# Table of Contents

**Greeting**

- Staff Directory .................................................. 1

**Purpose** ............................................................. 2

**Locations** ............................................................ 2

**Application**

- Prerequisites ....................................................... 2
- Basic Five-Year Curriculum ................................. 3
- Course Load ......................................................... 4
- Tuition & Fees ....................................................... 4
- Housing ................................................................. 4
- Meals ................................................................. 4
- Invoices ............................................................... 4
- Books ................................................................. 5
- Attendance Policy ............................................... 5
- Cancellation & Withdrawal ................................. 5
- Conference Scholarships .................................. 5

**Course Preparation**

- Pre-Class Assignments .................................... 6
- Writing Assistance ........................................... 6
- Library Access .................................................. 6
- Technology Resources ....................................... 6
- Sample Weekend Schedule ................................. 7
- Sample Summer Intensive Schedule ................. 8
- Spiritual Formation & Enrichment ................. 9

**Academic Responsibility**

- Academic Honor Policy .................................. 10
- Grading System ................................................. 11
- Graduation from Course of Study .................. 11
- Advanced Course of Study ............................ 12
- Information and Transcript Policy ................ 15

**General Policies**

- Racial Harassment Policy .................................. 17
- Sexual Harassment Policy ................................ 19
- Family Educational Rights & Privacy Act ........ 21

**Appendices**

- Campus Map ....................................................... 23
- Sample Registration Form – MTSO ....................... 24
- Sample Registration Form – UTS ....................... 25
- Course Planning Grid ......................................... 26
- Maps to MTSO and UTS ................................. (Back Cover)

Revised 09/09/11
GREETINGS from the DIRECTOR

Welcome to the Course of Study School of Ohio (COSSO). COSSO is a regional school that is supported by Methodist Theological School in Ohio (MTSO) and United Theological Seminary (UTS) in Dayton, OH. Courses for full-time and part-time local pastors are taught on both campuses. The Course of Study School of Ohio is an educational program established by the Division of Ordained Ministry, General Board of Higher Education and Ministry, United Methodist Church. Connected with the regional school are two extensions -- the West Virginia Extension (Spencer, W. VA.) for part-time local pastors, and the Native American Course of Study, for Native American local pastors and persons serving Native American congregations.

COSSO offers the required five-year Course of Study for licensed local pastors who are not attending seminary. Courses are held on the MTSO campus in four two-week-end sessions and one two-week summer intensive session. Students are in residence for all classes. We are also offering courses on the UTS campus. Courses there are presented in a hybrid format. Half of the class is taught online and half in-residence on the United campus. With these offerings, students have an opportunity to experience classes through a variety of methods.

Another vital aspect of our program at COSSO is the integral opportunity for spiritual formation and direction, as well as enrichment programs that offer additional educational or experiential sessions that are not covered in the normal course load.

Our faculty is comprised of faculty from the two seminaries, neighboring institutions, and well-qualified persons from the surrounding community. They are all academically gifted, theologically grounded, and persons who are committed to developing the best leadership possible for the church.

COSSO is committed to providing you with the education you need. We look forward to your joining us here at the Course of Study School of Ohio.

Blessings and Peace,
COURSE OF STUDY SCHOOL OF OHIO

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GENERAL INFORMATION

PURPOSE FOR COURSE OF STUDY SCHOOL
The United Methodist Church requires local pastors to complete a five-year course of study to maintain church appointments. The Course of Study School of Ohio (COSSO) is a regional school established by the Division of Ordained Ministry to offer education for full- and part-time local pastors. The Course of Study School of Ohio is supported by The Methodist Theological School in Ohio (MTSO) and the United Theological Seminary (UTS).

Locations
We currently offer courses in several different locations:

Regional School campuses --
- Methodist Theological School I Ohio, Delaware, Ohio
- United Theological Seminary, Dayton, Ohio

Extensions -
- The West Virginia Extension meets at Spring Heights Education Center located in Spencer, WV which is about 30 minutes from I-77. The school offers two terms; one in the spring (March and April) and one in the fall (September and November). The dates are held on the weekend which includes the third Saturday of the month. During each term there are six courses offered of which a student may take two. First year courses are offered every term. You may obtain more information by going to http://www.springheights.org/course-of-study.html. You may also contact DR. Greg Markins at greg.markins@gmail.com or by calling 304-845-3967.
- Native American School, meeting in various locations in North Central Jurisdiction, UMC.

APPLICATION AND REGISTRATION
The General Board of Higher Education and Ministry requires a completed registration form signed by the student’s District Superintendent each time a student takes a course. The Advisory Board of the Course of Study School of Ohio requires that the registration form also be signed by the student’s Annual Conference Local Pastor Registrar. A student is registered when the COSSO office receives a completed registration form (complete with signatures of student, DS and Local Pastor Registrar) along with the appropriate registration fee by the registration deadline.

PREREQUISITES
A student attending classes through the Course of Study School of Ohio:
- Shall be a certified candidate
- Shall have completed the licensing school
- Be under appointment in the United Methodist Church, exceptions to be made with the approval of the conference Board of Ordained Ministry for a period not to exceed one year.

Other students, including auditors and students from other denominations, may, at the discretion of the Director, be admitted to the program. These other students are to be admitted at their own expense, including an agreed upon amount for tuition. Students coming from the AME, AME Zion and CME churches, however, will not be charged a tuition fee.
# COURSE PLANNING

## Basic Five-Year Curriculum (Revised*) 2005-2008

<table>
<thead>
<tr>
<th>Focus</th>
<th>Year One</th>
<th>Year Two</th>
<th>Year Three</th>
<th>Year Four</th>
<th>Year Five</th>
</tr>
</thead>
<tbody>
<tr>
<td>Congregation</td>
<td>113 (104) Pastoral Care for Spiritual Formation</td>
<td>213 (203) Formation for Discipleship</td>
<td>313 (303) Our Mission for God: Evangelism</td>
<td>413 (404 or 103) Worship and Sacraments</td>
<td>513 (503) Our Mission from God: Transforming Agent</td>
</tr>
<tr>
<td>Pastor</td>
<td>114 (304) Pastoral Leadership and Administration</td>
<td>214 (204) Practice of Preaching</td>
<td>314 (504) Pastoral Care and Counseling</td>
<td>414 (403) Personal and Social Ethics</td>
<td>514 (502) Theology and the Practice of Ministry</td>
</tr>
</tbody>
</table>

*Course number in parenthesis is from the previous course numbering system. Students who have taken courses under the old system (middle digit is “0”) should take extra care in registering so they do not enroll for unnecessary courses. This is especially important for persons who have taken or plan to take courses 103, 404, 412, and 413. Students are responsible for knowing which courses they’ve completed or received credit for.

Students should take all 100 level courses prior to taking courses in the rest of the curriculum. 500-level courses should be taken after all lower-level courses have been completed.

Hebrew Bible I (COS 211) must be completed before Hebrew Bible II (COS 411), and New Testament I (COS 311) must be completed before New Testament II (COS 511), NO EXCEPTIONS.

## COURSE LOAD

The *Discipline* stipulates that part-time local pastors should complete two courses per Annual Conference year, and full-time local pastors should complete four courses per Annual Conference year.

The maximum number of courses a student may take in the Course of Study program is four courses per year, except by special permission of the Conference Local Pastor Registrar who must get approval from the Division of Ordained Ministry.
TUITION and FEES

<table>
<thead>
<tr>
<th></th>
<th>MTSO</th>
<th>UTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$30</td>
<td>$30</td>
</tr>
<tr>
<td>Tuition</td>
<td>$270/crs</td>
<td>$270/crs</td>
</tr>
<tr>
<td>Housing</td>
<td>$50/night weekend term</td>
<td>students responsible for</td>
</tr>
<tr>
<td></td>
<td>$455*/2 weeks intensive term</td>
<td>securing lodging</td>
</tr>
<tr>
<td>Meals</td>
<td>See description below</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>$50 for auditors *(see below)</td>
<td>$50/course technology fee</td>
</tr>
</tbody>
</table>

MTSO:
- **Registration fee** is nonrefundable and nontransferable. The appropriate fee in the form of a check or money order made payable to MTSO must be included with your application.
- **Housing**: Students are responsible for housing reservations and charges. In addition to area hotels, a limited number of on-campus rooms are available. On-campus rooms are single occupancy only.
  - On-campus housing deposit: $40 (weekend session), $80 (intensive session).
- **Meals**:
  - Weekend session – meals are included (Friday supper, Saturday breakfast, Saturday lunch)
  - *Summer Intensive session -
    - Meals are included for students with on-campus housing.
    - Students staying off campus may purchase a meal ticket for $70.
    - Dining Hall serves breakfast & lunch, Monday – Friday only.
- **Invoices**: Each COSSO student will receive an invoice for tuition, housing and meals, indicating the balance due after applicable conference scholarships have been deducted. Invoices will be mailed approximately 4-6 weeks prior to the start of classes.
- **Auditors** Persons may audit courses, only with the permission of and on the terms of the instructor

UTS:
- **Registration fee** is nonrefundable and nontransferable. The appropriate fee in the form of a check or money order made payable to UTS must be included with your application.
- **Housing**: United has negotiated special rates at area hotels.
- **Meal Fee**: includes Friday dinner, Saturday breakfast and lunch, beverages and snacks

BOOKS
Book orders can be placed online at the Cokesbury's website www.cokesbury.com Each syllabus includes a list of both required and recommended texts.
ATTENDANCE POLICY
National policy (from the General Board of Higher Education and Ministry) states that a student is expected to attend every class session. Unexcused absences may be cause for loss of credit or dismissal from the school. A student missing 20% or more of the classroom work shall not receive credit for those classes. In the event of extenuating circumstances which require the student to miss up to 20% of a course, the student should contact the Director of the Course of Study School (MTSO) or Assistant Director (UTS) before the class is scheduled to meet. (Extenuating circumstances include emergency situations, illness, and dire circumstances, for example). Students are encouraged to provide back-up coverage at the local church while the pastor is away.

If a class is missed, with prior notification, financial credit will be granted in the form of applying tuition paid (excluding registration fee and $25 late withdrawal fee) to a future class.

If the second weekend is missed, without prior notification, there will be no refund or financial credit, a late withdrawal fee of $25 will be assessed, and a grade of “Fail” will be recorded in the student’s record.

CANCELLATION AND WITHDRAWAL
A student must withdraw from a course no later than 14 days prior to the beginning of the course in order for all tuition paid to be transferred to a future course. If a student withdraws within two weeks of the start of classes, a $25.00 fee will be assessed to cover costs COS has incurred (including dining hall charges). Any tuition credit will be adjusted accordingly. Registration fees are non-transferable nor refundable.

CONFERENCE SCHOLARSHIPS
Boards of Ordained Ministry support their students with a scholarship paid directly to the Course of Study School of Ohio (in most cases) and applied toward tuition. To receive this scholarship, each registration form shall contain the signature of the District Superintendent and Local Pastor Registrar. The COSSO office will secure scholarship funds from each Annual Conference upon approval by the Annual Conference Registrars. If a student is not approved for scholarship, he/she will be responsible for 100% of the tuition. Some districts and local congregations may also provide financial assistance directly to students.
COURSE PREPARATION

PRE-CLASS ASSIGNMENTS
Traditional Course Delivery (MTSO):
For courses offered in the COSSO traditional weekend and intensive sessions, advance preparation is required of all students. Completed pre-work assignments are due on the first day of class unless otherwise noted on the syllabus. For later class assignments, it is expected that students will have work completed when due. Therefore, no extensions will be allowed.

Hybrid Course Delivery (UTS):
Because of the modified course structure, courses offered in the COSSO hybrid format do not require advance preparation work.

WRITING ASSISTANCE
Course of Study students are expected to write in a manner and style that conveys an understanding and mastery of the concepts studied.

The writing coach is available to provide advance feedback on writing assignments before you turn them in. During Course of Study weekends, a writing workshop is held on the Friday of the first weekend.

Contact Margaret VanSickle for more information or email papers as attachments to mvansickle@mtso.edu. Be sure to include your full name, term and course number.

LIBRARY
The Dickhaut Library is located on the MTSO campus. Clergy and MTSO alumni can be issued a library card at the front desk and have check-out privileges. Holders of library cards from institutions that are part of the OhioLINK system also may be able to check out materials using those cards.

Typical hours of library operation are:
8:00 a.m. – 10:00 p.m. Monday thru Thursday
8:00 a.m. – 6:00 p.m. Friday
10:00 a.m. – 5:00 p.m. Saturday
5:00 p.m. – 9:00 p.m. Sundays

During Course of Study weekends, an effort is made to keep the library open until 9:00 p.m. on Fridays. Also, the library may be closed over major holiday weekends or when school is not in session.

TECHNOLOGY RESOURCES
Computers are available in the MTSO library for student use. Printers are available in the library. Wireless access is available in Gault Hall and the library. To access the internet in the residential buildings, an Ethernet cable is required.
Course of Study School of Ohio at MTSO
Weekend Schedule

**Friday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30-4:00 p.m.</td>
<td>Centrum</td>
<td>Check-in (please get photo taken for directory)</td>
</tr>
<tr>
<td>2:00 – 2:25 p.m.</td>
<td>Centrum</td>
<td>New Student Orientation (1st weekend only)</td>
</tr>
<tr>
<td>2:30 – 3:00 p.m.</td>
<td>Centrum</td>
<td>Choir</td>
</tr>
<tr>
<td>3:15-3:55 p.m.</td>
<td>Centrum</td>
<td>Spiritual Formation</td>
</tr>
<tr>
<td>4:00 – 4:30 p.m.</td>
<td>Centrum</td>
<td>Writing Workshop or Enrichment Session</td>
</tr>
<tr>
<td>4:30 – 5:30 p.m.</td>
<td>Dining Hall</td>
<td>Dinner – DDH opens at 4:30</td>
</tr>
<tr>
<td>5:30 – 9:30 p.m.</td>
<td>CLASS</td>
<td>CLASS (see chart below for locations)</td>
</tr>
</tbody>
</table>

**Saturday***

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-7:40 a.m.</td>
<td>Dining Hall</td>
<td>Breakfast</td>
</tr>
<tr>
<td>7:45-7:55 a.m.</td>
<td>Centrum</td>
<td>Morning Prayer</td>
</tr>
<tr>
<td>8:00 – 11:20 a.m.</td>
<td>CLASS</td>
<td></td>
</tr>
<tr>
<td>11:25-12:00 noon</td>
<td>Centrum</td>
<td>Eucharist</td>
</tr>
<tr>
<td>12:00-1:00 p.m.</td>
<td>Dining Hall</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:00 – 3:45 p.m.</td>
<td>CLASS</td>
<td></td>
</tr>
<tr>
<td>3:45 p.m.</td>
<td></td>
<td>Dismissal from Class</td>
</tr>
</tbody>
</table>

*Second weekend only: class on Saturday is from 8:00 – 10:50 a.m. followed by Eucharist/Graduation at 11:00 a.m.
Course of Study School of Ohio at MTSO
Summer Intensive Schedule*

SUNDAY
REGISTRATION AND CHECK-IN 3:00 - 5:00 pm Dorm Lounge
DINNER 5:00 pm Coffee Shop
SPIRITUAL FORMATION/ORIENTATION (all students) 6:00 pm Centrum

MONDAY-FRIDAY
BREAKFAST 7:30 am Dining Hall
MORNING PRAYERS 8:00 am - 8:20 am Centrum
CLASS 8:30 - 10:30 am
BREAK 10:30 - 10:45 am
SPIRITUAL FORMATION 10:45 - 11:30 am Centrum
   Sessions will be announced at registration
LUNCH 11:45 am Dining Hall
CLASS 1:00 – 3:00 pm
ENRICHMENT SESSIONS 3:15 - 4:00 pm (M-Th)
CHOIR 4:00 pm (M-Th)

DINNER - watch for opportunities for community meals, otherwise on your own.

*Schedule may be adjusted.
SPIRITUAL FORMATION AND ENRICHMENT

AT MTSO
Spiritual Formation is an important component of the Course of Study on the MTSO campus, for the purpose of nurturing the spiritual life and maturity of church leaders. From the Wesleyan tradition, opportunities are available for worship, prayer, Holy Communion, and searching scripture. Students are asked to sign in at each session and participation will be noted on grade reports. Additional opportunities are available for participation in choir and worship liturgies.

Spiritual Direction is another aspect of spiritual growth and an ancient tradition of "holy listening," that involves regular meetings with a trained spiritual director. This is a time when students are guided to reflect on where God is at work in their lives. COSSO students have the opportunity to experience spiritual direction at no additional cost. Students should contact the spiritual formation director (rmaples@mtso.edu) to schedule a 30-minute session while on campus.

Weekend Sessions
All students are expected to participate in spiritual formation during each weekend course. This includes a gathering retreat on Friday after registration and check-in, early morning prayer on Saturday prior to classes (except on Graduation days) and worship with Eucharist (with Graduation ceremony on the second weekend of a course) following Saturday morning classes.

Summer Intensive Session
After supper on the opening Sunday of the Summer Intensive Session, all students are expected to attend a gathering retreat during which the theme is presented for the following two weeks. Various worship opportunities are offered Monday-Friday at 8:00 AM and 10:45 to provide a retreat atmosphere for students. Direct any inquiries about this program to Rebeka Maples, rmaples@mtso.edu.

Enrichment Sessions
Enrichment Sessions are offered during weekend and summer intensive sessions to provide additional learning opportunities in a variety of areas not covered in scheduled courses. No assignments or grades are given for these sessions. Attendance is noted on grade sheets.

AT UTS
Spiritual formation is integrated into both aspects of the UTS Hybrid experience. An online community common room for prayer requests and formation is part of every course. Each intensive weekend provides opportunities for communal worship, Holy Communion, private and corporate prayer, proclamation of the Word of God, and participation in worship.
ACADEMIC RESPONSIBILITY

ACADEMIC HONOR
The Course of Study School of Ohio requires that all material submitted by a student in fulfilling his or her academic requirements be the original work of the student.

Violations of academic honor include any action by a student indicating dishonesty or lack of integrity in academic ethics. Violations in this category include, but are not limited to, cheating, plagiarism, or knowingly passing off work of another as one’s own.

**Cheating** includes seeking, acquiring, receiving or passing on information about the content of an examination prior to its authorized release or during its administration. Cheating also includes seeking, using, giving or obtaining unauthorized assistance in any academic assignment or examination.

**Plagiarism** is the act of presenting as one’s own work with the work of another whether published or unpublished (including the work of another student). A writer’s work should be regarded as his or her own property. Any person who knowingly uses a writer’s distinctive work without proper acknowledgement is guilty of plagiarism.

A student found guilty of a violation of the academic honor code, after a review of the case, may be subject to one or more of the following actions: (1) warning; (2) probation; (3) suspension for the remainder of the course; (4) dismissal from the Course of Study School of Ohio; (5) grade of Fail for the course. Regardless of the outcome, a letter will be sent to the student’s District Superintendent and Board of Ordained Ministry representative.
GRADING SYSTEM
Students will be graded using a letter grade system.

“A”, “A-” - The requirements of the course have been met with exceptional levels of excellence and creativity.


“C+”, “C”, “C-” - work meets minimum standards

“D” - substandard but passing work

“F”- All the requirements of the course have not been adequately fulfilled and no credit can be given; failing work

“WD”- Student did not attend course

Grades of B+ or higher may be transferable into other educational programs (e.g., Advanced Course of Study, seminary level work, etc.)

Note—National policy stipulates that a person cannot miss more than 20% (or 3.5 hours) of a course and still receive credit.

Please note that there are no “Incompletes” in Course of Study School of Ohio. Since pastors constantly need to meet deadlines in their work, and since work due is clearly outlined in syllabi ahead of time, there is no need for any incompletes.

Grade sheets are sent to the student (who is responsible for giving a copy to the District Superintendent or District Committee on Ministry), Annual Conference Registrar, and the General Board of Higher Education and Ministry. Instructors give indication as to how the student engaged the material and learning process, as well as skills observed. Evaluations appropriately include any concerns about the student as well as highlight strong gifts for ministry.

The evaluation sheet for the Course of Study School of Ohio includes:
- Letter Grade
- Academic Strengths/Weaknesses
- Writing Skills
- Relational Skills
- Oral Presentation Skills
- Additional Comments
- Notes on Spiritual Formation (MTSO only)

GRADUATION
Students are eligible for graduation when they have completed all twenty basic Course of Study courses. Students must notify the Course of Study office when they are taking their final course. At that time an official transcript is requested from the General Board of Higher Education and Ministry. Students are asked to fill out a short bio form to be used in the graduation ceremony which takes place on the final day of class.
ADVANCED COURSE OF STUDY

Guidelines for Advanced Course of Study

The purpose of the Advanced Course of Study for Ordained Ministry is to provide a curriculum which will enable a local pastor to meet the educational requirements for full conference membership and ordination as an elder.

Completion of Basic Five-Year Course of Study and a bachelor’s degree at a regionally accredited school is a prerequisite to pursuing the Advanced Course of Study. With the approval of the conference Board of Ordained Ministry, an exception to the bachelor’s degree can be made for those who have a minimum of sixty semester hours of undergraduate credit from a University Senate approved school.

1. Local pastors need to complete a total of 32 semester hours of graduate theological studies at a University Senate approved school or its equivalent as determined by the General Board of Higher Education and Ministry in order to qualify for probationary and full membership.

2. A minimum of six semester hours of credit in United Methodist history, doctrine, and polity are required for this curriculum. These courses are available through correspondence with the General Board of Higher Education, a university Senate approved seminary and some COS schools. All other specific course requirements listed in the Book of Discipline are met in the Basic Five-Year Course of Study.

3. Advanced Course of Study courses will not duplicate those included in the Basic Five-Year Course of Study curriculum.

4. Courses selected shall include both foundational and functional studies appropriate to each candidate.
   a. Foundational courses include studies in areas of theology, church history, biblical study, or church in society.
   b. Functional courses include advanced work in counseling, church administration, evangelism, preaching, teaching or worship.

5. Advanced COS students shall be encouraged to enroll in the Master of Divinity curriculum courses.

6. Each student shall have courses approved and recorded by the General Board of Higher Education and Ministry.

7. Graduate studies not taken in a theological school, which parallel courses offered for advanced studies, may be approved by the General Board of Higher Education and Ministry up to a maximum of nine (9) semester hours. Such studies must have been taken within the last ten (10) years.
Methodist Theological School in Ohio and United Theological Seminary both offer certificate programs in the Advanced Course of Study as a means to complete the required studies.

**Certificate in the Advanced Course of Study**

Those who have completed the five-year Course of Study may continue by taking seminary courses at MTSO in the Certificate in the Advanced Course of Study (ACOS) program. Unlike the five-year Course of Study program, students are admitted to the ACOS certificate program at MTSO through regular admission procedures and take graduate-level courses that are recorded on an official transcript.

Students must complete 32 credit hours with a cumulative grade point average of 2.50 for the Certificate in the Advanced Course of Study. Of these, 27 credit hours will consist of Basic Graduate Theological Studies as outlined in *The Book of Discipline of The United Methodist Church* and described below. The remaining 5 credit hours will be electives. The required courses are available on a rotating basis on weekends during the regular semester terms and in two-week intensive formats during J-term and the two summer terms.

1. HB-110, Introduction to the Hebrew Bible (3 credit hours)
2. NT-110, Introduction to the New Testament (3 credit hours)
3. CH-125, Church History I (3 credit hours)
4. CT-149, Introduction to Theology (3 credit hours)
5. ME-162, Mission of the Church in the Contemporary World (3 credit hours)
6. ME-171, The Ministry of Evangelism: Theology and Practice (3 credit hours)
7. WM-100, Worship and Music in the Church (3 credit hours)
8. DS-360, United Methodist History (2 credit hours)
9. DS-365, United Methodist Doctrine (2 credit hours)
10. DS-370, United Methodist Polity (2 credit hours)
11. Electives (5 credit hours)

For more information about ACOS, please visit [www.mtso.edu](http://www.mtso.edu), contact the director of the Course of Study School of Ohio, or visit [www.gbhem.org](http://www.gbhem.org).
Certificate of Theological Studies

At United, students wishing to complete the Advanced Course of Study apply for the Certificate of Theological Studies. When applying to United, students should also ensure that they are authorized by their Conference Board of Ordained Ministry. The standards for admission to United are the same as for masters degrees.

Coursework must be planned in consultation with a faculty advisor. The basic requirements for the Certificate of Theological Studies is in conformity with the Guidelines for Advanced Course of Study (see above). If should be noted, however, that some conferences require small changes in this program. Those changes should be discussed with your faculty advisor.

For more information, go to www.united.edu or www.gbhem.org.
Transcripts and Transcript Evaluation Policy

Requests for official COS transcripts should be made to Lynn Daye, ldaye@gbhem.org.

If you are seeking to transfer credits to the Course of Study, see below:

Course of Study Transcript Evaluation Policy

1. Evaluation of transcripts for the purpose of transferring credit to the Course of Study shall be done by the professional staff of the Division of Ordained Ministry, The Division of Ordained Ministry at the request of the conference Board of Ordained Ministry, District Superintendent or individual. Copies of the evaluation are sent to the conference Board of Ordained Ministry Registrar.

2. The request of the board shall be accompanied by the official transcript(s) to be evaluated and a general description of the applicant’s educational background. When it is not possible to send an official transcript, a photocopy may be submitted.

3. Transcripts from graduate schools and schools of theology recognized by the University Senate of the The United Methodist Church shall be acceptable for evaluation and the transfer of credit.

4. Credit received from a graduate school or seminary not recognized by the University Senate for the Basic Five-Year COS will be evaluated on a case by case basis.

5. Credit received from all other sources shall be reviewed and approved by the conference Board of Ordained Ministry Relations Committee and the Division of Ordained Ministry.

6. Credit may only be granted for a course of one and one-third semester hours or two quarter hours or more when the content and objectives of the course are substantially the same as the purpose and goals of a similar course in the Course of Study, and the course has been taken in the last 10 years. Exceptions to this policy will be considered only at the request of the conference Board of Ordained Ministry.

7. No introductory graduate school and seminary courses may be applied to the Advanced Course of Study unless they are in areas not covered by the Basic Five-Year Course of Study.

8. Credits transferred to the Advanced Course of Study shall include a balance between foundational courses (e.g., theology, church history, biblical study) and functional studies (e.g., counseling, administration, preaching, education, missions, evangelism).

9. Undergraduate credit may only be considered for Course of Study credit when requested in writing by the conference Board of Ordained Ministry for a maximum of six (6) courses.

10. Undergraduate credit of seminary credit for courses with grades of less than “C” shall not be allowed as applicable to the Course of Study.

For Information on Other Ways to Take COS courses
See the GBHEM website for information on correspondence and online courses, and other Course of Study schools.

http://www.gbhem.org/site/c.lsKSL3POLvF/b.3672593/k.4349/Five_Year_Basic_Course_of_Study.htm
GENERAL POLICIES

RACIAL HARASSMENT POLICY

from COURSE OF STUDY FOR LICENSED AND ORDAINED MINISTRY AND ADVANCED COURSE OF STUDY ADMINISTRATIVE POLICIES, General Board of Higher Education and Ministry Division of Ordained Ministry The United Methodist Church - October 3, 2008

Persons enrolled in the Course of Study come under the jurisdiction of their own annual conference policies on racial harassment. However, while the person is in the Course of Study School the following policy shall also apply.

The Course of Study School is committed by Christian faith for justice for all persons and does not tolerate any behavior, verbal or physical, by any person associated with the school, which constitutes racial harassment against any other person associated with the school. Any person of the Course of Study School community who believes that he or she has been subjected to racial harassment should immediately report the situation to the Director of the Course of Study School. When reporting a complaint, the individual should be prepared to furnish accurate information (i.e., date, name and facts). All such complaints will be treated in a confidential manner to the extent feasible, while permitting the school to investigate the complaint thoroughly and to take appropriate action.

The school expects the cooperation of all members of the school community with respect to avoiding such harassment.

The school will investigate all complaints. If it is determined after an investigation that a member of the school community has violated this policy, he or she will be subject to appropriate disciplinary action up to and including suspension or termination from the school. In addition, a full report will be made to that person’s annual conference or judicatory body.

Definition of Racial Harassment
Any conduct directed against a person with the effect of insulting, degrading or abusing him/her because of his/her racial background.

Procedures
The Course of Study School is committed to using the process outlined below to deal with allegations of racial harassment within the school community. A racial harassment allegation may be resolved on an informal basis.

Any member of the school community who wishes to make a formal complaint, must submit a written description of the incident to the Director.

Allegations are thoroughly investigated by a Racial Harassment Committee composed of the
Director and two members of the faculty. The investigation shall include a meeting with the person alleged to have engaged in the harassment. The accused and/or the complainant may bring a trusted colleague (other than an attorney), committed to maintaining confidentiality, with him/her to such a meeting.

If the Racial Harassment Committee decides inappropriate behavior has occurred, after completing the investigation, the Director takes appropriate disciplinary and/or other action related to the accused person’s participation in the Course of Study School on that campus. In addition, the Director will inform the accused person’s annual conference or judicatory body of the action taken.

The Course of Study School takes steps to ensure that a person against whom such a complaint is brought is treated appropriately and has adequate opportunity to respond to such accusations.

The complainant and the person complained against are notified of the disposition of the complaint. If the disposition involves any ongoing process the Director keeps the complainant informed until the process is complete.

**Appeal Process**
If the accuser or the accused is not satisfied with the action taken by the Course of Study School, s/he may express such dissatisfaction, in writing to the Director of Board of Ordained Ministry Relations, Division of Ordained Ministry, General Board of Higher Education and Ministry, within 15 days after receiving notification of the disposition of the complaint.

**Confidentiality**
Every effort will be made to ensure confidentiality to the extent feasible, while permitting the school to investigate the complaint thoroughly and to take appropriate action.

The school will not tolerate retaliation against any member of the school community who complains of racial harassment.

**Explanatory Notes**
If the person alleged to have engaged in racial harassment is the Director, then the person bringing the complaint shall notify one or two faculty members who serve on the Racial Harassment Committee. The two faculty members shall ask the president of the seminary at the host school to appoint an administrative officer to serve as chairperson of the Sexual Harassment Committee and to function as the Director in the process outlined above.
SEXUAL HARASSMENT POLICY

from COURSE OF STUDY FOR LICENSED AND ORDAINED MINISTRY AND ADVANCED COURSE OF STUDY ADMINISTRATIVE POLICIES, General Board of Higher Education and Ministry Division of Ordained Ministry The United Methodist Church - October 3, 2008

Students, faculty and employees of the Course of Study come under the jurisdiction of their own annual conference policies on sexual harassment. However, while the person is at the Course of Study School the following policy shall also apply.

The Course of Study School is committed by Christian faith to justice for all persons and does not tolerate any behavior, verbal or physical, by any person associated with the school, which constitutes sexual harassment against any other person associated with the school. Any person of the Course of Study School community who believes that he or she has been subjected to sexual harassment should immediately report the situation to the Director of the Course of Study School. When reporting a complaint, the individual should be prepared to furnish accurate information (i.e., date, name and facts). All such complaints will be treated in a confidential manner to the extent feasible, while permitting the school to investigate the complaint thoroughly and to take appropriate action.

The school expects the cooperation of all members of the school community with respect to avoiding such harassment.

The school will investigate all complaints. If it is determined after an investigation, that a member of the school community has violated this policy, he or she will be subject to appropriate disciplinary action up to and including suspension or termination from the school. In addition, a full report will be made to that person’s annual conference or judicatory body.

Definition of sexual harassment¹:

“Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when

1. submission to such conduct is made, either explicitly or implicitly, a term of condition of an individual’s employment or academic standing; or

2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic standing decisions affecting such an individual; or

3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work or study performance or creating an intimidating hostile, or offensive working or studying environment.”

¹The U.S. Equal Employment Opportunity Commission Section 1604.11 of Title 29. Italicized words are added for the academic environment at the Course of Study School.
**Procedures**

The Course of Study School is committed to using the process outlined below to deal with allegations of sexual harassment within the school community. A sexual harassment allegation may be resolved on an informal basis.

Any member of the school community who wishes to make a formal complaint, must submit a written description of the incident to the Director.

Allegations are thoroughly investigated by the Sexual Harassment Committee which is composed of the Director and two members of the faculty chosen by the faculty. The investigation shall include a meeting with the person alleged to have engaged in harassment. The accused and/or the complainant may bring a trusted colleague (other than an attorney), committed to maintaining confidentiality, with him/her to such a meeting.

If the Sexual Harassment Committee decides inappropriate behavior has occurred, after completing the investigation, the Director takes appropriate disciplinary and/or other action related to the accused person’s participation in the Course of Study School on that campus. In addition, the Director will inform the accused person’s annual conference or judicatory body of the action taken.

Those called to investigate the allegations take appropriate steps to ensure that a person who in good faith brings forth a complaint of sexual harassment will not be subjected to retaliation. The Course of Study School also takes steps to ensure that a person against whom such a complaint is brought is treated appropriately and has adequate opportunity to respond to such accusations.

The complainant and the person complained against are notified of the disposition of the complaint. If the disposition involves any ongoing process, the Director keeps the complainant informed until the process is completed.

**Appeal Process**

If the accuser or the accused is not satisfied with the action taken by the Course of Study School, s/he may express such dissatisfaction in writing to the Director of Board of Ordained Ministry Relations, Division of Ordained Ministry, General Board of Higher Education and Ministry within 15 days after receiving the notification of the disposition of the complaint.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
ANNUAL NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. **The right to inspect and review** the student's education records. The Registrar of Methodist Theological School in Ohio has been designated by the seminary to coordinate the inspection and review procedures for student education records. A student who wishes to review his/her education records must make a written request to the Office of the Registrar, listing the item or items of interest. Records covered by the Act will be made available within a reasonable time not to exceed (by law) forty-five days of the request.

2. **The right to request** the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy. A student who believes that his/her education records contain information that is inaccurate or misleading or who believes that his/her privacy has been violated may discuss the problem informally with the Registrar. If the Registrar’s decision is in agreement with the student's request, and after consultation with the Academic Dean and/or other concerned parties, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and he or she will be informed by the Office of the Registrar of the right to a formal hearing.

3. **The right to consent** to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. **The right to file** with the U.S. Department of Education a complaint concerning alleged failures by Methodist Theological School in Ohio to comply with the requirements of FERPA. A student who believes that Methodist Theological School in Ohio is in violation of FERPA in that he/she has been denied access to his/her records, or that he/she has been denied the right to a hearing, or that his/her information has been improperly disclosed may file a complaint with the Family Policy Compliance Office, United States Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

At its discretion, Methodist Theological School in Ohio may provide "directory information" in accordance with the provisions of the Act. *Directory information* is defined as including a student's name, address, MTSO mailbox number, telephone number, e-mail address, photograph, place of employment, employment telephone, degree or non-degree program in which enrolled, class level, dates of attendance, degrees or awards earned (with dates received) from MTSO, educational degrees received from other educational institutions, and names of spouse/children. A student may withhold directory information by indicating this preference in writing to the Office of the Registrar within the first two weeks of the fall term, or the first term.
the student is in attendance. A request for such non-disclosure must be filed annually on the form provided by the Office of the Registrar. Upon request, MTSO may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

Within the Methodist Theological School in Ohio community, only those members acting individually or collectively in the student's educational interest are allowed access to student education records. These members include the President; the Academic Dean; faculty members of the Academic Affairs and Student Review Committees; the Registrar; the Director of Admissions, Director of Financial Aid and faculty members of the Scholarship Selection Committee; the Director of Field Education; the student's advisor; a staff member acting solely as an agent of one of the individuals aforementioned; and other faculty, administrative, clerical, and professional employees of the seminary within the limitation of their need to know. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Methodist Theological School in Ohio Campus Map
Course of Study School of Ohio at MTSO
Course Registration Form

PERSONAL INFORMATION

Name: ___________________________ PID# (If Known) ___________________________ (NOT SSN) ___________________________

(first name) (m.i.) (last name) (nickname for mailing, if any)

Address: ___________________________ ___________________________ ___________________________ ___________________________

(street or P.O. Box) (city) (state) (zip)

Home Phone: ___________________________ Day Phone: ___________________________ Cell Phone: ___________________________

Date of Birth: ___________________________ Gender: □ Male □ Female E-mail: ___________________________

(Personal info is used only with Title IX of the Education Amendments of 1972)

Predominant Racial/Ethnic background (This information is used only in accordance with Title VI of the Civil Rights Act of 1964):

□ American Indian or Alaskan Native □ Hispanic □ White/Non-Hispanic
□ Asian or Pacific Islander □ Black/Non-Hispanic
□ Other: ___________________________

Person to contact in case of emergency: ___________________________ (name) ___________________________ (relation to you) ___________________________ (phone – OTHER THAN HOME)

UMC CONFERENCE INFORMATION

Conference: ___________________________ District: ___________________________ Licensing School: ___________________________

Conference Status (check one) District: ___________________________ Licensing School: ___________________________

□ Part-time Local Pastor □ Student Local Pastor □ Other: ___________________________ (location and date of completion)
□ Full-time Local Pastor □ Not currently serving a church □ Mentor: ___________________________

EDUCATIONAL BACKGROUND

FIRST-TIME APPLICANTS ONLY: list all educational experiences (college, graduate work, etc) beginning with high school. If a degree was earned, please indicate. Use back if necessary.

Name of Institution ___________________________ Years Attended ___________________________ Degree Earned ___________________________

COURSE INFORMATION

Registration fee (non-refundable and non-transferable) must be submitted with form: $30.00 per course

<table>
<thead>
<tr>
<th>Year</th>
<th>Term</th>
<th>Dates</th>
<th>Course Number</th>
<th>Registration Fee</th>
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<tbody>
<tr>
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</table>

Make checks payable to “MTSO/COS” Total Fee Enclosed: ___________________________

*Registration fee is non-transferable and non-refundable; NOTE: Late withdraw fee: $25 if WD in last 2 weeks before start of class. Invoices for tuition ($270 per course, less conference scholarship) will be mailed approx. one month prior to the start of the term.

MEALS and HOUSING

□ YES □ NO I will require meals for weekend sessions indicated above. (dietary restrictions: ___________________________

□ YES □ NO I will have off-campus housing during Summer Intensive & an optional $70 fee for weekday breakfasts and lunches is enclosed.

□ YES □ NO I would like on-campus housing, if available. CHECK WEBSITE FOR AVAILABILITY – POSTED ON HOMEPAGE. Weekend sessions: $100/2 nights, deposit: $40; Summer Intensive: $455/12 nights, deposit: $80. Housing deposit must be submitted to reserve a room. Please enclose a separate check for housing. Rooms are assigned on a “First Paid/First Reserved” basis. On-campus housing fees subject to change. Registration form on website will include rates for current year.

SIGNATURES

I give permission for release of my grades to the Division of Ordained Ministry, my Annual Conference and District Board: ___________________________

Yes □ No □

I have COS credit from another COS site or institution: ___________________________

Yes □ No □

This student is a certified candidate for ministry and has completed Licensing School: ___________________________

Yes □ No □

This candidate is approved for financial assistance from the Annual Conference: ___________________________

Yes □ No □

(Student’s Signature) ___________________________ (District Superintendent’s Signature) ___________________________ (Local Pastor Registrar’s Signature) ___________________________

Send the completed application with appropriate registration fee and separate check for housing to:
Course of Study School of Ohio • MTSO • 3081 Columbus Pike • Delaware, OH 43015

1/2013

*If you are paying by check from a church or scholarship, please ensure your name is in the memo to expedite proper processing of your fee.
Course of Study School of Ohio @ United

Course Registration Form

PERSONAL INFORMATION

Name: __________________________ PID# (if known): ___________ (NOT SSN)

(first name) (m.i.) (last name) (nickname for naming, if any)

Address: ____________________________________________________________

(street or P.O. Box) (city) (state) (zip)

Home Phone: ___________ Day Phone: ___________ Cell Phone: ___________

Date of Birth: ___________ Gender: Male □ Female □ E-mail: ___________

Predominant Racial/Ethnic background (This information is used only in accordance with Title VI of the Civil Rights Act of 1964):

□ American Indian or Alaskan Native □ Hispanic □ White/Non-Hispanic

□ Asian or Pacific Islander □ Black/Non-Hispanic □ Other ______________________

Person to contact in case of emergency:

(name) (relation to you) (phone – OTHER THAN HOME)

UMC CONFERENCE INFORMATION

Conference: ___________ District: ___________ Licensing School: ___________

(location and date of completion)

Conference Status (check one): □ Part-time Local Pastor □ Student Local Pastor

□ Full-time Local Pastor □ Not currently serving a church □ Other ______________________

EDUCATIONAL BACKGROUND

FIRST-TIME REGISTRANTS ONLY: list all educational experiences (college, graduate work, etc) beginning with high school. If a degree was earned, please indicate. Use back if necessary.

Name of Institution Years Attended Degree Earned ____________________________

_________________________ ___________________________ ___________________________

COURSE INFORMATION

Please register me for the following course(s). **Appropriate registration fee is enclosed - $30.00 per course**

<table>
<thead>
<tr>
<th>Year</th>
<th>Term</th>
<th>Dates</th>
<th>Course Number</th>
<th>Registration Fee*</th>
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<tbody>
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Option 1: I would like to attend the Writing Workshop (on-campus first Friday of each term only) – add $50

Option 2: I would like to utilize a Writing Coach during the _______ term – add $50 for each term desired

*Make checks payable to “United/COS” Total Registration Fee Enclosed: $________

MEALS and HOUSING

□ YES □ NO – I plan to have Friday dinner/Saturday lunch on-campus. (dietary restrictions: ___________________________)

Housing options for your single Friday night stay can be found on www.united.edu, type “Course of Study” in the Search box.

SIGNATURES

I give permission for release of my grades to the Division of Ordained Ministry, my Annual Conference and District Board:

□ YES □ NO

(Student’s Signature) __________________________________________________________

I have COS credit from another COS site or institution: __________

□ YES □ NO

(District Superintendent’s Signature) _____________________________________________

This student is a certified candidate for ministry and has completed Licensing School:

□ YES □ NO

(Local Pastor Registrar’s Signature) _____________________________________________

This candidate is approved for financial assistance from the Annual Conference in the amount of $________ per course

Send the completed application (all signatures obtained) along with appropriate registration fee to:

COS/SO • United Theological Seminary • 4501 Denlinger Rd. • Dayton, OH 45426

*If you are paying by check from a church or scholarship, please ensure your name is in the memo to expedite proper processing of your fee.
# Course of Study School of Ohio

## Classes at MTSO and UTS*

**Name ________________________________**

<table>
<thead>
<tr>
<th>Course #</th>
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<tbody>
<tr>
<td><strong>First Year – complete before higher level courses</strong></td>
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<tr>
<td>111 (101) Pastor as Interpreter of the Bible</td>
<td>MTSO</td>
<td>MTSO</td>
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<tr>
<td>112 (102) Theology in the Wesleyan Spirit</td>
<td>UTS</td>
<td>MTSO</td>
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<td>113 (104) Pastoral Care for Spiritual Formation</td>
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<td>UTS</td>
<td>MTSO</td>
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<tr>
<td>114 (304) Pastoral Leadership and Administration</td>
<td>MTSO</td>
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<td><strong>Second Year</strong></td>
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<td>211 (201) Hebrew Bible I – *must be taken before 411</td>
<td>MTSO</td>
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<td>UTS</td>
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<tr>
<td>212 (202) Theological Heritage: Early &amp; Medieval</td>
<td>MTSO</td>
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<td>213 (203) Formation for Discipleship</td>
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<td>214 (204) Practice of Preaching</td>
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<tr>
<td><strong>Third Year</strong></td>
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<tr>
<td>311 (301) New Testament I</td>
<td>UTS</td>
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<td>MTSO</td>
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<tr>
<td>312 Theological Heritage: Reformation</td>
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<td>313 (303) Our Mission: Evangelism</td>
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<td>314 (504) Pastoral Care and Counseling</td>
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<td><strong>Fourth Year</strong></td>
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<tr>
<td>411 (401) Hebrew Bible II – *must be completed first</td>
<td>UTS</td>
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<tr>
<td>412 (302) Theological Heritage: Wesleyan Movement</td>
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<td>UTS</td>
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<tr>
<td>413 (404 or 103) Worship and Sacraments</td>
<td>MTSO</td>
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<td>UTS</td>
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<td>414 (403) Personal &amp; Social Ethics</td>
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<td><strong>Fifth Year – complete all lower level courses first</strong></td>
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<td>511 (501) New Testament II - *must be completed first</td>
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<tr>
<td>512 (402) Contemporary Theology</td>
<td>UTS</td>
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<tr>
<td>513 (503) Our Mission: Church as Transforming Agent</td>
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<tr>
<td>514 (502) Theology and the Practice of Ministry</td>
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</table>

* see SCHEDULE for dates of sessions at each school

- Registration closed; deadline or term is past or class is full
- (see homepage of the website for current list of closed classes)
COSSO AT MTSO

3081 Columbus Pike
Delaware, OH 43015

COSSO AT UTS

4501 Denlinger Road
Dayton, OH 45426