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# United Theological Seminary

**Academic Catalog  
2020-2021**

Spirit Led, Renewing the Church!

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# Academic Calendar

## Fall Semester 2020

A1-A2 term dates	July 13 – August 28
A1-A2 Hybrid – Last day to add	July 13
A1 Hybrids dates	July 13 – August 7 (Online) August 10-12 (On-campus) August 17-28 (Online)
A2 Hybrids dates	July 13 – August 7 (Online) August 12-14 (On-campus) August 17-28 (Online)
A1-A2 Hybrid – Last day to drop	July 24
DMin – Last day to register without a late fee	August 14
A Fall Immersion Trip	August 15-25
DMin – Last day to drop with full refund	August 21
DMin Intensive	August 24-28
Masters – Last day to register without a late fee	August 28
Labor Day – United closed	September 7
Opening convocation	September 9
Contextual Ministry – Last day to drop	September 9
Contextual Ministry retreat	September 9-11
B term dates	September 14 – December 18
Contextual Ministry Dayton/online	September 14 – November 13
Masters – Last day to add a course	September 14
Masters – Last day to drop with a full refund	September 25
“Intent to graduate” form due	October 2
Spring registration opens	October 19
Reading week	October 26-30
Thanksgiving reading week	November 23-27
Thanksgiving holiday – United closed	November 26-27
Masters last day to withdraw	December 4
Holy Spirit Seminar	December 4
Masters A1 Intensive – Last day to add	December 14
Christmas and New Year’s break – United closed	December 24 – January 1
Conferral	December 31

## Spring Semester 2021

A Spring Immersion Trips	Approx. January 1-15
A1 Masters Intensive – Last day to drop with full refund	January 8
A1 Masters Intensive dates	January 11-15 (Pre-work begins Dec 14; Post-work ends Feb 12)
DMin – Last day to register without a late fee	January 15
Martin Luther King Jr. Day – United closed	January 18
DMin – Last day to drop with full refund	January 22
Masters – Last day to register without a late fee	January 22
DMin Intensive	January 25-29
<b>B term dates</b>	<b>February 8 – May 14</b>
Masters – Last day to add a course	February 8
Masters – Last day to drop with a full refund	February 19
“Intent to graduate” form due	February 26
<b>Holy Week Reading Week</b>	<b>March 29 – April 2</b>
Good Friday – United closed	April 2
Fall registration opens	April 5
Reading week	April 26-30
Masters – Last day to withdraw	April 30
Commencement	May 22
<b>C1-C2 term dates</b>	<b>May 24 – July 9</b>
C1 Hybrid dates	May 24 – June 18 (online) June 21-23 (on-campus) June 28 – July 9 (online)
C2 Hybrid dates	May 24 – June 18 (online) June 23-25 (on-campus) June 28 – July 9 (online)
Hybrids C1-C2 – Last day to add	May 24
Hybrids C1-C2 – Last day to drop	June 4
Memorial Day – United Closed	May 31
Independence Day - United Closed	July 5
Conferral	July 31

## Fall Semester 2021

A1-A2 term dates	July 12 – August 27
A1-A2 Hybrid – Last day to add	July 12
A1 Hybrid dates	July 12 – August 6 (Online) August 9-11 (On-campus) August 16-27 (Online)
A2 Hybrid dates	July 12 – August 6 (Online) August 11-13 (On-campus) August 16-27 (Online)
A1-A2 Hybrid – Last day to drop	July 23
DMin – Last day to register without a late fee	August 13
A Fall Immersion Trip	Approx. August 15-30
DMin – Last day to drop with full refund	August 20
DMin Intensive	August 23
Masters – Last day to register without a late fee	August 27
Labor Day – United closed	September 6
Opening convocation	September 8
Contextual Ministry – Last day to drop/add	September 8
Contextual Ministry retreat	September 8-10
B term dates	September 13 – December 17
Contextual Ministry Dayton/online	September 13 – November 12
Masters – Last day to add a course	September 13
Masters – Last day to drop with a full refund	September 24
“Intent to graduate” form due	October 1
Spring registration opens	October 18
Reading week	October 25-29
Thanksgiving reading week	November 22-26
Thanksgiving holiday – United closed	November 25-26
Masters last day to withdraw	December 3
Holy Spirit Seminar	December 3
Masters A1 Intensive – Last day to add	December 13
Christmas and New Year’s break – United closed	December 24 – January 3
Conferral	December 31

## Spring Semester 2022

A Spring Immersion Trips	Approx. January 1-15
A1 Masters Intensive – Last day to drop with full refund	January 7
A1 Masters Intensive dates	January 10-14 (Pre-work begins Dec 13; Post-work ends Feb 11)
DMin – Last day to register without a late fee	January 14
Martin Luther King Jr. Day – United closed	January 17
DMin – Last day to drop with full refund	January 21
Masters – Last day to register without a late fee	January 21
DMin Intensive	January 24-28
<b>B term dates</b>	<b>February 7 – May 13</b>
Masters – Last day to add a course	February 7
Masters – Last day to drop with a full refund	February 18
“Intent to graduate” form due	February 25
Reading week	March 21-25
Fall registration opens	April 4
Holy Week Reading Week	April 11-15
Good Friday – United closed	April 15
Masters – Last day to withdraw	April 29
Commencement	May 21
<b>C1-C2 term dates</b>	<b>May 23 – July 8</b>
C1-C2 Hybrids – Last day to add	May 23
C1 Hybrid dates	May 23 – June 17 (online) June 20-22 (on-campus) June 27 – July 8 (online)
C2 Hybrid dates	May 23 – June 17 (online) June 22-24 (on-campus) June 27 – July 8 (online)
Memorial Day – United Closed	May 30
C1-C2 Hybrids – Last day to drop	June 3
Independence Day - United Closed	July 4
Conferral	July 31

# 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 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](http://www.ats.edu)

### **Higher Learning Commission**

230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411

Phone: 800.621.7440 / 312.263.0456 | Fax: 312.263.7462 | Email: [info@hlcommission.org](mailto:info@hlcommission.org)



# Graduate Degree Programs

## Doctor of Ministry (DMin)

For religious leaders seeking to strengthen their prophetic and pastoral competence and equip others for ministry and outreach

### Purpose

The 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 a 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 DMin 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.

## **Master of Divinity (MDiv)**

For those preparing to enter ministry as ordained religious leaders or as lay professional ministers

### **Purpose**

The MDiv program at United Theological Seminary is a comprehensive professional degree in the practice of ministry. Students receive training in the areas of Bible, History and Theology, Practical Theology, and Spiritual Formation through contextual ministry.

*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 for people who are:**

- Preparing to enter ministry as ordained religious leaders
- Ministering as laity in church, non-profit or professional settings
- Pursuing growth through the academic and practical study of Christianity

### **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 Contextual Ministry 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.

## **Requirements**

The MDiv degree can be accomplished in three to four years following our plans for on campus and distance students.

To fulfill residency requirements for The United Methodist Church, United Methodist students must complete 1/3 of the degree (26 credits) on campus. Dayton, Intensive, and Hybrid courses count toward this requirement. For ordination requirements, please check with your own judicatory.

### **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 Contextual Ministry Program. Contextual Ministry consists of:
  - a. Attendance at two Contextual Ministry retreats in early September
  - b. Completion of four Contextual Ministry courses over two years
  - c. Completion of two units of field education in a church or community site in your area.
4. Participation in a Contextual Theology Immersion Trip

### **Student Orientation**

Completion of the online orientation provides the best foundation for student success at United. The orientation fee is assessed upon registration for the online orientation course. ALL new MDiv 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.

### **Contextual Ministries**

The Contextual Ministries program requirements for the MDiv degree program include Contextual Ministry 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. Contextual Ministry

MDiv students are required to take the following Contextual Ministry courses:

- CM510 Contextual Ministry 1
- CM511 Contextual Ministry 2
- CM610 Contextual Ministry 3
- CM611 Contextual Ministry 4

Contextual Ministry 1 and 2 must be completed before taking Contextual Ministry 3 and 4. Students should take either Contextual Ministry 1 or 2 in their first semester.

## 2. Field Education Placements

MDiv students are required to complete **two** units of Field Education:

- CM501 Field Education Unit 1
- CM502 Field Education Unit 2

Field Education units must be completed while enrolled in a Contextual Ministry course. Placements that extend beyond the Contextual Ministry course, including summer internships, must be approved by the Director of Contextual Ministry.

For each unit, a student is required to complete a total of 200 hours at their approved site by working no fewer than 10 hours a week over the course of a least 12 weeks.

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 and Immersion program is a faculty initiative designed to prepare students for encounter with Global Christianity and religious traditions in diverse cultural settings. The purpose of this initiative is:

- To develop sensitivity, deepen Christian discipleship, and heighten capacity for sustenance in interreligious and intercultural complexities
- To provide conceptual, liturgical, and practical introduction to theologies of religious pluralism 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 CM510 or CM511—MDiv students are required, and other degree candidates are invited, to register for WR601 Methods of Interreligious and Intercultural Encounter. When registering for WR601, students should also register for WR602 and contact the Dean's Office 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. Upon successful completion of the course, which includes submission of a copy of a valid passport, 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. The immersion trip must be completed prior to graduation. Spouses and older children are encouraged to participate when possible.

In service of students' learning, 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. The transcultural fee is automatically built into all MDiv courses taken at United. 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. 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 and 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)
- TH602 Christian Ethics (3)
- TH702 Systematic Theology (3)

#### **Practical Theology (15 cr. hrs.)**

- PW5## Any Introductory Worship Course (3)
- PW5## Any Introductory Preaching Course (3)
- ER501 Foundations for Evangelism (3)
- ER503 Church Renewal for Mission (3)
- PC507 Introduction to Pastoral Care (3)

#### **Contextual Ministries (15 cr. hrs.)**

- CM501 Field Education Unit 1 (0)
- CM502 Field Education Unit 2 (0)
- CM510 Contextual Ministry 1 (3)
- CM511 Contextual Ministry 2 (3)
- CM610 Contextual Ministry 3 (3)
- CM611 Contextual Ministry 4 (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)
- SS601 MDiv Mid-Program Review (0)
- SS701 MDiv Final Program Review (0)

## Concentrations

The MDiv degree program graduates persons in the general practice of ministry.

The MDiv curriculum provides options for academic concentrations. These include Biblical Interpretation, Holy Spirit and Renewal, Church Planting, Ministry Leadership, Counseling and 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
- Bi/CH630 History of Biblical Interpretation
- Any two 600 level courses (6 credits) from BI, OT, or NT if not taken as a core requirement

### **MDiv with Concentration in Holy Spirit and Renewal**

Core Requirements plus four courses (12 credit hours) stipulated below:

- ER/TH616 Renewal Theology
- ER617 Renewal Theology Ministry and Practice
- Two courses (6 credits) from the following:
  - BI610 The Holy Spirit in Scripture
  - CH616 Holiness, Pentecostal, Charismatic Renewal Movements
  - ER618 Global Christianity and Renewal
  - ER619 Charismatic Ministry and Practice 1

### **MDiv with Concentration in Church Planting**

Core Requirements plus four courses (12 credit hours) from the following:

- LD640 Launching A New Church: Theory and Practice
- LD641 New Church Development: Post Launch
- Two courses (6 credit hours) from the following:
  - LD613 Leadership in Making Disciples
  - LD616 Leading Change
  - LD511 Leadership for Ministry
  - LD620 Out of Poverty
  - LD510 Church Stewardship and Finance

### **MDiv with Concentration in Ministry Leadership**

Core Requirements plus four courses (12 credit hours) from the following:

- Any LD500 level or LD600 level courses

### **MDiv with Concentration in Chaplaincy and 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
  - PC705 Clinical Pastoral Education (5 cr. hrs.)
  - PC706 Advanced Clinical Pastoral Education (1 cr. hr.)
  - PC707 Kettering Health Network Summer CPE Intensive (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
- BI/CH630 History of Biblical Interpretation

### **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
- CH613 History of Methodist Missions
- 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

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 program at United Theological Seminary is a professional degree in the practice of ministry. Students receive training in Bible, History and Theology, Practical Theology, and Spiritual Formation through contextual ministry with the ability to specialize in particular areas of ministry or theological study.

*The MACM 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 MACM is designed for people who are:**

- Pursuing ordination in a denomination that does not require a Master of Divinity
- Preparing for the work of Deacon in The United Methodist Church
- Seeking to enhance a non-profit or professional career with theological studies
- Already serving the church as part of a leadership or ministry team
- 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**

The Master of Arts in Christian Ministry degree can be accomplished in two to three years following our plans for on campus and distance students.

To fulfill residency requirements for The United Methodist Church, United Methodist students must complete 1/3 of the degree (15 credits) on campus. Dayton, Intensive, and Hybrid courses count toward this requirement. For ordination requirements, please check with your own judicatory.

## **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 Contextual Ministry Program. Contextual Ministry consists of:
  - a. Attendance at one Contextual Ministry retreat in early September
  - b. Completion of two Contextual Ministry courses over one year
4. Completion of one unit of field education in a church or community site in your area.

## **Student Orientation**

Completion of the online orientation provides the best foundation for student success at United. The orientation fee is assessed upon registration for the online orientation course. ALL new MACM 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.

## **Contextual Ministries**

The Contextual Ministries program requirements for the MACM degree include Contextual Ministry 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. Contextual Ministry Courses**

All students in the MACM degree program are required to take the following Contextual Ministry courses.

- CM510 Contextual Ministry 1
- CM511 Contextual Ministry 2

Students should take either Contextual Ministry 1 or 2 in their first semester.

## **2. Field Education Placements**

MACM students must complete one unit of Field Education: CM501 Field Education Unit 1.

Field Education units must be completed while enrolled in a Contextual Ministry course. Placements that extend beyond the Contextual Ministry course, including summer internships, must be approved by the Director of Contextual Ministry.

For each unit, a student is required to complete a total of 200 hours at their approved site by working no fewer than 10 hours a week over the course of a least 12 weeks.

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)

#### **Practical Theology (9 cr. hrs.)**

- PW501 Preparing to Preach; or PW502 Intro to African American Preaching; or PW504 Work of Worship; or PW510 United Methodist Worship (3)
- ER501 Foundations for Evangelism (3)
- ER503 Church Renewal for Mission (3)

#### **Contextual Ministry (6 cr. hrs.)**

- CM501 Field Education Unit 1 (0)
- CM510 Contextual Ministry 1 (3)
- CM511 Contextual Ministry 2 (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)
- SS603 MACM Mid-Program Review (0)
- SS703 MACM Final Program Review (0)

## **Concentrations**

The MACM curriculum provides options for academic concentrations. These include Biblical Interpretation, Holy Spirit and Renewal, Church Planting, Ministry Leadership, Chaplaincy and 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
- BI/CH630 History of Biblical Interpretation

### **MACM with Concentration in Holy Spirit and Renewal**

Core Requirements plus four courses (12 credit hours) from the following:

- ER/TH616 Renewal Theology
- ER617 Renewal Theology Ministry and Practice
- Two courses (6 credits) from the following:
  - BI610 The Holy Spirit in Scripture
  - CH616 Holiness, Pentecostal, Charismatic Renewal Movements
  - ER618 Global Christianity and Renewal
  - ER619 Charismatic Ministry and Practice 1

### **MACM with Concentration in Church Planting**

Core Requirements plus four courses (12 credit hours) from the following:

- LD640 Launching A New Church: Theory and Practice
- LD641 New Church Development: Post Launch
- Two courses (6 credit hours) from the following:
  - LD613 Leadership in Making Disciples
  - LD616 Leading Change

- LD511 Leadership for Ministry
- LD620 Out of Poverty
- LD510 Church Stewardship and Finance

### **MACM with Concentration in Ministry Leadership**

Core Requirements plus four courses (12 credit hours) from the following:

- Any LD500 level or LD600 level courses

### **MACM with Concentration in Chaplaincy and 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
  - PC705 Clinical Pastoral Education (5 cr. hrs.)
  - PC706 Advanced Clinical Pastoral Education (1 cr. hr.)
  - PC707 Kettering Health Network Summer CPE Intensive (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
- BI/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
- CH613 History of Methodist Missions
- 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

For information regarding course modalities, see the section on [Masters Course Modalities](#).



## **Master of Ministry (MMin)**

For those seeking general theological training for general ministry in the church.

### **Purpose**

The MMin program at United Theological Seminary is a professional degree in the practice of ministry. Students receive general theological training in the areas of Bible, History and Theology, Practical Theology, and Spiritual Formation through contextual ministry. The MMin does not provide the ability to specialize in a particular area of ministry or theological study. The MMin may be used to achieve MDiv equivalency for those with a previous master's degree.

*The MMin 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 MMin is designed for people who are:**

- Preparing for the work of Deacon in The United Methodist Church
- Pursuing ordination in a denomination that does not require an MDiv
- Wanting to enter United's Doctor of Ministry program with a previous master's degree and need to augment their coursework to achieve the educational equivalent of a Master of Divinity degree.\*

*\* The MMin program is offered as an approved exception to ATS Degree Program Standard E, section E.4.3, regarding admission requirements for a DMin program.*

### **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.

## **Requirements**

The Master of Ministry degree can be accomplished in one and a half to two years following our plans for on campus and distance students.

To fulfill residency requirements for The United Methodist Church, United Methodist students must complete 1/3 of the degree (12 credits) on campus. Dayton, Intensive,

and Hybrid courses count toward this requirement. For ordination requirements, please check with your own judicatory.

### **To earn the MMin:**

1. Complete the entire degree program requirements listed for the MMin
2. 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.
3. Participate in United's Contextual Ministry Program. Contextual Ministry consists of:
  - a. Attendance at one Contextual Ministry retreat in early September
  - b. Completion of two Contextual Ministry courses over one year
  - c. Completion of one unit of field education in a church or community site in your area.

### **Student Orientation**

Completion of the online orientation provides the best foundation for student success at United. The orientation fee is assessed upon registration for the online orientation course. ALL new MMin 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.

### **Contextual Ministries**

The Contextual Ministries program requirements for the MACM degree include Contextual Ministry 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. Contextual Ministry Courses**

All students in the MACM degree program are required to take the following Contextual Ministry courses.

- CM510 Contextual Ministry 1
- CM511 Contextual Ministry 2

Students should take either Contextual Ministry 1 or 2 in their first semester.

## **2. Field Education Placements**

MACM students must complete **one** unit of Field Education: CM501 Field Education Unit 1.

Field Education units must be completed while enrolled in a Contextual Ministry course. Placements that extend beyond the Contextual Ministry course, including summer internships, must be approved by the Director of Contextual Ministry.

For each unit, a student is required to complete a total of 200 hours at their approved site by working no fewer than 10 hours a week over the course of a least 12 weeks.

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.

## **MMin Academic Requirements (36 cr. hrs.)**

### **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 (3)
- OT504 Introduction to the Old Testament 1; or OT505 Introduction to the Old 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)

**Practical Theology (9 cr. hrs.)**

- PW501 Preparing to Preach; or PW502 Intro to African American Preaching; or PW504 Work of Worship; or PW510 United Methodist Worship (3)
- ER501 Foundations for Evangelism (3)
- ER503 Church Renewal for Mission (3)

**Contextual Ministry (6 cr. hrs.)**

- CM501 Field Education Unit 1 (0)
- CM510 Contextual Ministry 1 (3)
- CM511 Contextual Ministry 2 (3)

**MMIN ELECTIVES (9 CR. HRS.)**

TH510 Theological Research and Methodology is a recommended elective for those entering the Doctor of Ministry.

**MMIN NON-CREDIT REQUIREMENTS**

- SS500 Online Master Student Orientation (0)
- SS705 MMin Final Program Review (0)

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

### **Purpose**

The MTS program at United Theological Seminary is an academic degree in a focused area of either Bible or History and Theology. MTS students write a Thesis in their focus area. This program prepares students for further academic study or teaching ministry.

### **The MTS is designed for people who are:**

- Preparing for further graduate study (e.g., PhD or ThD)
- Interested intellectually in religion
- Teachers and leaders in local churches
- 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 plans for on campus and distance students

### **To earn the MTS:**

- Complete the entire degree program requirements listed for the MTS.
  - Take TH510 Theological Research and Methodology in the second to last semester. In this course, students will develop their thesis or project proposal as a final project in this class.
  - Take CQ650 MTS Thesis in the final semester. Students must work with a Faculty Member in their Focus Area who will advise and grade their Thesis.
- Choose a Focus Area in either Bible or Church History and Theology.
- Core Discipline Electives and Focus Area Electives must be chosen in consultation with the MTS Faculty Mentor.

## **Student Orientation**

Completion of the online orientation provides the best foundation for student success at United. The orientation fee is assessed upon registration for the online orientation course. ALL new MTS 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.

## **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)

#### **Research and Methodology (3 cr. hrs.)**

- TH510 Theological Research and Methodology (3)

#### **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 faculty mentor

#### **Focus Area Electives (15 cr. hrs.)**

- Must be related to the student's MTS Focus Area, chosen in consultation with faculty mentor

## **MTS NON-CREDIT REQUIREMENTS**

- SS500 Online Master Student Orientation (0)
- SS602 MTS Mid-Program Review (0)
- SS702 MTS Final Program Review (0)

For information regarding course modalities, see the section on [Masters Course Modalities](#).

## **Master of Arts (MA)**

For those who want to expand their theological knowledge through a self-designed degree plan for specialized studies.

### **Purpose**

The MA program at United Theological Seminary is an academic degree offering flexibility for study in all areas of theology and ministry. Students can create their own plan of study or use one created by United. Students write an integrative thesis at the end of their program.

*Through this degree, United Methodist pastors who also complete the Course of Study can fulfill the requirements of Advanced Course of Study while earning a master's degree. 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 MA is designed for people who are:**

- Pursuing a Masters-level theological degree for service in a denomination that does not require an MDiv
- Going deeper in a particular field of theology or ministry for a vocation that does not require an MDiv
- Growing in their faith and strengthening their theological foundation for lay ministry in the world
- Working toward elders ordination after completing Advanced Course of Study in The United Methodist Church

### **The MA is designed to enable students to:**

- Demonstrate general survey knowledge of various theological disciplines
- Demonstrate critical reflection on this theological knowledge
- Demonstrate the ability to pursue advanced study related to a particular vocational goal

## **Requirements**

The Master of Arts degree can be accomplished in one and a half to two years following our plans for on campus and distance students.

Students wishing to fulfill GBHEM's Advanced Course of Study can find the list of required courses in the Course Planning Guide for MA students.

### **To earn the MA:**

- Complete the entire degree program requirements listed for the MA.
- Take CQ640 MA Integrative Colloquy in the final semester.



## **Student Orientation**

Completion of the online orientation provides the best foundation for student success at United. The orientation fee is assessed upon registration for the online orientation course. ALL new MA 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.

## **MA Academic Requirements (36 cr. hrs.)**

### **MA CORE REQUIREMENT (3 cr. hrs.)**

- CQ640 MA Integrative Colloquy (3)

### **MA ELECTIVES (33 cr. hrs.)**

Create a flexible degree plan or use a recommended degree plan published in the Course Planning Guide.

### **MA NON-CREDIT REQUIREMENTS**

- SS500 Online Master Student Orientation (0)
- SS706 MA Final Program Review (0)

For information regarding course modalities, see the section on [Masters Course Modalities](#).

## **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)
- TH602 Christian Ethics (3)
- TH702 Systematic Theology (3)

#### **Practical Theology (18 cr. hrs.)**

- PW5## Any Introductory Worship Course (3)
- PW5## Any Introductory Preaching Course (3)
- ER501 Foundations for Evangelism (3)
- PC507 Introduction to Pastoral Care (3)
- ER503 Church Renewal and Mission (3)
- WR601 Methods of Interreligious and Intercultural Encounter (3)
- WR602 Immersion Trip (0)

#### **Contextual Ministry (12 cr. hrs.)**

- CM501 Field Education Unit 1 (0)
- CM502 Field Education Unit 2 (0)
- CM510 Contextual Ministry 1 (3)
- CM511 Contextual Ministry 2 (3)
- CM610 Contextual Ministry 3 (3)
- CM611 Contextual Ministry 4 (3)

**Research and Methodology (3 cr. hrs.)**

- TH510 Theological Research and Methodology (3)

**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)
- SS602 MTS Mid-Program Review (0)
- SS702 MTS Final Program Review (0)

For information regarding course modalities, see the section on [Masters Course Modalities](#).

# Graduate 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)

#### **Practical Theology (9 cr. hrs.)**

- PW5## Introductory Worship Course (3)
- ER501 Foundations for Evangelism (3)
- ER503 Church Renewal for Mission (3)

#### **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.

For information regarding course modalities, see the section on [Masters Course Modalities](#).

# Pre-Doctoral Program

## Purpose

For those who wish to pursue a Doctor of Ministry degree, but do not have the required Master of Divinity degree.

The Pre-Doctoral program at United Theological Seminary prepares students for Doctor of Ministry work by augmenting previous master's degree coursework with the theological courses required to be considered for admission.

The Pre-Doctoral program offers the courses you need to qualify for what would be comparable to a Master of Divinity degree. Master of Divinity equivalency is defined as 72 graduate semester hours that represent broad-based work in theology, biblical studies and the arts of ministry.

The Pre-Doctoral core requirements will satisfy the theological coursework needed to achieve MDiv equivalency. Additional elective courses may be required to meet the 72 graduate semester hours needed.

## REQUIRED PREREQUISITES

Previous Masters Degree

## Core Requirements (18 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
- TH502 Introduction to Theology
- TH510 Theological Research and Methodology

### Practical Theology (3 cr. hrs.)

- ER501 Foundations for Evangelism; or ER503 Church Renewal for Mission

Equivalent courses from previous graduate work may fulfill some of these classes. The Academic Dean determines whether previous graduate coursework may fulfill the core requirement courses.

All courses in the Pre-Doctoral program must be successfully completed with a minimum cumulative GPA of 3.0 before a student may be admitted into the Doctor of Ministry program.

# Non-Degree Certificates

## **Associate in Supervision Certificate (ASC)**

The Associate in Supervision Certificate (ASC) from the Pohly Leadership Center 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.*

## **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).

### **LD640 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.

### **LD640 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.

## **The Certificate in Disability Ministry (CDM)**

The Certificate in Disability Ministry is designed for church leaders, pastors and lay people preparing for or involved in ministry with people with disabilities. Combining practical training, academic study and mentoring, this program will equip you to be more effective in your ministry as you learn to reach all people in relevant and accessible ways.

- Disability in the Bible: Considering the diversity of embodiment in the Old and New Testaments, students will challenge and develop interpretations, and learn how to preach, teach and use texts in an honest yet sensitive way.
- Disability in the Christian Tradition: From Augustine to the 21st Century, theologians have grappled with questions of human ability and disability. This course invites students to consider and evaluate various works and how they might benefit their work.
- Disability, the senses and Scripture: The senses underpin our experience of the world, yet they are so frequently ignored in Biblical studies and in contemporary ministry. This course surveys the senses in Scripture, and moves from them to imagine how multi-sensory worship aids disability ministry.

All courses are offered fully online, require field education in your local ministry context, and run for eight weeks each. Face-to-face intensives at United are offered at the conclusion of each online course. The first two intensives run for one day each and the final intensive runs for four days. Attendance at all intensives is highly recommended, but not required.

## **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/>.

## **Certificate in Online Teaching Strategies for Ministry Education (COT)**

The Certificate in Online Teaching Strategies for Ministry Education consists of one course that prepares theological instructors, future pastors, and church leaders to begin teaching in a virtual environment. This course will guide you through the development of a ready-to-use online course with semi-developed examples you can use as your own.

Upon completion of the professional certificate course, you will have the ability to confidently design, develop, and deliver online courses for virtual students of your



choice through engaging content, interactive learning techniques, and provide an atmosphere that promotes a sense of community.

Through this 14-week course, those looking to develop online courses, online small groups, or online training of any kind, will be able to complete a portion of an online course, develop a syllabus, learn to use online activities, and how to create community all online.

The course instruction will:

- a. Introduce the online learning environment
- b. Teach online teaching theories and/or small group methods of learning
- c. Facilitate learning through online activities
- d. Creating a sense of community with engaging discussion and social media
- e. Demonstrate Assessment, Evaluation and Maintenance

The course is offered online. For more information relating to the program and registration, see <http://united.edu/otlc/>.

## **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.

# 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. United's MA degree program (36 credit hours) is designed for ACOS students to complete ACOS requirements.

# **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 Pohly Leadership Center**

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.

## **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 Visits

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

Visiting on a Tuesday 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](http://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](http://www.united.edu). Choose "How to Apply" from the main menu to learn more about the application process, and then click the "Apply" button on the How to Apply web page 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, or demonstrated educational equivalency by completing a minimum of 120 undergraduate credit hours from a regionally accredited institution. Each student must present transcripts from a conferred undergraduate or graduate degree with a minimum grade point average of 2.5 on a 4.0 scale.

The Master of Theological Studies degree requires a completed an undergraduate degree with a minimum GPA of 3.0 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: Request official transcripts from every college, university or graduate school you have attended. Transcripts should be sent directly to the Admissions Office at United Theological Seminary. If transcripts are sent to you, please submit an official unopened copy to the Admissions Office.
- 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 2020:** All Master's programs by August 17, 2020
- **Spring 2021:** All Master's programs by January 11, 2021

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.

## **Transfer of Credits**

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**

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.

### **Advanced Standing without Credit**

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.

### **Non-Degree Graduate Status**

Non-Degree graduate status is available to qualified applicants who wish to take courses without designating a specific degree program. Applicants are required to complete the Non-Degree Graduate application, pay a nonrefundable application fee complete our background check, and provide proof of undergraduate transcripts. Non-Degree Graduate students may only take up to 9 hours with this status.

### **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.

### **Masters Course Modalities**

United offers courses in five modalities: traditional, online, LIVE, 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.

**Dayton** courses meet synchronously on campus during the traditional fourteen-week semesters in the fall and spring. Unless otherwise stated, Dayton courses meet on campus weekly for three hours.

**LIVE (Live Interactive Virtual Environment)** courses meet synchronously during the fall and spring semesters. LIVE courses allow distance students to join on campus classes via video conference. This technology has become increasingly reliable and stable; however, LIVE students will need a stable internet connection and webcam to access these classes.

**Online** courses meet during the traditional fourteen-week semesters in the fall and spring. Coursework is usually divided into weekly modules. Students can engage in weekly discussions, assignments, and other forms of course work at any time of the day or night, but should complete assignments by date they are due.

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](mailto:onlinehelp@united.edu).

**Hybrid** courses require that more than 50% of course time is completed on campus. The rest of the coursework is completed in the online format. Most Hybrid courses require four weeks of online work, 2 ½ days on campus, and then two more weeks online. The Contextual Ministry Hybrids meet 2 ½ days on campus and then nine weeks online. Hybrid courses meet United Methodist residency requirements.

Our broad selection of course modalities allows you determine which modalities best meet your needs. Online, LIVE, Hybrid, and intensive modalities allow students to learn from a distance without leaving your ministry context.

**Intensive** courses run in January before the Spring semester begins. Intensive courses require students to come to a five-day gathering week. Intensive courses also require pre-work and post-work. Pre-work opens four weeks before the course meets on campus, which is due before coming to the gathering week. Post-work is usually due two weeks after the gathering week concludes.



## 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:** Request official transcripts from every college, university or graduate school you have attended. Transcripts should be sent directly to the Admissions Office at United Theological Seminary. If transcripts are sent to you, please submit an official unopened copy to the Admissions Office. Transcripts must show evidence of a cumulative grade point average of 3.0 (based on 4.0 GPA scale) or its equivalent.
- **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 15, 2020
- **January Intensive:** December 18, 2021

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, except for the MTS, and 3.0 for Doctoral degree MTS 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](http://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 and a financial aid and scholarship program. The Board of Trustees approves tuition rate changes on an annual basis. Current tuition and fees can be found below:

<b>MASTERS TUITION AND FEES</b>	
All Masters tuition per credit hour	\$775
Student Council Activities fee per semester - Administered by Student Council	\$30
Student Orientation, Online, all Masters-level students	\$175
Intensive Meal fee per semester	\$150
Contextual Ministry retreat fee	\$150
Fall Contextual Ministry Dayton Class	\$50
Spring Contextual Ministry Dayton Class	\$100
Master Intensive fee	\$125
Master Hybrid fee	\$65
Directed Study with Adjunct per credit hour surcharge	\$200
Transcultural fee per credit hour surcharge (MDiv only) - Covers all trip expenses (travel meals, accommodations, faculty administrative)	\$75
Audit fees for current students per course	\$165
Audit fees for alumni/ae per course	\$250
Audit fees for special students per course	\$500
Masters Graduation fee	\$100
<b>DMIN TUITION AND FEES</b>	
DMin tuition per year	\$9,800
Doctoral Intensive fee per intensive (January & August)	\$450
DMin Candidacy Review Phase III	\$325
Dmin Semester 1 Online Orientation	\$160
DMin Project Continuation per semester	\$2,950
DMin On-Hold Fee	\$650
HSR Certification fee (Semester 2)	\$50
DMin Graduation fee (at final examination)	\$800
<b>GENERAL FEES</b>	
Application fee	\$25
Alumni/ae fee per semester - Administered by Alumni/ae Executive Council	\$15
Technology fee per semester	\$225
Digital Library fee per semester	\$50
Late Registration fee per occurrence	\$500
Administrative fee for students completing a Promissory Note	\$100
Administrative fee for students not paying in full prior to start of semester	\$100

Monthly interest rate charged on past-due balances, not under Promissory Note	1%
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## 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 not participate in the graduation ceremony or 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](http://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.

## Veterans Administration Payment Policy

United Theological Seminary will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

## 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](mailto: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. Scholarship 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 federal loans and federal work-study. The application can be completed online at <https://fafsa.gov>. United Theological Seminary's school code is G03122.

United Financial Aid and Scholarship applications are available through the applicant and student portals. For further information contact the Scholarships Office, [scholarships@united.edu](mailto:scholarships@united.edu).

### 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 next 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
- Maintain satisfactory academic progress as determined by academic course load and grades

The Federal Student 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 are eligible to work up to 20 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](mailto: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, unless specified by the scholarship.

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 Student Aid committee. The deadline for returning students is March 1 for the coming 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](http://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.

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.

**Student Refund Policy – Non-Title IV**

Overpayments (credits) on a student's account can be created by the student overpaying, the student dropping a course after it has been paid for, and from outside scholarships/conference matching.

The overpayment will show on the student's monthly statement received from the Student Billing Office.

The overpayment will remain on the student's account and will be applied to future semesters, unless the student requests a refund. Once the student requests a refund, the refund is processed through our third-party processor, ECSI/RefundSelect. Refunds are either direct deposited or a check is mailed to the student. The choice is made by the student.

# 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, Contextual Ministry 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 fully online, LIVE, and fully on-campus formats run for fourteen weeks. Masters intensives require four-weeks of pre-work, one week of classroom learning in January, and two weeks of online post work per course. Summer Master Hybrid courses meet for 4 weeks of online learning, 2 ½ days on campus during a Gathering week, and then 2 weeks of online learning. Students can take up to two Hybrid classes during a Gathering Week.

### **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 mentor 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 or add degree must submit a "Change of Degree" status request in order to be admitted into the new degree program. These forms are available on the Student Hub.

### **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](http://www.bethanyseminary.edu)

**Earlham School of Religion (Society of Friends):** [esr.earlham.edu](http://esr.earlham.edu)

**Evangelical Theological Seminary:** [www.evangelical.edu](http://www.evangelical.edu)

**Fuller Theological Seminary:** [www.fuller.edu](http://www.fuller.edu)  
**Lindsey Wilson College, Columbia, Kentucky:** [www.lindsey.edu](http://www.lindsey.edu)  
**Northeastern Seminary, Rochester, New York:** [www.nes.edu](http://www.nes.edu)  
**Palmer Theological Seminary:** [www.palmerseminary.edu](http://www.palmerseminary.edu)  
**Payne Theological Seminary (African Methodist Episcopal):** [www.payne.edu](http://www.payne.edu)  
**Southwestern College, Winfield, Kansas:** [www.sckans.edu](http://www.sckans.edu)  
**The Methodist Theological School in Ohio (United Methodist):** [www.mtso.edu](http://www.mtso.edu)  
**United Theological Seminary of the Twin Cities:** [www.unitedseminary.edu](http://www.unitedseminary.edu)  
**University of Dayton, Department of Religious Studies (Roman Catholic):**  
[artssciences.udayton.edu/Religious Studies](http://artssciences.udayton.edu/Religious%20Studies)  
**Winebrenner Theological Seminary:** [www.winebrenner.edu](http://www.winebrenner.edu)  
**Wright State University Graduate School:** [www.wright.edu/sogs](http://www.wright.edu/sogs)

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.

The general refund policy is that students withdrawing by the drop date will receive a full tuition refund. After the drop date there is no refund.

## **Advanced Standing without Credit**

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 master's 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, the permission of the instructor, and payment of the audit fee. 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 or acceptance process. The Registrar will receive the student's file upon being admitted or accepted and will proceed with processing the audit request. The Registrar will maintain the transcript record.

## **Masters Grading System**

### **Approved Grading Scale**

<b>Quality/Explanation of Performance</b>	<b>Grade</b>	<b>Numerical Value</b>	<b>Grade Point Equivalent</b>
Excellent	A	95-100	4.00
	A-	90-94	3.67
Good	B+	88-89	3.33
	B	84-87	3.0
	B-	80-83	2.67
Satisfactory	C+	75-79	2.33
	C	70-74	2.0
Failure	F	0-69	0.00
Incomplete Incomplete Continuing (Due to extenuating circumstance unable to complete work on time or course continues)	I IC		
Unofficial withdraw (No show or stop attending prior to	UW		

add/drop date)			
Withdraw (Student initiated withdraw)	W		
Audited Course Audit for no credit	AU		

## 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

- Fall Senior grades are due the day the Fall semester ends.
- All other Fall grades are due the Wednesday following the Christmas/New Year's break.
- Spring Senior grades are due one week prior to the Commencement date.
- All Spring grades are due 12 days after the end date of the semester.

### 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.
- 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 an 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**

United Theological Seminary reviews all students' cumulative grade point average every semester to ensure it is above the satisfactory academic guidelines established by the Academic Dean's Office.

#### **Academic Probation**

A student who drops below a cumulative 2.0 GPA will be placed on academic probation and notified by email from the Academic Dean's Office. In order to continue enrollment in the following semester, the student will be required to complete the Academic Action Plan form to be signed by the student and the Director of Student Success. The Academic Action Plan will be filed in the student's permanent record by the Registrar.

A student on academic probation will not be allowed to take more than nine credit hours per semester.

The student is responsible for contacting financial aid to discuss eligibility for financial aid funds.

The student will be taken off Academic Probation when the cumulative GPA has risen above 2.0.

#### **Dismissal**

If the student's cumulative GPA has not risen above 2.0 after completing at least 18 credit hours while on academic probation, the student may be dismissed.

A student dismissed under these guidelines may apply for readmission after one full year.

A student that is placed on academic probation for a second time may be dismissed.

### **Appeal Process for Academic Probation or Dismissal**

Students that are notified by email of Academic Probation or Dismissal 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's Office. The letter must explain why the student failed to make satisfactory progress. Students appealing a decision of the Academic Dean's Office must do so prior to the beginning of the next academic semester. Once the appeal has been reviewed, the decision of the Academic Dean's Office is final. Students will be notified of this decision by email within 30 days of receipt of the appeal.

### **GPA Fresh Start**

A Student who has not been enrolled for a minimum of one year may apply for readmittance under the fresh start policy if the student has a cumulative GPA under 2.0 at the time of readmittance. Students admitted under the fresh start policy must be approved by the Academic Dean's office.

If approved, all credits and grades taken before readmission will remain on the student's transcripts. Upon readmission, courses with the grade "F" will be excluded from the student's cumulative GPA. The fresh start status will be recorded on the student's academic record as follows: "Fresh Start Approved on [date]. New Grade Point Average Established."

Students readmitted under the fresh start policy will be provisionally admitted and must maintain a minimum 2.0 GPA in the first semester.

### **Doctor of Ministry Grading System**

P (Pass) = Passed successfully.

NC (Not Complete) = Student failed and will need to repeat the semester next term.

I (Incomplete) = Students receive a 30-day extension after the end date of the semester.

IC (Incomplete Continuing) = A student experiencing *extenuating circumstances (death in immediate family, surgery, hospitalization, extended illness, etc.)* may be issued a grade of "IC." The Associate Dean of Doctoral Studies must give approval before this grade may be assigned.

An "IC" grade allows a student to work until 2 weeks before the beginning of the next semester.

A grade of "IC" may be given to a student if the student is on hold. Approval from the mentor and the Associate Dean of Doctoral Studies is required. The "IC" grade must be resolved 2 weeks before the beginning of the semester following the hold.



Incomplete and Incomplete Continuing grades are not considered final grades but will be changed to "P" or "NC" as the case requires.

UW (Unofficial Withdraw) = Students who do not show or stop attending prior to add/drop date receive a grade of UW.

At the end of Semester 6, if the student requires more time, they may request registration for "Project Continuation," for up to three semesters. A student registered for Project Continuation will receive a grade of "IC" for Semester 6, which remains until the student completes the Project Continuation(s) allowed. Once the allowed continuations are completed, a final grade of "P" or "NC" for Semester 6 will replace the "IC" grade.

## **Graduation**

Degrees for Fall graduates will be conferred on December 31 and diplomas sent via mail. Fall and Spring graduates are required to walk at the May Commencement. 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.

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

All financial obligations to the seminary must be received eight days prior to graduation in order to participate in the graduation ceremony or receive a diploma.

## **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](mailto: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 Success 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 Success 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](http://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](mailto: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](http://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](mailto: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.

## 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 live streaming .com, which gives students the ability to watch or review the major events at United at a later time.



## **Online Learning Resources**

To access all of United's digital resources go to [login.united.edu](http://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](http://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), Technology Help is provided by request through the [onlinehelp.united.edu](http://onlinehelp.united.edu) for one-on-one training sessions for all of our systems (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 is a member of the State Authorization Reciprocity Agreement (SARA), which benefits students by expanding approval of distance educational offerings across the states. This agreement helps students in SARA states address and resolve any complaints. To see the other benefits, go to the NC-SARA website. All US states and territories are currently members of SARA except for California.

United offers online ministry degree programs in every US state and has either been exempt, approved or is working to obtain SARA approval in these other regions. Contact our Office of Admissions for information on becoming an online student.

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.

For 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 or MACM with concentration in Chaplaincy and Pastoral Care.

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: [united.edu](http://united.edu).

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

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 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, Contextual Ministry 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 Tuesday afternoon, Monday evenings, or gathering weeks 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.

All on-campus students in Contextual Ministry courses are required to attend Common Meals on Monday evenings. Distance students are required to attend Common Meals during the Contextual Ministry retreat only. Special community meals may be planned at other times of the 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. Daugherty Award**

The Robert M. Daugherty 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 every other 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 United's 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 every other 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.

### **DMin Outstanding Project in Proclamation of the Gospel**

The DMin Outstanding Project in Proclamation of the Gospel award is given each year to a Doctoral student with an outstanding project in proclamation of the Gospel.

### **DMin Outstanding Project in Church Renewal**

The DMin Outstanding Project on Church Renewal award is given each year to a Doctoral student with an outstanding project in church renewal.

### **DMin Outstanding Project in Justice and Mercy**

The DMin Outstanding Project in Justice and Mercy award is given each year to a Doctoral student with an outstanding project in justice and mercy.

## 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 United sponsored conferences and lectures
- **50% discount** to audit any graduate level class with approval of instructor (\$250 per class)
- **Support** through the ministry of prayer - submit requests to [prayer@united.edu](mailto: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 opportunities.

The Annual Report 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 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/transcript-request/>.

## **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
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- 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.

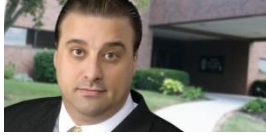
## Heritage Society

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

## Residential 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

Education: BA, The Ohio State University, (1987)  
Graduate Studies, The Ohio State University (1988, 1991)  
MDiv, Asbury Theological Seminary, (2000)  
PhD, Asbury Theological Seminary (2008)

Select Publications: *Introducing Truth Therapy: Renewing Your Mind with the Word of God*, (Xulon, 2010)  
*Participation: Epistemology and Mission Theology*, (Emeth, 2011)  
*Truth Therapy Expanded Edition*, (Wipf and Stock, 2015)  
*Unleashed: C1-13: Integrative Deliverance Needs Assessment* (Wipf and Stock, 2018)  
"Origins and Early Development of Missio Dei: A Missional Hermeneutic for Today" in *Missio Dei and the United States* (GBHEM Pub, 2018)



**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)  
"The book of Numbers." In *The New Oxford's Annotated Bible with Apocrypha* (Oxford, 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)  
*Holiness and Ministry: A Biblical Theology of Ordination* (Oxford, 2008)  
*A Farewell to the Yahwist? The Interpretation of the Pentateuch in Contemporary European Scholarship* (Brill, 2006)  
 "The book of Exodus." In *The Abingdon Study Bible* (Abingdon, 2003)  
 "Numbers." In *The New Interpreter's Bible* (Abingdon, 1998)  
*God at War: Power in the Exodus Tradition* (Oxford, 1996)  
 Revised Common Lectionary (Abingdon, 1991-3)  
*God on the Mountain* (Scholars, 1989)



**Wendy J. Deichmann**  
 Professor of History and Theology  
 President (2008-2015)

Expertise: History of Christianity, American religious history, women in the history of Christianity, historical theology, and Evangelical United Brethren, Wesleyan, and Pan-Methodist studies.

Education: BS, State University of New York at Geneseo (1981)  
 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: Restorative Wisdom Leadership, Intercultural & Interreligious Encounter, the Conscious Feminine, practical theology, and Christian spirituality

Education: BA, Carleton College (1991)  
 MDiv, Princeton Theological Seminary (1996)  
 PhD, Princeton Theological Seminary (2001)  
 Conscious Feminine Leadership Academy (2013), WWfAC

Select Publications: *Artisanal Theology* (Cascade 2009)  
*Learning in a Musical Key* (2011)

*A Companionable Way: the Path of Devotion in Conscious Love*  
(2016)



**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)

Select Publications: *If Adam Had Not Sinned: The Reason for the Incarnation from Anselm to Scotus* (Catholic University of America Press, 2020)  
*The Absolute Basics of the Wesleyan Way* (Seedbed, 2020)



**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)  
MTS, Harvard Divinity School (1993)  
PhD, Harvard University (2005)

Select Publications: *David in Distress: His Portrait Through the Historical Psalms* (T. & T. Clark, 2009)  
"The Letter of Jeremiah," in *Biblia Africana* (Augsburg Fortress, 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)  
*Foundation for Revival: Anthony Horneck, the Religious Societies, and the Rise of an Anglican Pietism* (Scarecrow, 2007)



**Anthony Le Donne**

*Associate Professor of New Testament*

Expertise: Historical Jesus, Jewish-Christian relations, social memory theory

Education: BA, Trinity Western University (1999)  
Diploma in Christian Studies, Regent College (2000)  
MA, Trinity Western University (2002)  
PhD, Durham University, UK (2007)

Select Publications: *The Historiographical Jesus: Memory, Typology and the Son of David* (Baylor University Press, 2009)  
*The Fourth Gospel in Ancient Media Culture* (T. & T. Clark, 2011)  
*Historical Jesus: What Can We Know and How We Can Know It?* (Eerdmans, 2011)  
*Jesus, Criteria, and the Demise of Authenticity* (T. & T. Clark, 2012)  
*Soundings in the Religion of Jesus: Perspectives and Methods in Jewish and Christian Scholarship* (Fortress, 2012)  
*The Wife of Jesus: Ancient Texts and Modern Scandals* (One World Publications, 2013)  
*Near Christianity: How Journeys along Jewish-Christian Borders Saved my Faith in God* (Zondervan, 2016)  
*Jesus: A Beginner's Guide* (Oneworld, 2018)



**Luther J. Oconer**

*Associate Professor of United Methodist Studies*

Expertise: Methodist history, Wesleyan theology, Asian Methodism, the Holiness Movement, and Pentecostal/Charismatic Movement

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

Select Publications: *Spirit-Filled Pentecostalism: Holiness-Pentecostal Revivals and the Making of Filipino Methodist Identity* (Pickwick, 2017)



**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)  
*Words that Heal: Preaching Hope to Wounded Souls* (Abingdon, 2019.)



**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 and Michigan)  
Board Certified Pastoral Counselor, AACC

Select Publications: AS, Highland Park Community College (1971)  
BS, Wayne State University (1973)  
BRE, William Tyndale College (1995)  
MEd, Wayne State University (1986)  
MA, Ashland Theological Seminary (1997)  
D.Min Ashland Theological Seminary (2002)  
MA, Wright State University (2010)

Select Publications: *Mentoring Manual for African American Men* (WestBow, 2012)



**Andrew Sung Park**

*Professor of Theology and Ethics*

Expertise: Systematic Theology, the doctrine of the Holy Spirit, church transformation, the doctrine of the Trinity, suffering (Han) and holistic healing, Christian mystics, science and theology, racial healing, and anointing and social holiness.

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

Select Publications: *The Wounded Heart of God* (Abingdon, 1993)  
*Racial Conflict and Healing* (Orbis, 1996)  
*The Other Side of Sin* (State University of New York Press, 2001)

*From Hurt to Healing* (Abingdon, 2004)  
*Triune Atonement: Christ's Healing for Sinners, Victims, and the Whole Creation* (John Knox/Westminster, 2009)  
*The Destiny of Suicides: Eight Types, Bullying, and Hope* (Amazon Kindle, 2018)  
*A Big Picture of Heaven and Hell: Christian Mystics and Near-Death Experiencers* (Createspace, 2018)



**David F. Watson**

*Academic Dean and Vice President for Academic Affairs*  
*Associate Professor of New Testament*

Expertise: Biblical Studies and Theological Interpretation of Scripture

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)  
*Scripture and the Life of God* (2017)

## **Affiliate Faculty**

**Richard Eslinger**

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

**Charles Gutenson**

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

**Adam Wirrig**

BA, Cedarville University (2003)  
MTS, United Theological Seminary (2011)  
PhD, University of Aberdeen (2017)

## **Adjunct Faculty**

**David Bell**

Adjunct Instructor in Church Finance  
[dbell@united.ed](mailto:dbell@united.ed)



**Mark Boda**

Adjunct Instructor in Old Testament

[Mjb949@gmail.com](mailto:Mjb949@gmail.com)

**Ed Ellis**

Adjunct Instructor in Pastoral Care

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Associate Dean for Distance Education

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Adjunct Instructor in Youth Ministry

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**Xavier Johnson**

Adjunct Instructor in Preaching

[pastor@bmbcd Dayton.org](mailto:pastor@bmbcd Dayton.org)

**Sue Nilson Kibbey**

Director of Connectional and Missional Church Initiatives, West Ohio Conference, UMC

[snkibbey@wocumc.org](mailto:snkibbey@wocumc.org)

**Calvin Lane**

Adjunct Instructor in Worship

[clane@nashotah.edu](mailto:clane@nashotah.edu)

**Rosario Picardo**

Adjunct Instructor in Church Planting

Director, Pohly Leadership Center

[rpicardo@ginghamsburg.org](mailto:rpicardo@ginghamsburg.org)

**Juan Quintanilla**

Instructor in Spanish United Methodist Courses

[jquintanilla@ngumc.org](mailto:jquintanilla@ngumc.org)

**Jyl Hall Smith**

Adjunct Instructor in Church Renewal

[jylhere@yahoo.com](mailto:jylhere@yahoo.com)

## **DMin Mentors**

Duane Anders, DMin, Boise, ID  
Frank Billman, DMin, Joelton, TN  
Brenda Braam, DMin, North Las Vegas, NV  
Dexter Cannon, DMin, Richmond, VA  
Leroy Cothran, DMin, Dayton, OH  
Kenneth Cummings, DMin, Hephzibah, KY  
Lucius Dalton, DMin, Alexandria, VA  
Sharon Ellis Davis, PhD, Whitsett, NC  
Reginald Dawkins, DMin, Smithfield, VA  
Ian Dunn, DMin, White Lake, ON  
Thomas Francis, DMin, Union City, GA  
Charles Goodman, DMin, Evans, GA  
Randy Grimes, DMin, Dayton, OH  
Harold A. Hudson, DMin, Columbus, OH  
C. Anthony Hunt, PhD, Bel Air, MD  
Justus Hunter, PhD, Dayton, OH  
Sue Lee Jin, DMin, Cincinnati, OH  
Thomas E. Jones, DMin, Cleveland, TN  
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  
Phillip Pointer, DMin, Little Rock, AR  
Rudy Rasmus, DMin, Houston, TX  
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  
Lisa Weah, DMin, Baltimore, MD

## **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 Emeritus 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)

### **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)

MDiv, Drew Theological School (1986)

MPhil, Drew University (1990)

PhD, Drew University (1991)

### **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**

### **Jodi Adkins**

Administrative Assistant for the Business Office

### **Peter Bellini**

Director of Non-Degree Programs

### **Marc Bostwick**

Instructional Technology Administrator

### **Rychie Breidenstein**

Assistant to the Director of the Library

### **Marcia Byrd**

Director of Financial Aid and Scholarships  
Lilly Grant Administrator

### **Shirlita Carson**

Accounting Manager  
Student Billing Administrator

### **Chad Clark**

Director of Student Success

### **Karen Clark**

Registrar

### **Rebekah Clapp**

Coordinator of the Hispanic Christian Academy

### **Kenneth Cochrane**

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**

Coordinator of the Course of Study Hybrid Program

**Phyllis J. Ennist**

Associate Dean for Distance Education

**Dawn Greenwalt**

Non-Degree Programs Coordinator  
Coordinator of Alumni/ae Relations

**Harold Hudson**

Associate Dean for Doctoral Studies

**Rachel Hurley**

Associate Director of Communications

**Pamela Jackson**

Student Billing Coordinator

**Vivian Johnson**

Associate Dean for Academic Affairs

**Scott Kisker**

Associate Dean for Masters Programs

**Janice Kronour**

Administrative Assistant for Doctoral Studies

**Tesia Mallory**

Director of Worship

**Kent Millard**

President

**Clementine Muteteri**

Admissions Associate

**Judith Norvell**

Part-time Receptionist

**Luther Oconer**

Director of the Center for Evangelical United Brethren Heritage

**Karen Payne**

Chief Marketing and Accreditation Officer

**Callie Picardo**

Vice President for Development

**Rosario Picardo**

Director of the Pohly Center  
Dean of the Chapel

**Jodi Rose**

Accounts Payable Administrator  
Payroll Administrator

**Brillie Scott**

Interlibrary Loan and Periodicals Assistant

**Heather Shellabarger**

Instructional Design Technologist

**Yoon Sun Shin**

Associate Director for International Students

**Justin Shamell**

Associate Director of Recruiting

**Steve Swallow**

Vice President for Finance and Administration  
Human Resources Director  
Treasurer

**David F. Watson**

Academic Dean and Vice President for Academic Affairs

**Bridget Weatherspoon**

Vice President for Enrollment

**Laura Weber**

Administrative Assistant for the President  
Secretary to the Board of Trustees

**Mandy Wood**

Development Accountant

**Deanna York**

Admissions Associate

## **Board of Trustees**

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Cincinnati, OH

**Rev. Andrew C. Thompson**  
Springdale, AR

**Mrs. Sarah Walters-Maher**  
Englewood, OH

**Bishop Mark J. Webb**  
Syracuse, NY



# 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.

##### **BI614 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.

##### **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 History of Biblical Interpretation (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.

##### **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.

**NT641 Johannine Theology (3)**

Examines the history, christology, soteriology and other theological themes articulated in the fourth gospel through a close reading and study of cultural context.

**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.

**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.*

**OT608 Psalms (3)**

Explores the Book of Psalms as a catalyst for personal devotion and contemporary ministry, giving attention to its original form and function within a worshipping and reading community. Opportunities will be provided to hone skills for interpreting Hebrew poetry for life today and create contemporary expressions based on the Psalms' themes and forms.

**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)**

Offers a multi-critical study of the book of Isaiah. Interpretation will include the history of scholarship and the role of the book in formation of Christian tradition. *Prerequisite: Introduction to Old Testament 1 and Introduction to Old Testament 2.*

**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.*

## **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 17<sup>th</sup> to the 19<sup>th</sup> century.

**CH607 Women in Christian History (3)**

Surveys women in Christian history from the beginning of the Church to the present by examining their roles and contributions. Special attention will be given to women's leadership as laity & clergy.

**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.

**CH613 History of United Methodist Missions**

Examines the development of overseas mission work of the United Methodist church from the 19th to the 20th century. This will include a survey of the history of foreign missionary work in the Methodist and Evangelical United Brethren traditions.

**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.

**CH651 European Reformation (3)**

Examines the history and theology of the Magisterial, Radical and Catholic 16<sup>th</sup> - 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**

### **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.

### **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.

## **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.

### **TH510 Theological Research and Methodology (3)**

Develops students' research skills for theological inquiry, exposes students to research methods and resources, and as a final project has students develop a thesis or project proposal for their MTS degree.

### **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."

### **TH602 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.

### **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.

### **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.

### **TH616 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.*

### **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.

**TH641 Johannine Theology (3)**

Examines the history, christology, soteriology and other theological themes articulated in the fourth gospel through a close reading and study of cultural context.

**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.

**TH702 Systematic Theology (3)**

Integrates student's understandings of the Christian faith using major theological loci. *Prerequisite: Introduction to Theology.*

**PRACTICAL THEOLOGY AREA****CHRISTIAN EDUCATION****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.

**CONTEXTUAL MINISTRY****CM501 Field Education Unit 1 (0)**

Tracks one unit of field education for students in the MDiv, MACM, and MMin

**CM502 Field Education Unit 2 (0)**

Tracks second unit of field education for students in the MDiv program.



**CM510 Contextual Ministry 1 (3)**

Engages students in field education, spiritual formation, and covenantal community, with focus upon spiritual autobiography.

**CM511 Contextual Ministry 2 (3)**

Engages students in field education, spiritual formation, and covenantal community, with focus upon personal, professional, and spiritual learning goals.

**CM610 Contextual Ministry 3 (3)**

Invites students to recognize the value of ministry within covenantal relationships built on mutual trust and grace. *Prerequisite: Contextual Ministry 1 and 2.*

**CM611 Contextual Ministry 4 (3)**

Helps students develop a theological understanding of Christian leadership within the context of their specific callings and arenas of ministry. *Prerequisite: Contextual Ministry 1 and 2.*

**EVANGELISM AND CHURCH RENEWAL****ER501 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.

**ER503 Church renewal For Mission (3)**

Examines the biblical, historical, theological, socio-cultural, and practical foundations for church renewal that leads to mission. It enables students to think creatively about the state of the church in the modern West, the growth of the church in the Global South, and mission in a global context.

**ER605 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.*

**ER610 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.*

**ER615 Black Church Renewal (3)**

Examines the contemporary black church, including effective models of renewal. *Prerequisite: Foundations for Church Renewal.*

**ER616 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.*

**ER617 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.*

**ER618 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.*

**ER619 Charismatic Ministry and Practice 1 (3)**

Introduces the theological and practical foundations for divine healing as well as other types of ministries and practices within Global Charismatic Christianity. Special attention will be paid to the methodology and ministry of Global Awakening.

**ER620 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.*

**ER633 Evangelism Seminar: Church Planting (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.

**ER653 Church Renewal Seminar: Change the World (3)**

Examines special topics within church renewal, including the renewal of worship, preaching and church leadership will be discussed. Requires attendance and participation in the Change the World Conference.

**ER663 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.

**ER673 Church Renewal Seminar: Holy Spirit Seminar (3)**

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.

**ER681 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 of Supernatural Ministry through Aldersgate Renewal Ministries.

**ER683 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.

**ER693 Cross-Cultural Evangelism Seminar and Trip (3)**

In conjunction with World Methodist Evangelism's international evangelism seminars, develops students' conceptualization and practice of mission and evangelism in a cross-cultural setting. Requires attendance and participation in the international seminary (locations vary).

**LEADERSHIP DEVELOPMENT**

**LD504 Ministry of Administration (3)**

Examines theologies of ministry and techniques for church administration giving purpose and offering process to all areas of ministry.

**LD510 Church Stewardship and Finance (3)**

Explores the biblical and theological background for stewardship and practical applications for funding the work of the local church.

**LD511 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.

**LD512 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.

**LD516 Ministry in the City (3)**

Examines the dynamics of life in urban, metropolitan settings to develop leadership skills for ministry in these geographic areas

**LD530 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.

**LD612 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.*

**LD613 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.

**LD620 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.

**LD621 Leading Teams (3)**

Guides participants to think theologically about supervision of staff, committees, groups, teams and leadership of a congregation/teams using theological reflection models applied to supervisory case material brought by class members.

**LD631 Online Teaching Strategies for Ministry Education (3)**

Covers online teaching strategies, community building, and evaluation of learning, using best practices and proven research.

**LD640 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.

**LD640 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.

**LD653 Engage: Spirit & Truth Conference**

Helps leaders to understand why and how to engage their local churches, community, and world in the mission of God. It will help with basic missiological methodology and praxis in a post-Christendom culture. Students must attend the Engage: Spirit and Truth Conference.

**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.

**PC621 Pastoral Care in Diverse Contexts (3)**

Invites participants to examine aspects of the practice of pastoral care outside of congregational settings (e.g., health care, corporations, corrections, military) in order to effectively minister to people from diverse spiritual backgrounds in diverse settings who are facing crises.

**PC622 Pastoral Care and Counseling and the Holy Spirit (3)**

Examines the person and work of the Holy Spirit in relation to pastoral self-care and the pastor's care for the congregation.

**PC625 Preaching and Trauma (3)**

Equips leaders to support hope, healing, and resilience through engagement with trauma theory and trauma-aware preaching.

**PC705 Clinical Pastoral Education (5)**

Is taken through an accredited CPE agency. Requires pre-approval from Pastoral Care faculty.

**PC706 Advanced Clinical Pastoral Education (1)**

Offers foundational theory of chaplaincy to those students enrolled in an ACPE affiliated hospital or ministry.

**PC707 Kettering Health Network Summer CPE Intensive (3)**

Provides students with level 1 or level 2 Clinical Pastoral Education by an ACPE accredited program through Kettering Health Network. Students complete 1 unit of CPE over ten weeks, with 400 hours of education for ministry, and 300 hours of supervised clinical ministry.

**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.

**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.

**PW625 Preaching and Trauma (3)**

Equips leaders to support hope, healing, and resilience through engagement with trauma theory and trauma-aware preaching.

**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, Contextual Ministry 1, 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****CQ640 MA Integrative Colloquy (3)**

Integrates student's previous coursework into a final project designed in consultation with the student's advisor.

**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.

**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.*

**SS601 MDiv Mid-Program Review (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 Review (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 Review (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 Program Review (0)**

Includes student's electronic portfolio, the Graduating Student Questionnaire and Final Program Review interview. *Students must register for this evaluation in their final semester. Evaluation must be completed at least two weeks before graduation.*

**SS702 MTS Final Program Review (0)**

Includes student's electronic portfolio, the Graduating Student Questionnaire and Final Program Review interview. *Students must register for this evaluation in their final semester. Evaluation must be completed at least two weeks before graduation.*

**SS703 MACM Final Program Review (0)**

Includes student's electronic portfolio, the Graduating Student Questionnaire and Final Program Review interview. *Students must register for this evaluation in their final semester. Evaluation must be completed at least two weeks before graduation.*

**SS705 MMin Final Program Review (0)**

Includes student's electronic portfolio, the Graduating Student Questionnaire, and Final Program Review interview. *Students must register for this evaluation in their final semester. Evaluation must be completed at least two weeks before graduation.*

**SS706 MA Final Program Review (0)**

Includes student's electronic portfolio, the Graduating Student Questionnaire, and Final Program Review interview. *Students must register for this evaluation in their final semester. Evaluation must be completed at least two weeks before graduation.*