose of this initiative is:

- To develop sensitivity, deepen Christian discipleship, and heighten capacity for sustenance in interreligious and intercultural complexity(ies)
- To provide conceptual, liturgical, and practical introduction to theologies of religious pluralism, scriptural reasoning, and comparative theological deepening of discipleship
- To examine students’ theological integration and preparedness for ministry in culturally and religiously pluralist environments through an international immersion experience, which concludes with a post-experience, critical theological reflection.

After completion of prerequisites – NT521 or OT504 (Introduction to NT or OT), TH502 Introduction to Theology, and PT510A/510B – Master of Divinity students are required, and other degree candidates are invited, to register for WR601 Methods for Interreligious and Intercultural Encounter. When registering for WR601, students should also register for WR602 and see the Coordinator of Immersion Trips to select a trip from an approved list. Trips generally take place during early January and end of summer August/September months. Students must complete WR601 at least the semester before their desired travel. The methods course is prerequisite to any travel. Upon successful completion of the course, students participate in the immersion experience, which, as a rule, takes place outside of the United States and Canada within a cohort of no less than six students. Exceptions are granted only with the approval of the Academic Dean. Students should have a valid passport prior to registering for the immersion trip. The immersion trip must be completed prior to graduation. Spouses and older children are encouraged to participate when possible.

The monies for this program are interwoven into the fee structure of the MDiv degree program. An Immersion Experience surcharge of $75 per semester hour provides a way for students to accumulate the funds needed for the Immersion Trip. Additional funds might be raised from a student’s congregation or in other ways, should the student choose a trip that exceeds the planned amount.

Any shared/transfer credit from other institutions will be entered on to the student record as Advanced Standing. Each credit hour of Advanced Standing will be charged a $75 transcultural fee that goes towards the Immersion Experience trip. The transcultural fee is automatically built in to all Master of Divinity courses taken at United. These surcharge funds are non-refundable, except for students officially transferring to another institution or withdrawing from the institution. In such cases, authorization will be needed from the Academic Dean. In addition, a 5% administrative fee will be assessed that will reduce the amount refunded.
The Contextual Theology & Immersion program initiative is a crucial opportunity to encounter other cultures, religious practices, and people of faith outside a student’s previous worldview. The coursework, travel, and concluding reflections are designed to provide critically reflective and sensitively nuanced capacity in United graduates for rooted, Christian discipleship within a religiously and culturally pluralist world.

**MDiv Academic Requirements (78 cr. hrs.)**

**MDIV CORE REQUIREMENTS (57 CR. HRS.)**

**Biblical Studies (12 cr. hrs.)**
- OT504 Introduction to the Old Testament 1 (3)
- OT505 Introduction to the Old Testament 2 (3)
- NT521 Introduction to the New Testament 1 (3)
- NT522 Introduction to the New Testament 2 (3)

**Church History and Theology (15 cr. hrs.)**
- CH504 History of Christianity 1 (3)
- CH505 History of Christianity 2 (3)
- TH502 Introduction to Theology (3)
- TH702 Systematic Theology (3)
- ET### Any Ethics Course (3)

**Practice of Ministry (18 cr. hrs.)**
- PW5## Any Introductory Worship Course (3)
- PW5## Any Introductory Preaching Course (3)
- EV501 Foundations for Evangelism (3)
- PC507 Introduction to Pastoral Care (3)
- CR510 Foundations for Church Renewal (3)
- Any Practice of Ministry Course that does not count for a Concentration (3)

**Contextual Ministries Requirements (12 cr. hrs.)**
- PT510a and PT510b Formation 1 (3)
- PT511a and PT511b Formation 2 (3)
- PT610 Formation 3 (3)
- WR601 Methods of Interreligious and Intercultural Encounter (3)
- WR602 Immersion Trip (0)

**MDIV ELECTIVES (21 CR. HRS.)**

Students may use elective courses to fulfill concentration and denominational requirements. United Methodists are required to have (6) credits in UM History, Doctrine, and Polity.

**MDIV NON-CREDIT REQUIREMENTS**
- SS500 Online Master Student Orientation (0)
- SS501 On Campus Student Orientation (0)
- SS510 Graduation Portfolio – Masters (0)
Concentrations
The Master of Divinity degree program graduates persons in the general practice of ministry.

The MDiv curriculum provides options for academic concentrations. These include Biblical Interpretation, Charismatic Studies, Church Planting, Ministry Leadership, Pastoral Care, Preaching, and Wesleyan and Methodist Studies.

Students interested in a concentration are encouraged to discuss their interests and needs with their advisors and area faculty.

**MDiv with Concentration in Biblical Interpretation**
Core Requirements plus four courses (12 credit hours) stipulated below:
- BI501 Low-Impact Hebrew and Greek
- Any 600 level New Testament course
- Any 600 level Old Testament course
- CH630 History of Biblical Interpretation

**MDiv with Concentration in Charismatic Studies**
Core Requirements plus four courses (12 credit hours) stipulated below:
- CR616 Renewal Theology
- CR617 Renewal Theology Ministry and Practice
- CR618 Global Christianity and Renewal
- One course (3 credits) from the following:
  - BI610 The Holy Spirit in Scripture
  - CH616 Holiness, Pentecostal, Charismatic Renewal Movements
  - CR619 Charismatic Ministry and Practice 1
  - CR620 Charismatic Ministry and Practice 2

**MDiv with Concentration in Church Planting**
Core Requirements plus four courses (12 credit hours) from the following:
- AD613 Leadership in Disciple Making
- EV640 Launching A New Church: Theory and Practice
- EV641 New Church Development: Post Launch
- EV663 Evangelism Seminar: Church Planting

**MDiv with Concentration in Ministry Leadership**
Core Requirements plus four courses (12 credit hours) from the following:
- Any AD500 level or AD600 level courses
- CR512 Missional Church
**MDiv with Concentration in Pastoral Care**
Core Requirements plus four courses (12 credit hours) from the following:
- PC601 Pastoral Theology
- PC618 Counseling Skills for Care Giving
- Two courses (6 credits) from the following:
  - Any 600 level Pastoral Care courses
  - ET504 Ministerial Sexual Ethics (1 cr. hr.)
  - PC705 Clinical Pastoral Education (5 cr. hrs.)

**MDiv with Concentration in Preaching**
Core Requirements plus four courses (12 credit hours) from the following:
- Any Preaching courses, if not taken as a Core Requirement
- BI501 Low-Impact Hebrew and Greek
- CH630 History of Biblical Interpretation, if not previously taken

**MDiv with Concentration in Wesleyan and Methodist Studies**
Core Requirements plus four courses (12 credit hours) from the following:
- BI622 Wesleyan Biblical Interpretation
- CH603 John Wesley
- CH605 Pietism
- CH609 Methodism as Revival Movement
- CH616 Holiness, Pentecostal and Charismatic Renewal Movements
- CH679 The Evangelical United Brethren
- DN511 United Methodist History
- DN512 United Methodist Doctrine and Polity
- TH638 Wesleyan Theology
- PW510 United Methodist Worship, if not taken as core requirement
- ET615 Ethics in the Wesleyan Tradition

The [Course Catalog and Planning Guide](#) can be found on the website. For information regarding course modalities, see the section on "Masters Course Modalities."
Master of Arts in Christian Ministries (MACM)
For those seeking to specialize in various areas of leadership related to the Christian community’s public life and practice

Purpose
The MACM is designed to equip people for leadership and service in various areas related to the Christian community’s public life and practice.

The MACM is designed for people who are:
- In a denomination that does not require a Master of Divinity
- Preparing for the work of Deacon in The United Methodist Church
- Seeking to supplement existing professional specialties with theological studies
- Laypersons who seek to serve the church with specific competencies

The MACM is designed to enable students to:
- Demonstrate understanding of the content, interpretation, and function of the Bible in the Christian community.
- Demonstrate appropriation of the major historical themes and theological loci of the Christian heritage.
- Demonstrate understanding of the Church and its mission in local and/or global contexts.
- Demonstrate deepening Christian faith and spiritual development characterized by mature self-awareness and self-direction.

Requirements
To earn the MACM:
1. Complete the entire degree program requirements listed for the MACM
2. Complete all course credits applied toward the MACM degree within ten years of the awarding of the degree, in keeping with the standards set forth by the Association of Theological Schools.
3. Participate in United’s Formation Program. Formation consists of:
   a. Two courses over two years
   b. Participation in a professionally facilitated ministry group (MINgroup)
   c. Ministry in a church or community site in your area (minimum 10 hours per week or 150 hours/semester)
   To complete your degree in two years, enroll in Formation as soon as you begin the program.
4. Take Formation in United’s on campus, intensive, or hybrid modalities. Intensive and hybrid modalities allow one to complete on campus courses without moving to Dayton. To fulfill residency requirements for The United Methodist Church, United Methodist students must complete 1/3 of the degree (16 credits) on campus. Intensive and hybrid courses count toward residency. For ordination requirements, please check with your own judicatory.
Student Orientation
Completion of both online and on campus orientation provides the best foundation for student success at United. The online orientation course fee covers the cost of both orientation sessions. The orientation fee is assessed upon registration for the online orientation course.

ALL new students are required to complete a United online orientation course.
- New students are required to register for the online orientation course and complete it before registering for a second semester.
- Registration for a second semester will be prevented until this course is completed.
- Training for United Online, research tools, and other technology used by online and face-to-face students is available online and is part of the required Online Student Orientation.

The requirements for campus orientation are as follows:
- New students who are attending the Formation 1a intensive week are required to register for the campus orientation course and attend it in September.
- New students taking classes at the Dayton campus during the regular semester (including those who begin in the spring term) are required to register for the campus orientation course and attend it their first September at United.

Contextual Ministries
The Contextual Ministries program requirements for the MACM degree include Formation coursework and Field Education Placements.

Contextual Ministries encourages students to develop stronger skills in:
- Spiritual disciplines for a life of holiness amidst the development of professional competence
- Critical understanding(s) of church leadership and corresponding criteria for further development of leadership skills
- Well-bounded relationships for the support of self and ministry
- Discernment of gifts and call as means of professional thriving in ministry
- Identity development and self-understanding leading to a greater capacity to love
- Critical theological reflection that speaks to the church/world, yet weaves concrete experience of the Spirit
- Engagement of cross-cultural and interreligious understanding and communication

1. Formation
All students in the MACM degree program are required to take in sequence the following Formation courses.
- Formation 1 (PT 510a/510b)
- Formation 3 (PT 610)

Students should take Formation 1 in their first fall semester at United in order to avoid delaying the completion of their degree.
2. Field Education Placements
MACM students must complete one unit of Field Education.

One unit of Field Education is either:
- Summer internship of 30-40 hours/week for 10 weeks = 300-400 hours
- Academic Year internship of 10-14 hours/week for 30 weeks = 300-420 hours

A placement is negotiated between the field education site and mentor, and the student, with assistance and approval by the Director of Contextual Ministries. It is the student’s responsibility to discern her or his interests and the type of placement in which she or he desires to learn and serve.

A listing of approved organizations/agencies and church sites is available through the Office of Contextual Ministries, and contains both voluntary (non-paying) and compensated positions, some of which qualify for Federal Work Study funds. Each student works on-site at the Field Education site and meets with a mentor weekly.

MACM Academic Requirements (45 cr. hrs.)

MACM CORE REQUIREMENTS (27 CR. HRS.)

Biblical Studies (6 cr. hrs.)
- OT504 Introduction to the Old Testament 1, or OT505 Introduction to the Old Testament 2 (3)
- NT521 Introduction to the New Testament 1, or NT522 Introduction to the New Testament 2 (3)

Church History and Theology (6 cr. hrs.)
- CH504 History of Christianity 1, or CH505 History of Christianity 2 (3)
- TH502 Introduction to Theology (3)

Practice of Ministry (6 cr. hrs.)
- PW501 Preparing to Preach; or PW502 Intro to African American Preaching; or PW504 Work of Worship; or PW510 United Methodist Worship (3)
- CR510 Foundations for Church Renewal; or EV501 Foundations for Evangelism (3)

Contextual Ministry (9 cr. hrs.)
- PT510a and PT510b Formation 1 (3)
- PT610 Formation 3 (3)
- WR601 Methods of Interreligious and Intercultural Encounter (3)

MACM ELECTIVES (18 CR. HRS.)
Students may use elective courses to fulfill concentration and denominational requirements. United Methodists are required to have (6) credits in UM History, Doctrine, and Polity.
MACM NON-CREDIT REQUIREMENTS
- SS500 Online Masters Student Orientation (0)
- SS501 On Campus Student Orientation (0)
- SS510 Graduation Portfolio – Masters (0)
- SS603 MACM Mid-Program Evaluation (0)
- SS703 MACM Final Advising (0)

Concentrations
The Master of Divinity degree program graduates persons in the general practice of ministry.

The MACM curriculum provides options for academic concentrations. These include Biblical Interpretation, Charismatic Studies, Church Planting, Ministry Leadership, Pastoral Care, Preaching, and Wesleyan and Methodist Studies.

Students interested in a concentration are encouraged to discuss their interests and needs with their advisors and area faculty.

MACM with Concentration in Biblical Interpretation
Core Requirements plus four courses (12 credit hours) from the following:
- BI501 Low-Impact Hebrew and Greek
- OT504 Introduction to the Old Testament 1, or OT505 Introduction to the Old Testament 2, if not taken as Core Requirement
- NT521 Introduction to the New Testament 1, or NT522 Introduction to the New Testament 2, if not taken as Core Requirement
- CH630 History of Biblical Interpretation

MACM with Concentration in Charismatic Studies
Core Requirements plus four courses (12 credit hours) from the following:
- CR510 Foundations for Church Renewal
- CR616 Renewal Theology
- CR617 Renewal Ministry and Practice
- CR618 Global Christianity and Renewal

MACM with Concentration in Church Planting
Core Requirements plus four courses (12 credit hours) from the following:
- CR510 Foundations for Church Renewal
- EV640 Launching A New Church: Theory and Practice
- EV641 New Church Development: Post Launch
- EV663 Evangelism Seminar: Church Planting

MACM with Concentration in Ministry Leadership
Core Requirements plus four courses (12 credit hours) from the following:
- Any AD500 level or AD600 level courses
- CR512 Missional Church
MACM with Concentration in Pastoral Care
Core Requirements plus four courses (12 credit hours) from the following:
- PC507 Intro to Pastoral Care
- PC601 Pastoral Theology
- PC618 Counseling Skills for Care Giving
- Any one course (3 credits) credits from the following:
  - Any 600 level Pastoral Care courses
  - ET504 Ministerial Sexual Ethics (1 cr. hr.)
  - PC705 Clinical Pastoral Education (5 cr. hrs.)

MACM with Concentration in Preaching
Core Requirements plus four courses (12 credit hours) from the following:
- Any Preaching courses
- BI501 Low-Impact Hebrew and Greek
- CH630 History of Biblical Interpretation

MACM with Concentration in Wesleyan and Methodist Studies
Core Requirements plus four courses (12 credit hours) from the following:
- BI622 Wesleyan Biblical Interpretation
- CH603 John Wesley
- CH605 Pietism
- CH609 Methodism as Revival Movement
- CH616 Holiness, Pentecostal, and Charismatic Renewal Movements
- CH679 The Evangelical United Brethren
- DN511 United Methodist History
- DN512 United Methodist Doctrine and Polity
- TH638 Wesleyan Theology
- PW510 United Methodist Worship, if not taken as Core Requirement
- ET615 Ethics in the Wesleyan Tradition

The Course Catalog and Planning Guide can be found on the website. For information regarding course modalities, see the section on "Masters Course Modalities."
Master of Theological Studies (MTS)
For those pursuing the academic study of religion or seeking to increase religious understanding

Purpose
The MTS degree is designed for persons who wish to pursue the academic study of religion or to increase their religious understanding and ministerial capacity to serve the church and community.

Students in this program may include:
- Persons preparing for further graduate study
- Individuals with intellectual interests in religion
- Teachers and leaders in local churches
- Persons wishing to bring theological perspectives to their professional endeavors
- Pastors seeking to extend their theological education or concentrate in specific theological areas

The MTS degree is designed to enable students to:
- Demonstrate understanding of the content, interpretation, and function of the Bible in the Christian community.
- Demonstrate appropriation of the major historical themes and theological loci of the Christian heritage.
- Demonstrate the ability to formulate a coherent and organized thesis or project in a particular area of theological study.

Requirements
The Master of Theological Studies degree can be accomplished in two to three years following our Online or On Campus plans.

New Student Orientation
Completion of both online and on campus orientation provides the best foundation for student success at United. The online orientation course fee covers the cost of both orientation sessions. The orientation fee is assessed upon registration for the online orientation course.

ALL new students are required to complete a United online orientation course:
- New students are required to register for the online orientation course and complete it before registering for a second semester.
- Registration for a second semester will be prevented until this course is completed.
- Training for United Online, research tools, and other technology used by online and face-to-face students is available online and is part of the required Online Student Orientation.

The requirements for campus orientation are as follows:
- New students who are attending the Formation 1a intensive week are required to register for the campus orientation course and attend it in September.
New students taking classes at the Dayton campus during the regular semester (including those who begin in the spring term) are required to register for the campus orientation course and attend it their first September at United.

**Academic Course of Study**

The MTS degree program is a minimum of forty-eight (48) semester hours of academic study. These hours include twenty-one (21) hours of coursework in required foundational courses. Six (6) semester hours are allotted for elective work in the core theological disciplines (courses with a BI, NT, OT, CH, ET, or TH prefix). Fifteen (15) hours are allotted for coursework specialized to the student’s Focus Area.

In addition, MTS students enroll each semester in the colloquy, which meets four (4) times per semester. The colloquy sequence will total three (3) semester hours over the course of the program.

The Final Thesis will account for three (3) semester hours.

**MTS Academic Requirements (48 cr. hrs.)**

**MTS CORE REQUIREMENTS (27 CR. HRS.)**

**Biblical Studies (12 cr. hrs.)**
- OT504 Introduction to the Old Testament 1 (3)
- OT505 Introduction to the Old Testament 2 (3)
- NT521 Introduction to the New Testament 1 (3)
- NT522 Introduction to the New Testament 2 (3)

**Church History and Theology (9 cr. hrs.)**
- CH504 History of Christianity 1 (3)
- CH505 History of Christianity 2 (3)
- TH502 Introduction to Theology (3)

**Colloquy (3 cr. hrs.)**
- CQ500 MTS Colloquy Attendance (0)
- CQ520 MTS Colloquy 1 (1)
- CQ521 MTS Colloquy 2 (1)
- CQ620 MTS Colloquy 3: Thesis Proposal (1)
- CQ621 MTS Colloquy 4: Thesis Completion (0)

**Thesis or Project (3 cr. hrs.)**
- CQ650 MTS Thesis (3)

**MTS ELECTIVES (21 CR. HRS.)**

**Core Theological Disciplines Electives (6 cr. hrs.)**
- Must be in one of the core disciplines (BI, OT, NT, CH, ET, TH), chosen in consultation with advisor
Focus Area Electives (15 cr. hrs.)
- Must be related to the student’s MTS Focus Area, chosen in consultation with advisor

MTS NON-CREDIT REQUIREMENTS
- SS500 Online Master Student Orientation (0)
- SS501 On Campus Student Orientation (0)
- SS510 Graduation Portfolio – Masters (0)
- SS602 MTS Mid-Program Evaluation (0)
- SS702 MTS Final Advising (0)

The Course Catalog and Planning Guide can be found on the website. For information regarding course modalities, see the section on “Masters Course Modalities.”
Master of Ministry (MMin)
For those preparing to enter the Doctor of Ministry program who have completed a previous master’s degree but have not completed a Master of Divinity or its educational equivalent.

Purpose
The MMin degree program is designed for students who wish to enter the Doctor of Ministry (DMin) program and have completed a previous master’s degree but have not completed a Master of Divinity or its educational equivalent.

The MMin degree is designed enable students to:
● Demonstrate understanding of the content, interpretation, and function of the Bible in the Christian community.
● Demonstrate appropriation of the major historical themes and theological loci of the Christian heritage.
● Demonstrate understanding of the Church and its mission in local and/or global contexts.
● Demonstrate deepening Christian faith and spiritual development characterized by mature self-awareness and self-direction.
● Demonstrate critical, theological reflection on ministerial practice sufficient for admission into a Doctor of Ministry program.

To earn the MMin:
● Complete the entire degree program requirements listed for the MMin
● Complete all course credits applied toward the MMin degree within ten years of the awarding of the degree, in keeping with the standards set forth by the Association of Theological Schools.

Area and Degree Requirements (36 cr. hrs.)

REQUIRED PREREQUISITES
● Previous Masters Degree

MMin Core Requirements (27 cr. hrs.)

Biblical Studies (6 cr. hrs.)
● NT521 Introduction to the New Testament 1; or NT522 Introduction to the New Testament 2
● OT504 Introduction to the Old Testament 1; or OT505 Introduction to the Old Testament 2

Church History and Theology (9 cr. hrs.)
● CH504 History of Christianity 1; or CH505 History of Christianity 2
● TH500 The Craft of Theological Thinking, Reading, and Writing
● TH502 Introduction to Theology
**Practice of Ministry (9 cr. hrs.)**
- PW501 Preparing to Preach; or PW502 Intro to African American Preaching; or PW504 Work of Worship; or PW510 United Methodist Worship
- WR601 Methods of Interreligious and Intercultural Encounter
- CR510 Foundations for Church Renewal; or EV501 Foundations for Evangelism

**Formation (6 cr. hrs.)**
- PT520 MMin Formation 1
- PT521 MMin Formation 2

**MMIN ELECTIVES (6 CR. HRS.)**
May be applied from previous Masters Degree if not previously counted. May be applied from work experience if documentable.

**MMIN NON-CREDIT REQUIREMENTS**
- SS500 Online Master Student Orientation (0)
- SS510 Graduation Portfolio – Masters (0)
- SS705 MMin Final Advising (0)

The [Course Catalog and Planning Guide](#) can be found on the website. For information regarding course modalities, see the section on "[Masters Course Modalities](#)".
Doctor of Ministry (DMin)
For religious leaders seeking to strengthen their prophetic and pastoral competence and equip others for ministry and outreach

Purpose
The Doctor of Ministry (DMin) program at United Theological Seminary is an advanced professional degree in the practice of ministry based on action research methodology. The program is designed to strengthen the work of ordained clergy in the practice of prophetic and pastoral ministry, lay leaders for ministry in the church, religious educators, and those involved in a variety of community-based ministries.

The DMin degree is designed to enable students to:
● Demonstrate advanced ability to reflect on her/his own spiritual and personal growth.
● Demonstrate advanced ability to reflect on a specific area of ministry through exegetical study of a biblical passage.
● Demonstrate advanced ability to design a ministry project in conversation with a past figure or movement through the study of history.
● Demonstrate advanced ability to design a ministry project in conversation with a specific element of Christian theology.
● Demonstrate advanced ability to analyze the social dynamics of a specific ministry setting in conversation with an established interdisciplinary framework.
● Demonstrate advanced ability to design an action-research project in compliance with ethical and legal best practices.
● Demonstrate advanced ability to evaluate the results of a carefully designed and implemented ministry project.

Curriculum
The DMin program is a mentor-based contextual model of education. This program requires a combination of self-initiative and collegial action/reflection. The curriculum is intended to develop both individual leadership skills and the ability to support the leadership of others. The two educational goals are achieved through focus group participation and mentor supervision. Individual leadership is achieved through the identification and execution of a research project that is unique to the participant’s ministry context. The importance of mutual inquiry is fostered through the focus group process, where individual students reflect theologically by developing a research project with peers who are also engaged in the same general topic. The curriculum is designed to foster critical theological reflection, to model a form of mutual inquiry that will enhance ministry, and to aid the student in the design and execution of an original research project.

Program Components
The program requires the interweaving of course work, critical reflection on a ministry context, and focus group participation. The educational process makes it possible to
develop a high degree of expertise in a particular area of ministry that is rooted in academic inquiry. The goal of the program is for students to test a specialized ministry model that can then be made available for others to use. All semesters foster personal, academic, and contextual growth.

The program is 60 credit hours divided into six semesters of ten credits each. Each semester begins with a five-day Intensive.

Semesters I – V include Focus Group meetings in addition to the Intensive meeting. Students will attend lectures (beginning semester I) and write short papers that will be presented to their peers (beginning in semester II). In Semester V the student undertakes the research and writing of the thesis project. The Final Exam (project defense) and Thesis Completion are scheduled in Semester VI. The deadlines for Final Exams in Semester VI are February 15 (spring term) and September 15 (fall term).

Non-credit requirements

- SS502 Online Doctoral Student Orientation: Orients new doctoral degree candidates to United’s online learning environment. Students will also complete the entering student questionnaire. Completion is required to register for a second semester.
- Doctoral Graduation Survey: Students complete the Graduating Student Questionnaire. Students will receive an email link for this survey after they submit their intent to graduate form. Questionnaire must be completed at least two weeks before graduation.

Semester Process

Each of the six semesters of the program focuses on a particular aspect of the work toward the Doctor of Ministry degree.

- **Semester I** focuses on analysis of the participant and the context with an emphasis on how the two come together to form a thesis for the DMin research project. This semester includes instruction in Biblical Studies and Church History.
- **Semester II** provides instruction in Christian Theology and Interdisciplinary Research.
- **Semester III** focuses on the Candidacy Review for continuation to the research.
- **Semester IV** centers on Human Subject Research.
- **Semester V** focuses on the design, implementation, and documentation of the research project. It also includes oral-defense preparation.
- **Semester VI** focuses on the final exam, thesis completion and post-defense instruction for the Doctor of Ministry degree.

Intensives

The Intensives introduce students to current issues that are impacting ministry. Each intensive is organized around a specific theme that is taught by national leaders. The Intensives also provide the setting for course work in Bible, Theology, History, and interdisciplinary study for the development of research methodologies, and for focus group consultation. The uniqueness of each semester requires students to participate in all six semesters; therefore, there can be no admission with advanced standing. The intensives include the following components:
- Worship
- Plenary Sessions focused on the theme of the intensives
- Focus Group meetings emphasize each semester of the program and the subject matter of the focus group
- Module Work concentrates on the required academic curriculum
- Seminars for peer evaluation of student presentations

Focus Groups
The Focus Groups are a crucial part of the DMin curriculum and consist of 32 contact hours for Semesters I – V. The Focus Groups provide opportunity for students to work with Faculty Mentors, to participate in collegial peer-to-peer learning, and to receive critical evaluation from a Faculty Consultant.

Participants develop relationships that enable them to be both critical and supportive, challenging and affirming. The process of learning through collegial relationships is meant to assist students in evaluating ministry contexts. The Focus Group is an important evaluation group, whose primary purpose is to provide a context for theological reflection at every semester of the DMin program.

Evaluation
Evaluation of the program is conducted by Faculty Mentors and through the Doctoral Studies Office. The evaluation process consists of:
- Semester Reviews
- Candidacy Review
- Final Examination of Research Project

It is important that participants provide constructive, honest criticism of each other. The Faculty Mentor will ensure that each student receives a review in each semester.

The standard forms used in the evaluation process are the Semester Review, the Candidacy Review Team Evaluation, and the Final Examination forms.

Instructors
Faculty Mentors
United Faculty Mentors serve as instructors for each focus group. Faculty Mentors are experienced in various areas of academia. The Faculty Mentor is the most important instructor in assisting students in the development of their semester papers and designing their research projects.

Faculty Consultants
United Faculty Consultants serve as resource persons for each focus group. With the Faculty Mentor(s), Faculty Consultants will assist students in developing the Theological Foundation for the final research project.

Professional Associates
Each student is required to seek the advice of experts in the field.
Dual Degree Programs
Master of Divinity/Master of Theological Studies (MDiv/MTS)

For a Dual Degree option, the 78-semester hour Master of Divinity (MDiv) degree program may be combined with the 48-semester hour Master of Theological Studies degree. While the requirements for both degrees must be met, in most instances this combination can be completed in 102 semester hours. Students are encouraged to make this determination as early as possible and to seek assistance from faculty, including their advisors, in this regard.

Academic Degree Requirements (102 cr. hrs.)

MDIV/MTS CORE REQUIREMENTS (63 CR. HRS.)
Biblical Studies (12 cr. hrs.)
- OT504 Introduction to the Old Testament 1 (3)
- OT505 Introduction to the Old Testament 2 (3)
- NT521 Introduction to the Old Testament 1 (3)
- NT522 Introduction to the Old Testament 2 (3)

Church History and Theology (15 cr. hrs.)
- CH504 History of Christianity 1 (3)
- CH505 History of Christianity 2 (3)
- TH502 Introduction to Theology (3)
- TH702 Systematic Theology (3)
- ET### Any Ethics Course (3)

Practice of Ministry (21 cr. hrs.)
- PW5## Any Introductory Worship Course (3)
- PW5## Any Introductory Preaching Course (3)
- EV501 Foundations for Evangelism (3)
- PC507 Introduction to Pastoral Care (3)
- CR510 Foundations for Church Renewal (3)
- WR601 Methods of Interreligious and Intercultural Encounter (3)
- WR602 Immersion Trip (0)
- Any Practice of Ministry Course not already taken (3)

Formation (9 cr. hrs.)
- PT510a and PT510b Formation 1 (3)
- PT511a and PT511b Formation 2 (3)
- PT610 Formation 3 (3)

MTS Colloquy (3 cr. hrs.)
- CQ500 MTS Colloquy Attendance (0)
- CQ520 MTS Colloquy (1)
- CQ521 MTS Colloquy 2 (1)
- CQ620 MTS Colloquy 3: Thesis Proposal (1)
- CQ621 MTS Colloquy 4: Thesis Completion (0)
MTS Thesis or Project (3 cr. hrs.)
- CQ650 MTS Thesis (3)

MDIV/MTS ELECTIVES (39 CR. HRS.)

Core Theological Disciplines Electives (6 cr. hrs.)
- Must be in one of the core disciplines (BI, OT, NT, CH, ET, TH), chosen in consultation with advisor

Focus Area Electives 15 cr. hrs.)
- Must be related to the student’s MTS Focus Area, chosen in consultation with advisor

Other Electives (18 cr. hrs.)
18 semester hours from any course that does not fulfill a requirement and has not been previously credited

MDIV/MTS NON-CREDIT REQUIREMENTS
- SS500 Online Master Student Orientation (0)
- SS501 On Campus Student Orientation (0)
- SS510 Graduation Portfolio – Masters (0)
- SS602 MTS Mid-Program Evaluation (0)
- SS702 MTS Final Advising (0)

The Course Catalog and Planning Guide can be found on the website. For information regarding course modalities, see the section on “Masters Course Modalities.”
United | Master of Divinity
Lindsey Wilson | Master of Education in Counseling and Human Development
The Master of Divinity degree will be conferred by United and the Master of Education in Counseling and Human Development will be conferred by Lindsey Wilson.

Area and Degree Requirements (111 cr. hrs.)

Taken Through United (51 cr. hrs.)
MDIV CORE REQUIREMENTS (45 CR. HRS.)
Biblical Studies (12 cr. hrs.)
- NT521 Introduction to the New Testament 1
- NT522 Introduction to the New Testament 2
- OT504 Introduction to the Old Testament 1
- OT505 Introduction to the Old Testament 2

Church History and Theology (15 cr. hrs.)
- CH504 History of Christianity 1
- CH505 History of Christianity 2
- ET501 Introduction to Christian Ethics
- TH502 Introduction to Theology
- TH702 Systematic Theology

Practice of Ministry (18 cr. hrs.)
- CR510 Foundations of Church Renewal
- EV501 Foundations for Evangelism
- PC507 Introduction to Pastoral Care
- PW5### Introductory Preaching Course
- PW5### Introductory Worship Course
- WR601 Methods of Interreligious and Intercultural Encounter
- WR602 Immersion Trip

MDIV ELECTIVES (6 CR. HRS.)

MDIV NON-CREDIT REQUIREMENTS
- SS500 Online Master Student Orientation (0)
- SS501 On Campus Student Orientation (0)
- SS510 Graduation Portfolio – Masters (0)
- SS601 MDiv Mid-Program Evaluation (0)
- SS701 MDiv Final Advising (0)
Taken Through Lindsey Wilson (60-61 cr. hrs.)

**MED CORE CURRICULUM (30 CR. HRS.)**
- CHD5003 Lifecycle Development in Individuals & Families
- CHD5013 Multicultural Issues, Human Diversity & Preventive Community Education
- CHD5023 Counseling Theories & Techniques: Affective/Humanistic
- CHD5033 Counseling Theories & Techniques: Cognitive/Behavioral
- CHD5043 Group Counseling Techniques
- CHD5053 Career Education Counseling
- CHD5063 Individual & Group Assessment
- CHD 5073 Psychopathology
- CHD 5083 Research Methods
- CHD 5093 Professional Issues & Ethics

**MED SPECIALIZATION IN MENTAL HEALTH COUNSELING: (21-22 CR. HRS.)**
- CHD6023 Diagnosis of Mental & Emotional Disorders
- CHD6033 Evaluation of Mental & Emotional Status
- CHD6163 Substance Abuse Treatment, or CHD 6173 Theories of Addiction & Pharmacology
- CHD6203 Treatment of Mental & Emotional Disorders
- CHD6513 Mental Health Administration, Supervision & Consultation
- CHD6613 Systemic Family Therapy
- Choose one course from the following:
  - CHD6174 Counseling Procedures & Strategies, Legal Issues & Prevention Strategies with Addicted Populations - 4 hours
  - CHD6183 Assessment, Diagnosis & Treatment of Addiction
  - CHD6193 Relationship Counseling, Group Process & Techniques with Addicted Populations
  - CHD6253 Play Therapy
  - CHD6283 Adolescent Intervention

**MED FORMATION/PRACTICUM (9 CR. HRS.)**
- CHD5000 Personal Growth & Development Group - non-credit
- CHD6003 Practicum: 150 hours
- CHD6013 Internship: 300 hours
- CHD6013 Internship: 300 hours

The Course Catalog and Planning Guide can be found on the website. For information regarding United’s course modalities, see the section on "Masters Course Modalities."
United | Master of Arts in Christian Ministries  
Lindsey Wilson | Master of Education in Counseling and Human Development

The Master of Arts in Christian Ministries degree will be conferred by United and the Master of Education in Counseling and Human Development will be conferred by Lindsey Wilson.

Area and Degree Requirements (87 cr. hrs.)

Taken Through United (27 cr. hrs.)
MACM CORE REQUIREMENTS (21 CR. HRS.)
Biblical Studies (6 cr. hrs.)
- NT521 Introduction to the New Testament 1; or NT522 Introduction to the New Testament 2
- OT504 Introduction to the Old Testament 1; or OT505 Introduction to the Old Testament 2

Church History and Theology (6 cr. hrs.)
- CH504 History of Christianity 1; or CH505 History of Christianity 2
- TH502 Introduction to Theology

Practice of Ministry (9 cr. hrs.)
- PW501 Preparing to Preach; or PW502 Intro to African American Preaching; or PW504 Work of Worship Course; or PW510 United Methodist Worship
- WR601 Methods of Interreligious and Intercultural Encounter
- CR510 Foundations for Church Renewal; or EV501 Foundations for Evangelism

MACM ELECTIVES (6 CR. HRS.)
NON-CREDIT REQUIREMENTS
- SS500 Online Masters Student Orientation (0)
- SS501 On Campus Student Orientation (0)
- SS510 Graduation Portfolio – Masters (0)
- SS603 MACM Mid-Program Evaluation (0)
- SS703 MACM Final Advising (0)

Taken Through Lindsey Wilson (60-61 cr. hrs.)
MED CORE CURRICULUM (30 CR. HRS.)
- CHD5003 Lifecycle Development in Individuals & Families
- CHD5013 Multicultural Issues, Human Diversity & Preventive Community Education
- CHD5023 Counseling Theories & Techniques: Affective/Humanistic
- CHD5033 Counseling Theories & Techniques: Cognitive/Behavioral
- CHD5043 Group Counseling Techniques
- CHD5053 Career Education Counseling
- CHD5063 Individual & Group Assessment
• CHD 5073 Psychopathology
• CHD 5083 Research Methods
• CHD 5093 Professional Issues & Ethics

MED SPECIALIZATION IN MENTAL HEALTH COUNSELING: (21-22 CR. HRS.)
• CHD6023 Diagnosis of Mental & Emotional Disorders
• CHD6033 Evaluation of Mental & Emotional Status
• CHD6163 Substance Abuse Treatment, or CHD 6173 Theories of Addiction & Pharmacology
• CHD6203 Treatment of Mental & Emotional Disorders
• CHD6513 Mental Health Administration, Supervision & Consultation
• CHD6613 Systemic Family Therapy
• Choose one course from the following:
  o CHD6174 Counseling Procedures & Strategies, Legal Issues & Prevention Strategies with Addicted Populations - 4 hours
  o CHD6183 Assessment, Diagnosis & Treatment of Addiction
  o CHD6193 Relationship Counseling, Group Process & Techniques with Addicted Populations
  o CHD6253 Play Therapy
  o CHD6283 Adolescent Intervention

MED FORMATION/PRACTICUM (9 CR. HRS.)
• CHD5000 Personal Growth & Development Group - non-credit
• CHD6003 Practicum: 150 hours
• CHD6013 Internship: 300 hours
• CHD6013 Internship: 300 hours

The Course Catalog and Planning Guide can be found on the website. For information regarding United’s course modalities, see the section on “Masters Course Modalities.”
Graduate Non-Degree Certificates
For those seeking an introduction to theological education or to enhance their ministry opportunities

Purpose
United Theological Seminary provides a variety of non-degree programs to meet a range of needs for theological education.

Courses taken at the master's level non-degree programs may be counted for credit toward a degree program, should a student who enrolls in one of these programs apply and be admitted to a United degree program. See the “Change of Degree” section in the “Academic Policies and Procedures” chapter for more information.

A faculty advisor will be provided as a resource for students who enroll in non-degree programs for master’s level credit, and these credits will be documented on a United transcript.

Courses taken for Continuing Education Units are not eligible for degree credit.

Basic Graduate Theological Studies (BGTS)
For students in any denomination, especially United Methodists seeking Deacon's orders.

The BGTS program is designed for:
- Pastors in churches that do not require a master's degree for ordination but who would like graduate training to enhance their ministries
- Laypersons who desire greater knowledge of theological subjects in order to become more effective leaders in their churches
- Persons who hold a professional master's degree and are seeking to enter the Order of Deacon in The United Methodist Church

United Theological Seminary offers all the courses that meet The United Methodist Church’s requirements for Basic Graduate Theological Studies.

For United Methodists seeking Deacon’s Orders, this coursework must be in conformity with the requirements of the United Methodist General Board of Higher Education and Ministry for the BGTS program.

This coursework is at the masters studies level, and the standards for admission are the same as for masters degrees.

Educational Requirements for UMC Deacons:
The United Methodist Church has opened four different educational paths for those seeking ordination as a Deacon:
• Completion of the Master of Divinity degree
• Completion of a masters degree program from a graduate theological school, such as United’s MACM or MTS
• Supplementing a non-theological masters degree with the BGTS
• For persons 35 years of age or older who are recommended by their conference Board of Ordained Ministry, completion of a bachelor’s degree, professional licensing program, and eight semester hours of graduate credit in addition to the BGTS

CORE REQUIREMENTS (27 CR. HRS.)

Biblical Studies (6 cr. hrs.)
• OT504 Introduction to the Old Testament 1 or OT505 Introduction to the Old Testament 2 (3)
• NT521 Introduction to the New Testament 1 or NT522 Introduction to the New Testament 2 (3)

Church History and Theology (6 cr. hrs.)
• CH504 History of Christianity 1 or CH505 History of Christianity 2 (3)
• TH502 Introduction to Theology (3)

Practice of Ministry (9 cr. hrs.)
• PW5## Introductory Worship Course (3)
• WR601 Methods of Interreligious and Intercultural Encounter
• EV501 Foundations for Evangelism

Denominational Studies (6 cr. hrs.)*
• DN511 United Methodist History (3)
• DN512 United Methodist Doctrine and Polity (3)

*Students from other denominations who wish to complete the BGTS may substitute six (6) semester hours of electives for the United Methodist denominational courses.

The Course Catalog and Planning Guide can be found on the website. For information regarding course modalities, see the section on “Masters Course Modalities.”

Certificate of Theological Studies (CTS)
The CTS is not denomination specific; it is a masters level certificate program offered by United that can be completed in one year of full-time study.

The standards for admission are the same as for masters degrees.

The goals of the CTS are to:
• Provide in-depth biblical/theological study
• Guide students to examine and integrate the meaning of personal faith
• Help students discern vocational call
• Aid students to envision diverse and dynamic ministries for the rapidly changing world
Certificate Requirements
The CTS requires 24 semester hours to be completed in a maximum of three years of full-time or part-time study.

CORE COURSES (9 CR. HRS.)
Biblical Studies (3 cr. hrs.)
- OT504 Introduction to the Old Testament 1, or OT505 Introduction to the Old Testament 2, or NT521 Introduction to the New Testament 1, or NT522 Introduction to the New Testament 2 (3)

Church History and Theology (CH, TH) (6 cr. hrs.)
- CH504 History of Christianity 1, or CH505 History of Christianity 2 (3)
- TH502 Introduction to Theology (3)

ELECTIVES (15 CR. HRS.)
The CTS program may satisfy some of the requirements for certain certification programs of The United Methodist Church as approved by the General Board of Higher Education and Ministry, Section of Deacons and Diaconal Ministries.

The Course Catalog and Planning Guide can be found on the website. For information regarding course modalities, see the section on "Masters Course Modalities."
Other Non-Degree Certificates

Certificate in Church Planting (CCP)
The Certificate in Church Planting (CCP) is ideal for pastors, church leaders, and lay people involved in the leadership and ministry of a church plant. In two online courses, this non-degree certificate program will provide the foundations for successfully starting a church plant—from how to launch a church to how to build systems for growth and discipleship within a new church.

Participants complete the following courses, which may be taken for non-degree credit (Certificate of Completion) or graduate credit (3 credit hours each, no certificate awarded).

EV640 Launching a New Church: Theory and Practice
Provides an introduction and overview of the process of launching a new church, including Biblical and Theological rational and practical application.

EV641 New Church Development: Post Launch
Explores the role of church planter post launch to create systems and structures to take people from being a visitor to a disciple. This will include strategies for integrating people in the life of the church plant.

Associate in Supervision Certificate (ASC)
The Associate in Supervision Certificate (ASC) from the The Kenneth H. Pohly Center for Supervision and Leadership Formation is for those who want to advance their supervisory credentials and further enhance their self-supervision skills. This program emphasizes a five-stage process and framework for supervisory conversations as central to helping leaders reflect on the challenges that arise in their work.

Participants complete the following courses, which may be taken for non-degree credit (Certificate of Completion) or graduate credit (3 credit hours each, no certificate awarded).

AD512 Principles and Practices of Supervision
Provides an action/reflection experience in supervising and being supervised as a model for covenantal supervisory relationships. Participants engage steps for framing supervisory conversations that develop self-awareness and encourage theological and spiritual insights.

AD612 Theological Reflection in Supervisory Process
Guides participants to think theologically about supervision of staff, committees, groups and leadership of a congregation using theological reflection models applied to supervisory case material brought by class members. Prerequisite: Principles and Practices of Supervision.
**Certificado en Teología y Ministerio (CTM)**

The Certificado en Teología y Ministerio (CTM), offered through the Hispanic Christian Academy of the Center for Hispanic/Latino Ministry is designed to:

- Educate church leaders in foundational knowledge and practical training for ministry
- Equip and train leaders in Scriptural preaching, teaching, ministry, and pastoral care
- Encourage personal spiritual growth of leaders to mature in Christ
- Train leaders to equip and train others for serving in ministry
- Encourage leaders to high standards of integrity

The certificate consists of 12 non-graduate level online courses offered over a three-year period. The duration of each course is eight weeks, with courses offered back to back each semester. The basic curriculum includes: Bible, Theology, Church and Mission, and Ministry.

**Global Awakening Christian Healing Certificate (CHC)**

The Christian Healing Certification Program from Global Awakening offers three primary areas of study: Physical Healing, Inner Healing and Deliverance. Certificates of completion are available from United Theological Seminary for completing the appropriate courses for non-degree credit. Certificates are offered in:

- Practitioner Certification (6 courses)
- Specialist Practitioner Certification (8 courses + residency)
- Master Equipper Certification (12 courses + residency)

Courses are offered online and each runs for eight weeks. For more information relating to the program and registration, see [https://healingcertification.com/](https://healingcertification.com/).

**Online Teaching and Learning Certificate (OTLC)**

The Online Teaching and Learning Certificate program is designed for theological instructors or administrators to gain knowledge of and to begin teaching in a virtual environment. The Instructors who teach for the certification program are associated with ATS theological schools, have degrees in educational and/or theological fields with deep experience in distance learning. A certificate of completion is available by United Theological Seminary for successfully completing the following courses and final project for non-degree credit:

- TL501 Introduction to Theological Online Teaching and Learning
- TL502 Instructional Teaching Strategies
- TL503 Assessment and Evaluation in Theological Instruction
- TL504 Building Theological Online Learning Communities
- TL505 Developing Online Theological Learning Activities

Courses are offered online and each runs for four weeks. For more information relating to the program and registration, see [http://united.edu/otlc/](http://united.edu/otlc/).
Course of Study Extension School

The Course of Study (COS) is a non-graduate level program prescribed by the General Board of Higher Education and Ministry (GBHEM) of The United Methodist Church for the education of persons serving as licensed local pastors.

The Course of Study School of Ohio (COSSO) is a Regional COS School established by the GBHEM Division of Ordained Ministry and housed at Methodist Theological School in Ohio (MTSO), located in Delaware, OH. United Theological Seminary (United) in Dayton, Ohio serves as an Extension School to the Regional School, educating only part-time local pastors.

The faculty is made up of well-qualified instructors, including faculty from the two seminaries and from the surrounding community. All are academically qualified, theologically grounded, and persons who care about the best interest of the students and the church.

As prescribed by The Book of Discipline of The United Methodist Church, each part-time licensed local pastor must complete two courses in an annual conference year; full-time licensed local pastors must complete four.

Hybrid COS Program: United was the first COS school to offer hybrid classes. Hybrid courses consist of one-half of each course being offered online and one-half offered in one weekend on campus.

Online Modules: The online portion of each course is taught in modules over a six week period. Most modules include an online lecture or video, required readings, and written interaction with other students and the professor.

Face-to-Face Session: Unlike standard COS classes, the hybrid format means you travel to campus for only one weekend. On the weekend, classes will be offered in a Friday/Saturday intensive format.

Transferability: All COSSO Hybrid courses offered at United are transferable to other UMCOS programs.

Advanced Course of Study

Upon approval by the Conference Board of Ordained Ministry, United Methodist local pastors who have completed the Basic Course of Study may meet the educational requirements for conference membership and Elder’s orders by taking an additional 32 semester hours of graduate theological studies.

Coursework must be planned in consultation with a faculty advisor and be in conformity with the Guidelines for Advanced Course of Study published by the General Board of Higher Education and Ministry. Graduates of the Advanced COS at United Theological Seminary participate fully in commencement exercises and may be eligible to receive a graduate certificate in Basic Graduate Theological Studies or a graduate Certificate of Theological Studies. Admission to Advanced COS requires a Bachelor’s degree and successful completion of the Basic COS.
Schools for Discipleship and Renewal
Office of Lifelong Learning/Continuing Education (CEUs)
United Theological Seminary offers Continuing Education Units (CEUs) based on the industry standard. A (CEU) is defined as 10 contact hours of participation in an organized continuing education experience offered under responsible sponsorship, capable direction, and qualified instruction.

The Center for Global Renewal and Missions
The Center for Global Renewal and Missions is United Theological Seminary’s (Dayton, Ohio) institutional response to prepare prophetic and capable leaders for ministry in an increasingly volatile world. With opportunities to listen and learn from a myriad of the finest practical theologians, the Center provides students and the existing community the opportunity to engage the world with seminars, lectures, and pilgrimages around the world. These include courses that may be taken for graduate credit or Continuing Education Units (CEUs).

The Kenneth H. Pohly Center for Supervision and Leadership Formation
The Pohly Center extends resources to judicatory leaders, seminaries, pastors, non-profit agencies, students, and lay persons who desire excellence in ministry for the areas of covenantal supervision, leadership development, faith-based conflict management, and effective church organization. The Center provides these resources through seminars, workshops, classroom, and online courses. Programs are offered at United and offsite locations structured to meet the needs of various settings and denominations.

In cooperation with United’s doctoral program, the Center periodically establishes a Doctor of Ministry cohort group that focuses on leadership and covenantal supervision.

Harriet Miller Women’s Center
The Women’s Center works to nurture a theological community of women and men that value and promote women’s leadership.

The Women’s Center is named for Dr. Harriet L. Miller, the first woman faculty member at United. Dr. Miller taught at United from 1956 to 1987. The activities and events of the Women’s Center are designed to provide opportunity for dialogue and encounter, as practiced and promoted by Dr. Miller.

Programs and projects of particular interest to women are periodically offered as collegial partnerships with other areas of the seminary.

The Center is on the second floor of the seminary and is open whenever school is in session.
Hispanic Christian Academy
The Hispanic Christian Academy aims to reach, empower, educate and support the ministry to Hispanics/Latinos through programs, events, and theological education. It is designed to impact the local church by equipping and training Hispanic leaders to serve as lay pastors and leaders. It offers a three-year Course of Ministry program taught online in Spanish. See the section on “Certificado en Teología y Ministerio (CTM)” for more information.
Admissions

Introduction
United Theological Seminary seeks students who wish to deepen their personal and communal faith in Jesus Christ, experience and reflect on relevant issues facing today’s Church, and develop competency in the practice of ministry.

Although each degree program is designed with unique objectives in mind, all degree programs prepare graduates for effective leadership in the Church and society.

Prospective students are asked to submit an application with the necessary supporting documentation that attests to an adequate academic record, an obvious awareness of God’s call in their lives and the affirming witness of the gathered community.

Campus Visitation
United invites prospective students to schedule campus visits, preferably when classes are in session.

Visiting on a Tuesday or Wednesday during the fall or spring semester enables participation in community worship. Prospective students may attend a class of interest, meet current students and faculty, tour the campus, and meet with admissions staff.

In addition, United often sponsors special ministry events to assist prospective students in discerning their call into ministry. Participation in these activities offers prospective students another means to learn about theological education at United. Visit www.united.edu for dates, event description, and registration.

Persons planning to visit the campus on specifically designated dates or at other times should contact the Admissions Office two weeks in advance.

Application Information
Prospective students seeking admission to any of United Theological Seminary’s degree programs may apply using our applicant portal located on our website at www.united.edu. Click on the "Apply Now" link on the admissions webpage to start your application.

Applications are evaluated for admission when all required documentation and fees are received. The Admissions Office responds to each applicant by email or phone regarding their admittance or denial of admittance.

Qualifying applicants are asked to indicate their response to the offer of admission by submitting their Letter of Intent within the applicant portal.

All application materials become the property of the seminary and cannot be returned. The seminary reserves the right to refuse admission to any student.
**Master's Degree Admissions**

**Standards for Admission**
All students admitted to United are asked to provide evidence of a growing faith, potential for exercising creative ministry in a professional capacity, personal maturity, and ability to relate well to others.

Applicants should have successfully completed an undergraduate degree (with a minimum grade point average of 2.5 on a 4.0 scale) from a regionally accredited institution.

**Application Process**
To be considered for admission, prospective students must complete the following tasks on or before the appropriate deadline:

- Submit a completed application for admission including all requested written essays.
- Transcripts: Arrange for official transcripts of all education beyond high school to be sent directly from the colleges and universities to the Office of Admissions. Faxed copies are not accepted at any time.
- Recommendations: Request recommendations through the applicant portal.
- Application Fee: Pay a non-refundable application fee.
- Interview: An interview may be requested.
- Background Checks: United Theological Seminary requires criminal background checks on all applicants for courses offering graduate credit.

Application materials are valid for one year from the time of submittal. After that period, a new application will be required to be considered for admission.

**Application Timeline for Masters Students**
Applications and all supporting documents must be received by the following deadlines:

- **Fall 2018**: All Master's programs by August 13, 2018
- **Spring 2019**: All Master's programs by January 14, 2019

Applications received after the published deadlines will be subject to a $30 late application fee.

Prospective students seeking Student Pastor appointments in United Methodist churches and all International Students must submit application materials by January 15 before the fall Semester in which they intend to enroll.

**Advanced Standing with Credit – Graduate Credit**
Shared Credit may be granted to students who request it on the basis of previous graduate level work completed for a degree at other accredited institutions.

Transfer Credit may be granted for credit earned at other schools recognized by the U.S. Department of Education or Council for Higher Education Accreditation, if that credit has not yet been applied toward a degree, provided that the courses taken correspond to elements of United's curriculum.
In some instances, advanced standing will be granted for prior academic work. The Academic Dean’s Office has sole responsibility for granting advanced standing. In some cases, United has formal agreements with other institutions, and in those cases the stipulations of the agreement will determine what, if any, advanced standing a student may receive, contingent upon the approval of the Academic Dean’s office. In cases in which no formal agreement exists, the Academic Dean’s office may grant advanced standing after reviewing the student’s formal transcripts.

Applicants seeking advanced standing should submit their request in writing to the Admissions Department.

Once all official transcripts are received, the Admissions Officer will prepare an Evaluation of Advanced Standing. The Academic Dean’s office will review this evaluation and sign it as being officially acceptable. The student is then notified of the results of the transcript evaluation. United will evaluate for advanced standing coursework completed within the preceding ten years.

United Methodist local pastors enrolled in the Course of Study program may be granted ten (10) semester hours of credit for a completed Course of Study or two (2) semester hours of credit for each year of completed coursework.

Master’s degree students who enter United with shared or transfer credit must take at least the last third of the total hours at United and fulfill all the requirements for the degree.

To be considered for advanced standing, credits must have been completed within the previous ten-year period and must have earned a grade of B or better.

**Advanced Standing with Credit – Undergraduate Credit**

United may grant up to 25% advanced standing with credit (18 credit hours toward the 78 credit hour Master of Divinity and 9 credit hours toward the 45 credit hour Master of Arts in Christian Ministry) for students who have graduated from particular undergraduate programs that United has evaluated and determined to be of similar ethos and significant rigor.

After evaluation United has determined that students who have completed the following programs are eligible for Advanced Standing with Credit:

- Lindsey Wilson College: Christian Ministries Major
- University of Indianapolis: Religion Major
- Dakota Wesleyan: Christian Leadership Major
- Seminario Juan Wesley: Licenciatura Degree
- Vision International College Australia: Graduate Diploma of Christian Ministry and Theology
Students must have achieved the equivalent of a B grade or higher in any undergraduate courses to be counted toward advanced standing with credit.

**Non-Degree Graduate Status**
Non-Degree graduate status is available to qualified applicants who wish to take courses without designating a specific degree program. Students are required to complete the Non-Degree Graduate application, pay a nonrefundable application fee complete our background check, and provide proof of undergraduate transcripts.

**New Student Orientation**
Completion of both online and on campus orientation provides the best foundation for student success at United. The online orientation course fee covers the cost of both orientation sessions. The orientation fee is assessed upon registration for the online orientation course.

**ALL new students are required to complete a United online orientation course:**
- New students are required to register for the online orientation course and complete it before registering for a second semester.
- Registration for a second semester will be prevented until this course is completed.
- Training for United Online, research tools, and other technology used by online and face-to-face students is available online and is part of the required Online Student Orientation.

**The requirements for campus orientation are as follows:**
- New students who are attending the Formation 1a intensive week are required to register for the campus orientation course and attend it in September.
- New students taking classes at the Dayton campus during the regular semester (including those who begin in the spring term) are required to register for the campus orientation course and attend it their first September at United.

**Masters Course Modalities**
United offers courses in five modalities: traditional, online, virtual, intensive, and hybrid. These modalities are offered to meet the needs of our growing student body. For course dates, see the Academic Calendar in the Course Planning Guide.

**Traditional** courses meet synchronously on campus during the fall and spring semesters. Unless otherwise stated, traditional courses typically meet once a week on Tuesday or Wednesday either in the morning, afternoon, or evening for (3) hours.

**Online** courses meet during the fall and spring semesters. Many online courses are conducted in asynchronous weekly lessons, meaning that the student can engage in discussions, assignments, and other forms of course work at any time of the day or night as their schedules permit within the schedule the instructors create in each course. In some courses there may be synchronous coursework, which means the instructor and student meet at the same time of day online. This is agreed upon, and planned for, by the instructor and students ahead of time.
Online Learning has been developed as a learning modality that enhances the student’s ability to learn from a distance (the teacher and students in different locations) with the same rigor and quality as learning within courses that are offered on campus. Learning via online modalities is not the same as learning in the classroom. The student will need to take responsibility for seeking answers and becoming a self-motivated learner. Online courses require good time management, planning, writing, and communication skills. All students will be required to complete the online orientation course to learn adequate technology skills, but students must be willing to learn technology quickly. There are helpdesk services available to students who need additional help at onlinehelp@united.edu.

**Virtual** courses meet synchronously during the fall and spring semester. This is a live class in which students and instructors on campus together with online students engage via video conferencing at regularly scheduled times. As a distance student, you will be able to see and hear all the students and instructors on campus while they will be able to see and hear you. This technology has become increasingly reliable and stable; however, the student will need a high speed broadband connection and webcam to access these classes.

**Intensive** courses typically meet one or two weeks in each term in January, June, August, and September. Intensives are held in times outside the normal term classes in order to permit attendance without an overlap with other classes being offered. These courses meet synchronously on campus for the span of (5) days and last for most of each day. Lunch is included in the pricing for these courses. Intensive courses usually have pre- and post-work, meaning that students may be asked to complete assignments in preparation for the intensive week and to complete assignments after intensive week.

**Hybrid** courses have both on campus and online components. These courses meet once on campus for in-class work and online for asynchronous work, usually in conjunction with the traditional semester. Like intensive courses, hybrid courses meet United Methodist residency requirements.

Our broad selection of course modalities allows you determine which modalities best meet your needs. Online, Virtual, and intensive modalities allow students to learn from a distance to fit within your ministry context and complete your degree by spending a minimum amount of time on campus each year.

**Doctor of Ministry Degree Admissions**

**Standards for Admission**

The Doctor of Ministry is an advanced professional degree program that requires a Master of Divinity degree or its educational equivalent from a regionally accredited institution followed by at least three years of ministry.

If you do not have a Master of Divinity degree, please reference and apply to either the Pre-Doctoral program or the Master of Ministry degree program. A master’s degree is also required.
The Pre-Doctoral program and Master of Ministry degree program each offer the courses you need to qualify for what would be comparable to a Master of Divinity degree.

Either program must be successfully completed with a minimum cumulative GPA of 3.0 before a student may be admitted in the Doctor of Ministry program.

Application Process
To be considered for admission, prospective students must complete the following tasks on or before the appropriate timeline date:

- **Application**: Provide a completed application including a spiritual autobiography essay and description of current ministry context essay.
- **Transcripts**: Arrange for official transcripts of all education beyond high school to be sent directly to United from the college, university or seminary, including official Master of Divinity transcript. Transcripts must show evidence of a cumulative grade point average of 3.0 (based on 4.0 GPA scale) or its equivalent. Faxed copies of transcripts are not accepted at any time.
- **Letter of Support**: Submit a request through the applicant portal for a letter of support and expression of cooperation for applicant’s participation in the doctoral program from the appropriate group in the local congregation or other context of ministry. This letter is most helpful if it gives information about the applicant’s style of ministry.
- **Letter of Recommendation**: Submit a request through the applicant portal for a letter of recommendation from an ecclesiastical supervisor who knows the applicant’s work and can provide assurance of support for applicant’s program involvement. If applicant has no ecclesiastical supervisor, a colleague-in-ministry is to be asked to write a letter of recommendation.
- **Application Fee**: Pay a non-refundable application fee.
- **Background Checks**: United Theological Seminary requires criminal background checks through Verified Credentials on all degree-seeking applicants.

Application materials are valid for one year from the time of submittal. After that period, a new application will be required to be considered for admission.

Due to the structure of United’s Doctor of Ministry program, no advance standing (transfer credit) can be granted upon entry into the program.

Application Timeline
Full applications for admission, along with all supporting documents, must be received by the following dates:

- **August Intensive**: July 23, 2018
- **January Intensive**: December 17, 2019

Applications received after the published deadlines will be subject to a $30 late application fee.
F-1 and J-1 International Student Admissions

Standards for Admission
This school is authorized under Federal law to enroll nonimmigrant alien students. F-1 and J-1 international students should begin the admission process no less than one year prior to their expected arrival date at United. Applications for admission received after January 15 may not be considered for admission in that calendar year. Students for whom English is a second language are required to have proficiency in English.

Application Process
To be considered for admission, prospective F-1 and J-1 international students must forward the following items to the Admissions Office on or before the appropriate deadline:

- **Application**: Submit a completed application for admission including all requested written essays.
- **Application Fee**: Pay a non-refundable application fee.
- **Recommendations**: Request recommendation letters through the applicant portal. At least one reference should be submitted by a judicatory official such as a bishop or similar church authority indicating approval of the applicant’s plans to study at United Theological Seminary.
- **Transcripts**: Official transcripts from all colleges and universities attended are required. United requires transcript evaluations through World Education Services (WES) for degrees conferred at institutions outside of the U.S. that are not recognized by a U.S. accrediting institution.
- **Grade Point Average**: Evidence of a cumulative grade point average of 2.5 for Master’s degree admission and 3.0 for Doctoral degree admission (based on 4.0 GPA scale) or its equivalent.
- **TOEFL Score**: Recent TOEFL score of 550 on paper-based tests, 213 for computer-based tests or 79 for internet-based tests for Masters degrees students and 570 for paper-based tests, 230 for computer-based tests or 88 for internet-based tests for Doctoral degree students. The score needs to be reported by the testing agency on an original document. Information on taking the TOEFL test is available on their website (www.toefl.org) or you may write to Educational Testing Service, PO Box 6151, Princeton, NJ 08541.
- **Citizenship**: Evidence of nationality and citizenship.
- **Financial Resources**: Evidence of adequate financial resources for school and living expenses including copies of bank statements and signed support letters from sponsoring organizations and individuals.
- Application materials are valid for one year from the time of submittal. After that period, a new application will be required to be considered for admission.
Application Timeline
F-1 and J-1 international students can apply for spring and fall semester. F-1 and J-1 international student must complete their application by the following deadlines:

- **Fall semester:** March 15
- **Spring semester:** August 30

All application materials, including transcript evaluation from World Education Services must be received by the following dates:

- **Fall semester:** March 15
- **Spring semester:** August 30
Tuition and Fees
United strives to make theological education affordable

Introduction
United Theological Seminary strives to make theological education affordable through reasonable tuition costs, contextual education placements, and a financial aid and scholarship program. The Board of Trustees approves tuition rate changes on an annual basis. The current tuition and fees can be found on the seminary’s website at www.united.edu.

Payment Policy for All Students
All tuition and fees must be paid prior to registration deadlines. Any outstanding charges from the previous semester will delay course registration until such charges are met. Failure to pay tuition in a timely manner may result in loss of academic credit for that semester.

All financial obligations to the school must be met in full prior to the date of commencement to receive a diploma. Students who do not meet these financial obligations may participate in the graduation ceremony but will not receive a diploma or transcripts until all obligations to the school are fulfilled.

United permits payment by cash, check, Visa, MasterCard, Discover, or online at www.united.edu. All payments are to be made directly to the Business Office. Inquiries regarding payment and payment options should be directed to the Business Office.

Deferred Payment Plans for Full-time Students
Full-time masters and doctoral students may arrange to pay tuition and fees for the fall or spring semesters on a deferred basis.

Students may pay their tuition for a semester in four monthly installments. The first payment is due at the time of enrollment. Subsequent payments will be automatically charged to the student’s debit/credit card. The student will sign a Promissory Note. See the Business Office for details.

Charges incurred during the semester are due in full upon receipt of written notice from the Business Office and are payable in addition to any deferred payment obligations.

Delinquent Accounts
Students whose financial obligations are not paid in full are not eligible to register for the next semester or to receive transcripts, grades, enrollment verification, or degrees. Financial obligations include tuition, fees, housing, library fines, and all other items billed by the seminary.

Students who have been submitted to United’s collection agency must complete the following prior to re-enrollment and registration:
● Settle past due balance with collection agency
● Pay United $1000 re-enrollment fee
● For the next two (2) semesters, the student is not eligible to use the deferred payment plan described above

Billing Disputes Procedure
Students whose financial obligations are not paid in full are not eligible to register for the next semester or to receive transcripts, grades, enrollment verification or degrees. Failure to pay tuition in a timely manner may result in loss of academic credit for that semester.

Students anticipating graduation must pay in full all financial obligations to the school at least 14 days prior to the date of commencement. Students who do not meet these financial obligations may not participate in the graduation ceremony and will not receive a diploma until all obligations to the school are fulfilled.

Student Billing Complaint/Appeal Process
● Contact student billing with all billing issues and inquiries
● Student billing has 48 hours to research and resolve the billing issue. If the issue is resolved and both parties are satisfied with the outcome the complaint is closed. If the issue is not resolved or cannot be resolved by the student billing coordinator, then the student billing coordinator will start the appeal process.
● If the issue is not resolved or can’t be resolved within the 48 hours then the student billing coordinator will start the appeal process by completing a special circumstance form. The student billing coordinator will list the issue/s and attached the appropriate documentation. The document is then forwarded to the following departments (Financial Aid and Registrar) for addition information that may assist with the review process. After each department has reviewed the document and attached information if applicable, then final review and approval is sent to the Academic Dean and the VP of Finance. If the student is in the DMIN program the final review and approval is sent to the Associate Dean of Doctoral Studies and the VP of Finance.
● Once the final approval has been determined, the document is signed by the approving parties (Academic Dean or Associate Dean of Doctoral Studies and the VP of Finance). The document is returned to student billing department. Student billing will notify the student by email of the final approval and the next steps.
Financial Aid

A financial aid package may include eligibility for Scholarships, Federal Work-Study, and Loans

Introduction
The Financial Aid Department works with students to determine and access resources available to support their theological education. Finances are handled with a view toward fiscal responsibility, integrity, accountability, and thoughtful planning. Financial assistance is available through both the seminary and outside sources. United attempts to present a comprehensive financial aid package which may include eligibility for scholarships, federal work-study, and loans. For a complete listing of financial aid principles and procedures, contact the Financial Aid Department, financialaid@united.edu.

Eligibility
A student must be enrolled to participate in the federal work-study program. Students must be enrolled for a minimum of 6 credit hours in one of United’s Masters or Doctoral degree programs or the Pre-Doctoral program to be eligible for federal student loans. Federal financial aid includes loans and federal work-study.

United offers scholarships to students who are enrolled in the Masters or Doctoral degree programs, as well as the Pre-Doctoral program and BGTS certificate. Scholarships applications are reviewed by a diverse Scholarship Committee made up of faculty and staff of United. Students must maintain a minimum G.P.A of 2.5, unless specified by the scholarship. Awards will be based on credit hours for the semester, if a student drops or withdraws from a course, the scholarship will be adjusted accordingly. Financial aid at United is based on demonstrated financial need as determined by the school according to federal guidelines. Financial need is defined as the difference between cost of attendance and the student’s total financial resources including expected family contribution (EFC), scholarships, grants, work-study, and veteran’s benefits.

Application Process and Deadlines
Students must submit a Free Application for Federal Student Aid (FAFSA) each academic year to be eligible for financial aid. The application can be completed online at www.fafsa.ed.gov. United Theological Seminary’s school code is G03122.

Students must submit a Free Application for Federal Student Aid (FAFSA) each academic year to be eligible for federal loans and federal work-study. The application can be completed online at fafsa.ed.gov. United Theological Seminary’s school code is G03122.

United Scholarship applications are available through the applicant and student portals. For further information contact the Scholarships Office, scholarships@united.edu.
Students can contact their conference offices for conference fund applications.

**Deadlines for entering students:**
- Entering in Fall Semester: July 1
- Entering in Spring Semester: December 1

**Deadline for continuing students:**
All information, paperwork, and forms must be submitted to Financial Aid by March 1 in order to receive financial aid for the coming year.

Note the scholarship deadline for returning students is March 1 for the academic year. Receipt of financial aid one year does not guarantee receipt of financial aid in subsequent years.

**Loans**
Financial aid in the form of federal loans requires that a student be accepted and enrolled in one of United’s Masters or Doctoral degree programs or the Pre-Doctoral programs. Enrollment must be at least half-time (six credit hours in each semester, fall and spring). The student must:

- Be a U.S. citizen or permanent resident
- Complete all financial aid application requirements
- Have demonstrated financial need as determined by federal guidelines
- Maintain satisfactory academic progress as determined by academic course load and grades

The Direct Loan Program offers graduate students unsubsidized loans only. Unsubsidized loans do not require students to demonstrate need. Repayment for all loans begins six (6) months after the last date of enrollment or if the student drops below 6 credit hours. Students should contact the Financial Aid Office for further information.

A Master Promissory Note (MPN) and entrance counseling must be completed when using federal loans. The MPN and entrance counseling can be completed online at [studentloans.gov](http://studentloans.gov).

Graduate Plus loans will only be available to students who started in a Masters Degree program after July 1, 2014, if they have reached their aggregate loan limit. Students that are close to their aggregate loan limit may be required to participate in financial aid literacy counseling.

**Denominational Assistance**
For many major denominations, including The United Methodist Church, there are grants, scholarships, and loan assistance. Students are encouraged to consult their denominational offices early in the year for policies, procedures, and the denomination’s application process.
Employment Opportunities
Students wishing to work on campus or off campus who are eligible for need-based financial aid may be employed through the Federal Work-Study program. Students work 10-40 hours per week. Some contextual education placements can be funded through the work-study program. Positions may not be political or faith-based.

In addition, churches frequently contact United requesting students for staff positions. MDiv students may complete Contextual Education credit requirements for the second year through this program.

A full-time academic load requires 36-45 hours per week in class and study. Additional time spent in employment or other activities should be understood as over and above an already full week.

Caution must be exercised in accepting on-campus and off-campus employment that may place excessive time demands on full-time students.

Scholarships
In addition to loans available through Financial Aid, United Theological Seminary provides opportunities for scholarships.

These scholarships are funded largely through endowed scholarships and the annual fund supported by United alumni/ae and friends. Available scholarship information can be found on the portal. Questions can be sent to scholarships@united.edu.

To be eligible for scholarships:
- Students must be enrolled in one of United’s Masters or Doctoral degree programs, the Pre-Doctoral program or Basic Graduate Theological Studies program.
- Entering students must have at least a 2.5 cumulative GPA in their undergraduate degree and/or previous graduate studies.
- Continuing students must maintain a cumulative GPA of 2.5.

Most scholarships give preference to students with outstanding academic records.

Application Process
Submit the scholarship application with all requested documents through the United Applicant Portal by the deadline. Students will receive award notification by the scholarship selection committee. The deadline for returning students is March 1 for the academic year. Deadlines for new students are July 1 for the fall semester and December 1 for the Spring semester. For more information visit scholarships.united.edu.

Awards
Scholarship awards vary in amounts. Full financial packages may be a combination of scholarships, work-study opportunities, and federal loans. As funding allows most scholarships will be renewed each year as long as the student continues to meet eligibility requirements.
This policy is effective for new students enrolling after the spring 2014 semester: Acceptance of any institutional awards (scholarships, tuition waivers, or tuition discounts) will cause federal student loans to be decreased by an amount equal to the scholarship award accepted. Whenever possible the federal student loan would be adjusted prior to the issuance of the financial aid award letter. In cases where the student declines the institutional scholarship award the loan amount will be adjusted accordingly.

The reduction of the loan process is to ensure there is not an over-payment in excess of the cost of attendance; as well as assist with the reduction of loan debt upon graduating or leaving the seminary.

**Student Financial Aid Refunds**

United Theological Seminary works hard to disperse financial aid refunds to students as soon as possible. Typically, students who are eligible for a refund can expect to receive it 4-6 weeks after the official drop date for a given semester. Though students may expect a refund, they should make plans to begin the semester without relying on the refund. Please note refunds are received after classes begin. Students will need to purchase textbooks or other classroom material prior to receiving a refund, to prevent from getting behind with coursework.

**Federal Refund Policy – Withdraws**

If a student begins the official withdrawal process or provides official notification to the school of his or her intent to withdraw, the date of the seminary's determination that the student withdrew would be the date the student began the official withdrawal process or the date of the student's notification, whichever is later. If a student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, the date of the institution's determination that the student withdrew would be the date that the school becomes aware that the student ceased attendance.

Student aid is posted to the students account at the start of each period; however aid is earned for the funds as the student completes the period. If a student withdraws during the payment period of enrollment, the amount of Title IV assistance earned up to that point is determined by a specific formula, called the "Return of Title IV Funds Policy" calculation. The policy states if a student withdraws, ceases to attend classes, or is dismissed from all classes, the Financial Aid Office is required by Federal regulations to recalculate Federal aid, with the exception of work-study earnings.

The amount of assistance that is earned is determined on a pro rata basis. For example, if the student completed 30% of their payment period or period of enrollment, the student earns 30% of the assistance originally scheduled to receive. Once the student completes more than 60% of the payment period or period of enrollment, they earn all the assistance they were scheduled to receive for that period. If all the funds earned have not been received, a post-withdrawal disbursement may be due.

If a student received less assistance than the amount earned, those additional funds
may be available to be disbursed to the student. This process is called a post-withdrawal. If the post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds to avoid incurring additional debt.

If a student received more assistance than earned, the excess funds must be returned by the school and/or the student. This could result in returning loan funds to the lender, and a balance due on your student account that must be paid in full prior to registering for a future course.

All Return to Title IV Funds will be processed within 30 days after the financial aid office is notified that the student has ceased attending.

**Funds will be returned in the following order:**
- Unsubsidized Federal Stafford Loan
- Grad PLUS Loan

It would be in the student's best interest to contact financial aid before dropping or withdrawing from a course to determine if you will owe a balance to the school.
Academic Policies and Procedures

Introduction
Upon acceptance, all students agree to abide by the school’s policies and regulations. For more descriptive information about United’s policies and regulations, consult the Student Handbook. The school reserves the right to change or revise the information in this catalog regarding tuition, fees, courses, and conditions for admission. Any changes will be communicated to students as promptly as possible.

Inclusive Language
United Theological Seminary is committed to equality for women and men of every racial and ethnic background.

The seminary urges students, faculty, and staff to use language that exemplifies respect, dignity, and equality in conversations with seminary colleagues, in public discourse, in classroom discussions, and in writing. Guidelines are included in the Student Handbook.

The Academic Integrity Policy
This policy is in effect by the vote of the faculty and approved by the Board of Trustees as binding for all students of United Theological Seminary: degree and non-degree, all Masters programs, and the Doctor of Ministry program.

The purpose of this policy is to clarify and codify the rights and responsibilities inherent in the faculty-student relationship of this community. Academic integrity is integral to formation of Christian character in servant leadership for the church.

Academic integrity is characterized by mutual respect, honest inquiry, and honesty in the discovery and dissemination of knowledge, including academic instruction, evaluation, study, research, writing, preaching and all communications related to worship and learning in this community.

Dishonesty in academic work is a serious violation of scholarship and community, just as stealing another person’s property is illegal and harmful to persons. Students are to accept, embrace, and live in harmony with the concept of academic integrity. Academic integrity includes fair and impartial evaluations on the part of faculty and honest conduct on the part of the students. Consistent with Christian and academic standards, the following conducts are expected:

- Faculty and students are expected to attend classes when scheduled, keep scheduled appointments, make appropriate preparations for classes and other meetings, students should submit assignments when due and faculty should perform evaluations and grading in a timely manner.
- Faculty should use reasonable accuracy in describing course expectations and standards of evaluation, inclusive of the limits of permissible assistance and available to students during a course or academic evaluation.
- Academic evaluations should be based upon good-faith professional judgment in accordance with applicable standards.
Cheating, fraud, and plagiarism are three types of academic dishonesty that are a violation of this policy inasmuch as the integrity of the academic process requires that credit be given where credit is due.

Cheating may include stealing another person’s answers to items on an examination or breaking rules in order to gain an advantage, as well as providing assistance during an academic evaluation. Cheating includes engaging in the intentional and unauthorized purchase, sale, or use of any materials intended to be used as an instrument of academic evaluation in advance of its administration and engaging in conduct that is so disruptive as to infringe upon the rights of faculty members or fellow students.

Fraud is also known in biblical language as “bearing false witness” and may include lying; giving false information in admission documents; altering records of grades and narrative evaluations; misrepresenting your status in relation to the Seminary in any setting of course work, contextual education, Clinical Pastoral Education, Intercultural trip, or other off-campus Seminary-related experience; acting as or utilizing a substitute for another person in any academic evaluation; and attempting to influence or change your academic evaluation or record for reasons other than achievement or merit.

Plagiarism is submitting the work, ideas, representations, or words of another and claiming it as your own, such as copying text from a book or journal, copying text posted on an internet site, or purchasing a paper from someone (a “paper mill”). Plagiarism can also be called “stealing,” as in the practice of claiming as your own the information or results of research projects that were actually conducted by someone else. Plagiarism is also knowingly permitting another to present your own work without customary and proper acknowledgement of the source.

Violations of this policy may have serious consequences for students as explained in the Procedures below. Instructors are encouraged to post a reference to this policy, a statement of standards for assignments, and consequences for violation of the policy and course standards in their syllabi. Not doing so does not constitute exemption of anyone from adherence to this policy or the enactment of the procedures described below.

For additional information, students may find helpful the discussion of intellectual honesty in Nancy Jean Vyhmeister’s reference manual, Quality Research Papers: For Students of Religion and Theology. Master’s students are encouraged to purchase this reference manual when they enroll in classes at United. This and other style manuals are available in the United library and may be purchased from online booksellers.

The Academic Integrity Procedures
One who is accused of violating the Academic Integrity Policy (“the policy”) is entitled to due process that may include an investigation and review of the charges under the supervision of the Academic Dean. The following steps should be followed in reporting an incident of academic dishonesty.
Who may report an incident: Members of the faculty, instructors, Doctor of Ministry mentors, staff members, employees, members of the administration, and fellow learners at United may submit evidence of a violation of the policy directly to the course instructor or to the Academic Dean. If the incident is first reported to the Academic Dean rather than to the instructor or mentor, or to any other party, the instructor or mentor will be informed of the incident unless, at the discretion of the Academic Dean in consultation with the President, there is justification to do otherwise.

Investigation: In most cases, the instructor will be charged with initiating the investigation. In some cases, the instructor may elect to refer the case directly to the Academic Dean or Dean’s proxy for investigation. The instructor or Doctor of Ministry mentor will gather documentation of the incident and complete a Report of Academic Dishonesty.

Document the Incident: Documentation may include the paper or examination in question, the signed statement of another party who witnessed the incident, a copy of the original text or material in question that was found in a book, journal, internet site, tape, CD, DVD, floppy disc, or other medium, and any other evidence of the incident. The context of the incident may be any setting of teaching and learning, i.e., classroom, contextual education, transcultural trip, ministry formation group, etc.

Meet with the student: The investigator of the incident will meet with the student to determine the facts. An impartial observer should be present. Others who witnessed (first-hand) the incident should be present. The signatures of all persons present should be obtained on the Report of Academic Dishonesty. The student’s signature indicates informed consent to the procedure.

Notification of Resolution: If the instructor or mentor finds evidence of violation of the policy, the instructor or mentor may respond in several ways: give a failing grade for the course; offer the opportunity to revise the assignment; or recommend additional intervention by the Academic Dean.

The instructor will indicate the recommendation of resolution on the Report of Academic Dishonesty and forward that form and copies of all documentation to the Academic Dean.

The student will receive a copy of the Report of Academic Dishonesty by postal mail or document delivery service, with a tracking number and delivery confirmation receipt attached.

No violation has occurred: If the initial investigation determines that violation of the policy did not occur, no additional action will be taken.

Administrative Intervention: If additional intervention of the Academic Dean is required, the Dean may resolve the case in one of several ways: place the student on academic probation for one year; suspend the student from enrollment with the requirement of remedial education in academic processes of research and writing, with re-admission on probation after one year, according to the Seminary’s policy and procedures stated elsewhere; or immediate and permanent dismissal from the Seminary.
The Academic Integrity Appeal Process
A student, who through due process described above, is found to have violated the Policy of Academic Integrity, may appeal outcome of the procedure by submitting a request to the Academic Dean. The process of appeal is outlined as follows:

1. **Number of Appeals:** One. A student is only eligible to appeal a first properly confirmed incident of having violated the Academic Integrity Policy. If the incident is not overturned as a result of the appeal, any subsequently confirmed (by due process) incident will be cause for immediate and permanent dismissal from United Theological Seminary.

2. **Time Limit:** A student must initiate an appeal of the decision within fifteen working days (holidays and weekends excluded) of having received the resolution of the incident from the instructor, the Doctor of Ministry mentor, or the Academic Dean.

   The beginning date of the time limit will be documented by the student’s signature on postal or document delivery service receipt. A student’s appeal will proceed on a date and time agreed upon by the student and the Academic Dean, in consultation with other designated participants.

   A student’s failure to keep the appointment of the appeal will serve as the student’s acceptance of the terms of the resolution of the incident and no additional appeal may be filed.

3. **Who Should Attend the Appeal:** In most cases, the appeal hearing will be presided over by the Academic Dean. The hearing will be attended by the student, the Academic Dean, the instructor or Doctor of Ministry mentor who initiated the investigation and one additional member of the faculty of United Theological Seminary who is chosen by the student.

   The student may invite to the hearing one support person. The support person chosen by the student may not be an attorney, a spouse, a parent, a sibling, or a child. In extraordinary circumstances, the student and other members of the session may attend the hearing by conference call.

   The Appeal Hearing Report will be signed by all who are present. Conference call attendee signatures will be obtained by fax, postal mail, or document delivery service.

   The assignment of expenses for the appeal will be made upon disposition of the hearing. If the charge of academic dishonesty is upheld in any way, the student will be responsible for the expenses. If the student’s support person incurs expenses in the appeal process, the student will be responsible. If the finding of academic dishonesty is overturned on appeal, the Seminary will be responsible for the expense.
4. **Basis of Appeal:** A student must provide documentation in support of arguments against the resolution of the incident.

5. **Duration of Appeal:** A student’s appeal will be heard in one sitting. Deliberation and notification of the outcome will take place within fifteen days following the hearing, holidays and weekends excluded.

6. **Outcome of the Appeal:** The student will be informed in writing by the Academic Dean of the outcome of the appeal. The outcome of the appeal may take one of the following forms:
   
   a. No action—the appeal is denied, and the instructor’s or mentor’s resolution of the case is affirmed.
   
   b. The student receives a grade of NC (no credit) for the course and continues to be enrolled on academic probation for one year. If the student wants credit for the course, the course must be repeated at the student’s expense.
   
   c. The student is suspended from enrollment for one year and must complete one year of remedial study at the college level and at the student’s expense, emphasizing research, writing, or other medium and context in which the violation occurred.
   
   d. Upon application for re-admission, the student must provide documentation of having completed the remedial education (writing, public speaking, statistics, multimedia, HTML, XML, etc.).
   
   e. The finding of having violated the Academic Integrity Policy is overturned and documentation is removed from the student’s file.

The forms required for reporting Academic Dishonesty may be acquired from the Academic Dean’s Office.

**Academic Schedule**
The school year consists of two semesters—fall semester (July–December) and spring semester (January–June)

Masters courses that are offered in online, virtual, and on-campus formats run for fourteen weeks. Masters intensives are offered in January, June, August, and September and run for one week per course.

**Make-up Days Due to Campus Closings**
In the event that classes are cancelled due to inclement weather, power outages or other unforeseen circumstances, make-up days will be decided by the instructor in consultation with students.
Faculty Advisors/Mentors
Upon admission to United, each student is assigned a faculty advisor who assists with the development of an appropriate program of study.

Although every effort is made by the faculty and academic staff to assist students in planning to meet all requirements within their degree program, the student is fully responsible for meeting the requirements and deadlines specified in the degree program.

The catalog, Student Handbook, and official academic notices serve to inform students of academic requirements and policies.

Registration
Registration for fall semester opens during/around the second week in April and for spring semester during/around the third week of October. Dates for both are announced via email, the student portal, and on the website. Beginning degree students work with the Director of Student Services to register once they have returned their Letter of Intent to the Admissions Office following admission to a degree program.

In order to register for any semester, the necessary financial arrangements must be made in advance. Previous account balances must be paid in full before registration will be permitted.

Registration is not complete until tuition is paid or until payment of the first installment for full-time students (those taking nine or more semester hours of credit). Student recipients of Stafford Loans are not eligible to pay tuition in installments because of federal guidelines. Payment by VISA, MasterCard, or Discover is an option.

Registration Deadlines
Registration (tuition payment) deadlines for continuing Masters students:

- Fall Semester: Two weeks prior to full term semester start date
- Spring Semester: Two weeks prior to full term semester start date

Registration (tuition payment) deadlines for continuing Doctoral students:

- Fall Semester: Friday, one week prior to the August Intensive
- Spring Semester: Friday, one week prior to the January Intensive

The registration is late and will incur late fees on the following schedule:

- Fall Semester late fee will be assessed after August 31
- Spring Semester late fee will be assessed after December 31

The registration is late and will incur late fees on the following schedule for Doctoral students:

- Fall Semester: Monday of the August Intensive
- Spring Semester: Monday of the January Intensive
Change of Degree
A student who wishes to change from one degree program to another or to add a degree must submit a “Change of Degree” status request in order to be admitted into the new degree program. These forms are obtained from the Admissions Office or the Registrar’s Office.

Withdrawal from Seminary
Any student wishing to withdraw from seminary prior to the completion of a degree program must submit the “Intent to Withdraw” form. This form is available from the Admissions Office.

Students are expected to consult with faculty advisors prior to formalizing this process. Additional interviews may include Contextual Education and Financial Aid.

Unofficial Withdraw and Administrative Withdraw
Due to regulations and the definition of what defines an “F” failing grade, the US Department of Education has required Institutions of Higher Education to adopt a grade that reflects such issues as a student who has begun a course of study but never completes the course during the registered term (i.e., they stop attending, turning in work, or discontinue any educationally related activity/contact with the course/instructor. United has adopted a “UW (Unofficial Withdraw) as this grade. If a student does not complete the term they cannot arbitrarily be assigned an “F” grade. They must be given a “UW” on all official grading platforms.

If a student has been inactive for two consecutive terms, their student status will change from “Current” to “Administrative Withdraw.” If a student is Administratively Withdrawn, and wishes to resume coursework at United, they would need to contact the Admissions Office.

Name Corrections and Changes
Students and graduates who wish to correct misspelled names or to change their names on official records are required to present sufficient identification (e.g., driver’s license, marriage license, court order, or other official identification), along with a written request, to the Registrar’s Office.

Cross-Registration
United Theological Seminary enjoys a collaborative relationship with several theological schools and university departments of religion.

As a result, United students have the privilege of cross-registering for courses offered at the following schools:

Bethany Theological Seminary Church of the Brethren: www.bethanyseminary.edu
Earlham School of Religion (Society of Friends): esr.earlham.edu
Evangelical Theological Seminary: www.evangelical.edu
Fuller Theological Seminary: www.fuller.edu
Lindsey Wilson College, Columbia, Kentucky: www.lindsey.edu
Cross-registration is on a space-available basis and is conducted through the Registrar’s Office. The cross-registration agreement excludes all online courses except through Payne Theological Seminary, Lindsey Wilson College, Northeastern Seminary, Southwestern College, Fuller Theological Seminary and Winebrenner Theological Seminary.

Schedule Changes and Refunds
Prior to any schedule changes taking place, students should consult with their academic advisor and the financial aid/scholarship offices if they are receiving any aid. Schedule changes can be made through the student portal or by contacting the Registrar’s office.

In Fall and Spring Semesters classes may be added before the semester begins. Classes may also be added through the first week of the semester provided they have not met more than once.

Withdrawal from a course is allowed until the final withdrawal date which can be found on the student portal and results in a grade of “W.” This does not impact the GPA, however, the student will be charged full tuition for the course.

Waivers
Students who wish to substitute another course for an area requirement listed in the catalog shall submit a written rationale to the area faculty.

Upon receiving written permission from the area faculty, the student must also secure signatures from his or her advisor and the Academic Dean and submit the request and approvals to the Registrar. Email correspondence is acceptable if not able to conduct in person.

Directed Study
Students may negotiate with full-time faculty to take a Directed Study. A Directed Study will not be approved for introductory work and will not ordinarily be provided for courses listed in the catalog that are already scheduled. No more than one Directed Study may be taken in a term.

Approval must be secured from the student’s advisor, the professor conducting the Directed Study, and the Academic Dean for masters level students or the Associate Dean of Doctoral Studies for doctoral students. The Directed Study form is available on
the United website in the Registrar section under Registrar Forms.

**Visiting Student Policy**
Persons who do not seek admission into a degree program may enroll as visitors, space permitting, in courses identified by the instructor as being open to this option. The Visiting Student must enroll for the course through the School for Discipleship and Renewal. Registrations are accepted only during the two weeks preceding the desired course module.

The Visiting Student must fulfill course syllabus requirements, which may include required readings, class attendance and other appropriate forms of participation. Visitors will not be required to submit written work for evaluation nor to take examinations. A list of visitors enrolled in the class will be provided to the instructor before the class begins.

**Language Studies**
There are no language requirements for master's level programs. Students are encouraged, however, to study Hebrew and Greek to enhance their work in biblical studies.

**Auditing Courses**

**For Degree Students**
Students enrolled in master's degree programs may audit courses subject to the approval of their advisor and the instructor of the course and payment of the audit fee. Audits can be changed to credit registration prior to the beginning of the course. Credit courses may be changed to audit on the same tuition refund basis as withdrawal from a course. All audits will appear on the transcript.

Spouses of degree students may audit one course per semester without charge subject to the permission of the instructor. No transcript record is maintained and no academic credit is given.

Alumni/ae may audit courses subject to the permission of the instructor and the Registrar and upon payment of the audit fee. All audits will appear on the transcript.

**For Non-Degree Students**
Qualified persons who are not in degree programs may audit courses upon admission to the seminary in the Non-Degree Graduate status category and subject to the permission of the instructor. A Non-Degree Graduate application must be submitted to the Admissions Office. A bachelor’s degree or higher is required to apply for admission as a Non-Degree Graduate.

As an auditor, the student must fulfill the requirements stated for auditors; these may include required readings, class attendance and other appropriate forms of participation. Auditors will not be required to submit written work for evaluation nor to take examinations. Auditors will be listed as such on class lists and grade sheets.
Audited classes will appear on transcripts. Audited courses cannot later be changed from audit to credit.

**Procedures for Auditors**
All audit requests will be processed through the Office of Admissions and the Registrar. Auditors are required to apply for admission in the Special Student classification before enrollment in classes to be audited. The Office of Admissions will handle the admission process. The Registrar will receive the student’s file upon being admitted and will proceed with processing the audit request. The Registrar will maintain the transcript record.

**Grading System**
**Approved Grading Scale**

<table>
<thead>
<tr>
<th>Quality/Explanation of Performance</th>
<th>Grade</th>
<th>Numerical Value</th>
<th>Grade Point Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A</td>
<td>95-100</td>
<td>4.00</td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>90-94</td>
<td>3.67</td>
</tr>
<tr>
<td>Good</td>
<td>B+</td>
<td>88-89</td>
<td>3.33</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>84-87</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>80-83</td>
<td>2.67</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>C+</td>
<td>75-79</td>
<td>2.33</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>70-74</td>
<td>2.0</td>
</tr>
<tr>
<td>Failure</td>
<td>F</td>
<td>0-69</td>
<td>0.00</td>
</tr>
<tr>
<td>Incomplete</td>
<td>I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuing</td>
<td>IC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unofficial withdraw</td>
<td>UW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Due to extenuating circumstance unable to complete work on time or course continues)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Withdraw</td>
<td>W</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Student initiated withdraw)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audited Course</td>
<td>AU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audit for no credit</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grade and Academic Deficiency Policy**

This policy provides instruction for grade procedures and resolution of academic deficiencies at United Theological Seminary.
Satisfactory Academic Performance
● Grade Point Average of 2.0 or above.
● Pace of completion for a master’s degree program is a maximum of ten consecutive years.
● Transfer credit hours approved by the Academic Dean do not count toward a student’s cumulative GPA.
● All “W” (Withdraw) grades are excluded from the GPA calculations.

Grade Submission
● Senior grades are due at NOON one week prior to the end of the semester.
● All grades are due at NOON two weeks following the last day of the semester/Graduation.

Academic Deficiencies:
1. Definitions:
   a. Academic deficiency is defined as a course grade or combination of course grades that prevents a student from graduating.
   b. A cumulative grade point average (GPA) of at least 2.0 is required across all courses is needed to satisfy the student’s degree requirements.
   c. A student may not graduate if he/she has any unresolved grade of “F,” “NC,” or “I” in any course.

2. Resolution:
   a. If the GPA is below the required 2.0 minimum the student may remedy the deficiency by taking additional courses. An education plan will need to be established with the student and advisor and the student will be placed on a registration hold so the GPA can be verified at the end of the semester.
   b. For grades of “F” or “NC” the student can remedy by repeating the course. The original grade will not be removed from the student’s record/transcript; however, the original grade will be omitted from GPA calculation.
   c. Students cannot substitute another course for a failing grade.
   d. Unsatisfactory thesis grades may only be remedied by completing the thesis satisfactorily. Doctor of Ministry Students may enter into project continuation for a total of two consecutive semesters.
   e. Incomplete “I” grades are given for inability to complete required work in a course (NOTE: Adjunct professors are not permitted to issue “I” grades without the approval of the Academic Dean.) A grade of “I” will be given to students with extenuating circumstances at the professor’s discretion with the exception of adjuncts. The student must resolve the “I” grade 30 days after the semester ends. A student cannot graduate with a grade of “I.”
   f. Awarding a grade of “I” requires approval from the professor and the completion of the incomplete grade request form. If the student needs more time and incomplete extension form can be completed and requires approval from the professor and the Dean. Both forms will specify the date the student is to complete all work and the grade that will be
earned if the student fails to complete the required work by the deadline. If no grade is specified a grade of "F" will be awarded. The original form with the appropriate signatures will be submitted to the Registrar.

Academic Probation and Dismissal
It is the policy of United Theological Seminary to review all students cumulative grade point average every semester to ensure it is above the satisfactory academic guidelines established by the Academic Dean’s Office. Full-time student’s cumulative grade point average (GPA) will be calculated after the completion of one semester. Part-time student’s cumulative GPA will be calculated after the completion of nine credit hours.

Academic Probation
A student who drops below 2.0 GPA will be placed on academic probation.

A student that is placed on academic probation will be notified by letter from the Academic Dean’s office.

A student on academic probation will not be allowed to take more than nine credit hours per semester until the GPA is 2.0 or better.

The completion of a written academic plan will be required for a student to continue studies under academic probation and before the student can register for the next semester. The plan must detail the steps/methods in which a student will work to raise his/her GPA to satisfactory. The academic plan must be created & signed by the student and his/her advisor then turned into the Academic Dean’s Office. A signed copy of the academic plan must be sent to the Registrar’s office to be filed in the student’s permanent record.

The student will need to contact financial aid to discuss his/her eligibility for financial aid funds while on academic probation.

The full-time student’s cumulative GPA will be calculated at the end of two semesters. If the student’s GPA has not risen to a 2.0 or above, the student will be dismissed.

Part-time student’s cumulative GPA will be calculated after completion of 18 credit hours.

A student dismissed due to academic probationary guidelines not being met are able to apply for readmission after one full year.

Academic Probation Appeal Process
Students that are notified by letter of unsatisfactory academic progress (below 2.0) have the right to appeal this decision through the Academic Dean’s Office. This appeal must be submitted in writing for review by the Academic Dean. The letter must detail the following: 1) Why the student failed to make satisfactory progress and 2) What special extenuating circumstances exist (i.e., death of a relative, injury, major illness, etc.). Students who appeal must do so prior to the beginning of the next academic
semester to ensure proper handling of the student’s record. Once the appeal has been reviewed, the decision of the Dean is final. Students will be notified of this decision in writing within 30 days of receipt of the appeal letter.

**Academic-Based Dismissal**
- If the student’s GPA has not risen to a 2.0 or above, the student will be dismissed.
- The student will be informed by receipt of a letter from the Academic Office.
- A student that is placed on academic probation for a second time will be automatically dismissed.

A student dismissed due to academic probationary guidelines not being met is able to apply for readmission after one full year.

**Dismissal Appeal Process**
Student’s that are notified by letter of dismissal based on unsatisfactory academic progress have the right to appeal this decision through the Academic Dean’s Office. This appeal must be submitted in writing for review by the Academic Dean. The letter must detail the following: 1) Why the student failed to make satisfactory progress and 2) What special extenuating circumstances exist (i.e., death of a relative, injury, major illness, etc.). Students who appeal must do so prior to the beginning of the next academic semester to ensure proper handling of the student’s record. Once the appeal has been reviewed, the decision of the Dean is final. Students will be notified of this decision in writing within 30 days of receipt of the appeal letter.

**Graduation**
Degrees are awarded in May and December.

Students expecting to graduate in May or December must submit an “Intent to Graduate” form to the Registrar by the due date. Forms can be found on the website in the Registrar section under Admissions/Student Info.

Students in all master’s degree programs must complete and submit coursework to the instructors two weeks before the end of the semester before graduation to be eligible to receive a diploma at commencement.

Graduating students are expected to be present at commencement unless a written request to be excused is submitted to the Academic Dean.

The graduation fee must be received eight days prior to graduation in order to participate in the graduation ceremony.

All financial obligations to the seminary must be received eight days prior to graduation in order to receive a diploma at the graduation ceremony.
Policies Relating to Federal Guidelines

Veteran’s Information
Degree programs at United Theological Seminary have been approved by the State approving agency for Veteran’s Training. Veterans must complete the procedures required to establish entitlement to an academic program and provide the Registrar’s Office with a copy of their Letter of Certification from VA for Educational Benefits (including the chapter under which they will receive benefits.)

Students who are veterans can contact the Registrar for further information and must report to the Registrar any change of status in enrollment or withdrawal.

Privacy Act (Buckley Amendment)
Under the provisions of the Family Educational Rights and Privacy Act (Buckley Amendment), students have the right to inspect and review their educational records held by the seminary and to request correction of any inaccurate data.

United will disclose student information only to those who are authorized and have legitimate need for such information. No records will be released without a written and signed request from the student. No third party requests will be honored without a signed waiver. For further information and assistance, contact the Registrar’s Office.

Equal Opportunity Act
United Theological Seminary prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, parental status, or veteran status with reference to the seminary’s admission policies, academic standards and policies, in the granting of scholarships, loans and other financial aid.

Inquiries regarding the application of this policy should be addressed to the Academic Dean.

Students with F-1 or J-1 Visas

New Student Orientation
F-1 and J-1 international students are required to participate in the on-campus orientation session conducted in the first fall of their attendance.

In addition, a supplemental international student orientation will be scheduled at the beginning of each fall and spring term. All international students are required to participate in this orientation. Content of this orientation provides additional guidance for both academic and student affairs.

Student Registration
The Registrar will register all F-1 and J-1 international students for classes. Students are required to complete a Registration Request Form for each term. This form must be
signed by the student’s Academic Advisor and submitted to the Registrar by the registration deadlines.

F-1 and J-1 international students are required to be registered full-time (9 or more semester hours) each term unless they complete a Reduced Course Load Form available from the Director of Student Services. This must present a viable reason for approval such as a major illness, a family crisis or final semester work.

F-1 and J-1 international students are expected to take classes that meet through the semester unless they are only available in an intensive week format. They are only permitted to take one (1) course online in a term.

**Semester Check-In**
F-1 and J-1 international students are required to check in with the Director of Student Services within the first two weeks of each term. The Director will confirm their presence, validate passport entry dates to the United States and update the student SEVP record.

The Director of Student Services verifies proof of insurance on an annual basis with all J-1 students. J-1 international students are required to have health insurance for themselves and their dependents. However, United suggests that all international students obtain health insurance. Insurance policies must be compliant with Department of State regulations.

**Employment Relating to F-1 and J-1 International Students**
The Associate Director of Admissions and staff perform all SEVP functions for F-1 and J-1 visa holding international students related to employment.

F-1 visa holders must wait one year before working off-campus. Work is limited to 12 months. F-2 visa holders are not permitted to work.

J-1 visa holders may work either on or off campus upon arriving in the U.S. J-2 visa holders are permitted to work after obtaining employment authorization.

F-1 and J-1 international students should email the admissions office at admissions@united.edu for information and guidance regarding employment regulations.

**Residential International Students**
F-1 students must be present in the United States within every 5 months. They are required to have a United SEVP official travel signature no later than 1 year old to re-enter the United States. International students should make arrangements in advance to ensure adequate time to obtain this.

All international students are to notify the Director of Student Services when they will travel out of state. The notification should include the date of departure, the destination, the date of return and a cell phone number if available.
**Status Termination**

F-1 and J-1 international student records in the Student Exchange Visitor Program must be terminated for the following reasons:

- Insufficient funds for education and/or living expenses
- Failure to be in the United States within 5 months of previous stay (F-1 Visa students)
- Failure to provide evidence of current health insurance (J-1 Visa students)
- Academic suspension in good standing

The Director of Student Services will prepare and sign a termination notice and terminate the student’s record in the Student Exchange Visitor Information System.

The Director will also notify the student of the requirement to depart the U.S. within 30 days. Legal counsel may be sought to review for compliance.
Disability Services

United Theological Seminary is committed to provide services that allow students with disabilities to participate in all facets of seminary life according to their unique abilities and interests. This commitment ensures that people with documented disabilities can realize their full potential.

United offers support programs in academics, technology, physical, and person assistance.

The Trotwood campus is completely wheelchair accessible. The building has an elevator and entrances are equipped with ramps.

If you have a documented disability, please complete the application for Disability Services found at www.united.edu. A copy of professional documentation of disability should be submitted along with your application.

The application for services from United is separate from the application for Admission to the seminary. Students are encouraged to contact Admissions to apply for admission to the seminary prior to applying for services with the Office of Disabilities.

Step 1 – Get Started

- Complete the application for services found on the website and send to disabilities_office@united.edu.
- Students are encouraged to self-identify with the Office of Disabilities after submitting the admissions application.

Step 2 – Apply and Submit Documentation

1. The following forms can be found on www.united.edu. Please submit all that apply.
   a. Attention Deficit/Hyperactivity Disorder
   b. Learning Disabilities
   c. Physical Disabilities
   d. Psychological Disorders

2. A list of services provided in high school and/or other schools attended
   a. Individual Education Plan (IEP), Evaluation Team Report (ETR), 504 Plan, and/or letter describing services used at previous colleges attended

3. A transcript of grades from other schools attended

All documents submitted are placed in a confidential student file and will not be returned to the applicant, nor forwarded to any agency or other college or university. We suggest you submit copies, keeping the original documents for your use at a later time.

Submit forms and documentation to: disabilities_office@united.edu
Once all documentation materials have been received and reviewed, you will be contacted by the Office of Disabilities to let you know if you have qualified for services.
Academic Support
Academic services are designed to assist students with disabilities in meeting all academic requirements at the seminary. Students with documented disabilities may receive classroom accommodations such as:

- Test Proctoring services for students needing additional time, an environment with reduced distractions, adaptive computer accommodations, and/or reading or writing assistance
- Classroom accommodations
- Online course accessibility with closed-captioning where applicable
- Screen reader friendly
Resources for Theological Education

O'Brien Library
Print and digital resources are valuable to the theological enterprise.

The library’s online catalog provides easy access for searching the collection. The web address is https://utsdayton.on.worldcat.org/discovery/.

United Theological Seminary Archives
The Seminary Archives consists of administrative papers, Seminary publications, photographs, audio and audio-visual recordings, faculty publications and papers, and artifacts documenting the history of United Theological Seminary. Many of these historical materials are made available for research purposes upon request by contacting the Director of the Library at 937.529.2201 x 3400 for assistance. Requested materials will be brought to the EUB Heritage Center for use by patrons. This room is open to the public 10 a.m. to 5 p.m. Tuesday – Friday each week that the library is open.

Print and Media Collections
The library contains more than 150,000 books, periodicals, audio and visual materials, micro-forms, computer software, and other materials. More than 450 periodical titles are received and indexed through the ATLA Religion Database with ATLA Serials.

The library’s circulating collection of books consists of more than 120,000 volumes maintained in open stacks.

In addition, the library maintains limited circulating collections for reserve books, media, and the denominational collection relating to the former Evangelical United Brethren Church. Collections restricted to library use include the reference and periodical collections, microforms, rare books, and archives.

Special collections include the Edmond S. Lorenz Collection of early American hymn and songbooks, the J. Allan Ranck Collection of the Friendship Press, the Union Biblical Seminary Collection, and the Waldensian-Methodist Collection.

Together these collections support study and research in Biblical studies, theology, church history, practical ministry, and the curriculum of United’s degree programs.

Electronic Resources
Patrons can access bibliographic tools and resources in the library including the ATLA Religion Database with ATLA Serials, Old Testament Abstracts, New Testament Abstracts, the Bible and other teaching/learning media and educational resources. Patrons can also access Ministry Matters, an online teaching, preaching, worship, and outreach resource through Cokesbury (UMC) that also provides full-text articles and online reference materials, such as biblical commentaries and dictionaries.
**Library Services and Facilities**
The professional library staff provides reference service and online searching assistance. Resources not held by the library can usually be obtained for current students, faculty, and staff through the interlibrary loan service.

A photocopier and a microform reader printer are available (a minimal charge applies for non-United affiliated patrons.). Two study rooms are available to individuals and groups for quiet study.

Services to students enrolled in United Theological Seminary programs beyond Trotwood are provided by local libraries on-site through interlibrary loan. Students at these sites may communicate with the O'Brien Library by email to request materials, reference services and bibliographic assistance.

**Resource Sharing**
United’s library participates in regional resource sharing arrangements that make its collections known and available through the Online Computer Library Center (OCLC).

Its memberships and participation in the American Theological Library Association (ATLA) and the Ohio Theological Library Association (OTLA), reflect its long-standing commitment to library resource sharing.

United students have access to borrowing privileges at the Dayton and Montgomery County Public Library system when presenting a valid student ID card.

**Center for Evangelical United Brethren Heritage**
The Center for EUB Heritage encourages the study of the religious and ecclesiastical traditions that formed the Evangelical United Brethren Church and promotes appreciation for and use of that heritage within the United Methodist tradition and in the Church at large.

To this end the center has carried on extensive oral history projects; it has gathered people for consultations and special observances; it produces publications and exhibits; and it holds an extensive collection of manuscripts, artifacts, and publications directly related to that denomination and its forebears, the Church of the United Brethren in Christ, and The Evangelical Church.

The center awards a cash prize for the best paper submitted on some aspect of Evangelical United Brethren Church history, theology, or church life.

This annual competition is open to students enrolled in accredited institutions of higher education. The awards are in memory of Audrie E. Reber, former missionary, author and active church woman who was a founding member of the center and a member of its advisory board. Award application information is available from the center.

The Telescope-Messenger, an eight-page newsletter, is published by the center twice each year and is sent to the membership of the center as well as to a reading public of
about 2,000 interested persons.

**Digital Media Center**
The Digital Media Center houses the seminary’s video production facilities. This state-of-the-art center is used for class projects, student training events, and seminary related productions.

Classes in video production skills are fully supported by the Digital Media Center. The center also maintains an inventory of portable production equipment for student use related to class work.

**Information Technology Resources**
Technology has become an essential part of ministry; and United expects students to be familiar with using a Windows-based or Mac computer for word processing, browsing the Web, and sending and receiving email. Students enrolling in online courses will need internet access and may need a webcam and headset with a microphone for use in synchronous events or classes.

An email account in the united.edu system has been provided to each degree seeking student as well as a United network account (secure access on campus). All email communications from the seminary will be sent to the students’ united.edu email accounts. The united.edu email accounts are web accessible and students may check their email from any internet enabled computer. It is provided by Google (gmail) and has all of the features normally provided by any gmail account, except it will have the (username@united.edu) united.edu extension. Email accounts other than those provided by United are not supported, but students may forward united.edu mail to outside accounts. Each student is expected to check her or his united.edu email account at least once per day.

The student account username and password for logging onto email and on campus computers will be sent to the students personal email account at the end of the admissions process. Upon receiving the credentials the student will be able to access the online orientation and online courses once they are open each term. The online orientation course opens approximately four weeks prior to the fall and spring terms. Online courses open at 8:30 am on the morning of the first day of the term.

Access to copy student work at United is available to each degree seeking student. The copier in the Student Computer Lab serves as the printer for those computers. The library is equipped with a printer for the library computers. The instructions are posted explaining how to log onto the computers and use the copiers for printing. This information can also be provided by the Information Technology Department.

Live internet streaming is provided for many of our programs through livestream.com, which gives students the ability to watch or review the major events at United at a later time. Events are archived on our Livestream channel, [www.livestream.com/unitedts](http://www.livestream.com/unitedts).
Online Learning Resources

To access all of United’s digital resources go to login.united.edu using your student account username and password. You can directly access helpdesk requests, email, calendar, United Online courses, library, and Google drive file storage.

All courses at United have one or more online components, which are accessible on the online.united.edu site. Online United is powered by Canvas Learning Management System (LMS), which offers student access to courses from most mobile devices and computers.

An Online Student Orientation will be provided for all students to become familiar with the learning environment and technology used at United.

On campus courses may also use United Online course sites to give students access to course resources, syllabi, testing, and for uploading written assignments. The Gradebook may be used to communicate grades or offer feedback.

For online courses, all course materials, access to peers, instructor's email, and research access are located in the course sites. All online courses open at 8:30 am on the first day of the term.

All students may access student resources such as the helpdesk, The HUB (for job opportunities and other bulletin boards), Atomic learning (tutorials for all kinds of technology), and Media Space (video of events and seminars), through United Online. Technology Help is provided by request through the onlinehelp.united.edu for one-on-one training sessions (over the phone, or in-person). Sending an email will result in faster service as multiple persons answer the help contacts. Canvas support is available 24/7, 365 days a year by searching guides, email, or phone contact after choosing the help link when you are logged into Canvas. You will see a “?” question mark on the left navigation bar, this will provide a number of Canvas help options.

State Regulations for Online Programs

United Theological Seminary offers online ministry degree programs in every U.S. state. Federal and state regulations require that all institutions of higher education comply with existing state laws regarding distance learning. As these regulations are continuously evolving, United Theological Seminary makes every effort to maintain compliance. As a condition of United’s authority to offer its programs to state residents, several postsecondary education agencies require the publication of certain consumer information.

If you are a North Carolina resident:
Degree programs of study offered by United Theological Seminary have been declared by the appropriate state authority exempt from the requirements for licensure, under provisions of North Carolina General Statutes Section (G.S.) 116-15 (d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon assessment of program quality under established licensing standards.
For other state regulations, see http://united.edu/state-authorization-distance-education/.

**Lectureships**

**Heck Lectures:** The J. Arthur Heck Lectures were established by the Alumni/ae Association to honor the life and work of Dr. J. Arthur Heck, former President and Professor of Systematic Theology at United.

The Heck Lectures are intended to relate the world of research to the practice of ministry. They are delivered each fall in conjunction with the gathering of United graduates from around the country.

**Ryterband Symposium:** The Ryterband Symposium (formerly known as the Sanders Symposium) is a joint venture of United Theological Seminary, The University of Dayton, and Wright State University.

It is made possible by a generous contribution from Dr. and Mrs. Louis Ryterband and Mrs. Natalie Roth.

The purpose of the annual fall symposium is to promote better understanding between major religious groups in the Greater Dayton Area.

**Clinical Pastoral Education**

Clinical Pastoral Education (CPE) is a long-standing partner in theological education. We encourage it in the MDiv concentration in Care Giving degree program.

CPE is most often offered in a hospital or other institutional setting. In the basic unit of CPE, students gain 400 hours of intensive experience in chaplaincy and supervised theological reflection on the practice of ministry.

Students may register for five (5) semester hours of course credit at United for the basic unit of CPE that is taken while enrolled at United. Students also may take CPE without course credit, by paying a fee directly to a CPE training program.

Accredited training programs in CPE are available throughout North America and in most regions in which students reside. Application materials and more detailed instructions are available on United’s website.

**CPE Application**

United’s CPE application materials can be found on the website under Masters Degree Programs. Go to united.edu and click on Future Students. On the left click Masters Degree Programs.

**The American Association for Clinical Pastoral Education:** [www.acpe.edu](http://www.acpe.edu)

**The College of Pastoral Supervision and Psychotherapy:** [www.cpsp.org](http://www.cpsp.org)
Dayton area CPE training programs are available at Kettering Medical Center’s hospitals and nursing care facility and the VA Medical Center’s hospitals and clinics.

Programs are also available throughout Ohio and the tri-state region. ACPE and CPSP websites have directories of training programs available throughout North America and in many international locations.

**Chaplains and Pastoral Counselors**

Students who are considering the vocation of chaplain and/or pastoral counselor should be advised that the minimum requirements for a chaplain in most mainline denominations are the Master of Divinity degree and ordination to sacramental ministry.

For those who cannot or choose not to be ordained, the MDiv is still highly recommended. For those who choose the MA degree, an additional 12 hours will be required in order to gain certification. Those who wish to become pastoral counselors are advised to complete the MDiv and at least the basic unit of CPE. Additional training and supervision will be required for each of these professions beyond the MDiv and MA degrees.

For more information about membership and credentials, please consult these websites:

- **American Association of Pastoral Counselors**: [www.aapc.org](http://www.aapc.org)
- **Association of Professional Chaplains**: [www.professionalchaplains.org](http://www.professionalchaplains.org)
Community Life

"May the God of peace himself sanctify you entirely; and may your spirit and soul and body be kept sound and blameless at the coming of our Lord Jesus Christ. The one who calls you is faithful, and he will do this." (1 Thessalonians 5:23-24 NRSV)

The United community is called to work alongside God's grace to help students respond to the call God has placed on our lives: spirit, soul, and body.

At United we strive to order our curriculum and common life to help students become more fully who they are called to be. Faculty, students, and staff participate in worship, Ministry Formation Groups, retreats, and meetings for Bible study, prayer, and mutual support. By participating in the United community you will be challenged to know God better and to serve God more faithfully. Our hope is that because of United, your mind and heart will more intensely reflect the love of Christ, your spirit will be more attuned to the Holy Spirit, and your body will be more engaged in service among the vulnerable in the world God created.

Learning Environment

United Theological Seminary is committed to creating and maintaining a community in which administrators, faculty, staff, and students can work and study together in an atmosphere where all can flourish. In today's working and studying environment, we realize it is important and necessary to use communication technology to stay in touch with other areas of our lives. We encourage the respectful use of digital communication tools (cell phones, computers, etc.) in the learning environment, as long as these communication tools do not inhibit or prohibit the learning environment of others.

To maintain an environment conducive to study and meditation for all, the policy of United Theological Seminary is to require that cell phones be set to silent mode during class, seminar, or chapel times. Emergency calls can be taken outside of the classroom. The appropriate use of a laptop, tablet or the like is encouraged during class or seminars as long as the use is not disruptive to those around you. Each instructor can establish specific technological behavioral expectations so as to achieve each course's objectives.

Worship

Community worship on campus and in United Online is as rich as the diverse backgrounds, experiences, gifts, and spiritual expressions of the students, faculty, administrators, staff, and guests who share by planning, and participating in the events of worship.

All members of the United community are encouraged to meet on Wednesday mornings, Monday evenings, or intensives for worship. Leadership at chapel services is provided by faculty, staff, students, and guest preachers.

Special Advent and Lenten services, along with other liturgical celebrations, feature
liturgists and musicians from a variety of cultures.

Common Meal
Worship on campus is preceded by a common meal and community time when announcements and introductions are offered, and conversations take place among all those who have gathered. Common Meal symbolizes and reflects the ways in which members of the Christian community commit to care for one another in all aspects of life.

Common Meal is scheduled at lunchtime on Wednesdays and dinnertime on Monday evenings during the fall and spring semesters.

All on-campus students in Formation courses are required to attend Common Meals. Distance students are required to attend Common Meals during the Formation retreat only. Special community meals may be planned at other times of the year.

Publications
United eNews is a digital newsletter highlighting Seminary events and programs, as well as members of the United community. It is published regularly and sent to staff, faculty, students, alumni/ae and friends of the Seminary. Current and past issues are on the website. Other email updates are distributed as needed throughout the year to share messages from the Office of the President and other institutional news.

Keeping in Touch includes detailed information about United’s alumni/ae and articles of interest to United alumni/ae and friends. Keeping in Touch is published in the fall in conjunction with the Annual Report and is sent to alumni/ae, board members, donors and friends of United. Additional copies of the current issue and some back issues are available online or upon request.

The Annual Report, produced by the Office of Development, is published each year to recognize the Seminary’s donors and provide an overview of the Seminary’s finances in the previous fiscal year.
Student Awards
Named awards given at the conclusion of each academic year

**The William and Carolyn Anderson Applied Theology Competition**
This award is given for a paper submitted in competition that demonstrates a student's ability to think critically on theological issues he or she applies to contemporary social concerns. It is given through the generosity of Dr. William and Carolyn Anderson. Deadline for the submission of papers is April 1.

**The Ruth Pippert Core Memorial Award**
To perpetuate Ruth Pippert Core’s lifelong interest in peace, unity and the arts, Professor Emeritus Arthur C. Core established this award to provide enrichment in the arts, ecumenics, and aid to exchange students.

**The Robert E. and Mary Elizabeth Cramer Award**
The Robert E. and Mary Elizabeth Cramer Award is given each year to an outstanding student who has completed two thirds of the required semester hours for their degree to recognize and encourage academic achievement.

**The Robert M. Daughtery Award**
The Robert M. Daughtery Award is given to a graduating senior who has demonstrated exceptional promise for pastoral ministry.

**The Harry L. Eckels Award**
The Harry L. Eckels Award is given each year to a person who has completed at least two thirds of the required semester hours for their degree and who demonstrates stewardship of time, talent, and money.

**The Fellowship Seminarian Award**
This award is given for outstanding leadership in music and/or worship arts.

**The Bert V. Flinchbaugh Memorial Award**
The Bert V. Flinchbaugh Memorial Award is given each year to a student who excels in the study of the Old Testament in the Hebrew language.

**The Hoyt Hickman Award**
The Hoyt Hickman Award for Outstanding Liturgical Scholarship and Practice is awarded by The Order of Saint Luke. The award is given to the graduating student who, in the judgment of the selection committee, both (1) has given evidence of a high quality of scholarship in the study of liturgy, and (2) is an effective leader of Christian worship.

**The Missionary Interpretation Award**
The Missionary Interpretation Award is given each year to assist a student in interpreting to the American Church its worldwide Christian responsibility. The award is made
possible by an endowment established by the Youth Fellowship of the Memorial United Methodist Church, Silver Spring, Maryland.

**The Kendall McCabe Award in Preaching**
The McCabe Award in Preaching is given each year to a senior student in the UTS Masters programs. The awardee will demonstrate in a submitted sermon exegetical skill in interpreting the text and an awareness of the liturgical, congregational, and missional context of the homiletical occasion. The award winning sermon will serve as an exemplar of preaching as a liturgical act.

**The Dr. Won Byung Roh Award**
This award for excellence in pastoral care-giving is given to a student who demonstrates outstanding scholarship and practice in the field of Pastoral Care-Giving and has completed two-thirds of the required semester hours for their degree.

**The Dr. Hervin U. Roop Award**
Through the generosity of the late Hervin U. Roop, former president of Lebanon Valley College, an award is given to recognize and encourage students in the leadership of worship and the public reading of Scriptures.

**The Corda E. Smith Memorial Award**
The Corda E. Smith Memorial Award is given each year to a student who excels in the study of the New Testament in the Greek language.

**The August Thomas Memorial Award**
The August Thomas Memorial Award is given to a student who shows special promise in church administration.

**The Bishop Joseph H. Yeakel Award**
The Bishop Joseph H. Yeakel Award is presented annually to the student who shows special promise in ecumenical and social justice ministries. The award is made possible by a gift from the New York Area of The United Methodist Church in recognition of Bishop Yeakel’s twelve years of distinguished episcopal leadership in that area.
Alumni/ae Relations

The Alumni/ae Association’s mission is to connect, nurture, and energize its members in community for mission and ministry

Since 1871, United Theological Seminary has been preparing leaders for the church. Our graduates serve with distinction as pastors, teachers, professors, bishops, community organizers, administrators, health professionals, and business leaders. Our alumni/ae are serving in all 50 states and in more than 30 countries.

All persons who have graduated from United or one of our predecessor schools, Bonebrake Theological Seminary or the Evangelical School of Theology, are members of our Alumni/ae Association. The lifetime membership fee is assessed to current students each semester. If a student withdraws from the seminary before graduating, any alumni/ae fees paid remain with the Association.

Lifetime membership in the Alumni/ae Association gives these benefits to all United Alumni/ae:

- **Discounts** to all United sponsored conferences and lectures
- **50% discount** to audit any graduate level class with approval of instructor ($250 per class)
- **FREE access** to EBSCO online database including ATLA Religion Database and thousands of New and Old Testament abstracts
- **Support** through the ministry of prayer - submit requests to prayer@united.edu.

An executive committee composed of members-at-large governs the Alumni/ae Association.

The Alumni/ae Association supports lifelong learning in several ways: stimulating academic inquiry through the annual J. Arthur Heck Lectures on campus each fall, and ongoing continuing education through the School for Discipleship and Renewal.

The alumni/ae magazine, Keeping in Touch, and regular email communications provide news and articles about the seminary and other alumni/ae, highlighting their current publications and achievements.

The Distinguished Alumnus/a, Effective Ministry and Outstanding DMin Alumnus/a Awards are nominated by association members and granted to United graduates as deemed appropriate by the executive committee. Alumni/ae celebrating forty years in ministry since graduation are inducted into the Eckels Society during the Alumni/ae Awards Banquet.

Members of the Alumni/ae Association contribute to the financial stability of the seminary yearly through the Annual Fund via gifts and pledges. They support students through one-on-one mentoring relationships, hosting regional alumni/ae gatherings in
their local area, sharing the names of prospective students and donors, and praying for the campus community.

**Transcripts**

Requests for transcripts can be submitted online through United’s website on the Registrar’s page. For alumni/ae and former students, a $10 fee must be paid for each transcript request. To request a transcript and pay the transcript fee, go to [http://united.edu/registrar-faq-and-forms/](http://united.edu/registrar-faq-and-forms/) and select “How do I Request a Transcript?”

**Recruiting**

If you would be willing to serve on the Alumni/ae Association Executive Committee or represent United at a college fair or youth event in your geographic area, please contact the Alumni/ae Relations Office.
Development

Gifts are crucial to the mission of United Theological Seminary and we are grateful for all who help support the seminary.

Introduction

The Development Office at United Theological Seminary supports the mission of the seminary by actively seeking and receiving funds necessary for the fulfillment of our mission.

These resources provide scholarship assistance, operational funding, institutional strength, and endowment growth for the future.

Funding for United is received through tuition income, generous gifts, grants, endowment earnings, and the Ministerial Education Fund (MEF) of The United Methodist Church.

Ways to Give

United is capable of managing a variety of methods of giving and has professional development staff available to guide donors toward the opportunity that is best suited to their circumstances and wishes. Options include but are not limited to:

- Cash
- Appreciated Securities (publicly traded or closely held)
- Charitable IRA Rollovers
- Bequests through wills or trusts
- Naming United as a primary or secondary beneficiary to a life insurance policy or retirement plan
- Real estate (residential, commercial, land)
- Personal property
- Charitable Gift Annuities
- Charitable Remainder Trusts
- Charitable Lead Trusts

Giving Clubs

United Theological Seminary offers recognition to donors at different levels of support. Donors within these categories are recognized in the Annual Report, which lists all donations received during the fiscal year of July 1 through June 30.

Heritage Society

Donors to United who have named the seminary in their will or estate plan are named and recognized each year in United’s Annual Report as members of the Heritage Society.
Faculty, Staff, and Board

Resident Faculty
United's faculty represent a diversity of cultures and institutions of higher education.

Peter Bellini
Associate Professor of Evangelization in the Heisel Chair
Director of Non-Degree Programs

Expertise: Evangelism, Church Renewal, Global Charismatic Studies, Intercultural and Interreligious Encounter, Missiology, and Urban Studies


Sarah D. Brooks Blair
Director of the Library
Assistant Professor of Church History

Expertise: Church History, Study/research Skills, 19th century American religious history with a focus on Methodism


Select Publications: Compiler of *The Evangelical United Brethren Church: A Historical Sampler*

Presian Burroughs
Assistant Professor of New Testament

Expertise: Pauline Epistles and theological interpretation of Scripture in relation to creational (ecological) concerns
Education:
BA, Cedarville University, (1998)
Master of Linguistics & Exegesis, Trinity Western University (2001)
ThD, Duke Divinity School (2014)


Thomas B. Dozeman
Professor of Hebrew Bible

Expertise: Hebrew, Pentateuch, Former Prophets, and Biblical Theology

Education: BA, Calvin College (1974)
MDiv, Fuller Theological Seminary (1978)
MPhil and PhD, Columbia University (1983, 1985)

Select Publications: Exodus (Paulist, 2018)
Introduction to the Pentateuch (Fortress, 2017)
Book of Exodus: Composition and Reception (Brill, 2014)
Joshua: A New Translation with Notes and Commentary in the Anchor Yale Bible series (Yale, 2014)
Exodus (Fortress, 2013)
Pentateuchal Studies: International Perspectives on Current Research (Mohr Siebeck, 2011)
Pentateuch, Hexateuch, Enneateuch: Identifying Literary Works in Genesis through Kings (Brill, 2011)
The Translations of Numbers. The Common English Bible (Abingdon, 2010)
Exodus (Eerdmans, 2009)
A Farewell to the Yahwist? The Interpretation of the Pentateuch in Contemporary European Scholarship (Brill, 2006)
“Numbers.” In The New Interpreter’s Bible (Abingdon, 1998)
Revised Common Lectionary (Abingdon, 1991-3)
God on the Mountain (Scholars, 1989)
Wendy J. Deichmann
Professor of History and Theology
President (2008-2015)


MDiv, Colgate Rochester Divinity School (1984)
PhD, Drew University (1991)

Select Publications: Co-editor of Gender and the Social Gospel (University of Illinois, 2003)

Lisa M. Hess
Professor of Practical Theology and Contextual Ministries

Expertise: Intercultural and Interreligious Encounter, practical theology, and Christian spirituality

Education: BA, Carleton College (1991)
MDiv, Princeton Theological Seminary (1996)
PhD, Princeton Theological Seminary (2001)

Learning in a Musical Key (2011)
Artisanal Theology (Cascade 2009)

Justus H. Hunter
Assistant Professor of Church History

Expertise: Medieval theology, scholasticism, doctrine of God, and Christology

Education: BA, Asbury College (2004)
MDiv, Asbury Theological Seminary (2009)
MA, The University of Dayton (2011)
PhD, Southern Methodist University (2015)
Vivian L. Johnson  
*Professor of Old Testament*  
*Associate Dean for Academic Affairs*

**Expertise:** Biblical Hebrew and literary interpretations of biblical stories, especially those pertaining to women, ancient Near Eastern cultures, and the history of interpretation of David

**Education:**  
BA, Wesleyan University (1990)  
PhD, Harvard University (2005)

**Select Publications:**  
*David in Distress: His Portrait Through the Historical Psalms* (T. & T. Clark, 2009)  

Scott Kisker  
*Professor of the History of Christianity*  
*Associate Dean of Masters Programs*

**Expertise:** Wesleyan and Pietist studies

**Education:**  
BA, Swarthmore College (1989)  
MDiv, Duke University (1993)  
PhD, Drew University (2003)

**Select Publications:**  
*The Band Meeting* (Seedbed, 2017)  
*Longing for Spring: A New Vision for Wesleyan Community,* co-authored with Elaine Heath (Cascade, 2010)  
*Mainline or Methodist? Recovering Our Evangelistic Mission* (Discipleship Resources, 2008)  

Anthony Le Donne  
*Associate Professor of New Testament*

**Expertise:** Jewish-Christian relations, historical Jesus research, and Social Memory theory

**Education:**  
PhD, Durham University, UK (2007)

**Select Publications:**  
*Near Christianity: How Journeys along Jewish-Christian Borders Saved my Faith in God* (Zondervan, 2016)  
Soundings in the Religion of Jesus: Perspectives and Methods in Jewish and Christian Scholarship (Fortress, 2012)
Historical Jesus: What Can We Know and How We Can Know It? (Eerdmans, 2011)
The Fourth Gospel in Ancient Media Culture (T. & T. Clark, 2011)
The Historiographical Jesus: Memory, Typology and the Son of David (Baylor University Press, 2009)

Luther J. Oconer
Assistant Professor of United Methodist Studies

Expertise: Holiness Movement, Pentecostalism and mission history, history of global Methodism, the intersection between revivalism and missions, and the connections between Methodism and Pentecostalism

Education: BS, Mapúa Institute of Technology (1993)
MDiv, Wesley Divinity School (2001)
MPhil and PhD, Drew University (2006, 2009)


Joni Sancken
Assistant Professor of Homiletics

Expertise: Theological approaches to preaching and preaching as healing

Education: BA, Goshen College (1998)
MDiv, Princeton Theological Seminary (2004)
PhD, Toronto School of Theology (2009)

Select Publications: Stumbling Over the Cross: Preaching the Cross and Resurrection Today (Cascade, 2016)

Jerome P Stevenson, Sr.
Assistant Professor in the Practice of Pastoral Care and Counseling

Expertise: Pastoral Care & Counseling, Marriage and Family Counseling, Grief Counseling, License Professional Counselor (Ohio & Michigan)
Board Certified Pastoral Counselor, AACC

Select Publications: AS, Highland Park Community College (1971)
BS, Wayne State University (1973)
Andrew Sung Park
Professor of Theology and Ethics

Expertise: Systematic Theology, pneumatology, church transformation, spirituality, liberation, Christian mystics, racial relations, just peace-building, and Christian ethics

Education: BA, Seoul Methodist Theological University
MDiv, The Iliff School of Theology
MA, The Claremont School of Theology
PhD, Graduate Theological Union at Berkeley

Select Publications: A Big Picture of Heaven and Hell: Christian Mystics and Near-Death Experiencers (CreateSpace, 2018)
Triune Atonement: Christ's Healing for Sinners, Victims, and the Whole Creation (John Knox/Westminster, 2009)
From Hurt to Healing (Abingdon, 2004)
The Other Side of Sin (State University of New York Press, 2001)
Racial Conflict and Healing (Orbis, 1996)
The Wounded Heart of God (Abingdon, 1993)

Vanessa Ward
Lecturer in Biblical Studies

Expertise: Biblical Studies

Education: BA, The College of Wooster (1979)
MATS, United Theological Seminary (1991)
MPhil Hebrew Union College (2012)

The African American Sunday School: Reclaiming Its Role as Moral Teacher (Urban Ministries, Inc., 1997)
Towards an understanding of a Petrine School, Aufstieg and Niedergang der romischen Welt, (Walter DeGruyter, 1992)
David F. Watson
Academic Dean and Vice President for Academic Affairs
Associate Professor of New Testament

Expertise: Theological interpretation of scripture and the Bible and disability

Education: BA, Texas Tech University (1993)
MDiv, Perkins School of Theology, Southern Methodist University (1997)
PhD, Southern Methodist University (2005)

Select Publications: Key United Methodist Beliefs (Abingdon, 2013)
Wesley, Wesleyans, and Reading Bible as Scripture (Baylor University Press, 2012)
Honor Among Christians: The Cultural Key to the Messianic Secret (Fortress, 2010)

Affiliate Faculty
Charles Gutenson
BSEE, University of Kentucky (1978)
MDiv, Asbury Theological Seminary (1995)
PhD, Southern Methodist University (2000)

Bradley B. Burroughs
BA, Allegheny College (2002)
MDiv, Duke Divinity School (2006)
PhD, Emory University (2012)

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David Bell
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Adjunct Instructor in Old Testament
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Adjunct Instructor in Baptist Studies
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randy@globalawakening.com
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Associate Dean for Distance Education
pjennist@united.edu | 937.529.2264

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tchayes@united.edu /937.529.2326

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snkibbey@wocumc.org

Brian Maguire
Pastor of Fairmont Presbyterian Church, Kettering, OH
brian.wpcx@gmail.com

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pmatthews@united.edu

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rpicardo@ginghamsburg.org

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jquintanilla@ngumc.org

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dkroth@united.edu | 937.529.2381

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mslaughter@ginghamsburg.org

Harold Stockman
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hstockman@woh.rr.com

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Pastor, Armstrong Chapel United Methodist Church
gstover@armstrongchapel.org

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fthomas@cts.edu
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awirrig@united.edu

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Leroy Cothran, DMin, Dayton, OH  
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Jamison Hunter, DMin, Dayton, OH  
Justus Hunter, PhD, Dayton, OH  
Sue Lee Jin, DMin, Cincinnati, OH  
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Tolly Kennon, DMin, Charlotte, NC  
Keith Lawrence, DMin, Dunwoody, GA  
Thomas Litteer, DMin, Broken Arrow, OK  
Sir Walter Lee Mack, Jr., DMin, Clemmons, NC  
Willie Marshall, DMin, Dothan, AL  
Herbert Miller II, DMin, Flint, MI  
Rosario Picardo, DMin, Dayton, OH  
Vance Ross, DMin, Atlanta, GA  
James Elvin Sadler, DMin, Mathews, NC  
Robert Sawville, DMin, Tucson, AZ  
Alfred Thompson, DMin, Pickerington, OH  
Robert C. Walker, DMin, Dayton, OH  
David Watson, PhD, Dayton, OH  
Martin Young, DMin, Dayton, OH
Emeriti Faculty and Presidents

Thomas Boomershine
Professor Emeritus

BA, Earlham College (1962)
MDiv, STM, PhD, Union Theological Seminary, New York ('66, '68, '74)

Richard Eslinger
Professor Emerita of Homiletics and Worship

AB, University of Maryland (1962)
STB, Boston University School of Theology (1965)
PhD, Boston University Graduate School (1970)

Kathleen A. Farmer
Professor Emerita of Old Testament

BA, University of Nebraska (1965)
MRE and MDiv, Perkins School of Theology (1967, 1970)
PhD, Southern Methodist University (1978)

Eric L. Friedland
Professor Emeritus of Judaic Studies

BA, Boston University (1960)
BJ Ed, Hebrew Teachers’ College (1961)
MA and PhD, Brandeis University (1962, 1967)

Donald K. Gorrell
Professor Emeritus of Church History

BA, Miami University (1949)
MA, Western Reserve University (1951)
MDiv, Yale University Divinity School (1955)
PhD, Western Reserve University (1960)

Tyron L. Inbody
Professor Emeritus of Theology

BA, University of Indianapolis (1962)
MDiv, United Theological Seminary (1965)
MA and PhD, University of Chicago (1967, 1973)

Ai Ra Kim
Professor Emerita of Sociology of Religion

BA, Ewha Women’s University (1961)
Kendall K. McCabe  
Professor Emeritus of Preaching and Worship

BA, Dickinson College (1961)  
MDiv, Yale University Divinity School (1964)  
MA, University of Virginia (1968)  
PhD, University of St. Andrews, Scotland (1980)

Harold W. McSwain  
Professor Emeritus of Rural Ministries

AB, Lambuth College (1948)  
MA, Peabody College (1950)  
MDiv, Southern Methodist University (1953)  
PhD, Emory University (1971)

Donald B. Rogers  
Col. Robert Cowden Professor Emeritus of Christian Education

BA, University of Colorado (1955)  
MA, PhD, Princeton Theological Seminary (1958, 1967)

Leonard Sweet  
President Emeritus and Professor Emeritus of Church History

BA, University of Richmond (1969)  
MDiv, Colgate Rochester Divinity School (1972)  
PhD, University of Rochester (1974)

Norman E. Thomas  
Vera B. Blinn Professor Emeritus of World Christianity

BA, Yale University (1953)  
MDiv, Yale University Divinity School (1956)  
PhD, Boston University (1968)

G. Edwin Zeiders  
President Emeritus

BA, Lebanon Valley College (1970)  
MDiv, United Theological Seminary (1973)  
DMin, Boston University School of Theology (1983)
Administration and Staff

Peter Bellini
Director of Non-Degree Programs

Sarah D. Brooks Blair
Director of the Library

Dean Blimline
Director of Student Services

Marc Bostwick
Instructional Technology Administrator

Rychie Breidenstein
Assistant to the Director of the Library

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Director of Financial Aid and Scholarships
Lilly Grant Administrator

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Accounting Manager
Student Billing Administrator

Chad Clark
Admissions Associate
Coordinator of Alumni/ae Relations
ATS Grant Manager/Research Assistant

Kenneth Cochrane
Assistant Director of the Library

Robbie Collins
Executive Assistant to the Academic Dean
Academic Coordinator

Mark Condy
Circulation and Technical Services Assistant

Caryn Dalton
Circulation Coordinator and Reference Assistant

Laura D. Discher
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Joanne Dodge
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Chief Information Officer

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Director of Facilities

Dan Gildner
Dean of Chapel
Director of Contextual Ministries

Erin Gildner
Coordinator of the Center for Hispanic/Latino Ministry and Hispanic Christian Academy

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Acquisitions and Collection Development Assistant

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Senior Director of Admissions

Harold Hudson
Vice President for Enrollment
Associate Dean for Doctoral Studies

Rachel Hurley
Associate Director of Communications

Darice Jackson
Receptionist
Security Officer

Vivian Johnson
Associate Dean for Academic Affairs

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Custodian

Tesia Mallory
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Communications Associate
**Peter Matthews**  
Director of the Center for Global Renewal and Missions

**Kent Millard**  
President

**Rick Mohr**  
Director of Information Technology

**Judith Norville**  
Part-time Receptionist

**Luther Oconer**  
Director of the Center for Evangelical United Brethren Heritage

**Karen Payne**  
Chief Strategy, Administration and Assessment Officer

**Ginnene Peavie**  
Administrative Assistant to the Business Office  
Coordinator of Immersion Trips

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Vice President for Development

**Lori Reiber**  
Deacon Liaison

**Jodi Rose**  
Accounts Payable Administrator  
Payroll Administrator

**Debbie Roth**  
Director of the Pohly Center

**Brillie Scott**  
Interlibrary Loan and Periodicals Assistant

**Heather Shellabarger**  
Instructional Design Technologist

**Yoon Sun Shin**  
Associate Director for International Students

**Steve Swallow**  
Vice President for Finance and Administration  
Human Resources Director  
Treasurer
George Taylor
Lead Custodian

Lacey Vickers
Assistant Registrar

Courtney Ward
Registrar

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Academic Dean and Vice President for Academic Affairs

Bridget Weatherspoon
Senior Director of Student Recruitment and Advocate Marketing

Laura Weber
Administrative Assistant for the President
Secretary to the Board of Trustees

Mandy Wood
Development Accountant

Gerald Young
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Centerville, OH

Bishop J. Michael Lowry
Ft. Worth, TX

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Lawrenceville, GA

Dr. Jonathan J. McReynolds
Rochester, NY

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Paris, KY

Elder Dr. Dong S. Moon
Centerville, OH

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Sugar Land, TX

Bishop Gregory V. Palmer
Worthington, OH

Rev. Dr. Jocelyn Roper
Englewood, OH

Rev. Dr. Robert C. Scott
Charlotte, NC

Rev. Dr. Michael B. Slaughter
Cincinnati, OH

Rev. Harvey B. Smith
Centerville, OH

Mr. James S. Tharp,
Chair
Cincinnati, OH

Mr. Joel Watts
Charleston, WV

Bishop Mark J. Webb
Syracuse, NY

Ms. Latoya Warren
Internal Trustee (Student)

Dr. Trent Hayes
Internal Trustee (Staff)

Dr. Anthony Le Donne
Internal Trustee (Faculty)

Dr. Kent Millard
Internal Trustee (President)
Course Catalog

Masters Level Courses of Instruction

BIBLICAL STUDIES AREA

BIBLE

BI501 Low Impact Hebrew and Greek (3)
Introduces the basic terminology of language study, the Hebrew and Greek alphabets, and the most commonly used Hebrew and Greek vocabulary in the Bible. This class is designed for teachers and preachers who have no prior knowledge of biblical languages.

BI604 Disability, the Bible and the Church (3)
Examines the relationship with people with disabilities, taking into account key biblical texts that may come to bear on this relationship. Prerequisite: Introduction to Theology and one Bible course.

BI610 The Holy Spirit in Scripture (3)
Engages key texts related to the work of the Holy Spirit in the Old and New Testaments.

BI612 God’s Creation: Biblical, Theological, and Practical Foundations (3)
Reviews the most pressing ecological problems facing creation in the 21st century through Scripture, theology, and Christian practices for the renewal of the church.

BI622 Wesleyan Biblical Interpretation (3)
Explores Biblical interpretation in the Wesleyan tradition. Students will examine the task and processes of biblical interpretation in the writings of John Wesley and in contemporary scholarship. Prerequisite: Introduction to New Testament 1 or Introduction to Old Testament 1.

BI630 The Bible in Christian Ministry (3)
Engages the Bible as a theological resource for the work of Christian ministry. Students will apply biblical texts to complex, real-life situations that may arise in the work of ministry. Prerequisite: Introduction to New Testament 1 and Introduction to New Testament 2.

BI638 Women and the Bible (3)
Examines women’s interpretations of the Bible to understand and critique the spectrum of women’s hermeneutics. Prerequisite: Introduction to Old Testament 1 and Introduction to Old Testament 2.
NEW TESTAMENT

NT521 Introduction to New Testament 1 (3)
Is based on the four canonical Gospels, Acts, the Catholic Epistles, Hebrews and Revelation, with attention to the history, culture and literature of the early church and how these came to bear on New Testament writings.

NT522 Introduction to New Testament 2 (3)
Is based on the thirteen letters in the New Testament attributed to Paul, with attention to the history, culture and literature of the early church and how these came to bear on New Testament writings.

NT527 Greek 1 (3)
Covers elementary Greek grammar, with practice in translation and introductory attention to exegesis.

NT601 The Gospel of Matthew (3)
Explores the Gospel of Matthew from historical, social-scientific and literary perspectives, with attention to important theological themes within the narrative.

NT603 The Gospel of Mark (3)
Explores the Gospel of Mark from historical, social-scientific and literary perspectives, with attention to important theological themes within the narrative.

NT604 The Gospel of John (3)
Explores the Gospel of John from historical, social-scientific and literary perspectives, with attention to important theological themes within the narrative.

NT606 Corinthian Correspondence (3)
Seeks to understand the Apostle’s involvement with the Corinthians, the problems that beset that church and the theological implications of the letters.

NT615 Historical Jesus (3)
Examines various proposals regarding the mission and teachings of the historical Jesus, as well as certain theological proposals regarding Jesus’ significance.

NT619 Sayings of Jesus (3)
Studies several primitive sources for the sayings of Jesus with special emphasis on his storytelling and preaching. Students will examine the communities that remembered and passed on these sayings and into the message of the historical Jesus.

NT627 Greek 2 (3)
Continues the study of Greek grammar, translation and exegesis, including the study of the Greek texts of selected New Testament passages. Prerequisite: Greek 1.

NT634 Apocalypse of John (3)
Examines the Apocalypse of John exegetically and theologically in light of current scholarship.
NT647 Romans (3)
Examines the theology, historical context and ethical import of Paul’s letter to the Romans. The course shall consider recent theological and exegetical debates related to the interpretation and application of Romans.

NT648 The New Testament and Suffering (3)
Introduces the importance of suffering as a theological and exegetical concept. Attention will be given to how (1) the New Testament represents suffering, (2) the New Testament can be used to navigate personal and corporate suffering and (3) the New Testament has been used to perpetrate suffering.

NT727 Greek 3 (3)
Guides students through a New Testament book for the purpose of translating the Greek text and understanding its theological significance. The instructor will introduce advanced tools for linguistic and grammatical analysis. Prerequisite: Greek 1 and Greek 2.

OLD TESTAMENT

OT504 Introduction to Old Testament 1 (3)
Is based on the Pentateuch and early Prophets. Students will engage the literary, cultural and historical issues that come to bear on interpretation of the texts.

OT505 Introduction to Old Testament 2 (3)
Is based on the prophets, Psalms and Wisdom Literature. Students will engage the literary, cultural and historical issues that come to bear on interpretation of the texts.

OT511 Hebrew 1 (3)
Covers the basic elements of the Hebrew language. Special attention is given to introductory phonology, the noun and oral reading.

OT601 Jeremiah (3)
Offers a multi-critical study of the book of Jeremiah. Interpretation will include the history of scholarship and the role of the book in the formation of Christian tradition.

OT602 The Pentateuch (3)
Offers a multi-critical study of the first five books of the Old Testament. Interpretation will include the history of scholarship and the role of the Pentateuch in the formation of Christian tradition.

OT603 Genesis (3)
Studies the history of composition and present literary design of the book of Genesis. Prerequisite: Introduction to Old Testament 1.

OT605 Exodus (3)
Studies the history of composition and present literary design of the book of Exodus. Prerequisite: Introduction to Old Testament 1.
OT606 Judges (3)
Studies the history of composition and present literary design of the book of Judges. 
Prerequisite: Introduction to Old Testament 1.

OT611 Hebrew 2 (3)
Continues study of the Hebrew language from Hebrew 1, with additional attention to the verbal system, syntax and reading of the text. Prerequisite: Hebrew 1.

OT643 Isaiah (3)

OT646 Holiness and Ministry (3)
Studies the meaning of holiness in ancient Israelite religion as background for interpreting ordination in the contemporary church. Prerequisite: Introduction to Old Testament 1 and Introduction to Old Testament 2.

OT652 Teaching Old Testament History and Theology (3)
Develops strategies for communicating the history and theology of Old Testament literature to lay people. Prerequisite: Introduction to Old Testament 1 and Introduction to Old Testament 2.

OT711 Hebrew 3 (3)
Studies a book of the Old Testament or significant section of a book in Hebrew. The course will focus on Hebrew syntax and literary structure in the composition of the book. Prerequisite: Hebrew 1 and Hebrew 2.

HISTORICAL AND THEOLOGICAL STUDIES AREA

CHRISTIAN HISTORY

CH504 History of Christianity 1 (3)
Introduces Christian history from the New Testament to 1400 A.D., including structures, practices and beliefs, as well as significant leaders and events. Both primary and secondary sources will be studied.

CH505 History of Christianity 2 (3)
Introduces Christian history from 1400 A.D. to present, including institutional structures, practices and beliefs, as well as significant leaders and events. Both primary and secondary sources will be studied.

CH603 John Wesley (3)
Investigates the life, thought and historic role of John Wesley.

CH605 Pietism (3)
Traces the rise, development and decline of Pietism in Protestantism from the 17th to the 19th century.
CH608 American Christianity (3)
Surveys major developments in Christian institutions, life and thought in the history of the United States.

CH609 Methodism as Revival Movement (3)
Explores the development of Methodism as revival movement from the Wesleys to the present.

CH614 African American Church (3)
Explores the origins, emergence and continuing development of the African-American church in its various forms.

CH616 Holiness, Pentecostal and Charismatic Renewal Movements (3)
Examines the history and theology of the Holiness, Pentecostal and Charismatic renewal movements with a view toward the work of renewal today.

CH620 Medieval Christian Life and Thought (3)
Investigates historical and theological themes and/or figures of the Middle Ages.

CH630 History of Biblical Interpretation (3)
Surveys key figures, methods, and trends in the history of interpretation from the time of the canonical Gospels to the present.

CH650 Augustine (3)
Explores Augustine of Hippo’s life and thought.

CH651 European Reformation (3)
Examines the history and theology of the Magisterial, Radical and Catholic 16th-century European Reformations.

CH654 History of Christian Doctrine (3)
Examines Christian doctrine and theology as it developed from the early church to the present.

CH659 Reformed History and Theology (3)
This course will examine the history and development of the Reformed Tradition from the sixteenth century to the present. This course will help people prepare for Presbyterian ordination exams.

CH679 The Evangelical United Brethren (3)
Examines the historic heritage of the Evangelical United Brethren Church, its parent denominations and the ecclesiastical outgrowths of that tradition.
DENOMINATIONAL STUDIES

DN508 United Methodist Jurisdictional Conference (3)
Provides the opportunity to study or reflect upon the mission and business of the North Central Jurisdictional Conference of The United Methodist Church. Students will observe the process of electing and assigning Episcopal leaders for the church. Attendance at the conference is required.

DN509 United Methodist General Conference (3)
Provides the opportunity to study, experience and reflect upon the mission and business of the General Conference of The United Methodist Church. Attendance is required at the General Conference that is held once every four years.

DN510 Presbyterian Polity (3)
Fulfills denominational requirements for candidates seeking ordination as Minister of Word and Sacrament in the Presbyterian Church (USA) by using primarily the Book of Confessions and Book of Order.

DN511 United Methodist History (3)
Focuses on significant individuals and decisive events in the history of The United Methodist Church, including the origins of its distinctive doctrines and development of its polity. Together with DN512, it meets in full the Book of Discipline requirement for United Methodist history, doctrine and polity.

DN512 United Methodist Doctrine and Polity (3)
Focuses on characteristic doctrines and polity of The United Methodist Church. These include: 1) The doctrinal standards of The United Methodist Church and 2) The contemporary expressions of the polity, discipline, practice and mission of The United Methodist Church. Together with DN511, it meets in full the Book of Discipline requirement for United Methodist history, doctrine and polity.

DN511-SP La Historia, Doctrina y Política de La Iglesia Metodista Unida 1 (3)
Se centra en individuos importantes y acontecimientos decisivos en la historia de La Iglesia Metodista Unida, incluyendo los orígenes de las doctrinas distintivas y el desarrollo de su política. Junto con DN506-SP, satisface el requisito del Libro de Disciplina para la historia, doctrina y política de La Iglesia Metodista Unida.

DN512-SP La Historia, Doctrina y Política de La Iglesia Metodista Unida 2 (3)
Se centra en la doctrina y la política que caracterizan La Iglesia Metodista Unida. Incluye: 1) Los estándares doctrinales de La Iglesia Metodista Unida y 2) Las expresiones contemporáneas de la política, disciplina, práctica y misión de La Iglesia Metodista Unida. Junto con DN505-SP, satisface el requisito del Libro de Disciplina para la historia, doctrina y política de La Iglesia Metodista Unida.

DN519 UCC History and Polity (3)
Introduces the history, theologies, liturgical traditions, polity, organization, ministerial authorization policies and practices and mission of the United Church of Christ.
DN522 Baptist Polity and History (3)
Deals with the local church, autonomy, the “association” principle and secular parliamentary procedure in local church business meetings and pastoral authority.

DN523 Baptist Theology: Doctrine, Ethics and Witness (3)
Studies the basic and characteristic doctrines of the Baptist heritage.

DN602 Preparing for the Board of Ordained Ministry (1)
Helps prepare students for their ordination interviews before Conference Boards of Ministry by introducing them to the process of BOM interviews and examinations. Students will participate in mock-interviews as part of the course.

ETHICS

ET501 Introduction to Christian Ethics (3)
Explores sociological, political and economic factors that influence decision-making, critical issues and theological perspective related to decision making and contemporary perspectives resulting from cultural change.

ET504 Ministerial Sexual Ethics (1)
Discusses appropriate roles and boundaries by exploring a variety of situations and challenging the student to consider appropriate behavior. Denominational policies will be explained. Resources for clergy and laity provided.

ET605 Restorative Justice (3)
Explores a branch of ethics concerned with setting right relationships in response to offense; inspired by the need for religious leadership to invest more seriously in issues of criminal justice.

ET610 Christianity and Political Ethics (3)
Examines a number of key issues that have shaped Christianity and its understanding of the character and proper function of political life. Topics will include the meaning of politics, justice, the state and the relation of church and state in a pluralistic society.

ET615 Ethics in the Wesleyan Tradition
Seeks to enhance students’ knowledge of and appreciation for Wesleyan approaches to Christian ethics, as well as their ability to constructively articulate such an ethic. We will also explore the practical implications and viability of these various approaches by considering significant ethical issues, such as racial justice, poverty, war.

THEOLOGY

TH500 The Craft Theological Thinking, Reading, and Writing (3)
Strengthens students’ thinking, reading, researching, and writing abilities by teaching the skills necessary to develop and articulate theological arguments.
TH502 Introduction to Theology (3)
Introduces the basic categories of systematic theology, such as revelation, God, creation, sin, Christology, pneumatology, soteriology, ecclesiology, sacraments and eschatology.

TH601 Doctrine of the Holy Spirit (3)
Examines classical and modern pneumatologies, the Charismatic Movement and the emergence of new theologies of the Spirit to develop a viable "Theology of the Holy Spirit."

TH608 Christology and Soteriology (3)
Focuses on the meaning and role of Jesus Christ in Christian theology, concentrating on the Christologies of classical and/or major contemporary theologians along with topical issues in current Christology.

TH610 Wesleyan Theology and Social Engagement (3)
Examines Wesleyan theology as a basis for social justice and public engagement in light of contemporary global contexts.

TH612 God and Caesar (3)
Examines a number of the key issues that have shaped Christianity and its understanding of political life, focusing especially on the relationship of church and the state and how Christians are to embody their faith publicly.

TH611 War and Violence in Christian Thought (3)
considers when and under what circumstances Christians might justifiably employ violence by examining historical and contemporary accounts, considering the nature of the Christian life, and studying cinematic and literary depictions of war.

TH615 Black Theology (3)
Provides an overview of the religion, history and culture of people of African descent in the United States and the way Black people historically have tapped into a pre-enlightenment understanding of God that unites sacred and secular. Students will gain an understanding of how Black folks construe their relationship with God to liberate them in the midst of hostile oppressions.

TH619 Christian Mystics (3)
Explores the mystical experiences of exemplary mystics from the medieval and modern eras, highlighting their understandings of eternity, the Divinity, the Trinity and spiritual journey.

TH637 Theology for the Scientific Age (3)
Examines theological doctrines in light of new scientific developments. A background in science is not required.
TH638 Wesleyan Theology (3)
Examines the shape and content of the Wesleyan theological tradition to the present day, beginning with the sermons, hymns and occasional writings of John and Charles Wesley.

TH640 Baptist, Evangelical and Pentecostal Theologies (3)
Examines the theology of leading representatives of the Baptist, Evangelical and Pentecostal traditions, paying close attention to the distinctive beliefs and practices of each tradition.

TH702 Systematic Theology (3)
Integrates student’s understandings of the Christian faith using major theological loci. Prerequisite: Introduction to Theology.

PRACTICE OF MINISTRY AREA
ADMINISTRATION AND LEADERSHIP
AD504 Ministry of Administration (3)
Examines theologies of ministry and techniques for church administration giving purpose and offering process to all areas of ministry.

AD510 Church Stewardship and Finance (3)
Explores the biblical and theological background for stewardship and practical applications for funding the work of the local church.

AD511 Leadership for Ministry (3)
Helps students cultivate a theological perspective and the preliminary skills necessary to lead congregations in the work of ministry and renewal.

AD512 Principles and Practices of Supervision (3)
Provides an action/reflection experience in supervising and being supervised as a model for covenantal supervisory relationships. Participants engage steps for framing supervisory conversations that develop self-awareness and encourage theological and spiritual insights.

AD516 Ministry in the City (3)
Examines the dynamics of life in urban, metropolitan settings to develop leadership skills for ministry in these geographic areas.

AD612 Theological Reflection in Supervisory Process (3)
Guides participants to think theologically about supervision of staff, committees, groups and leadership of a congregation using theological reflection models applied to supervisory case material brought by class members. Prerequisite: Principles and Practices of Supervision.
AD613 Leadership in Disciple Making (3)
Develops skills for building a system for making disciples within a congregation, including attracting new believers, maturing them in discipleship and sending them as missional agents to invite others into discipleship.

AD620 Out of Poverty (3)
Explores causes of poverty that destroys human flourishing and ways the church can assist the under resourced who often lack knowledge of the hidden assumptions of the workplace.

CHRISTIAN FORMATION
CE520 Introduction to Christian Spirituality (3)
Introduces students to the study of Christian Spirituality with its theological roots and self-implicating method toward deepened spiritual maturity.

CE526 Introduction to Christian Education (3)
Focuses on biblical and theological understandings of Christian education and explores techniques for improving the effectiveness of those who teach in a congregational setting.

CE528 Introduction to Youth Ministry (3)
Introduces biblical and theological aspects of ministry with youth. Students will explore and sociological aspects of youth culture in order to create effective ministries to youth and families.

CE621 Spirituality in Ministry and Practice (3)
Explores movements in spiritual life and ways in which spirituality is expressed in ministry through a community of learning and supervision that lead to a deeper understanding of the sources and expressions of spirituality.

CE627 Spiritual Direction (3)
Examines the ancient discipline of spiritual direction as a particular form of guidance available to Christians within the community.

CHURCH RENEWAL
CR510 Foundations for Church Renewal (3)
Examines the theological, biblical, historical, socio-cultural and practical foundations for church renewal. Emphasis will be placed on the decline of the church in the modern West and the recent explosive growth of the church in the global South.

CR512 Missional Church (3)
Focuses on the church as missional community. Topics may include: pastoral leadership, social engagement, mission and equipping the laity for effective ministry.

CR605 Urban Church Renewal (3)
Offers a basic framework and skills needed to help facilitate renewal in the local urban church. Renewal theory will be examined from scriptural, theological,
historical and missiological perspectives. **Prerequisite:** *Foundations for Church Renewal.*

**CR610 Church and Spiritual Renewal through Theological Transformation (3)**
Explores efforts to renew the church through theological and spiritual renovation. Participants will focus on healing and holiness under the guidance of the Holy Spirit. **Prerequisite:** *Foundations for Church Renewal.*

**CR615 Black Church Renewal (3)**
Examines the contemporary black church, including effective models of renewal. **Prerequisite:** *Foundations for Church Renewal.*

**CR616 Renewal Theology (3)**
Introduces the theological foundations for understanding Global Charismatic Christianity in its many forms. Special attention will be paid to pneumatology, missiology and practical theology. **Prerequisite:** *Foundations for Church Renewal.*

**CR617 Renewal Ministry and Practice (3)**
Introduces the various types of ministries and practices within Global Charismatic Christianity. Special attention will be paid to ecclesiology, liturgy, worship, the problem of evil, divine healing and the gifts of the Spirit. **Prerequisites:** *Foundations for Church Renewal and Introduction to Theology.*

**CR618 Global Christianity and Renewal (3)**
Examines trends and currents that are shaping emerging global culture and Christianity and explores the challenges and opportunities these provide for authentic contextual Christian witness. **Prerequisite:** *Foundations for Church Renewal.*

**CR619 Charismatic Ministry and Practice 1 (3)**
Introduces various types of ministries and practices within Global Charismatic Christianity. Special attention will be paid to ecclesiology, liturgy, worship, the problem of evil, divine healing and the gifts of the Spirit.

**CR620 Charismatic Ministry and Practice 2 (3)**
Deepens student’s growth into the various types of ministries and practices within Global Charismatic Christianity. Special attention will be paid to ecclesiology, liturgy, worship, the problem of evil, divine healing and the gifts of the Spirit. **Prerequisite:** *Charismatic Ministry and Practice 1.*

**CR661 Church Renewal Seminar: Aldersgate (1)**
Involves the constructive critical analysis of the national conference of Aldersgate Renewal Ministries. Requires attendance and participation in the Aldersgate Conference.
CR663 Church Renewal Seminar: Aldersgate (3)
Involves the constructive critical analysis of the national conference of Aldersgate Renewal Ministries. Requires attendance and participation in the Aldersgate Conference.

CR671 Church Renewal Seminar: Holy Spirit Seminar (1)
Examines different aspects of the person and work of the Holy Spirit with a special emphasis on receiving practical skills for charismatic-oriented ministry. Requires attendance and participation in the Holy Spirit Seminar.

CR681 Church Renewal Seminar: Methodist School for Supernatural Ministry (1)
Offers biblical, theological, historical and practical foundations for the work of the Spirit and the mission of the church within a Wesleyan theological framework. Requires attendance and participation in the Methodist School for Supernatural Ministry.

CR683 Church Renewal Seminar: Methodist School for Supernatural Ministry (3)
Offers biblical, theological, historical and practical foundations for the work of the Spirit and the mission of the church within a Wesleyan theological framework. Requires attendance and participation in the Methodist School for Supernatural Ministry.

EVANGELISM

EV501 Foundations for Evangelism (3)
Examines the biblical, historical and theological roots for the message, methods and issues of spreading the Gospel through the ages. Fulfills UM disciplinary requirements.

EV631/633 Evangelism Seminar: Church Planting (1 or 3)
Will challenge students to think creatively and critically about church planting in conjunction with a named national church planting conference. Requires attendance and participation in the conference.

EV628 Christ, Culture and Conversion (3)
Examines the historical and theological relationship between the church and culture and how this relationship has shaped methodologies of evangelism and discipleship. Special attention will be paid to critical contextualization, conversion theory and post-Christendom in current local and global contexts.

EV640 Launching a New Church: Theory and Practice (3)
Provides an introduction and overview of the process of launching a new church, including Biblical and Theological rational and practical application.

EV641 New Church Development: Post Launch (3)
Explores the role of church planter post launch to create systems and structures to take people from being a visitor to a disciple. This will include strategies for integrating people in the life of the church plant.
MEDIA MINISTRY

MM524 Introduction to Digital Storytelling (3)
Combines key elements of pre-production planning, video storytelling and editing of video projects based on the student’s contextual setting. Instruction will cover digital video camera operation & selection, editing software and DVD authoring.

MM530 Website Design and Digital Communication (3)
Introduces church based digital communications. Students will have the opportunity to create a website, blogs, podcasts, social networking and other tools. Each person will produce a variety of digital projects for a ministry setting.

MM615 Advanced Video in Ministry (3)
Combines theory and experience, building on basic video/multimedia production concepts and techniques acquired in previous courses. It will include hands-on experience in complex field production and state-of-the-art editing.

PASTORAL CARE

PC507 Introduction to Pastoral Care Giving (3)
Introduces several disciplines that form pastoral care giving, including understanding the human condition and learning basic skills of care giving in response to needs and crises in communities of faith and other contexts.

PC601 Pastoral Theology (3)
Explores the integration of theology with pastoral care through the use of case studies presented by class participants.

PC604 Theories of Personality (3)
Explores major theories of human personality, including schools of psychology, the medical model of contemporary psychiatry, and theological and pastoral perspectives.

PC606 Suicide and Interpersonal Violence (3)
Addresses the social problems associated with destructive behavior toward oneself and others.

PC610 Pastoral Care and Aging (3)
Explores pastoral care giving with aging church members.

PC612 Death and Grief (3)
Explores the meaning of change, separation and loss as realities of human experience, with emphasis upon both the clinical and the theological dimensions of death and grief.

PC616 Human Sexuality in the Context of Pastoral Care (3)
Examines the place of human sexuality in wholeness and self-understanding, especially as it relates to the ministry of the church.
PC618 Counseling Skills for Care Giving (3)
Emphasizes counseling skills, psychological theory and technique, as well as pastoral theological reflection. Students will be involved in counseling skills outside of the class.

PC620 Pastoral Care During Life Transitions (3)
Addresses the dynamics of shepherding people through times of transition and leading people into times of transition. Both individual and church transitions are included.

PC705 Clinical Pastoral Education (5)
Is taken through an accredited CPE agency. Requires pre-approval from Pastoral Care faculty.

PROFESSIONAL FORMATION
PT510A Formation 1A (3)
Introduces students to a field education, spiritual formation and accountable community. Students will develop a collection of personal narratives that will become both the introduction of their spiritual autobiographies and a statement on ministry call. In this course, students will show an awareness of their own spiritual development characterized by mature self-acceptance and self-direction.

PT510B Formation 1B (0)
Assists students in the continued understanding of self and call through covenantal community, field education and the practice of spiritual disciplines. Students will develop a personal rule of life, explore Covenant Discipleship and develop personal, professional and spiritual goals for greater ministry acuity. Prerequisite: Ministerial Formation 1A.

PT511A Formation 2A (3)
Continues the covenantal group learning by offering a ministry reflection toll and a theological grounding for ministry. Ministry Reflection Reports will be taught and practiced during the course as a means by which students can learn to determine appropriate responses to critical issues in ministry contexts. Students will also develop a biblical, theological understanding of grace with careful attention to how grace is practiced in community and ministry. Prerequisite: Ministerial Formation 1B.

PT511B Formation 2B (0)
Assists students in developing a theological understanding of leadership in the context of one’s specific calling and context. The course will examine historic, Biblical, modern and theological metaphors for leadership. The covenantal group will continue to share weekly reflections on ministry and will also begin reflecting on the tension of doubt and assurance. Prerequisite: Ministerial Formation 2A.

PT610 Formation 3 (3)
Serves as the capstone for the students’ Formation experience. In this course, students will assimilate and update all of the previous Formation assignments into a working portfolio for ministry. In addition, the course will help student create a
theological statement on mission and ministry. Prerequisite: Ministerial Formation 1B (MACM) and 2B (MDiv)

PT520 MMin Formation 1 (3)
Assists students in understanding self and call through covenantal community, spiritual formation exercises, historical and theological reflection. Students will develop a spiritual autobiography, a personal spiritual road map and a call narrative.

PT521 MMin Formation 2 (3)
Assists students in theological reflection on the practice of ministry. Through case studies, reflection reports and a written contextual analysis students will discern a working research hypothesis for continued academic exploration.

PREACHING AND WORSHIP

PW501 Preparing to Preach (3)
Helps students begin to articulate a theology of preaching, to appreciate the contexts in which it occurs and to explore the options available to them for both the preparation and the delivery of sermons. Prerequisites: Introduction to Old Testament 1 or 2 or Introduction to New Testament 1 or 2.

PW502 Introduction to African American Preaching (3)
Explores African American preaching as a rhetorical and theological act to provide students with an integrated theoretical framework to improve their preaching and explore the celebrative preaching style of African American preaching. Prerequisites: Introduction to Old Testament 1 or 2 or Introduction to New Testament 1 or 2.

PW504 Work of Worship (3)
Provides a basic introduction to the pastor's liturgical responsibilities for Sundays and for such pastoral events as weddings and funerals. Principles of liturgical theology and resources for planning and evaluating public worship are examined.

PW510 United Methodist Worship (3)
Introduces United Methodist worship from historical, theological and liturgical perspectives.

PW608 Effective Speech Communication (3)
Helps students become dynamic communicators through identifying and overcoming public speaking obstacles. Students will be instructed in vocal and physical techniques and will receive careful coaching as they practice preaching, reading Scripture, storytelling and worship leading.

PW612 Advanced Preaching (3)
Allows students who have completed an introductory preaching course to continue improving their skills in developing and preaching sermons and to benefit from peer evaluation. Prerequisites: Preparing to Preach or Introduction to African American Preaching.
PW614 Preaching Across the Bible (3)
Guides students in moving from biblical text to sermon. Students will preach from diverse genres of biblical literature across both the Old Testament and New Testament. **Prerequisites:** Preparing to Preach or Introduction to African American Preaching.

PW623 Summer Preaching Seminar (3)
Addresses a targeted topic for preaching involving guest presenter. Lectures and class activities are interspersed with worship and common meals for a retreat atmosphere.

WORLD AND CULTURES

WR601 Methods for Interreligious and Intercultural Encounter (3)
Prepares students to encounter practitioners of diverse religious traditions in various cultural settings with aim of deepening a confessionally Christian faith-practice. This course meets the requirement for ’Mission of the Church in the World’ as required by GBHEM. For MDiv students completion of coursework requires an intercultural trip (WR602). **Prerequisites:** Introduction to New Testament 1 or 2 or Introduction to Old Testament 1 or 2, Formation 1A and B and Introduction to Theology.

WR602 Immersion Experience (0)
Tracks the intercultural trips for students to complete WR601 requirements. **Prerequisite:** Methods of Interreligious and Intercultural Encounter.

WR625 Jewish Christian Dialogue (3)
Constructively explores interfaith dialogue between Judaism and Christianity.

WR626 Christian Muslim Relations (3)
Presents the history of interactions between Christians and Muslims in a global context, with in-depth investigations of several key episodes. **Prerequisite:** Methods of Interreligious and Intercultural Encounter.

SPECIFIC DEGREE REQUIREMENTS

COLLOQUIES (MTS)

CQ500 MTS Colloquy Attendance (0)
Fulfills the MTS requirement for students to meet regularly in colloquy each semester they are not registered for another CQ course. **Prerequisite:** MTS Colloquy 1 and 2.

CQ520 MTS Colloquy 1 (1)
Meets regularly to discuss research methodology, analyze research practices and begin to develop skills for their MTS research project.

CQ521 MTS Colloquy 2 (1)
Meets regularly to further develop the research skills learned in MTS Colloquy 1. Additionally, students begin to develop a plan for research on their MTS thesis or project. **Prerequisite:** MTS Colloquy 1.
CQ620 MTS Colloquy 3: Thesis Proposal (1)
Meets regularly to help students develop and present their thesis or project proposal. Student must arrange for a faculty member to oversee this phase as a directed study. Prerequisite: MTS Colloquy 1 and 2.

CQ621 MTS Colloquy 4: Thesis Completion (0)
Meets in the semester in which the thesis paper or project is completed. Student’s thesis or project is presented. Prerequisite: MTS Colloquy 1, 2 and 3.

CQ650 MTS Thesis (3)
Is the research and writing phase of the student’s MTS thesis or project. Student must arrange for a faculty member to oversee this phase as a directed study. Prerequisite: MTS Colloquy 1, 2 and 3.

SEMINARY NON-CREDIT REQUIREMENTS

SS500 Online Master Student Orientation (0)
Orients new masters degree candidates to United’s online environment. Students complete Entering Student Questionnaire. Completion is required to register for a second semester.

SS501 On Campus Student Orientation (0)
Orients new degree candidates to study at United. Completion is required the first fall semester that a student is present for an on campus course.

SS510 Graduation Portfolio – Masters (0)
Must be submitted at least two weeks before graduation.

SS601 MDiv Mid-Program Evaluation (0)
Includes MDiv Mid Program evaluation survey and advisor interview. It comes at the midpoint of the program, upon completing of 36 credit hours. This is a requirement to move beyond the 60 credit hour point of the program.

SS602 MTS Mid-Program Evaluation (0)
Includes MTS Mid Program evaluation survey and advisor interview. It comes at the midpoint of the program, upon completing 24 credit hours. This is a requirement to move beyond the 36 credit hour point of the program.

SS603 MACM Mid-Program Evaluation (0)
Includes MACM Mid Program evaluation survey and advisor interview. It comes at the midpoint of the program, upon completing 21 credit hours. This is a requirement to move beyond the 34 credit hour point of the program.

SS701 MDiv Final Advising (0)
Includes student’s electronic portfolio, the Graduating Student Questionnaire and final advising interview. Students must register for this evaluation in their final semester. Evaluation must be completed at least two weeks before graduation.
SS702 MTS Final Advising (0)
Includes student’s electronic portfolio, the Graduating Student Questionnaire and final advising interview. Students must register for this evaluation in their final semester. Evaluation must be completed at least two weeks before graduation.

SS703 MACM Final Advising (0)
Includes student’s electronic portfolio, the Graduating Student Questionnaire and final advising interview. Students must register for this evaluation in their final semester. Evaluation must be completed at least two weeks before graduation.

SS705 MMin Final Advising (0)
Includes student’s electronic portfolio, the Graduating Student Questionnaire, and final advising interview. Students must register for this evaluation in their final semester. Evaluation must be completed at least two weeks before graduation.