



WHERE FAITH COMES TO LIFE



Academic Catalog 2017-2018

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Houston Graduate School of Theology equips women and men to be ministers and messengers of God's mission of reconciliation through academic excellence, personal transformation, and leadership development

All Information in this Catalog is subject to revision or deletion without notice.

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Welcome to Houston Graduate School of Theology

Thank you for exploring Houston Graduate School of Theology—the only Houston-based, Protestant seminary fully accredited by The Association of Theological Schools in the United States and Canada (ATS).

Founded in 1983, HGST is approved by ATS to offer five master's degrees—Master of Divinity, Master of Theological Studies, Master of Arts in Counseling, Master of Arts in Spiritual Direction, and Master of Arts in Missional Leadership—and the Doctor of Ministry degree (see page 2 for ATS contact information). As a learning community of faith, HGST faculty, staff, and students care about and support one another as they discern their calling to participate in God's redemptive activity in the world.

Houston Graduate School of Theology offers many *benefits* including the following—

Commitment to Quality—HGST faculty and staff are committed to the pursuit of excellence in every facet of the seminary experience

Affordable Cost—Courses and degree programs offer excellent financial value with seminary staff dedicated to helping students secure adequate funding

Class Selection—Approximately forty classes are offered every semester allowing students to complete their entire degree in Houston

Convenient Schedules—Classes are offered in the daytimes and evenings, on weekends, and as online/hybrid courses to fit work and family responsibilities

Customized Pace—Students may choose to study full- or part-time; to take classes in pursuit of a specific degree or certificate program; or to fulfill degree completion requirements as a non-degree student

Rich Diversity—Students attend classes with men and women from a wide range of denominational and non-denominational traditions, representing many cultural backgrounds

Personal Attention—Classes are small enough for active participation but large enough for ample dialogue

Specialized Study—Stand-alone certificates or degree concentrations in Missional Leadership, Christian Spirituality, or Spiritual Direction are available

To learn more about how to discern and share your journey of faith as a Christian leader or a Christian counselor, please review the contents of this Academic Catalog and contact the HGST faculty and staff for helpful direction.

Blessings,
James H. Furr, PhD

ACCREDITATION, ELIGIBILITY, AND PROFESSIONAL RELATIONSHIPS

Houston Graduate School of Theology is accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada to offer the following degree programs: Master of Theological Studies, Master of Arts in Counseling, Master of Arts in Spiritual Direction, Master of Arts in Missional Leadership, Master of Divinity, and Doctor of Ministry degrees. The Commission contact information is: The Commission on Accrediting of the Association of Theological Schools in the United States and Canada, 10 Summit Park Drive, Pittsburgh, PA 15275 USA; telephone 412-788-6505; fax 412-788-6510; website www.ats.edu.

- HGST is listed in the Education Directory: Colleges and Universities, published by the Office of Educational Research and Improvement of the U.S. Department of Education Center of Statistics.
- HGST is authorized under federal law to enroll nonimmigrant alien students.
- HGST is approved by the State Approving Agency for veterans' benefits.
- HGST is a member of the Council of Southwestern Theological Schools (COSTS).
- HGST is approved to offer degrees in Texas by the Texas Higher Education Coordinating Board.
- HGST is approved by the Texas State Board of Examiners of Licensed Professional Counselors to offer the Master of Arts in Counseling in preparation for the Licensed Professional Counselors – Intern licensure, and The State Board of Marriage and Family Therapists in preparation for the Licensed Marriage and Family Therapist - Associate licensure.
- HGST is approved by the Texas State Board of Examiners of Professional Counselors Continuing Education as a CE Provider.

GENERAL ACADEMIC POLICIES

Academic Calendar – The academic year is divided into a fall semester, a spring semester, two summer terms and, from time to time, intensive, mini-terms. Schedules, requirements, and credit for all courses are measured in terms of semester hours, regardless of when they are offered. HGST publishes an official academic calendar each year in the front of the catalog and on the website.

Academic Probation and Suspension – A student will be placed on academic probation for the following reasons:

- A student whose cumulative GPA falls below the published minimum for his or her degree program will be placed on academic probation according to the following scale:
 - DMin – 3.00
 - MTS – 2.75
 - MAC – 2.75
 - MAC/MDiv – 2.50
 - MDiv – 2.25
 - MASD – 2.25
 - MAML – 2.25
- A student receives three or more failing grades over three or fewer successive terms.

A student placed on academic probation may register for no more than 10 credit hours per regular semester (6 hours in the summer) until the student's cumulative GPA rises above the minimum requirement. A student placed on academic probation due to a low cumulative GPA shall automatically be removed from academic probation when the student's cumulative GPA rises above the minimum required for his or her degree program. A student whose cumulative GPA remains below the minimum requirement for two consecutive semesters will be placed on academic suspension. The first academic suspension period is for *one academic year*.

Academic Standing for VA-eligible Students – A student receiving Veterans Administration educational benefits must maintain the published minimum cumulative GPA for his or her degree program. Any student whose GPA falls below the minimum for two consecutive terms will no longer be eligible to receive VA benefits. Students who fail to achieve or maintain the published minimum shall be placed on probation for one semester. If the student achieves a semester GPA above the minimum during the probationary semester, but has not achieved the required cumulative GPA, the student may be continued on probation for one more semester.

If the student on probation fails to achieve the published minimum at the end of the first probationary semester, HGST is required to report the student to the Veterans Affairs Regional Office as making unsatisfactory progress. If it appears unlikely that a student can benefit from seminary education, he or she may be advised not to continue on the basis of one semester of unsatisfactory work. A student who fails to achieve the published minimum for two consecutive probationary semesters shall be reported to the Veterans Affairs Regional Office and dismissed from school. Students who achieve the minimum published cumulative GPA or higher at the end of either their first or second period of probation shall automatically be removed from academic probation.

AIDS Policy – Individuals diagnosed as HIV positive or with AIDS are provided equal protection under state and federal law against discrimination. The Seminary will make reasonable accommodations for any persons with AIDS or HIV to ensure their full participation in the Seminary community. This reasonable accommodation is assured by our concern for equitable treatment of all who study and work in the Seminary community, and to follow the legal guidelines for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Except as required or permitted by law, the Seminary will not ask students, faculty, or staff to respond to questions about the existence of HIV infection or AIDS, nor will any person, group, agency, insurer, employer, or institution (including churches and church judicatories) be provided with medical information of any kind without the prior written consent of the person. Any member of the Seminary community who has AIDS or HIV will be treated fairly and compassionately and her or his right of privacy will be respected. The potential for discrimination and mistreatment of those persons who are known to have HIV or AIDS requires that confidential information concerning any aspect of HIV infection or AIDS be handled with extraordinary care.

The Seminary should and will condemn all such occurrences of discrimination and mistreatment as intolerable and will respond to them quickly and effectively through those preexisting channels most relevant to the nature and context of the discrimination or mistreatment.

Attendance – Regular attendance is expected in all classes. Students are responsible for obtaining information from fellow students about missed lectures or announcements made in their absence and assume the risk of missing assignments or quizzes by any absence. Whenever possible, the instructor should be notified prior to the absence. Attendance is especially important in intensives, mini-terms, or seminar-style classes. The success of any course depends upon the regular attendance and participation of each member. Therefore, an excessive number of absences, as outlined in the syllabus, may result in a grade of “F” for the course, despite completion of other requirements.

Auditing – From time to time, current HGST students may decide to audit a course rather than take a course for credit. Students may register to audit scheduled courses through their faculty advisors. Anyone who is not a current student, but who would like to audit a course, may apply to HGST as a non-degree student. An “auditor” is defined as a student registered for a course without credit and without obligation to do work assigned to the class. The full non-degree student admission process shall be followed, the applicant must be accepted as a student at HGST, and a faculty advisor will be assigned.

Children on the HGST Campus – In addition to providing graduate-level studies, Houston Graduate School of Theology is a community of faith and caring, concerned with the well-being of every member of its family. However, unattended children can disrupt the teaching and learning process, may damage equipment or facilities, and may cause injury to themselves or others. HGST employees are not qualified to provide adequate childcare and cannot take responsibility for the safety and well-being of children while their parents are in class, conducting business on campus, or studying in the library. Therefore, students with children under the age of 12 should seek alternative childcare arrangements off campus.

Children 12 and older may sit quietly and read or study in the Student Commons or the Library. In every case, parents are responsible for ensuring that their children do not become distractions to fellow students or HGST employees. Noncompliance may lead to the revoking of the privilege of bringing children of any age to campus.

Continuance – HGST is an educational institution that is redemptive in spirit, but rehabilitation of individual students is not its primary mission. The total record of a student is subject to review each time he or she registers for classes. HGST reserves the right to discontinue at any time the enrollment of any student whose quality of academic performance, ethical or moral conduct and life style, or financial standing is considered unacceptable.

Copying and Copyright – HGST students are expected to purchase or otherwise obtain a copy of each required textbook. A copy of the required textbook for each HGST course is placed on reserve in the Library every semester; however, reserve books may not be removed from the Library nor may they be photocopied in their entirety. Except in cases where a book is out of copyright (published prior to 1923) or is not available at a reasonable cost, photocopying an entire book is forbidden under U.S. Copyright Law (Title 17, U.S Code).

The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act. These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Course Load – For the MDiv, MTS, MAC, MASD, and MAML programs, a full-time load is defined as at least nine credit hours for fall and spring semesters. A full-time load for summer terms is defined as at least six credit hours. For the DMin program, a full-time load is defined as seven hours in a semester. Full description of full-time and part-time status for the DMin program can be found below under “Doctor of Ministry Definitions and Policies.”

Credit Hour – The unit of measurement for coursework is the credit hour. One credit hour is equal to fifteen “contact hours” of instructional time (the equivalent of one “contact hour” per week throughout a fifteen-week semester). A “contact hour” is equivalent to 50 minutes of instruction. Students should ordinarily anticipate two hours of preparation time outside of class for each hour spent in class. (See Student Workload Expectations, page 10).

Directed Study – Students may request, on a limited basis, to complete courses on the basis of “directed study” rather than through classroom instruction, subject to the following limitations:

1. Full-time faculty members may lead no more than three directed studies in any fall or spring semester and no more than two during the summer.
2. Students may enroll in no more than one directed study in any semester.
3. Students may count no more than two directed studies toward the completion of the Master of Arts in Counseling, Spiritual Direction, or Missional Leadership or the Master of Theological Studies. Students may count no more than three directed studies toward the completion of the Master of Divinity. Any directed study over the stated limits will not count toward fulfillment of the degree program.
4. Students may not take directed studies until completing their first 15 credit hours.
5. Ordinarily, adjunct instructors will not be permitted to conduct directed studies. Any exception will be granted upon approval by the HGST Academic Office. 500-level courses may not be taken as directed study. The “501” courses (OT 501, NT 501, PC 501, PR 501, CS 501, and TH 501), and COU 674 Group Process and Practice may never be taken as directed study.
6. A Directed Study will not be granted for a course during the semester in which that course is scheduled. If the directed study is a course that is regularly scheduled, the directed study syllabus must show that additional work is required to compensate for the lack of classroom time with the instructor. The instructor should take into consideration the lack of classroom time when designing a directed study syllabus.
7. Normal semester schedules apply to directed studies.

8. The 790 courses are subject to the Directed Study fee and the above-listed policies since the course is directed. A student registering for a 790 course should include a statement concerning the nature and extent of the proposed research on the Directed Study Request form.
9. A course, which is listed on the schedule but does not meet minimum enrollment, may be taught with a modified schedule and will not be considered a directed study.
10. Normally, language courses will not be considered directed study courses; therefore, they will not count toward the maximum number of directed studies allowed within a degree program.

Educational Rights and Privacy – FERPA is an acronym for the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, 34 CFR 99). Congress enacted FERPA, also referred to as the “Buckley Amendment,” in 1974. FERPA mandates that schools, including colleges and universities, maintain students’ records in a confidential manner. It requires that students be allowed to inspect and review their education records and request the amendment of records that are inaccurate or misleading. It also prohibits the disclosure of student information except in limited circumstances. Rights under FERPA apply to eligible students. An eligible student is an individual who is or has been in attendance at HGST. FERPA rights begin on the first day of class in the academic term for which the student is accepted. Applicants who are denied admission or who never attend are not covered under FERPA. Admissions records for students who decide not to matriculate are destroyed after two years.

Education Records

Education records are records directly related to a student and maintained by HGST or by a party acting for HGST. Printed documents, handwritten notes, emails, electronic documents, and web pages can all contain education records covered by FERPA. Education records may include but are not limited to:

- Student folders in Admissions/Registrar/Financial Aid/Advisors/Placement offices
- Student classroom activity or homework maintained by HGST as part of the student’s permanent record
- Reports and records
- Class rolls, papers, and tests
- Application forms for student organizations/activities
- Memos between school employees
- Photographs
- Most student disciplinary records

Student files are kept in the Registrar’s Office until five years after the student’s date of graduation or the student’s last day of attendance. Following that date, some records, such as academic transcripts, changes of grade forms, and applications for admission, are maintained by HGST, either in hard copy or digitally, according to an approved Records and Retention Schedule. Records not scheduled for retention will be destroyed. The following are not included in the definition of education records:

- Employment records where employment is not connected to student status
- Alumni records that do not relate to the person as a student
- Records made by instructional, administrative, and educational personnel that are not shared with others

Directory Information

FERPA permits institutions to define some education record information as “directory information” not confidential under FERPA. This is information that is generally not considered harmful or an invasion of privacy if disclosed. HGST considers the following directory information:

- Student’s full name
- Permanent address and telephone number
- Local address and telephone number
- Email address
- State of residence
- Date and place of birth
- Marital status
- Academic status
- Class schedule and roster
- Name of advisor
- Major field of study

- Dates of attendance and graduation
- Degrees and honors & awards received
- Photographic, video, or electronic images of students taken and maintained by the school

Although the above information is not confidential under FERPA, HGST will not disclose this information to third parties who plan to use the information for purposes of commercial solicitation. Students may opt out of the release of directory information by completing a form available in the Registrar's office.

Student Rights Under FERPA

Under FERPA, students may:

- Inspect and review their education records (requests should be made in writing)
- Request the amendment of inaccurate or misleading records (requests must be made in writing)
- Consent to disclosure of personally identifiable information contained in their education records by completing a form available in the Registrar's office
- File a complaint with the U.S. Department of Education concerning alleged failures by HGST to comply with this law

HGST is not required to provide a copy of education records unless failure to do so would deny access. Records cannot be destroyed if a request is pending. The school must comply with written requests to inspect and review education records within 45 days. FERPA does not grant the student access to:

- Educational records that contain information on more than one student (the student may review only the specific information about himself or herself).
- Confidential letters of recommendation, for which the student has signed a waiver and which are related to admission to HGST

School Officials and Legitimate Educational Interests

A school official is a person employed by HGST in an administrative, supervisory, academic, research, or support staff position. This includes contractors, consultants, volunteers, and other outside parties to whom the institution has outsourced institutional services or functions, persons serving on the Board of Trustees, and students serving on official committees or assisting school officials in performing their tasks. Only school officials with a legitimate educational interest may access education records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school. Upon request, HGST also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Electronic Equipment Usage in Classrooms – Students will use technology (cell phones, laptop computers, iPads, etc.) during classes only for the purposes of class work. Therefore, students should turn off cell phones and refrain from texting and using laptop computers during classes except for the purposes of taking notes or doing research specifically authorized by the course instructor. Students who have emergency needs not covered by this policy must ask for an exception from the course instructor.

Extensions and Incompletes (Master's Students) – At the discretion of the Instructor for first extension requests, a student may request and apply for an extension on all required assignments that are not completed before the end of the semester or term, subject to a half-letter grade or more reduction on the final grade (e.g., A to A-; B to B-). If an extension is granted, the instructor will record a grade of "I" (Incomplete). Deadlines for first extensions are as follows: Fall Semester – January 30; Spring Semester – June 15; Summer Term – September 15. Assignments not submitted by the deadline will not count toward the final grade, and the student may receive a failing grade (F) for the course.

An additional extension may be granted by the Academic Dean, with the agreement of the instructor of record, only after a student has submitted the second extension request form prior to the first extension deadline. Deadlines for second extensions are as follows: Fall Semester – February 28; Spring Semester – July 15; Summer Term – October 30. Assignments not submitted by the deadline will not count toward the final grade, and the student may receive a failing grade (F) for the course.

Grades are assigned according to the following system of notation:

A=excellent; B=good; C=satisfactory; D=low passing; F=failure; P=passing (when a course is taken Pass/Fail)

Pluses (+) or minuses (-) shall indicate an evaluation on the borderline of the full letter grade.

In addition to these letter grades, the following notations may appear on a student's grade report and/or transcript:

- I/Incomplete – A temporary notation, indicating the student has not completed required work prior to the end of the semester, and the instructor has agreed to allow additional time. An incomplete will be converted to the grade earned by the student after the approved extension period.
 - NC/No Credit – A notation used in cases where a student has enrolled for continuations or other courses that carry a course number but for which no credit is offered (e.g., DMin project continuation).
 - NCF/No Credit – A notation used in cases where a student has failed a course and retaken the course resulting in a satisfactory grade. The failing grade is then replaced administratively with “NCF.”
 - W/Withdrawn – student has withdrawn from class within the first 6 weeks of a regular semester or within the first 40% of scheduled contact hours for summer or mini terms.
 - WP/Withdrawn while Passing – student has withdrawn from class after the first 6 weeks of a regular semester or after the first 40% of scheduled contact hours for summer or mini terms, but prior to the beginning of the 12th week of class in a regular semester or within the first 80% of scheduled contact hours for summer or mini terms, and is passing at the time of withdrawal.
 - WF/Withdrawn while Failing – student has withdrawn from class after the first 6 weeks of a regular semester or after the first 40% of scheduled contact hours for summer or mini terms, but prior to the beginning of the 12th week of class in a regular semester or within the first 80% of scheduled contact hours for summer or mini terms, but is failing at the time of withdrawal.
 - WA/Withdrawn Administratively – an internal adjustment in a student’s academic record to be used only in cases where the student did not, cannot, or will not be able to complete a class because of circumstances beyond his/her control, and the student did not or was unable to complete the necessary paperwork and is unable to do so at the time the WA is awarded.
- When the NC, NCF, W, WP, WF, or WA is awarded, no credit hours or grade points are earned and cumulative totals and averages are unaffected.

Grade Appeal Policy

When to Appeal a Grade

Students may only appeal the *final* grade for a course when:

- The student is able to demonstrate that an inappropriate grade was assigned because of prejudice, caprice, or other improper conditions, such as mechanical error or assignment of a grade inconsistent with the instructions, syllabus, and/or stated academic policies.
- The student wishes to challenge the reduction of a grade for alleged academic dishonesty.

The burden of proof is on the student, except in cases of academic dishonesty, where the burden of proof is on the instructor.

When Not to Appeal a Grade

Students may not appeal a *final* grade when:

- The student feels that the course was poorly designed or that poor instructions were received. These may be legitimate concerns but are more appropriately addressed through course evaluations.
- The student feels that course participants were graded too severely.

Process of Filing a Grade Appeal (complete in the following order)

1. Step One: The student will contact the course instructor to request a grade change. If Step 1 fails to resolve the issue, the student may proceed to Step 2.
2. Step Two:
 - The student will prepare and submit a written appeal form to the Academic Dean within **30 calendar days** after the grade report was received.
 - The appeal form and supporting documentation will be reviewed by the Academic Dean within **10 days** to determine a decision.
 - A written decision is sent to both parties within **10 days** of the initial receipt of the appeal form.
 - The student has **10 days**, following the date of the written decision, to appeal the decision in writing to the President.

How to Prepare a Written Appeal

- It is critical for students to give ample time and attention to the written appeal. Success in this process may be determined by one's ability to present thorough and accurate information. A request for a grade appeal is a professional document.
- The student must state clearly any evidence and facts that support the grade appeal.
- This is not the appropriate place to share negative comments about the instructor or the class. Likewise, exaggerated claims that cannot be verified will only hinder one's case.
- Students are required to attach all documentation in one's possession, which may include, but not be limited to, personal grade records, graded assignments, and emailed communications with the instructor. The Academic Dean may request written documentation from the instructor.

Grade Point Average (GPA) is based on the four point system: A=4.0; A-=3.7; B+=3.3; B=3.0; B-=2.7; C+=2.3; C=2.0; C-=1.7; D+=1.3; D=1.0; D-=0.7; F=0.0.

Courses in which the student receives a failing grade ("F") count as hours attempted and are computed in the GPA. If a grade of P, W, WA, WP, or WF is received, the course is counted toward the number of hours attempted but is not computed in the GPA. The minimum cumulative GPA required for graduation is 3.0 in the Doctor of Ministry, Master of Arts in Counseling, and Master of Theological Studies degree programs and 2.5 in the Master of Divinity degree program.

No grade below C- will be considered a passing grade for a required course.

Grade Reports Grade reports are distributed via email to students at the close of each semester. Students who do not wish to receive grades via email may choose to opt out through the Registrar's Office. In the event a grade of "I" has been given, an adjusted Grade Report will be issued when incomplete work is completed. Students whose business office accounts and library fines remain unpaid at the end of the term will not receive Grade Reports until the accounts are settled.

Graduate Honor Policy (Master's Students) – For eligibility for academic honors, the student must have completed the degree program in the calendar time allotted for the degree program as stated in the academic catalog and must have earned a cumulative GPA in the following categories: 3.9-4.0=summa cum laude; 3.8-3.89=magna cum laude; 3.7-3.79=cum laude.

Graduation – HGST conducts two commencement ceremonies each academic year, in December and May, and an August graduation option with no commencement ceremony. Students receiving diplomas at the August graduation may participate in the December commencement. Deadlines for applying for graduation can be found within the Academic Calendar (pages 52-4).

Inactive Status – Failure to enroll in two consecutive regular terms (fall or spring) will result in a student being placed on Inactive Status. After a student has been placed on Inactive Status, he or she may petition the Academic Office for reentry and reinstatement of Active Status. The student will reenter under the provisions of the HGST Catalog for the current academic year. Following failure to enroll in four consecutive fall and spring semesters, he or she will no longer be considered a student at HGST and must reapply. Following graduation, students are automatically moved to Inactive Status. If a graduate desires to take further coursework within two years, he or she may petition the Academic Office for reentry and reinstatement of Active Status. A student that graduated more than two years prior to the desired reentry must reapply. Students will reenter under the provisions of the HGST Catalog for the current academic year.

New Student Orientation – New students may not complete the class enrollment process for fall or spring semesters prior to attending a required New Student Orientation session, held on campus at least twice annually. New students enrolling in summer terms will attend the next available New Student Orientation. In the DMin program, orientations are scheduled on or near the opening of each DMin semester—mid-May and mid-November.

Non-discrimination – As a diverse and welcoming community, HGST does not discriminate on the basis of age, gender, race, national or ethnic origin, or handicap in any of its policies, practices, or procedures, including admission.

Plagiarism is presenting the work of another person as one's own without giving proper credit for the use of the information. Students must not quote or paraphrase books, articles, essays, or Internet sites without giving proper credit to the author(s). Students should guard against plagiarism by crediting the original author through use of proper citations. Internet plagiarism is a

particularly easy and tempting form of intellectual theft. Cutting and pasting sentences and paragraphs from the Internet without citations is plagiarism. Failure to cite Internet sources is plagiarism. Any student found guilty of plagiarism is subject to a range of consequences as outlined below:

1. If a faculty member suspects plagiarism, the instructor will investigate. If suspicions are confirmed, the faculty member will present the evidence to the Academic Dean as a record of the offense. If the Academic Dean concurs with the allegations, the following procedures should be implemented as applicable:
 - a. The faculty member may discuss the offense with the student following consultation with the Academic Dean, but the student will meet with the Academic Dean.
 - b. For a first offense, the faculty member, in consultation with the Academic Dean, may give opportunity for a rewrite of the assignment or may assign a grade of zero for the plagiarized assignment.
 - c. For a particularly egregious case of plagiarism on a major assignment, the consequences could result in automatic failure of the course.
2. The student may appeal the above-mentioned decisions of the faculty member in writing to the Academic Dean.
3. The second confirmed offense will result in expulsion from school. The student will be notified by a letter from the Academic Dean. His or her only opportunity for appeal will be to the President in writing. The President's decision will be final.

Readmission following Suspension– Students suspended from HGST due to unsatisfactory academic progress will not be readmitted. However, a student who requests readmission after the one-year suspension must present written evidence that the cause or conditions that led to the suspension have been remedied. The evidence must be satisfactory in the judgement of the Academic Dean, who will work with appropriate admissions and/or administrative committees to determine readmission.

Repeated Courses due to Unsatisfactory Completion – Students will be given one opportunity to make up a failed course by retaking the course in order to receive an acceptable grade and to raise the overall GPA to an acceptable score. In order for the GPA to move to an acceptable score, the Academic Office may replace the “F” with an “NCF” so that the make-up work will count appropriately.

Satisfactory Academic Progress – The Standards for Satisfactory Academic Progress (SAP) are:

- Maintain a cumulative GPA that is equal to or greater than the graduation standards published in the HGST Academic Catalog for a student's program of study;
- Successfully complete degree program according to the following scale:

Degree	Required GPA	Credit Hours Required	Years to Complete	Annual Completion Pace for SAP
MAC	3.0	68	5	13.4
MASD	2.5	38	4	9.25
MAML	2.5	38	4	9.25
MTS	3.0	41	4	10
MDiv	2.5	75	7	10.7
DMin	3.0	43	6	7.2

Sexual Harassment

General Policy

Title VII of the Civil Rights Act of 1964, as amended, and the federal regulations adopted under that act, prohibit sexual harassment in the employment setting. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex, including sexual harassment, in any educational programs and activities of educational institutions that receive federal funding. Students and employees are covered by Title IX.

As Christians, we affirm that God's will for both religious institutions and society as a whole is the full and equal participation of all persons without distinction as to gender, race, religion, or physical disability Human relationships in the church should be marked by respect and Christ-like love Leadership should be marked by the Christ-like servant character that distinguished the Lord we serve while he was on this earth.

When sexual harassment or abuse occurs, the Christian community bears a responsibility to help the victims of such abuse and to correct it. The existence of human sin, however, means that this desirable solidarity and equality in the human community has been and perhaps will continue to be broken by violence and sexual abuse. HGST also has a responsibility to insure that policies are in place both to prevent such abuse insofar as it is possible and to discipline offenders when it occurs.

Sexual harassment is defined by the Equal Employment Opportunity Commission as:

Any sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individual, or (3) such interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

HGST officers will not tolerate any of the behaviors named above.

Student Relationships

Relationships, between students and their teachers, advisors, and others holding positions of authority over them, should be conducted in a manner that avoids potential conflicts of interest, exploitation, or personal bias. Given the inherent power differential, the possibility of intentional or unintentional abuse of that power should always be borne in mind. For example, a conflict of interest arises when an individual evaluates the work or performance of a person with whom he or she is engaged in a romantic or sexual relationship. Romantic or sexual relationships between students and persons in positions of authority compromise the relationship between students and the seminary. No faculty or staff member should be romantically or sexually involved with a current HGST student.

In the case of a student complaint of sexual harassment or inappropriate relational contact with a faculty member, the follow steps will be taken:

1. The Academic Dean, President, or designated representative will investigate the incident, including meeting with the student and other involved party or parties. If the incident can be resolved to the satisfaction of all involved, the incident will be considered concluded.
2. If the incident is not resolved, a sexual harassment grievance committee will be convened to investigate and recommend a satisfactory solution. The committee, appointed by the President, should include at least one member from the following groups:
 - Board of Trustees
 - Administration
 - Faculty
 - Student Body
3. The committee will gather all necessary evidence and make one of the following recommendations.
 - Dismissal of charge because of insufficient evidence.
 - Recommendation of disciplinary action against the accused, which may include dismissal, a period of probation, or official reprimand, following the general guidelines for disciplinary actions in this manual.
 - In an extreme situation, the committee may recommend legal action by the complainant.
4. Either party may appeal the decision of the committee to the Board of Trustees. The Board of Trustees may choose the course of action that they deem appropriate. The Board of Trustees' decision will be final.

Student Housing is not offered at HGST nor is there an on-site cafeteria. However, numerous housing and dining options are located near the campus.

Student Workload Expectations

Approximate Assignment/Effort Equivalencies

- 1 hour for each hour in class (where 50 minutes of class time = 1 hour)
- 1 hour for each 20 pp of assigned reading (as little as 1 hour for each 10 pp for very technical reading)
- 1-2 hours for 1 page of a paper (recognizing research papers require more time than some other kinds of papers)
- 5-10 hours for a major exam or project (recognizing exams/projects may have varying levels of significance in course requirements)
- ¼-1 hour for translation and/or exegesis of a biblical language verse

- 0-2 hours for a quiz (recognizing some quizzes require unique preparation, while others require no other preparation than what is involved in completing other assignments)

Some assignments may not fit this paradigm and require unique quantification of workload value. For example, online assignments may involve varying workload values, depending on whether they require synchronous discussion (where one hour online = one hour of workload) or require additional workload preparation, which should be calculated appropriately.

Hours of Workload for Courses

Master's Programs:

- For 4-hour course: 135-170 hours of student academic work
- For 3-hour course: 120-150 hours of student academic work
- For 2-hour course: 80-100 hours of student academic work
- For 1-hour course: 40-50 hours of student academic work

DMin Program: For each credit-hour of seminar work: 40-50 hours of student academic work

Transcripts of work will be provided upon written request and payment of transcript request fee to HGST. Request forms are available on the HGST website. Transcripts will not be released, however, if any financial obligations remain unsettled.

Transfer Credit – Students may request that HGST consider transfer credits from previously completed graduate work according to the policies below, as well as the policies specific to individual degree programs, as found elsewhere in this catalog.

- The student must have earned the requested transfer credit from schools accredited by CHEA-approved accrediting agencies.
- The student who wishes to transfer to HGST from another seminary must follow the same application procedures and meet the same admission criteria as those set for new students.
- The student must petition the Academic Office, in writing, for the granting of transfer credit. Official transcripts of all seminary work must be mailed to HGST directly from each seminary previously attended and will be evaluated for possible transfer credits applicable to one of the Master's degree programs. Before transfer credits are granted, the Academic Office may request further information on the courses in question, such as course descriptions or syllabi.
- Because every degree at every school is unique, the Academic Office will scrutinize the potential credits for applicability and correspondence to the HGST degree. While one-to-one correspondence is not always necessary, the degree and transfer courses must be comparable to the HGST degree and courses.
- All coursework accepted for transfer credit must have received a grade no lower than the minimum graduation GPA for the degree entered, i.e., a B- (2.7 on a 4.0 numerical scale) for MASD, MAML, and MDiv applicants and no lower than a B (3.0 on a 4.0 scale) for MAC, MTS, and DMin applicants.
- Transfer hours are subject to the following limitations:
 - A student may transfer up to two-thirds of the MAC, MTS, MASD, MAML, and MDiv degrees.
 - A student may transfer up to one-half of the coursework of the DMin degree (the ministry project may not be transferred).
 - In accordance with ATS standard A.3.2.2., courses considered for transfer credits into the MAC, MASD, MAML, and MDiv degrees should be no older than seven years from the start date at HGST.
 - Courses considered for transfer credits into the DMin degree should be no older than three years from the start date at HGST.
 - In accordance with ATS standard ES.7.3.1, no more than half of the credits from one degree may be shared by a second degree.

Withdrawal from Courses – Students who wish to withdraw from an enrolled course must complete a course drop/add form with the Registrar and pay the course drop/add fee. Note the deadlines related to course withdrawal in the Academic Calendar and descriptions of withdrawal notations listed on page 7 of this Catalog.

Withdrawal from Degree Programs – Students in good standing who decide to change degree programs must submit a change of Degree Program Request form the Academic Office, expressing their reasons for making the change in order to receive approval to switch degree programs.

Withdrawal from HGST – Students who decide to withdraw from HGST must complete a Withdrawal Form, obtained through the Registrar’s Office. Students are responsible for all outstanding financial obligations (e.g., tuition, fees, and library fines). Transcripts will not be released until all financial obligations are satisfied.

ADMISSION REQUIREMENTS

Master’s Level Applicants

A person who holds a bachelor’s degree from an accredited college or university or its educational equivalent can be admitted into the Master’s level degree program at HGST, provided the GPA for that degree is at least 2.5 for MDiv, MAC, MASD, and MAML or at least 3.0 for MTS. An applicant must:

1. Submit the completed application form, including a nonrefundable application fee of \$50.
2. Have official transcripts of all post-secondary work sent directly to HGST from the registrars of each school previously attended. International transcripts must be evaluated by an approved evaluation service (see “International Transcripts” below).
3. Have three completed reference forms, which must include a pastoral reference and an academic reference, sent directly to HGST attesting to the applicant’s ability to do graduate-level work. References from family members will not be accepted. These forms are downloadable from the HGST website or available from the Admissions Office.
4. Submit answers to admissions questions for the degree to which the prospective student is applying.
5. The Admissions Committee may require a personal interview with the applicant.
6. Complete the English Proficiency Examination as part of the admissions process. The English Proficiency Exam will be administered to entering students for admission eligibility according to the following scale:

Score by Percentage	Results
100-92	The student is eligible for admission
90-86	Admissions questions will be reviewed for grammar and style. If the writing style is accepted as graduate-level, the student passes the exam and is eligible for admission. If the writing is unacceptable, the student is required to enroll in RE 400 but is eligible for provisional admission.
80-84	The student fails the exam and is required to enroll in RE 400 but is eligible for provisional admission.
Below 80	The student is ineligible for admission.

7. Applicants for whom English is not their first language must complete the TOEFL examination with a minimum score of 550 (PBT–written), 213 (CBT–computer-based), or 79 (iBT–Internet-based).
8. Applicants to the Master of Arts in Counseling degree, who have an earned undergraduate degree with a 2.5-2.99 GPA, must take and then submit scores from the GRE® General Test. Scores will be accepted from up to five years prior to the date of application. The minimum GRE score accepted for admission is 281 combined. Scores will be evaluated as part of the admission process.
9. Students may be exempt from taking the GRE® Test (1) when the undergraduate degree provides evidence of a cumulative 3.0 GPA minimum from a CHEA-approved institution or (2) with evidence of previous graduate-level courses meeting all of the following criteria:
For students who do not have earned graduate degrees:
 - a. 12 hours minimum from a program accredited by a CHEA-approved accrediting agency
 - b. Applies to courses taken during the last 5 years
 - c. Coursework must reveal no course grade below “C” and a cumulative 3.0 GPA minimum
 For students who have earned graduate degrees: The earned graduate degree is from a program accredited by a CHEA-approved accrediting agency in which the student has earned a cumulative 3.0 GPA minimum.
10. Students, who are applying to the Master of Arts in Counseling program, are required to have taken and successfully completed at least one 3-hour course in General Psychology as an undergraduate. If that requirement has not been met, the student will opt for one of the 70-hour degree plans, which includes a 2-hour graduate-level course in General Psychology. This course must be taken during the student’s first year.

Non-Degree Students – Applicants may be admitted as non-degree students at HGST. Academic qualifications and application procedures necessary for regular student admission are the same for non-degree students, except that the entering GPA requirement is 2.5 (minimum) for all non-degree students.

Students enrolling in certificate programs or seeking MDiv equivalency for admission into the DMin program are classified as non-degree students. A maximum of 30 credit hours may be taken by non-degree students unless MDiv equivalency requires more than 30 hours for completion.

Non-degree students are not to be confused with audit students. Course work requirements for non-degree students are the same as requirements for degree students. Non-degree and degree students are expected to do the course work, which is graded, and, upon satisfactory completion of the work, they receive credit for the course. Credit is normally transferable to a degree program at HGST or to another graduate-level institution.

Exceptions to Regular Admission Process for Non-Degree Students

- Students who are currently enrolled in a degree program at a seminary accredited by a CHEA-approved accreditation organization (e.g., ATS, ABHE, TRACS, or regional accreditation) may take up to 10 credit hours at HGST following submission of the HGST application for admission and a letter of good standing from the other seminary. The student must be planning to utilize the HGST hours toward the degree at the other seminary.
- Students who are required to take courses to meet denominational requirements may register for courses following submission of the HGST application, most recent transcript (bachelor's or master's), and a letter from the denominational supervisor, which states the nature of the requirement.
- Students who need to take additional courses to meet state licensure requirements may register for courses following submission of the HGST application, a master's degree transcript (or higher), and communication from the State Regulatory Body which states the requirement.
- HGST graduates who wish to return to HGST to take additional master's courses will have to submit an updated application form and fee to the Admissions Office for processing.

Certificates – Students who wish to enter a certificate program without entering a degree program may be admitted according to the following process:

- Completion of the HGST admissions application.
- Submission of two references from church/ministry leaders that attest to a person's observable call and/or giftedness.
- Submission of official transcripts from all post-secondary work, sent directly to HGST from the registrars of each school previously attended. A minimum 2.5 entering GPA is required.
- Completion of the Certificate or Non-degree Admission Questions.
- Under certain circumstances, the English Proficiency Exam and/or faculty interview may be required.

A student who is enrolled in a degree program must petition the Academic Office in order to become a candidate for a certificate.

Provisional Admission – Provisional admission is defined as a student's conditional, probationary, or tentative acceptance into a degree program at HGST. An applicant may be granted provisional admission when the applicant does not fully meet all of the necessary requirements for full admission. Such cases include the following:

1. Incomplete admissions file – The student will not be permitted to enroll in a second semester unless the file is completed.
2. Undergraduate GPA below required minimum for admission
 - a. Applicants in this category will be considered for provisional admission only.
 - b. The Committee must weigh the overall strength of other factors against an applicant's academic performance in the past, taking into consideration such things as life experiences including compelling life stories, professional experience, military service, continuing education units, community involvement, and church or ministry service. An admissions interview, therefore, will be required.
 - c. Students admitted with low undergraduate GPAs may be required to demonstrate their ability to complete graduate-level academic work by satisfactorily completing up to two semesters of HGST coursework, subject to Academic Office approval.

3. English Proficiency Exam below required minimum – Probationary requirements will vary depending upon the score as defined in the Catalog, including passing the RE 400 English Lab.
4. Baccalaureate degree is incomplete or insufficient
 - a. Bachelor's Degree Equivalency - An applicant for admission may be considered to have the educational equivalent of a baccalaureate degree if one of the following is demonstrated:
 - 1) The applicant holds a bachelor's degree from an unaccredited and/or unrecognized college or university where it can be demonstrated that actual courses were taken and academic credit was awarded.
 - 2) The applicant has accumulated 120 semester hours or more in one or more accredited and/or recognized undergraduate or graduate programs, provided that at least one-third of the hours accumulated are at or above the junior-year level (of a four-year program).
 - 3) The applicant holds one associate's degree (sixty plus hours) from an accredited and/or recognized program along with at least forty additional semester hours at or above the junior-year level (of a four-year program) in one or more undergraduate or graduate programs where it can be demonstrated that actual courses were taken and academic credit was awarded.
 - b. "The Fifteen Percent Rule"
 - 1) The accrediting standards of the Association of Theological Schools (ATS) give member schools discretion to admit as many as fifteen percent of candidates into a professional master's degree program (e.g., MDiv, MASD, MAML) who do not possess a bachelor's degree or its educational equivalent provided that the school can demonstrate by some objective means that such persons possess the knowledge, academic skills, and ability generally associated with persons who hold the baccalaureate degree.
 - 2) Applicants in this category will be considered for provisional admission only.
 - 3) In addition to factors such as professional experience, technical school experience, military service, continuing education units, church or ministry service, and/or any prior academic record, the Committee will require an admissions interview and may require additional evidence to support the applicant's assertion that he or she is capable of producing graduate-level work.
5. GRE score below 281 combined for entrance into the Master of Arts in Counseling program.

Terms of Provisional Admission

1. A maximum of ten hours of study per regular semester or six per summer term
2. Achieve the standards of satisfactory academic progress (SAP)
3. Must not receive a failing grade in any course or an unsatisfactory grade (D or lower) in any required course during the provisional period
4. Full admission is granted automatically at the conclusion of the provisional period as long as the student has achieved SAP

International Transcripts – Academic transcripts issued by colleges or universities in foreign countries must be evaluated, at the student's expense, and sent directly from this service to HGST. International transcripts for non-qualifying degrees must be submitted for the admissions file but do not require evaluation. Transcripts must be evaluated according to the guidelines delineated below.

- HGST prefers that prospective students use World Education Services (WES), Foreign Academic Credentials Service (FACS), SpanTran Evaluation Services, or Global Credential Evaluators (GCE). However, HGST will accept other evaluation services who are members of National Association of Credential Evaluation Services (NACES).
- Prospective students should have official transcripts sent from the institution directly to the evaluation services. However, some evaluation services offer to verify transcripts for an extra fee. In some cases, HGST may accept transcripts that are verified by the evaluation services.
- Transcripts from some well-known international schools may be exempted from evaluation for admission to HGST, but transcripts for coursework that will be transferred to HGST must be evaluated.
- For transcripts issued in languages other than English, the student may be required to have the transcript translated by a certified translator at the student's expense. The evaluation service policies will explain these services.

Doctoral Level Applicants

An applicant for the DMin program must:

1. Have completed the MDiv degree or its educational equivalent, with a minimum 3.0 GPA from a school accredited by an agency recognized by the U. S. Department of Education and the Council for Higher Education Accreditation (CHEA).

MDiv Equivalency Policy – Following submission of official transcripts indicating the granting of a theological Master's degree, MDiv equivalency will be granted once a student has met the guidelines indicated below:

- a. Biblical Studies – 12 hours
 - i. Old Testament – 6 hours
 - ii. New Testament – 6 hours
 - b. Theological Studies – 18 hours
 - i. Theology – 6 hours
 - ii. Church History – 6 hours
 - iii. Spirituality – 3 hours
 - iv. Philosophy/Ethics – 3 hours
 - c. Studies in Ministry Practice – 12 hours
 - i. Pastoral Care – 3 hours
 - ii. Preaching – 3 hours
 - iii. Pastoral Leadership – 3 hours
 - iv. Practicum – 3 hours (may be waived with 3 years of full-time ministry)
 - d. Totals
 - i. Required – 42 hours
 - ii. Electives – 30 hours
 - iii. Total hours – 72 hours
2. In addition, HGST may accept students who have earned an MDiv degree or its educational equivalent from non-accredited schools according to the following guidelines:
 - a. Qualified students from schools with associate or candidate status with approved accrediting agencies in the United States, or students from highly ranked and/or recognized seminaries or colleges/universities in other countries (e.g., Korea, United Kingdom), are typically considered for full admission.
 - b. Students from schools located in the United States that are branch campuses of highly ranked and/or recognized seminaries or colleges/universities in other countries (e.g., Korea, United Kingdom), or students from institutions that have received denominational endorsement for the training of candidates for ordained ministry, shall typically be considered only for provisional admission.
 - c. Students with MDiv degrees from institutions without accreditation or endorsement of any kind may be considered for MDiv equivalency assessment and provisional admission on a case-by-case basis under the following provisos:
 - i. A review of all previous academic work, GPA(s), and references; and
 - ii. The satisfactory completion of up to nine additional hours of MDiv work at HGST or another approved seminary with a cumulative GPA of 3.0 or higher.

HGST reserves the right to determine whether an institution meets any of these criteria. Students admitted provisionally must maintain a 3.0 GPA or higher while at HGST and will be evaluated for full admission following the successful completion of the second Doctor of Ministry seminar.
 3. Have at least three years of experience in ministry subsequent to completing the first graduate theological degree. To be considered for admission into the Doctor of Ministry degree program under the ATS 20% Exception Rule, which exempts a prospective student from this requirement, meeting one or more of the following criteria would be required:
 - a. Underrepresented Constituency: ethnicity and gender will be considered on a semester by semester basis, according to the demographic of the DMin program at that time
 - b. Age: 60 years or above
 - c. Academic Excellence: An earned 3.8 GPA or higher in MDiv degree coursework (or its equivalency)
 - d. Ministry Experience: 10 years or higher
 4. Be currently involved in ministry that will be related to the functional major and the final document.
 5. Submit three reference forms: one each from a supervisor in ministry (denominational administrator), a past professor, and a current colleague in ministry.

6. Have official transcripts of all post-secondary work sent directly to HGST from each school previously attended.
7. Submit answers to admissions questions for the Doctor of Ministry degree.
8. Have an evaluative interview with the Director of the DMin program (or an assigned alternate). The interview will be conducted after all admission documents, including the admissions questions, have been submitted. The applicant will be notified of the meeting by the DMin Director.
9. Complete all general admission procedures and requirements through the Admissions Office before the application can be approved by the DMin Oversight Committee. Allow a minimum of 30 days for processing.
10. Applicants for whom English is not their first language must complete the TOEFL examination with a minimum score of 550 (paper-based Test), 213 (computer-based test), or 79 (Internet-based test).

Provisional admission may be allowed, for one semester only, for a student who enrolls in the program after the published enrollment deadline. Such a student will be considered a "for credit" student and must meet all requirements for the courses. Any exceptions to the above admission requirements must be approved by the Doctor of Ministry Oversight Committee.

ACADEMIC PROGRAMS

Master's Level Programs

The **Master of Arts in Spiritual Direction (MASD)** is a professional degree for a person interested in providing spiritual direction in a variety of ministry settings.

The **Master of Arts in Missional Leadership (MAML)** is a professional degree for a person seeking preparation for ministry in any cultural setting.

The **Master of Arts in Counseling (MAC)** is a professional degree that includes all areas of study required by the Texas State Board of Professional Counselors, as well as additional theological study.

The **Master of Theological Studies (MTS)** is an academic degree focused on a specific theological discipline or concentration within a general theological discipline. This degree is designed for those who desire to continue beyond the MTS into further graduate study or who desire a focused area of learning at the graduate level. The degree is not designed for those entering ordained or parish ministry. Students entering ordained ministry should pursue the Master of Divinity degree.

The **Master of Divinity (MDiv)** is the basic professional degree for ordained ministry in the church, though it also provides preparation for other ministries.

Certificates

- The **Certificate in Christian Spirituality** requires fifteen hours of master's level credit in Christian Spirituality. This certificate can be pursued as a part of a specialized MDiv or MTS degree plan or by those who already possess these degrees.
- The **Certificate in Spiritual Direction** requires twenty-one hours of master's level credit—the twelve hours of the certificate in Christian Spirituality with an additional nine hours for certification as a spiritual director.
- The **Certificate in Missional Leadership** requires fifteen hours of master's level credit in missional ministry. This certificate can be pursued as part of a specialized MDiv or MTS degree or by those who already possess these degrees.
- The **Certificate in Biblical Languages** requires twenty-four hours of master's level credit in Hebrew and Greek coursework. This certificate can be pursued as part of a specialized MDiv or MTS degree plan or by those who already possess these degrees.

Master of Arts in Spiritual Direction

The Master of Arts in Spiritual Direction degree (MASD) is a two-year professional degree designed to prepare students to provide biblically and historically based spiritual direction in a variety of settings. The degree will also enhance those currently in pastoral ministries by enabling them to understand the needs of their congregations in both individual and group settings. The biblical, theological, and spiritual foundations ground students in historical hermeneutical and doctrinal understanding. The degree core courses allow students to specialize in Christian spirituality and the art of spiritual direction. The person who completes the Master of Arts in Spiritual Direction degree will be able to:

- Analyze the context of his or her spirituality through tools acquired in courses in systems thinking and spiritual formation;
- Integrate the disciplines of hermeneutics, doctrine, and spirituality into the practice of spiritual direction through foundations acquired in courses in biblical, theological, and spiritual studies;
- Exhibit expertise in the practice of spiritual direction through skills learned in core courses;
- Apply tools, skills, and knowledge to spiritual direction techniques and practices through experience gained in practicum courses.

Spiritual Formation Processes – To enhance the formation of students in the MASD program, in addition to coursework, each student will receive personal spiritual direction. Spiritual direction sessions prior to the first practicum are built into the program, which contains coursework in Christian spirituality as its primary focus.

Fitness to Practice Evaluation for Spiritual Direction Students – Although the certification process for spiritual directors is not yet formalized in the same way as licensure for counselors, HGST views the certification process in a similar fashion. As a result, a "fitness to practice" evaluation process is employed for students who are pursuing the Spiritual Direction Certificate, whether as a "stand alone" certificate or as part of a degree program. To that end, all students will be evaluated during their enrollment in the spiritual direction certification process and remediated, if necessary. The Fitness to Practice Evaluation Form is an instrument that is used to evaluate comportment for students enrolled in one of the spiritual direction certification programs. This instrument is used to assess students enrolled in CS 501 Introduction to Christian Spirituality, PL 640 Systems Thinking in

Ministry Contexts, and CS 780 Spiritual Direction Practicum I. The information that is gathered is aggregated by the Spiritual Direction Practicum Director who analyzes, stores, and reports the data to the Academic Office.

Requirements for Graduation

The Master of Arts in Spiritual Direction degree is awarded upon the recommendation of the faculty to persons who have completed a comprehensive and integrated program of study including the specific requirements listed in the degree plan below. Candidates for graduation must have a cumulative GPA of 2.5 or higher with no grade of less than a C- in any required course. Course remediation and/or additional credits hours may be necessary in cases where a student's cumulative GPA falls below the requirement for graduation. The Master of Arts in Spiritual Direction degree must be completed within four calendar years from the date of first enrollment. Any exceptions must be approved by the Academic Dean. Ordinarily, the last full year of work toward the Master of Arts in Spiritual Direction degree must be completed in residence at HGST.

No more than two-thirds of the MASD degree may be granted on the basis of transfer credits. All transfer credits are subject to evaluation by the Academic Office as to applicability toward MASD degree credit. Transfer credit must be from Master of Arts, Master of Divinity, or equivalent level Master's degree programs from schools accredited by a CHEA-approved accrediting agency. Transfer credits must carry a grade of B or higher. No coursework will be accepted toward the MASD degree that is older than ten years (ATS Basic Programs Oriented toward Ministerial Leadership Standard A.3.2.2.).

Master of Arts in Spiritual Direction

		Hours
Theological Requirements		
CS 501	Christian Spirituality	3
CS 650	Theological Foundations of Christian Spirituality	3
NT 501	Christian Canon: New Testament	3
OT 501	Christian Canon: Old Testament	3
TH 501	Christian Theology	3
		15
Concentration Requirements		
CS 510	Spiritual Disciplines and Practices	3
CS 664	History of Christian Spirituality	3
CS 665	Christian Devotional Classics	3
CS 767	Techniques and Principles of Spiritual Direction	3
PL 640	Systems Thinking in Organizational Contexts	3
Supervised Field Education Requirements		
CS 780	Spiritual Direction Practicum I*	3
CS 781	Spiritual Direction Practicum II	3
		6
Capstone		
CS 799	Integrative Capstone in Spiritual Direction	2
		2
Total Credit Hours		38

* The Spiritual Direction Practicum Handbook requiring background checks, liability insurance, personal spiritual direction sessions, supervisor information, and more are available at <http://www.hgst.edu/academics/field-education-2/>.

Master of Arts in Missional Leadership

The Master of Arts in Missional Leadership (MAML) is a two-year professional degree for a person seeking preparation for ministry in any cultural setting. It is designed to meet the needs of men and women called to serve in a variety of contexts and specialized ministries. The degree will also enhance those in current ministries by enabling them to think missionally and to serve in their present contexts in a manner informed by missional thinking. The biblical, theological, and spiritual foundations ground the students in historical hermeneutical and doctrinal understanding. The degree core courses allow the student to develop the ability to be a leader of contextually relevant ministry. The person who completes the Master of Arts in Missional Leadership degree will be able to:

- Analyze the context of his or her ministry through tools acquired in courses in systems and cultures;
- Integrate the disciplines of hermeneutics, doctrine, and spirituality into the practice of missional leadership through foundations acquired in courses in biblical, theological, and spiritual studies;
- Exhibit expertise in the practice of missional leadership through skills learned in core courses;
- Apply tools, skills, and knowledge to missional leadership through experience gained in practicum courses.

Spiritual Formation Processes – To enhance the formation of students in the MAML program, in addition to coursework, each student will select from the following formation processes. Students are required to select one of the following options for completion prior to the beginning of PL 780:

- Completion of the Faithwalking 101 Retreat and 201 Series (registration at www.faithwalking.us); or,
- Completion of at least six of twelve spiritual direction sessions with a certified spiritual director, with plans to complete the remaining sessions during the practicum experience

Requirements for Graduation – The Master of Arts in Missional Leadership degree is awarded upon the recommendation of the faculty to persons who have completed a comprehensive and integrated program of study including the specific requirements listed in the degree plan below. Candidates for graduation must have a cumulative GPA of 2.5 or higher with no grade of less than a C- in any required course. Course remediation and/or additional credits hours may be necessary in cases where a student’s cumulative GPA falls below the requirement for graduation. The Master of Arts in Missional Leadership degree must be completed within four calendar years from the date of first enrollment. Any exceptions must be approved by the Academic Dean. Ordinarily, the last full year of work toward the Master of Arts in Missional Leadership degree must be completed in residence at HGST. Exceptions must be approved by the Academic Dean. No more than two-thirds of the MAML degree may be granted on the basis of transfer credits. All transfer credits are subject to evaluation by the Academic Office as to applicability toward MAML degree credit. Transfer credit must be from Master of Arts, Master of Divinity, or equivalent level Master’s degree programs from schools accredited by a CHEA-approved accrediting agency. Transfer credits must carry a grade of B or higher. No coursework will be accepted toward the MAML degree that is older than ten years (ATS Basic Programs Oriented toward Ministerial Leadership Standard A.3.2.2.).

Master of Arts in Missional Leadership

			Hours
Theological Requirements			
CS 501	Christian Spirituality		3
NT 501	Christian Canon: New Testament		3
OT 501	Christian Canon: Old Testament		3
PL 510	The Missional Church Movement		3
TH 501	Christian Theology		3
TS 630	Missional Theology		3
			18
Concentration Requirements			
MC 620	Culture and Context		3
PL 640	Systems Thinking in Organizational Contexts		3
PL 650	Transformational Leadership		3
PL 671	Leadership in Postmodern Culture		3
			12
Supervised Field Education Requirements			
PL 780	Missional Leadership Practicum I*		3
PL 781	Missional Leadership Practicum II		3
			6
Capstone			
PL 799	Integrative Capstone in Missional Leadership		2
			2
Total Credit Hours			38

* The Missional Leadership Practicum Handbook requiring background checks, liability insurance, supervisor information, and more are available at <http://www.hgst.edu/academics/field-education-2/>.

Master of Arts in Counseling

The Master of Arts in Counseling degree (MAC) is a professional degree designed to provide students with a Christian-based, educational opportunity which will prepare students for licensure through the Texas State Board of Professional Counselors and will enable students to integrate the principles of biblically based spirituality with counseling practice for leadership with the client, within the community, and to the church. Students should refer to the respective board for complete information on how to achieve counseling licensure in the State of Texas. The person who completes the MAC degree program will be able to:

- Critically evaluate contemporary psychological theories of human behavior
- Integrate theoretical and experiential learning into counseling practice
- Demonstrate knowledge and practice of ethical behavior, leadership, and professional conduct
- Integrate theory, experience, Christian faith, and one's faith tradition to form a personal model of the counseling process
- Advocate for the worth and dignity of the individual in a multicultural setting

Spiritual Formation Processes – To enhance formation, students are required to take CS 501 Christian Spirituality as part of their degree plan. In addition, they are required to complete twelve counseling sessions prior to their first practicum as well as complete the capstone course, COU 799, which is designed to integrate spirituality and counseling practice.

Fitness to Practice Evaluation for Counseling Students – Counselor educators are ethically obligated, through ongoing evaluation, to address the inability of some students to achieve counseling competencies. Fitness to Practice Evaluation is a process, which ensures that counseling students are:

- Meeting or exceeding program standards;
- Demonstrating the acquisition and effective application of ethical counseling skills to address a diverse population; and
- Exhibiting emotional and mental fitness in the interaction with clients, families, peers, and other professionals.

Counselor educators do the following:

- Assist students in securing remedial help when needed;
- Seek professional consultation and document their decision to dismiss or refer students for assistance; and
- Ensure that students have recourse in a timely manner to address decisions requiring them to seek assistance or to dismiss them and provide students with due process according to institutional policies and procedures.

All students will be evaluated during their enrollment in the MAC degree program and remediated, if necessary. The Fitness to Practice Evaluation Form is an instrument that is used to evaluate comportment of students enrolled in the Masters of Arts in Counseling (MAC) program. For MAC students, this instrument is used to assess students enrolled in COU 530 Theories of Counseling and Psychotherapy, COU 600 Counseling Skills and Techniques, and COU 751 Counseling Practicum. The information that is gathered is aggregated by the Counseling Practicum Director who analyzes, stores, and reports the data to the Academic Office.

Graduation Requirements – The MAC degree will be awarded upon recommendation of the faculty to persons who have completed a comprehensive and integrated program of study including the specific requirements listed in one of the three degree plans shown below. Candidates must have a cumulative GPA of 3.0 or higher, with no grade of less than a C- in any counseling (COU) course, and have passed a comprehensive examination in their last semester or term at HGST, pertaining to the content of their degree plan. Students in the MAC/MDiv dual degree program must have a cumulative GPA of 2.75 or higher, with no grade of less than a B- in any counseling (COU) course. Course remediation and/or additional credits hours may be necessary in cases where a student's cumulative GPA falls below the requirement for graduation. In addition, students must pass the Counselor Preparation Comprehensive Examination (CPCE) prior to graduation. This exit exam is prepared, scored, and measured against national statistical data provided by The Center for Credentialing and Education, Inc. HGST students will be given two opportunities, at the student's discretion, to pass the exam according to the following criteria. A third opportunity will be given following a minimum 4-month break during which time focused preparation will be expected. An overall passing score must satisfy all three of the following conditions:

- The total score must be greater than or equal to one standard deviation below the national mean for total scores;
- At least seven of the eight individual category scores must be greater than or equal to one standard deviation below the national mean for that category;
- All category scores must be greater than or equal to two standard deviations below the national mean for that category.

No more than two-thirds of the MAC degree may be granted on the basis of transfer credits. All transfer credits are subject to evaluation by the Academic Office as to applicability toward MAC degree credit. Transfer credit must be from Master of Arts in

Counseling or equivalent level Master's degree programs from schools accredited by a CHEA-approved accrediting agency. Transfer credits must carry a grade of B or higher. The MAC degree must be completed within five calendar years from the date of first enrollment. Exceptions must be approved by the Academic Dean. Ordinarily, the last full year of work toward the MAC degree must be completed in residence at HGST. No coursework will be accepted toward the MAC degree that is older than ten years (ATS Basic Programs Oriented toward Ministerial Leadership Standard A.3.2.2.).

The Master of Arts Degree in Counseling at HGST fulfills the requirements of the Texas Board of Examiners of Licensed Professional Counselor and Licensed Marriage and Family Therapists. Outside of Texas, acceptance of this degree to fulfill licensure requirements rests with each state. HGST's advisors can provide individuals with basic guidelines and other information about state requirements. However, it remains each individual's responsibility to understand and to comply with the regulations and other requirements for the state in which he or she plans to reside and to work.

Educational Requirements for LPC Licensure – Applicants for licensure as a professional counselor through the TEXAS STATE BOARD OF EXAMINERS OF PROFESSIONAL COUNSELORS must show evidence of the following:

1. A master's or doctorate degree in counseling or related field from an accredited college or university.
2. A planned graduate program of at least 60 graduate semester hours, including a supervised practicum/internship experience that is primarily counseling in nature of at least 300 clock-hours with at least 100 clock-hours of direct client counseling contact.

HGST is not solely responsible for this information. Please refer to the Texas State Board of Examiners of Professional Counselors website: <http://www.dshs.state.tx.us/counselor/default.shtm>

Master of Arts in Counseling for preparation for the LPC exam (*shaded areas are required prior to enrolling in a Practicum*)

		Hours
Theological Requirements		
__ 501	Choose one from NT 501, OT 501, TH 501	3
CS 501	Christian Spirituality	3
		6
Counseling Requirements		
COU 500	Counseling Research and Statistics	3
COU 510	Professional Orientation	3
COU 522	Human Growth and Development	3
COU 530	Theories of Counseling and Psychotherapy	3
COU 540	Appraisal and Assessment in Counseling	3
COU 600	Counseling Skills and Techniques	3
COU 611	Psychopathology	3
COU 620	Addictive Behavior and Treatment	3
COU 630	Prevention, Intervention, and Consultation	3
COU 663	Marriage and Family Dynamics	3
COU 665	Counseling Diverse Populations	3
COU 674	Group Process and Practice	3
COU 700	Legal and Ethical Issues in Counseling	3
COU 710	Lifestyle and Career Counseling	3
COU 751	Counseling Practicum*	3
COU 752	Counseling Internship I	3
		48
Counseling Electives		12
Capstone		
COU 799	Integrative Capstone in Counseling	2
Total Credit Hours		68

**The Counseling Practicum Handbook requiring background checks, liability insurance, personal counseling sessions, supervisor information, and more are available at <http://www.hgst.edu/academics/field-education-2/>.*

Educational Requirements for LMFT Licensure – Applicants for licensure as a professional counselor through the Texas State Board of Examiners of Marriage and Family Therapists must show evidence of the following:

1. A master’s or doctorate degree in counseling or related field from an accredited college or university.
2. A planned graduate program of at least 60 graduate semester hours, which are counseling in nature, and include twelve months or nine credit hours of supervised clinical practicum.

HGST is not solely responsible for this information. Please refer to the Texas State Board of Examiners of Professional Counselors website: <http://www.dshs.state.tx.us/counselor/default.shtm>

Master of Arts in Counseling for the LPC with LMFT or LMFT only (*shaded areas are required prior to enrolling in a Practicum*)

		Hours
Theological Requirements		
__ 501	Choose one from NT 501, OT 501, TH 501	3
CS 501	Christian Spirituality	3
		6
Counseling Requirements		
COU 500	Counseling Research and Statistics	3
COU 510	Professional Orientation	3
COU 522	Human Growth and Development	3
COU 530	Theories of Counseling and Psychotherapy	3
COU 540	Appraisal and Assessment in Counseling	3
COU 600	Counseling Skills and Techniques	3
COU 611	Psychopathology	3
COU 620	Addictive Behavior and Treatment	3
COU 630	Prevention, Intervention, and Consultation	3
COU 663	Marriage and Family Dynamics	3
COU 665	Counseling Diverse Populations	3
COU 673	Marriage and Family Therapy	3
COU 674	Group Process and Practice	3
COU 700	Legal and Ethical Issues in Counseling	3
COU 710	Lifestyle and Career Counseling	3
COU 751	Counseling Practicum*	3
COU 752	Counseling Internship I	3
COU 753	Counseling Internship II	3
		54
Counseling Electives		
COU ____	_____	3
COU ____	_____	3
		6
Capstone		
COU 799	Integrative Capstone in Counseling	2
Total Credit Hours		68

**The Counseling Practicum Handbook requiring background checks, liability insurance, personal counseling sessions, supervisor information, and more are available at <http://www.hgst.edu/academics/field-education-2/>.*

In addition, MAC students may opt to do the MAC with the Master of Divinity degree for a total of 115 credit hours (see website degree plans or contact advisor or academic office for details).

Master of Theological Studies

The Master of Theological Studies (MTS) degree is an academic degree focused on a specific theological discipline or a concentration within a general theological discipline. This degree is designed for those who desire to continue beyond the MTS into further graduate study or who desire a focused area of learning at the graduate level.

HGST offers three concentrations in the MTS degree: (1) biblical studies, (2) theological studies, and (3) Christian spirituality. The final project for the MTS degree is the presentation of a student portfolio and summative paper in the area of concentration as part of an interdisciplinary capstone course that includes an entire cohort of MTS students during the final semester. The person who completes the MTS degree program will be able to:

- Demonstrate knowledge of a selected theological discipline or concentration
- Analyze and relate the major concerns of one's selected theological discipline or concentration within the context of the broader theological disciplines
- Incorporate critical and theological thinking into research and writing

In addition to the overall MTS degree program outcomes, the person who completes the Biblical Studies Concentration will be able to:

- Exhibit exegetical skills through competency in biblical languages
- Demonstrate competency through use of academic hermeneutical tools
- Exhibit skills in preparation for doctoral studies in theology or religion

In addition to the overall MTS degree program outcomes, the person who completes the Theological Studies Concentration will be able to:

- Demonstrate competency through use of academic hermeneutical tools
- Exhibit skills in preparation for doctoral studies in theology or religion

In addition to the overall MTS degree program outcomes, the person who completes the Christian Spirituality Concentration will be able to:

- Demonstrate competency through use of academic hermeneutical tools
- Exhibit skills in preparation for doctoral studies in theology, religion, or spirituality
- Integrate biblical and theological disciplines into the study of Christian spirituality

Graduation Requirements – The MTS degree will be awarded upon the recommendation of the faculty to persons who have completed a comprehensive and integrated program of study including the specific requirements outlined in one of the degree plans below. Candidates for graduation must have a cumulative GPA of 3.0 or above and a grade of C- or better on every course counting toward the completion of the degree. Course remediation and/or additional credit hours may be necessary in cases where a student's cumulative GPA falls below the requirement for graduation.

No more than two-thirds of the MTS degree may be granted on the basis of transfer credits. All transfer credits are subject to evaluation by the Academic Office as to applicability toward MTS degree credit. Transfer credit must be from Master of Theology or equivalent-level Master's degree programs from schools accredited by a CHEA-approved accrediting agency. Transfer credits must carry a grade of B or higher. The MTS degree must be completed within four calendar years from the date of first enrollment. Exceptions must be approved by the Academic Dean. Ordinarily, the last full year of work toward the MAC degree must be completed in residence at HGST. Exceptions must be approved by the Academic Dean.

Master of Theological Studies– Biblical Studies Concentration

		Hours
Theological Requirements		
BI 510	Biblical Hermeneutics	3
CS 501	Christian Spirituality	3
NT 501	Christian Canon: New Testament	3
OT 501	Christian Canon: Old Testament	3
TH 501	Christian Theology	3
		15
Concentration Electives		12
Biblical Languages		12
ID 701	Interdisciplinary Capstone	2
Total Credit Hours		41

Master of Theological Studies (Concentrations available in Christian Spirituality and Theological Studies)

		Hours
Theological Requirements		
BI 510	Biblical Hermeneutics	3
CH 510	The Christian Story I	3
CH 511	The Christian Story II	3
CS 501	Christian Spirituality	3
NT 501	Christian Canon: New Testament	3
OT 501	Christian Canon: Old Testament	3
TH 501	Christian Theology	3
		21
Concentration Electives		12
Biblical Languages		6
Capstone		
ID 701	Interdisciplinary Capstone	2
Total Credit Hours		41

Master of Divinity

The Master of Divinity (MDiv) is the normative degree for those entering ordained ministry or other ministerial leadership positions. The purpose of this degree program is to provide students with a broad, thorough theological, biblical, and historical background so that they will be prepared to be spiritually mature, missional leaders for ministry in the wide variety of ministries represented in the 21st-century world, including pastoral, administrative, chaplaincy, and social service ministries.

The student body of HGST represents a broad range of ministerial leadership positions, including ordained ministry in mainline denominations, ordained ministry in denominations governed by congregational polity, an array of non-ordained ministries in the church, and a wide variety of parachurch and community-based ministries. This immense diversity of the student body is reflected in the graduate dispositions of the Master of Divinity degree.

A graduate with the HGST Master of Divinity degree is characterized by the following dispositions:

1. Lives a life of devotion to the Triune God: Students will submit an initial and revised rule of life (CS 501 and ID 702)
2. Contributes to diverse communities: Students will apply the Christian faith to facets of personal life and diverse communities (MC/PH 551)
3. Pursues a missional life: Students will define missional living and determine what this means for themselves and their congregations (PL 510 and TS 630)
4. Cooperates with God in the spiritual formation of self and faith community: Students will respond to God by engaging in inward, outward, and corporate spiritual disciplines and practices (CS 510)
5. Interacts with, articulates, and positions oneself within a heritage of Christian practice: Students will identify and explain major doctrines of the Christian faith (CH 510, CH 511, and TH 501)
6. Approaches Scripture with integrity and scholarly attention: Students will analyze selected passages from the Christian Scriptures in their contexts (BI 510)
7. Interprets and communicates the biblical narrative: Students will prepare and deliver well-crafted sermons (PR 501)
8. Models Jesus's example of servant leadership: Students will provide effective servant leadership in worship, education, or service to the Church and/or community (FE 651, FE 652, and PL 650)

The seminary does not perform the functions of church bodies charged with the examination and recording or ordination of ministerial candidates, but does recognize and accept its responsibility for judgment and recommendation in such matters.

HGST encourages students seeking careers in chaplaincy to speak to faculty advisors regarding specialized plans, which may be available by request through the Academic Office, including the MDiv for Military Chaplains, the MDiv with Spiritual Direction Certificate, and the MDiv/MAC degree plan.

Spiritual Formation Processes – To enhance the formation of students in the MDiv program, in addition to coursework, each student will select from the following formation options for completion prior to the beginning of the first ministry practicum:

- Completion of the Faithwalking 101 Retreat and 201 Series (registration at www.faithwalking.us); or,
- Completion of at least six of twelve spiritual direction sessions with a certified spiritual director, with plans to complete the remaining sessions during the practicum experience

Graduation Requirements – The Master of Divinity degree is awarded upon the recommendation of the faculty to persons who have demonstrated general fitness for ministry and maturing gifts in ministry and who have completed a comprehensive and integrated program of study including the specific requirements listed in the degree plan below. Candidates for graduation must have a cumulative GPA of 2.5 or higher with no grade of less than a C- in any required course. Students in the MDiv/MAC dual degree program must have a cumulative GPA of 2.75 or higher, with no grade of less than a B- in any counseling (COU) course. Course remediation and/or additional credits hours may be necessary in cases where a student's cumulative GPA falls below the requirement for graduation.

No more than two-thirds of the MDiv degree may be granted on the basis of transfer credits. All transfer credits are subject to evaluation by the Academic Office as to applicability toward MDiv degree credit. Transfer credit must be from Master of Divinity or equivalent level Master's degree programs from schools accredited by a CHEA-approved accrediting agency. Transfer credits must carry a grade of B- or higher.

The MDiv degree must be completed within seven calendar years from the date of first enrollment. No coursework will be accepted toward the MDiv degree that is older than ten years (ATS Basic Programs Oriented toward Ministerial Leadership Standard A.3.2.2.). Ordinarily, the last full year of work toward the MDiv degree must be completed in residence at HGST. Exceptions must be approved by the Academic Dean.

Master of Divinity

		Hours
MDIV Required Courses		
BI 510	Biblical Hermeneutics	3
CH 510	The Christian Story I	3
CH 511	The Christian Story II	3
CS 501	Christian Spirituality	3
CS 510	Spiritual Disciplines and Practices	3
IE 601	Integrative Experience I	1
IE 602/605	Integrative Experience II	1
MC 620	Culture and Context	3
NT 501	Christian Canon: New Testament	3
OT 501	Christian Canon: Old Testament	3
PC 501	Pastoral Care	3
PH 551	Christian Ethics	3
PH 751	Clergy Professional Conduct and Ethics	3
PL 640	Systems Thinking in Organizational Contexts	3
PL 650	Transformational Leadership	3
PR 501	Principles of Preaching	3
TH 501	Christian Theology	3
	<i>PL 510 The Missional Church Movement or TS 630 Missional Theology</i>	3
		50
MDIV Electives		18
Supervised Field Education Requirements		
FE 651	Ministry Practicum I*	3
FE 652	Ministry Practicum II	3
		6
Capstone		1
Total Credit Hours		75

*The Ministry Practicum Handbook, requiring background checks, liability insurance, personal counseling sessions, supervisor information, and more, is available at <http://www.hgst.edu/academics/field-education-2/>.

MDiv degree plan for Military Chaplains – A 75-hour MDiv degree plan for Military Chaplains includes up to 12 hours of advanced standing, which is equivalent to four 3-hour courses. Advanced standing will be granted rather than transfer credits for work done at the graduate level from chaplaincy training school through the military. Specifically, up to 12 hours of advanced standing will be given in place of 12 hours of elective courses. Student records will be evaluated on a case-by-case basis to determine the amount of advanced standing that will be granted.

Certificate in Christian Spirituality

HGST has designed the Certificate in Christian Spirituality for clergy, counselors, other religious professionals and lay persons who wish to enhance their ministries with a thorough yet practical program that will enable them to lead and teach in institutional settings, small groups, and one-on-one situations in the areas of spiritual formation and spiritual direction. By the completion of this certificate program, students will be able to:

- Articulate the role that history and theology of spirituality play in various faith traditions and Christianity as a whole
- Explain the role of spirituality in life and ministry, including both individual and corporate dimensions
- Integrate the study of spirituality into the practice of ministry
- Integrate the disciplines of spirituality into life

Christian Spirituality		
CS 501	Christian Spirituality	3
CS 510	Spiritual Disciplines and Practices	3
PL 640	Systems Thinking in Organizational Contexts	3
CS ____	Electives	6
		15

Certificate in Spiritual Direction

Students who desire more extensive preparation in the area of Christian Spirituality and who feel called to serve as Certified Spiritual Directors should seek the Certificate in Spiritual Direction. By the completion of this certificate program students will be able to:

- Articulate the role that history and theology of spirituality play in various faith traditions and Christianity as a whole.
- Explain the role of spirituality in life and ministry, including both individual and corporate dimensions.
- Integrate the study of spirituality into the practice of ministry.
- Integrate the disciplines of spirituality into life.
- Exhibit the ability to spiritually direct individuals and groups with integrity, discernment, and sound theological principles.

Spiritual Direction		
CS 501	Christian Spirituality	3
CS 510	Spiritual Disciplines and Practices	3
PL 640	Systems Thinking in Organizational Contexts	3
CS ____	Elective	3
CS 767	Techniques of Spiritual Direction	3
CS 780	Spiritual Direction Practicum I	3
CS 781	Spiritual Direction Practicum II	3
		21

**The Spiritual Direction Handbook, requiring background checks, liability insurance, personal spiritual direction sessions, supervisor information, and more, is available at <http://www.hgst.edu/academics/field-education-2/>.*

Certificate in Missional Leadership

The Certificate in Missional Leadership is designed for men and women involved in ministry and desiring to be more missional in thought and action. For those seeking to participate in the mission of God in the world, this certificate offers theological, biblical, spiritual, and philosophical foundations for such ministry. The graduate certificate may stand alone for those already in ministry and not desiring a master's degree. However, the student may also pursue the Certificate in Missional Leadership as part of an MDiv degree. By the completion of this certificate program, students will be able to:

- Articulate *missio Dei* as revealed in Scripture and in historical Christian writings.
- Establish the practice of cultural exegesis as a foundation for ministry.
- Incorporate the skills and qualities necessary for ministry leadership with a view toward personal, congregational, and community transformation.
- Integrate an understanding of *missio Dei* into a practice of ministry that impacts the global culture.

Missional Leadership		
CS 501	Christian Spirituality	3
MC 620	Culture and Context	3
PL 640	Systems Thinking in Organizational Contexts	3
PL 650	Transformational Leadership	3
PL 510	The Missional Church Movement	3
		15

*The *Missional Leadership Handbook*, requiring background checks, liability insurance, personal counseling sessions, supervisor information, and more, is available at <http://www.hgst.edu/academics/field-education-2/>.

Certificate in Biblical Languages

The Certificate in Biblical Languages is designed for men and women who desire to develop competencies in translating Biblical Hebrew and New Testament Greek. This certificate offers completion of 24 hours of biblical languages—12 hours of Biblical Hebrew and 12 hours of New Testament Greek. The graduate certificate may stand alone for those already in ministry and not desiring a master's degree. However, the student may also pursue the Certificate in Biblical Languages as part of the MTS in Biblical Studies or the MDiv degree. By the completion of this certificate program, students will be able to demonstrate exegetical competencies in Biblical Hebrew and New Testament Greek.

Doctor of Ministry

The Doctor of Ministry (DMin) is an advanced professional degree that is designed to provide students with a degree that will prepare them to apply theoretical skills within a ministry setting and will enable them to think with a critically developed mind, a spiritually directed character, and a biblically based hermeneutic for life and ministry. Prerequisites for admission to the Doctor of Ministry degree program are completion of the Master of Divinity, or its equivalency, with a minimum of a 3.0 GPA, and at least three years of experience in ministry subsequent to the first graduate theological degree. The DMin degree program is intended to facilitate the development of a personal theology of ministry and styles of leadership that, in turn, will lead the student to greater ministerial competency and spiritual growth. The person who completes the DMin degree program will be able to:

- Articulate a theology of ministry that engages with biblical, historical, theological, spiritual, and pastoral disciplines
- Demonstrate enhanced skills and competencies through the integration of one's theology of ministry and one's understanding of ministerial practice
- Exhibit intentional spiritual growth through the practice of appropriate formation principles in life and ministry
- Assess oneself and one's congregation using family systems principles

In addition to the overall DMin outcomes, the person who completes the *Spiritual Direction and Formation Specialization* will be able to:

- Spiritually direct an individual, group, or congregation, evidenced through a capstone practicum experience
- Recognize a deepening of his or her Christian spirituality through interaction with a spiritual director, the planning and leadership of spiritual retreats, and fulfillment of assignments
- Show evidence of training in Christian spirituality and spiritual direction through the Practicum Report

In addition to the overall DMin outcomes, the person who completes the *Pastoral Leadership Specialization* will be able to:

- Exhibit skills, practices, and training in the areas of family and congregational systems and leading change
- Lead a congregation within missional and post-modern cultures
- Show evidence of training in pastoral leadership through the Project Report

In addition to the overall DMin outcomes, the person who completes the *Pastoral Care Specialization* will be able to:

- Exhibit skills and techniques to aid pastoral care ministries for chaplains and pastors including how to make referrals, recognizing and presenting tendencies toward suicide, family systems, grief care, and crisis intervention
- Show evidence of training in pastoral care training through the Project Report

In addition to the overall DMin outcomes, the person who completes the *Missional Leadership Specialization* will be able to:

- Exhibit skills, practices, and training in missional leadership in a variety of contexts
- Lead a group or ministry within missional and post-modern cultures
- Show evidence of training in missional leadership through the Project Report

In addition to the overall DMin outcomes, the person who completes the *Preaching Specialization* will be able to:

- Exhibit skills, practices, and training in preaching in a variety of styles and venues
- Show evidence of training in preaching through the Project Report

Doctor of Ministry Definitions and Policies

Academic Probation – When a student’s overall grade point average drops below 3.0, he or she will be placed on academic probation status and given one more semester to raise the GPA to the required 3.0 grade point minimum. If unsuccessful, an academic suspension will go into effect.

Academic Suspension – If an academic suspension is placed on a student, no further DMin work will be accepted or permitted until the DMin Oversight Committee deems appropriate. An academic suspension will go into effect for one of the following reasons:

- Work from the previous seminar is not completed within the parameters of the semester and a grade of “F” has been given. At that time, an academic suspension will be put in place requiring DMin Oversight Committee action to continue in the program. Failed courses must be successfully retaken for credit at the student’s expense
- Academic probation has not been removed

Assignments – Students in the DMin program will read, research, study, experience, and evaluate applied theology and personal spiritual concepts. This degree promotes research on vital issues affecting the quality of life in faith communities as well as the development of new approaches, strategies, and styles of ministry in a wide variety of institutional and cultural settings. The resulting learning process equips the student for critical evaluation in the context and practice of ministry and fosters an integration of theory and effective pastoral practice with a view toward transforming communities.

Pre-seminar assignments are due no later than the course start date. Students are encouraged, however, to bring all written assignments the first day of the seminar week. Students with missing pre-seminar assignments may be dropped from those sections of the seminar, may not be permitted to attend those sections, and may receive a failing grade for those sections. Students should expect approximately 2,000 pages of reading each semester. It is expected that the books will be acquired and that the reading assignments will be completed in order that candidates may be exposed to the material prior to the seminar.

Post-seminar written assignments are to be submitted within ninety days after the session ends, at prescribed deadlines. Assignments should be emailed directly to professors on or before the due date. Competence will be demonstrated through creative projects and papers, which apply professional experience in connection with course content. These assignments will demonstrate an understanding of the writing skills required for the doctoral level and of the subject matter, bibliography, theory, and methodology covered in the seminar.

Written work will follow the prescribed HGST/Turabian style and should meet the deadlines required in each course syllabus. Grades will reflect the meeting of these criteria as well as the content. Students are encouraged to email copies of completed assignments to the Director and to keep hard copies and external digital copies on file to protect work from being lost due to a computer malfunction. Graded papers are usually available for pick up at the following seminar unless they are returned via email.

Written assignments for Project and Practicum completion are described and delineated in the “Project and Practicum Manual,” which is available via the website. The Manual also includes deadlines for Project and Practicum Report completion and all pre-graduation deadlines.

Attendance – Attendance is required for all seminar sessions, and attendance records are kept in order to insure proper credit. Excessive absence will result in a failing grade. The five rotating seminars are usually held during the second week of January and July. Orientation Day for entering students is held in conjunction with the beginning of a student’s first semester. Unexpected military deployment will always be given due consideration.

Candidacy Status – Candidacy is the formal recognition of the student’s advanced status and represents the DMin Oversight Committee’s approval to proceed with the execution of the major project. Students will not receive credit for a DMin Project begun prior to achieving Candidacy Status. Candidacy Status requirements include:

- Submission of the Candidacy Status Request Form with candidacy fee
- Successful completion of at least 12 HGST DMin credit hours
- Minimum 3.0 GPA
- Up-to-date financial account

Students initiate this process by submitting the completed request form to the DMin Office. Formal notification of advancement to Candidacy Status will be made by the DMin Director when all requirements have been satisfied.

Continuation Status (Seminar or Project/Practicum) – Students who, for unavoidable circumstances, need to delay their continued participation in the DMin program or who have completed the required seminars but have not completed the Final Project or Practicum may, with the permission of the DMin Director, apply for “Seminar Continuation Status” or “Project Continuation Status.” Students must pay a fee equal to one credit hour of tuition for each semester they remain “on continuation.” Time spent “on continuation” is counted as part of the six-year limit for completing the DMin program. All exceptions to this rule must be approved by the DMin Oversight Committee. Students on either type of continuation are considered “less than full time” for the purpose of either VA benefits, financial aid, or F-1 visa status. Therefore, students who are enrolled in the DMin program by way of the F-1 visa must complete the DMin program in the 3.5 year minimum in order to maintain student status.

Exit Interview – In conjunction with the Oral Defense, all candidates must complete the Exit Interview consisting of a review of all courses. A set of essay questions concerning the content and impact of all courses may be distributed at least thirty days in advance of the Oral Defense. Computer-generated copies of the questions and answers must be returned to the DMin office at least one week prior to the Exit Interview for distribution to the DMin Oversight Committee.

Extensions and Incomplete Grade Policy – Seminar assignments are to be completed and mailed or emailed on or before the established due date. However, upon receiving a completed Extension Request Form and payment of \$50 per course, a thirty-day extension (one for each course) may be granted by the DMin Office. The extension request should be received before the original due date. The professor shall reduce the grade by at least one-half letter grade. Work postmarked after the due date or the one-time thirty-day extension due date is subject to a minimum one letter grade reduction. No class work will be accepted after the close of the semester (except for previously granted 30-day extensions), a grade of “F” will be given, and the course will have to be repeated for credit. The student will be placed on Academic Probation at that time until a cumulative GPA of no less than a B average is earned during the next semester.

Repeated Sections due to Unsatisfactory Completion – The student will be given one opportunity to make up a failed seminar section, either the next time it is offered or through make-up work, to receive an acceptable grade and raise the overall GPA to an acceptable score. In order for the GPA to move to an acceptable score, the Academic Office may replace the “F” with an “NCF” so that the make-up work will count appropriately. If the student does not make up the section during the timeframe noted above, the grade will remain an “F,” the failing grade will appear on his or her transcript, Academic Stop will go into effect, and the student’s file will be sent to the DMin Oversight Committee with recommended action.

Full-time Status – The Doctor of Ministry degree program was developed for men and women involved in pastoral ministry, chaplaincy (military, hospital, prison, etc.), or parachurch ministry who are seeking a higher level of education within those specialized fields. The Doctor of Ministry semester is five months in length and consists of a two-month period of advance reading and assignments from a prescribed list, an intensive on-campus seminar week, and a three-month period following the seminar in which the student completes post-seminar assignments. The semester closes at the end of the five-month period. Successful completion of this experience earns six semester hours of credit. An additional hour is earned for work on the Project or Practicum. The DMin degree requires a minimum of 3.5 years and a maximum of 6 years to complete the work. A student may enroll in no more than two semesters in one calendar year. Enrollment in 14 semester hours per year is considered full-time. Students who enroll in less than seven semester hours during a DMin semester, who maintain active status through non-credit project or seminar continuation status, or who take longer than the prescribed time for project or practicum completion are considered part-time.

Grade Reports – Grade reports are distributed via email to students at the close of each semester. Students who do not wish to receive grades via email may choose to opt out through the Registrar’s Office. A student cannot receive credit for any course within the semester when the grade earned is lower than a B-. However, the overall GPA requirement is 3.0 and, therefore, will be evaluated each semester. The student may request permission from the Instructor of Record and the DMin Director to resubmit the required assignment for a course within the seminar in which the grade is lower than B-.

Graduation Requirements – The DMin degree will be awarded, upon the recommendation of the faculty, to persons who have (1) completed the program with a cumulative GPA of 3.0 or above, (2) completed the Project or Practicum Report and passed the Oral Defense, (3) submitted the Project or Practicum Report on cotton paper in preparation for binding, (4) met all financial obligations, and (5) completed the Exit Interview. Normally, DMin graduations are held twice each year—in May and December.

Inactive Status – DMin students must enroll in every semester from the semester in which the student enters the program through the Project Completion Semester, just prior to graduation. When a student does not enroll in a semester, he or she will be placed on Inactive Status. In order to return to Active Status, the student must submit the DMin Petition to Return to Active Status to the Director and then, if approved, pay the continuation fee for each semester in which the student has not enrolled.

Medical Hold Status – Medical Hold Status may be granted to a student who has encountered serious health issues. This status can be granted only by the DMin Director at his or her discretion and must be reviewed every semester. No continuation fees will be assessed during Medical Hold Status. Such authorization will be placed in the student's file. HGST must report "medical hold status" for VA and F-1 students.

Oral Defense – Each DMin candidate will be required to make an oral defense of his or her doctoral education and Project or Practicum before an assembly of the faculty through the HGST DMin Oversight Committee. The Committee typically gives the student its decision at the conclusion of the examination. Copies of the Project or Practicum Report, one for each committee member and others in attendance, must be submitted following the revision of the second draft and at least one week prior to one's scheduled oral defense/exit interview session. The defense should be accomplished by the first Friday in March for a May graduation and the first Friday in October for a December graduation.

Project or Practicum – The DMin Project or Practicum is assigned seven credit hours to reflect accurately the work accomplished: one credit hour for each semester. Students receive the seventh credit hour for project work done in preparation for graduation during the semester immediately following the student's sixth semester. The DMin Project or Practicum is assigned the course number DM 860, for project work accomplished during the time students attend seminars, and DM 870 while in project completion status. With 36 credit hours for course work and 7 credit hours for the Project, the DMin program totals 43 credit hours. Through the execution of the Project, which is both ministry- and action-based, and the writing of the Final Project Report, or of the Practicum Report for students in the Spiritual Direction and Formation Specialization, opportunity is given to demonstrate one's ability for critical theological reflection and its integration into the practice of ministry. This inductive approach to ministerial education is intended to produce a more capable, independent, and spiritual leader.

Residency Requirements – The DMin program is structured around two one-week, on-campus intensive seminars per year for three years. In addition, one half-day for the Oral Defense of the Final Project and Exit Interview is required.

Transfer of Credits – Up to one-half of the coursework for the DMin degree may be granted on the basis of transfer credits but credits for the ministry project may not be transferred (see page 10 "Transfer Credit"). All transfer credits are subject to evaluation by the Director of the Doctor of Ministry Degree and the DMin Oversight Committee as to applicability toward HGST DMin degree credit. Transfer credit must be from Doctor of Ministry degree programs from schools accredited by a CHEA-approved accrediting agency. Each program is unique in its standards, quality, and content; therefore, transfer of credits from another institution in some instances may be impractical. Military chaplains may be granted up to 12 hours of transfer credit for academic requirements in the military. Transfer credits must carry a grade of B or higher.

Withdrawal from Program – A student who wishes to withdraw from the program must submit a written request to the DMin office. The DMin Oversight Committee will notify the student of action taken.

Withdrawal from Courses – Students who wish to withdraw from an enrolled course must complete a course drop/add form with the Registrar and pay the course drop/add fee. A grade of "W" (Withdrawn) will be assigned to the student's record when the student has withdrawn from class prior to the beginning of the on-site seminar. A grade of "WP" (Withdrawn while Passing) or "WF" (Withdrawn while Failing) will be assigned when the student has withdrawn from class after the attendance of the on-site class and prior to the first post-seminar deadline. These grades carry no credit hours or grade points; therefore, cumulative totals and averages are unaffected.

FINANCIAL POLICIES, TUITION, AND FEES

Payment of Tuition and Fees – Tuition and applicable enrollment fees are due in full on the first day of each semester. A student may elect an optional three-month payment plan, for which a \$50 installment fee is assessed. The plan requires a down payment of one-half (50%) of the tuition and fees. The down payment is due ten days prior to the first day of the semester. The remaining balance (50%) must be paid in three equal installments, payable 30, 60, and 90 days after the down payment.

Any student who does not meet the required payment due dates will be assessed a \$50 late fee on the outstanding balance. A student's registration is not valid until satisfactory arrangements are made for full payment of tuition and applicable fees and will be invalidated if such arrangements are not made. Failure to meet the financial arrangements or failure to complete all financial aid student loan requirements will invalidate the student's registration and disqualify the student from any future enrollment until satisfactory arrangement has been made.

For processes that include fees, the applicable fee is assessed and payable when the process is initiated, normally, when an admission application, transcript request, drop/add form, extension request, directed study request, graduation application, etc. is submitted. All student accounts must be cleared before the end of each semester. No grades will be released to students with outstanding balances for the affected semester until all financial obligations are met. Students with outstanding account balances from previous semesters will not be allowed to enroll for classes or receive HGST transcripts. All fees are subject to change at any time, and there are no refunds on fees.

Tuition Refunds – Master's Level Programs

Fall and Spring Semesters

- A 90% refund will be made for courses dropped through the 1st week of the semester
- A 75% refund will be made for courses dropped through the 2nd week of the semester
- A 50% refund will be made for courses dropped through the 3rd week of the semester
- No refunds will be made beyond the 3rd week of the semester

Summer Terms

- A 90% refund will be made for courses dropped before the 2nd class meeting
- A 50% refund will be made for courses dropped before the 3rd class meeting
- No refunds will be made beyond the 3rd class meeting

One-week Mini-terms

- A 50% refund will be made for courses dropped before the start of the 2nd class meeting
- No refunds will be made after the start of the 2nd class meeting

Tuition Refunds – Doctoral Level Program

Fall Semester

- A 90% refund will be made for courses dropped by May 31
- A 75% refund will be made for courses dropped by June 15
- A 50% refund will be made for courses dropped by June 30
- No refunds will be made beyond June 30

Spring Semester

- A 90% refund will be made for courses dropped by November 30
- A 75% refund will be made for courses dropped by December 15
- A 50% refund will be made for courses dropped by December 31
- No refunds will be made beyond December 31

Additional Program Costs

Textbooks – DMin students should expect to spend approximately \$1200 – \$1500 over a three-year period for textbooks. Full-time master's students should expect to spend up to \$500 per semester for textbooks. The textbooks for each course are available to order through the HGST Virtual Bookstore, which can be accessed from the HGST website (www.hgst.edu).

Financial Aid Policies

Federal Loans – Financial Aid is available in the form of Federal Direct Loans. Students wishing to receive federal loans will be required to complete a Free Application for Federal Student Aid (FAFSA). All students receiving financial aid will be subject to

both federal and HGST financial aid requirements contained in the Financial Aid Handbook. Visit the Financial Aid page of the HGST website to print a copy. Students who apply for and receive loans are expected to be working toward graduation from HGST. Tuition and all other HGST accounts must be paid before remaining financial aid funds are distributed to students.

Scholarships – Scholarships are available to HGST students based on a variety of criteria. Scholarship information and packets are available in the Financial Aid Office and on the HGST website for students who desire to apply. Scholarships will not be refunded to the student. For more information, contact the HGST Financial Aid Office or consult the Financial Aid page of the HGST website.

No student will be denied financial aid, scholarships, grants, or any other financially related program on the basis of age, gender, race, national or ethnic origin, or physical disability.

Tuition and Fees for July 1, 2017 - June 30, 2018

Fees are non-refundable and are due at the time services are rendered or forms are submitted.

All fees are subject to change.

Tuition

Masters	\$520 per credit hour
Doctor of Ministry	\$520 per credit hour

Fees Common to all Degree Programs

Immigration Documentation Processing Fee	\$135 (plus \$10 per dependent)
Late Registration Fee	\$50
Late Application Fee (in addition to Application Fee)	\$50
Check Return Fee.....	\$35
Extension Fee	\$50 per course
Installment Fee	\$50
Transcripts/Certification of Enrollment Fee.....	\$5 per copy (expedited service - \$25)
Audit Fee (HGST Alumni)	\$25 per credit hour
Audit Fee (all others)	\$50 per credit hour
Retreat Fee.....	A fee will be assessed for the cost of an overnight stay due to course requirement

Masters

Application for Admission Fee	\$50
Student Fee (Building Security, Internet Services, Computer Lab, Copy, Scan, and Printing).....	\$265/semester
Directed Study Surcharge (over and above tuition)	(1 credit hour per course) \$520
Drop/Add Fee (after the start of the semester or term).....	\$25
Graduation Fee.....	\$275

Doctor of Ministry

Application for Admission Fee	\$100
Student Fee (Building Security, Internet Services, Computer Lab, Copy, Scan, and Printing, Hosting).....	\$350/semester
Continuation Fee (DM 863 or DM 864).....	\$520 (one credit hour)
Strengths Inventory Fee	(first semester only) \$75
Project/Practicum Director Fee	\$50 per semester
Candidacy Fee	\$200
Final Project Processing Fee	\$200
Graduation Fee.....	\$500

COURSE DESCRIPTIONS

Masters Degrees

The numerical sequence of courses within each area indicates progress from introductory to more advanced levels, but does not necessarily restrict enrollment unless specific prerequisite courses are indicated. The student should enroll in courses suitable for his/her abilities and attained level in consultation with the advisor and subject to the approval of the Academic Office. In general, courses with numbers in the 500s are adapted to the first year of study, courses in the 600s to the second year, and courses in the 700s to the third year and beyond.

With a view to program evaluation and development, reflecting a desire to remain flexible enough to meet real needs of the students and the Christian community, and to provide creative leadership in the ministry of the church, this selection of courses will undergo a process of continual review. Courses marked “offered on demand” are not scheduled on a regular basis, but only with sufficient demand.

Unless otherwise indicated, all courses are three credit hours.

Biblical Hebrew (BH)

BH 551 Elementary Biblical Hebrew I

The fundamental elements of Hebrew grammar are studied with attention to the alphabet and writing system, basic vocabulary and syntax, and special attention to the strong verb in the main conjugations.

BH 552 Elementary Biblical Hebrew II

Continuation of BH 551. Continuation of the study of vocabulary and syntax with special attention to the weak verb. The course includes reading from the Hebrew Bible and an introduction to exegetical procedures based on the Hebrew text. Prerequisite BH 551.

BH 651 Exegesis of the Hebrew Bible

Continuation of BH 552. Reading and translation from an extensive selection of prose narrative passages from the Hebrew Bible with attention to vocabulary and syntax, verb forms, and exegetical procedures. Prerequisite BH 552.

BH 652 Advanced Exegesis of the Hebrew Bible

Continuation of BH 651. Reading, translation, and exegesis from an extensive selection of passages from the Hebrew Bible, mainly in prophetic and/or poetic books, with emphasis upon consolidating and synthesizing previous work and some attention to textual criticism and/or comparative Semitics. Prerequisite BH 651.

Biblical Interpretation (BI)

BI 510 Biblical Hermeneutics

A study of the methods and principles involved in the study of the Bible with attention to studying the Bible in its historical, literary, and cultural contexts. Students will also study inter-textual interpretation and learn methods for application of biblical truths in the modern world.

BI 540 The Bible in Missional Perspective

This course scans the entirety of the Bible through the lens of God’s redemptive mission throughout all of history—creation to consummation. Special attention is given to the call for God’s people to join with God in God’s mission in the world.

BI 561 Biblical Backgrounds

A study of the geographical, archaeological, and cultural backgrounds of biblical lands, with attention to Ancient Near Eastern history, religion, and culture as it illuminates the study of the Old and New Testament. This course should be taken prior to OT 662 Biblical Backgrounds Tour.

BI 662 Biblical Backgrounds Tour

A tour of biblical lands conducted by the professor, with lectures and projects for degree credit. It is recommended that the student take OT 561 Biblical Backgrounds prior to the tour. Offered on demand; subject to opportunity and availability.

BI 672 Dead Sea Scrolls

An introduction to the Dead Sea Scrolls with attention to the cultural and historical background of the Qumran community, translations of the biblical and sectarian literature, including Apocryphal, pseudepigraphic, and apocalyptic literature, and to implications for study of the Old and New Testaments, as well as Judaism.

BI 685 Selected Topics in Biblical History, Archaeology, or Interpretation

A study of selected topics in biblical history, archaeology, or interpretation. The topics vary from term to term in order to focus on selected aspects of these areas of biblical studies. This course may be repeated for credit with a change in content.

BI 721 Early Judaism and the New Testament

A study of the life and literature of Judaism in the period from about 300 B.C. to A.D. 200, with attention to the changing historical and religious situations, along with literary works relevant for understanding the New Testament, particularly such Apocryphal works as the Books of Maccabees, the Wisdom of Jesus ben Sira (Ecclesiasticus), and the Wisdom of Solomon.

BI 790 Independent Research in Biblical History, Archaeology, or Interpretation

For students who have completed the basic courses and have the ability to do independent study in the history, literature, theology, or language of the New Testament. By special arrangement. One to three hours.

Church History (CH)

CH 510 The Christian Story I

A survey of the history of Christianity from first-century beginnings through the thirteenth century, with attention given to salient antecedents, contexts, individuals, movements, and ideas. The course of study includes consideration of general, social, and intellectual historiographies.

CH 511 The Christian Story 2

A survey of the history of Christianity from the fourteenth century to the present, with attention given to salient antecedents, contexts, individuals, movements, and ideas. The course of study includes consideration of general, social, and intellectual historiographies. *CH510 The Christian Story I is **not** a prerequisite for this course.*

CH 610 History of the Early Church

A study of the Early Church from the Apostolic Era to the papacy of Gregory I. Attention will be given to the diversity of expressions of early Christianity, particularly as they developed out of the tension between orthodoxy and heresy.

CH 620 History of the Reformation

A study of sixteenth-century Christianity, specifically the Lutheran, Reformed, Radical, English, and Catholic Reformations.

CH 685 Selected Topics in Church History

A study of selected topics in church history. The topics vary from term to term in order to focus on selected aspects of the history of Christianity within shorter or longer periods. This course may be repeated for credit with a change in content.

CH 730 Women in Church History

A study of the developing role of women in church history including changes in women's involvement in the church caused by the growth of the institutionalism of Christianity and the effect of new movements such as monasticism and Reformation. Issues in historiography and historical studies that help to hinder the study of women's contributions in the church are also examined.

CH 732 History of American Christianity

A study of the history of Christianity in the United States from Spanish and French Catholic and English Protestant beginnings to the present. Religious pluralism and denominational diversity will be specially considered. Three hours

CH 735 History of the Black Church in America

Through the examination of historical and contemporary scholarship on the Black Church, this course will analyze the role of the Black Protestant Church in the spiritual, political, and socio-economic aspirations of African American community and culture in the United States from the slavery era through the late 20th century. Three hours.

CH 790 Independent Research in Church History

For students who have completed the basic courses and have the ability to do independent study in church history. By special arrangement. One to three hours.

Counseling (COU) and Psychology (PSY)

The following courses are designed to meet the educational requirements set by the Texas State Board of Examiners of Professional Counselors and the Texas State Board of Marriage and Family Therapists. Please refer to the respective board for complete information on how to achieve licensure in the State of Texas.

Counseling courses cross-listed with the PC prefix are also open to MDiv students. Otherwise, counseling courses are typically reserved for MAC students, unless prior permission is granted by the Academic Dean.

COU 500 Counseling Research and Statistics

This course covers theory of scientific methods proven and respected in the field of psychological theory and research. The tools explored can be used to measure the success of counseling interventions, analyze the relevance of research presented in counseling journals, and address the knowledge base needed to pass the National Counseling Exam. Statistical mathematical theories will be explored as they relate to quantifying psychological research and client treatment plans.

COU 510 Professional Orientation

This course will introduce students to the mental health counseling profession, its history, philosophy, and theoretical foundations. The scope of practice of counselors, the state licensure process, and other professional issues are also explored. The course, which focuses on the student as a future mental health counselor, provides an overview of the counseling program, the profession, and professional competencies.

COU/PC 522 Human Growth and Development

A study of the processes and stages of human intellectual, physical, social, and emotional development from prenatal origins through senior adulthood, with attention to Christian perspectives on these issues and implications for ministry and counseling.

COU/PC 530 Theories of Counseling and Psychotherapy

An introduction to the history of psychotherapy and to current postmodern schools of theoretical and clinical research, with attention to individual therapy, family systems theory, and the relationship between psychotherapy and spirituality.

COU 540 Appraisal and Assessment in Counseling

An overview of individual and group approaches to assessment used by professional counselors. Course participants evaluate instruments, interpret results, and demonstrate knowledge of psychometric properties. Multicultural awareness, sensitivity, and competence within the assessment process are also highlighted.

COU 600 Counseling Skills and Techniques

A study of principles, methods, and techniques for the counseling of individuals with attention to ways of fostering reflection and insight for the counselee, resolution of problematic issues, personal resolve, initiative, and personal growth within the context of the counselee's various dynamic relationships. Available to MDiv students with prior approval (see faculty advisor).

COU 611 Psychopathology

A systematic study of mental disorders, applying scientific methods in an effort to understand disturbed or abnormal behavior and applying this knowledge to clinical assessment and therapy with clients. The student will be able to recognize symptoms of a mental disorder and define abnormal behavior and the classification system, according to the *Diagnostic and Statistical Manual of*

Mental Disorders (DSM 5). Cultural determinants of what is considered abnormal will be discussed. The treatment, mental health, and legal aspects of abnormal behavior are included.

COU 612 Psychopharmacology

Psychopharmacology refers to the scientific understanding of the medications used in the treatment of mental disorders and psychological distress. It also refers to the practical use of these medications in clinical practice. This course on psychopharmacology is designed for non-medical mental health and counseling professionals. As such, it emphasizes the clinical use of psychopharmacologic agents, including their indications, expected benefits, and adverse effects. It also considers their use in conjunction with, and in light of, the known efficacy of nonpharmacologic interventions in the treatment of mental disorders. The broader social context in which medications are prescribed will also be considered.

COU 620 Addictive Behavior and Treatment

A study of the factors that contribute to addictive behavior and substance abuse and the various treatment modalities. Includes a history of addiction in North America, predisposing and sociocultural dimensions, screening and diagnosis, pharmacology of substances, legal issues, family systems, and prevention and treatment approaches, including the role of spirituality and the AA movement. Available to MDiv students with prior approval (see faculty advisor).

COU 630 Prevention, Intervention, and Consultation

This course prepares students for their roles as counselors in prevention, intervention, and consultation endeavors with specific populations in specific settings. Various approaches to addressing these three domains of counseling will be explored and, using an action research model, students will prepare a blueprint for a prevention, intervention, or consultation project for a community, agency, or organization. Topics include planning, implementation, and program evaluation.

COU/PC 640 Grief Counseling

An introduction to the history and study of death and dying, grief, and bereavement. It will include the development of major clinical, theoretical, and spiritual positions with attention to the individual, family, community, institutions, and church. Special attention will be given to the process of living, dying, death, grief, and bereavement. This will include individual, group, family, institutional, community, pastoral, and spiritual aspects of the counseling process.

COU/PC 642 Aging and Eldercare

A study of the psychological and sociological aspects of aging and ways to use community resources and programs in the counseling of senior adults, and their nuclear and extended families, with emphasis on appropriate therapeutic interventions relevant to the unique challenges to this age group.

COU/PC 663 Marriage and Family Dynamics

A survey of marriage and family dynamics and basic models of family therapy. Emphasis is on family systems theories/therapies such as psychodynamic, experiential, transgenerational, structural, strategic, cognitive/behavioral, solution oriented, postmodern/constructionist, and narrative.

COU 665 Counseling Diverse Populations

This course will increase students' ability to work more sensitively and effectively with culturally diverse clients. Students' awareness, knowledge, and skills related to multicultural counseling will be enhanced, as they explore their own cultural development, biases, and values, and those of diverse client populations. Traditional theoretical orientations and current multicultural theories will be applied to culturally diverse groups. Topics include age, race, gender, sexual orientation, religion and spiritual orientation, physical disability, social class, ethnicity and culture, culturally sensitive diagnosis and assessment, and family patterns.

COU 673 Marriage and Family Therapy

A study of the principles, methods, and techniques used in marriage and family therapy with attention to fostering healthy family dynamics, resolution of problematic issues and relational dysfunction, and personal growth within the context of the family unit. Prerequisite COU 663.

COU 674 Group Process and Practice

This course examines the developmental stages of groups and theoretical approaches to group work. Topics include types of groups, group dynamics and processes, group leadership and membership roles, ethical considerations in group work, and crisis management within groups. COU 530 and COU 611 are recommended courses to be taken prior to COU 674.

COU 675 Counseling Children and Adolescents

This course is designed to give students an overview of theoretical and practical approaches in working with children and adolescents. Special populations and issues identified by course participants will be explored. In addition, students will be required to participate in off-campus collaboration with an agency devoted to meeting the mental health needs of children and adolescents.

COU 685 Selected Topics in Counseling

A study of selected topics in counseling. The topics vary from term to term in order to focus on selected aspects of counseling. This course may be repeated for credit with a change in content.

COU 700 Legal and Ethical Issues in Counseling

This course addresses ethical and legal issues in counseling including developing and applying ethical decision-making models. Topics addressed include the philosophical underpinnings of codes of ethics; understanding and applying the American Counseling Association Code of Ethics and adhering to state statutes related to professional counseling; understanding the relationship between ethics and law; and protecting consumers of counseling services.

COU 710 Lifestyle and Career Counseling

A study of vocation, lifestyle, and career development with attention to calling and career choice, sources of occupational and educational information, career decision-making processes, motivation, creativity, and leadership.

COU 720 Expressive Therapies (e.g., art therapy, play therapy, psychodrama)

This course is an experiential introduction to the creative process in counseling. Participants will be invited to explore the literal and figurative context in which creativity emerges, will identify through the use of metaphor, imagery, and poetry the power of creative expression, and will find ample opportunity to discuss, reflect, and process with peers. Instructor will be drawing on a range of literature and clinical practice.

COU 730 Sexual Function and Systemic Sex Therapy

This course will explore normal sexual development and function across the human lifespan. Emphasis will be placed on theological, spiritual, psychological, and physiological issues related to human sexuality. This course will evaluate sexual disorders and relational disconnectedness. Appropriate basic clinical interventions from a systemic perspective will be addressed.

COU 740 Cognitive Behavioral Therapy

Cognitive Behavioral Therapy (CBT) has been endorsed by a number of research studies as a highly effective method of psychotherapy and counseling. CBT assumes that cognitions, that is, beliefs, determine feelings and behavior. In this course, students will articulate the basic principles of cognitive behavioral therapy (CBT) including its history as a leading model of therapeutic intervention. Prerequisites: COU 530 Theories of Counseling and Psychotherapy; COU 600 Individual Counseling; and (recommended) COU 611 Psychopathology.

COU 751 Counseling Practicum

One hundred fifty clock hours of supervised experience in counseling with an approved supervisor in an approved clinical or counseling center setting. The course includes meetings with a campus supervisor and peer group. Prerequisites COU 500, 510, 522, 530, 540, 600, 611, 620, 630, 663, 665, and 674, plus at least 12 sessions of professional individual counseling with a licensed provider (LPC, LMFT, or psychologist) the semester prior to the start of the practicum experience. (Pass/Fail) For additional requirements related to practicum, see Counseling Practicum Manual.

COU 752 Counseling Internship, I

One hundred fifty clock hours of supervised experience in counseling with an approved supervisor in an approved clinical or counseling center setting. The course includes meetings with a campus supervisor and peer group. Prerequisite COU 751. (Pass/Fail) For additional requirements related to practicum, see Counseling Practicum Manual.

COU 753 Counseling Internship, II

One hundred fifty clock hours of supervised experience in a clinical setting with clients; practicum to include work with family systems and the use of family therapy counseling approaches. The course includes meetings with a campus supervisor and peer group. Prerequisites COU 673, 751, and 752. (Pass/Fail) For additional requirements related to practicum, see Counseling Practicum Manual.

COU 765 Family Mediation and Conflict Resolution

A study of mediation within the context of families as a means of resolving conflicts without resort to adversarial means such as litigation; attention is given to family dynamics, child development, the Texas Family Code, family violence, and facilitating of communication and dispute resolution.

COU 790 Independent Research in Counseling

Students with sufficient academic background and ability may enroll for directed study in areas of counseling as they relate to studies in such other disciplines as developmental psychology, psychology of religion, and psychiatry. One to three hours.

COU 799 Integrative Capstone in Counseling

This advanced seminar is available only during the student's final 12 hours and must either follow the two selected biblical and theological courses or be taken concurrently with the final biblical or theological course. The capstone is available to MAC students only. This capstone is designed to guide students in the integration of counseling theory and practice with biblical and theological principles. Two hours.

PSY 500 General Psychology

A broad survey of the major topics in psychology including, but not limited to, research methodology and biological and social factors influencing behavior, development, learning, memory, and personality. Two hours. *This course is intended for MAC students who did not satisfactorily complete the general psychology requirement in undergrad coursework.*

Christian Spirituality (CS)

CS 501 Christian Spirituality

A survey of the biblical and historical foundations and practices of Christian spirituality. Attention will be given to the development of a personal expression of spirituality in the context of the corporate nature of spirituality. Three hours.

CS 510 Spiritual Disciplines and Practices

A focused study of the classic spiritual disciplines and historical practices of Christian spirituality. To inform the study, leading spiritual masters will be surveyed, along with their contributions to Christian spirituality. Spiritual formation small groups, an individual silent retreat, and a group retreat will be practiced as part of the course.

CS/TS 650 Theological Foundations of Christian Spirituality

A study of the reciprocal relationship of theology and spirituality for development of a foundation for spiritual formation and direction. Systematic, biblical, and historical theology will be surveyed and incorporated into an informed spirituality. This course may be taken as a Theological Studies Elective as a part of a student's MDiv degree plan, but it may not substitute for the Theology Elective.

CS 664 History of Christian Spirituality

A survey of the 2,000-year history and development of Christian spirituality in Africa, Europe, Asia, and America with attention to key figures and movements in its development.

CS 665 Christian Devotional Classics

An intensive study of the writing of six to eight selected Christian spiritual masters, emphasizing how the texts can be read and applied for growth in spiritual formation and life.

CS 685 Selected Topics in Christian Spirituality

Topics may vary from term to term in order to focus on selected aspects of Christian spirituality. This course may be repeated for credit with a change in content.

CS 767 Techniques and Principles of Spiritual Direction

A study of the various ways of approaching and conducting one-to-one spiritual direction and spiritual direction in small groups. Consideration will also be given to handling issues and problems that may develop in spiritual direction. Prerequisite CS 501.

CS 780 Spiritual Direction Practicum, I

Students will be required to receive and observe spiritual direction in sessions and then to spiritually direct one or more persons, preferably in a church setting, with on-site supervision as well as regular supervisory meetings with the instructor. This course also involves the regular writing of verbatims with evaluation by the supervisor. MASD students must complete ½ of the degree before beginning a practicum, which must include CS 501, 510, and 767. (Pass/Fail) For additional requirements related to practicum, see Spiritual Direction Practicum Manual.

CS 781 Spiritual Direction Practicum, II

Continued from CS 780 with supervision and meetings for evaluation of the experiences of spiritual direction and theological reflection, including verbatims. Prerequisite CS 780. (Pass/Fail) For additional requirements related to practicum, see Spiritual Formation Practicum Manual.

CS 790 Independent Research in Christian Spirituality

For students who have completed the basic courses and have the ability to do independent study in the field of Christian spirituality. By special arrangement. One to three hours.

CS 799 Integrative Capstone in Spiritual Direction

As the capstone course for the Master of Arts in Spiritual Direction, this course will include a summation of all coursework in the degree program, culminating in the practicum experiences. The course will include the production of a portfolio of student work, representing the breadth of the program. The course will conclude with an integrative paper of 20-25 pages that will demonstrate the integration and application of coursework to the action of spiritual direction, as well as a description of the anticipated course of future ministry. The course must be taken in the last semester of the degree. Two hours.

Field Education (FE)

FE 651 Ministry Practicum, I

Fieldwork in a ministerial setting with supervision and regular meetings for evaluation of ministry experience and theological reflection, including case reports, regular reviews, and other materials for learning and growth. Prerequisite PC 501, plus two more "501" introductory courses, and a minimum of 30 credit hours of completed work prior to enrollment. (Pass/Fail) For additional requirements related to practicum, see Ministry Practicum Manual.

FE 652 Ministry Practicum, II

Continued from FE 651, with supervision and meetings for evaluation of ministry experience and theological reflection, including case histories, a ministry project, and completion of the "learning covenant." Prerequisite FE 651, plus all six "501" introductory courses, and a minimum of 60 credit hours of completed work prior to enrollment. (Pass/Fail) For additional requirements related to practicum, see Ministry Practicum Manual.

FE 700 Pastoral Internship

Contracted practical work in a pastoral ministry setting with on-site supervision, discussion, evaluation/review, encouragement, and support. The student maintains liaison with an on-campus supervisor. Prerequisite PC 501. Six hours. (Pass/Fail) For additional requirements related to practicum, see Ministry Practicum Manual.

FE 751 Basic Clinical Pastoral Education (CPE)

Supervised individual and group experiences in hospital chaplaincy, that is, pastoral care within a hospital setting, including lectures, interviews with patients and verbatim reports, and group discussions under the direction of a supervisor certified by the Association for Clinical Pastoral Education. With tuition payment and enrollment, a 400-hour quarter of supervised pastoral experience (1 CPE unit) in an approved program will earn six semester hours of credit toward the Master of Divinity degree. Prerequisite PC 501. (Pass/Fail) Advanced standing may be granted for 1 CPE unit taken prior to admission to HGST with appropriate documentation.

HGST is in close proximity to several Centers for Clinical Pastoral Education, where, subject to the necessary arrangements, students may enroll for Clinical Pastoral Education.

FE 752 Advanced Clinical Pastoral Education (CPE)

Advanced CPE training under the direction of a supervisor certified by the Association for Clinical Pastoral Education. With tuition payment and enrollment, a 400-hour quarter of supervised pastoral experience (1 CPE unit) in an approved program will earn six semester hours of credit toward the Master of Divinity degree. Prerequisite FE 751. (Pass/Fail)

FE 780 Advanced Fieldwork Practicum

For students who have completed the basic practicum courses (FE 651 and FE 652 or FE 700) and who have the ability to work under supervision in a ministerial setting at an advanced level, including supervision of the ministry of other persons. Up to six hours. (Pass/Fail)

New Testament Greek (GR)

GR 551 Elementary New Testament Greek I

The fundamental elements of New Testament Greek grammar, including the alphabet and writing system, basic vocabulary and syntax, and special attention to conjugation of the verb in several tenses.

GR 552 Elementary New Testament Greek II

Continuation of GR 551. Continuation of the study of New Testament Greek grammar with extensive reading from the New Testament in Greek and an introduction to exegetical procedures based on the Greek text. Prerequisite GR 551.

GR 651 New Testament Greek Exegesis

Continuation of GR 552. Reading and translation from an extensive selection of New Testament passages in Greek with attention to vocabulary and syntax, verb forms, word formation, and exegetical procedures. Prerequisite GR 552.

GR 652 Advanced New Testament Greek Exegesis

Continuation of GR 651. Reading, translation, and exegesis from an extensive selection of passages from the Greek New Testament and related early Christian writings such as the Apostolic Fathers, with emphasis upon consolidating and synthesizing previous work and some attention to textual criticism. Prerequisite GR 651.

Interdisciplinary Studies (ID)

ID 701 Interdisciplinary Capstone (MTS)

This course is the capstone course for the Master of Theological Studies degree. MTS students in their final year or semester are required to take this course together as a cohort. A student will work under a faculty specialist to produce a capstone paper or project in the area of concentration, which will be presented to the class and then evaluated by faculty members. The student will also gather representative work from his or her MTS program for the faculty members. Two hours.

The student will:

- Demonstrate good hermeneutics with both testaments of the Bible;
- Demonstrate contextually sensitive theology evidencing an awareness of historical heritage of an issue;
- Apply these skills in a capstone paper or approved project with a special emphasis evidencing the student's focused concentration.
- Submit an electronic portfolio of assignments showing the coursework taken while in the program, as well as a syllabus for each course.

ID 702 Master of Divinity Capstone

MDiv students are required to keep a portfolio of graded assignments as indicated in the syllabus for each of the following MDiv required courses: BI 510, CH 510/511, CS 501/510, FE 651/652, MC 620, NT 501, OT 501, PC 501, PH 551, PL 510/640/650, PR 501, TH 501, and TS 630, as well as two electives of the student's choice. Students accepted into the MDiv/MAC dual degree program are not required to complete ID 702. MDiv students will enroll in ID 702 during the final semester of the degree program. During the final semester, portfolios will be collected, reviewed, and assessed. One hour (Pass/Fail)

Integrative Experience (IE)

IE 601 Integrative Experience 1

The Greater Houston area affords a wide array of educational and missional opportunities, as well as ecumenical and interfaith dialogue experiences for our students to integrate into their theological training and formation. Students will be required to complete a minimum of three separate external integrative experiences over the course of the semester for a total of at least ten hours of face-to-face contact, normally in a lecture, workshop, conference, and/or missional setting. Regular meetings on campus will be held throughout the semester for faculty supervision/evaluation and theological reflection. Required for MDiv students. One hour. (Pass/Fail)

IE 602 Integrative Experience 2

Continuation of IE 601. Involves a minimum of three separate external integrative experiences for a total of at least ten hours of face-to-face contact, in conjunction with regular meetings on campus for supervision/ evaluation and theological reflection. Required for MDiv students. One hour. (Pass/Fail)

IE 605 Seminarian Retreat

Following the spirit of the on-campus Integrative Experience requirement, the annual seminary retreat meets the requirements for one IE course by providing interfaith and inter-denominational workshops, worship experiences, and small-group interaction. The retreat is co-sponsored by COSTS (Council of Southwestern Theological Schools) and The Multi-Cultural Alliance. The retreat normally is held the first week of January. The retreat is centered on a different topic each year. Resource scholars present the topic from an interfaith perspective, and the seminary students from various seminaries discuss the topic in small groups with a faculty facilitator. (Pass/Fail)

Ministry Context (MC)

MC 602 Cross-cultural Communication of the Gospel

A study of the principles and processes of communication from one culture to another, with focus on the incarnation of Jesus as the model for intercultural communication of the gospel and on contemporary models of communications theory.

MC 620 Culture and Context

An examination of the content and dynamics of demographic, physical, social, and cultural environments and to their implications for Christian ministry. Attention is given to analyzing emerging phenomena such as the major social institutions, language, social change, and technology, and to understanding cultural norms, values, and traditions.

MC/PH 661 World Religions

A study of the major religions represented in the modern world and of Christian approaches to them with attention to their history, worldviews, teachings, practices, and life styles, studies in relation to contemporary concerns and problems such as war, racism, nationalism, and secularism.

MC 662 New Religious Movements

A study of new and marginal religious movements and of Christian approaches to them with attention to their origins, worldviews, teachings, practices, and lifestyles, as well as societal responses to them and the needs they seek to meet.

MC 685 Selected Topics in Ministry Context

A study of selected topics in ministry context. The topics vary from term to term in order to focus on selected aspects of these areas of biblical studies. This course may be repeated for credit with a change in content.

MC 790 Independent Research in Ministry Context

For students who have completed the basic courses and have the ability to do independent study in ministry context. By special arrangement. One to three hours.

New Testament (NT)

NT 501 Christian Canon: New Testament

A study of the history and literature of the New Testament with attention to the content of the whole, representative passages throughout, and exegetical methods and problems of interpretation with some emphasis upon both understanding and evaluating various critical approaches. Three hours.

NT 620 The Ministry and Message of Jesus

The life, teaching, and distinctive roles of Jesus of Nazareth, as presented by the four Gospels and historical Jesus studies, and understood within the context of diverse Judaism, the Roman Empire, and Hellenization of the Jewish people. Different perspectives will be considered. Prerequisite NT 501.

NT 623 The Life and Letters of Paul

An overview of Paul's life, letters, and enduring influence within early Christianity, with special attention given to the course of his life and ministry and central issues and conflicts in the field, such as the new perspective. Attention will also be given to his multicultural (i.e., Jewish and Greco-Roman) background and education and recurring themes in his letters. Prerequisite NT 501.

NT 637 The General Epistles

Studies in the Epistles of James, Peter, and Jude with attention to exegetical methods, historical and literary contexts, interpretation and application, and the significance of these Epistles. Prerequisite NT 501.

NT 685 Selected Topics in the New Testament

A study of selected topics in New Testament. The topics vary from term to term in order to focus on selected aspects of the Christian scriptures. This course may be repeated for credit with a change in content. Prerequisite NT 501.

NT 721 The Synoptic Gospels

Studies in the Gospels of Matthew, Mark, and Luke with a view to understanding them as wholes as well as in various parts and kinds of content. Attention is given to exegetical methods, historical and literary context, to the Synoptic problem, and to appropriate interpretation and application. Prerequisite NT 501.

NT 722 The Gospel and Letters of John

Studies in the Gospel and Letters of John, with attention to the content, form, and style, and to the historical and literary context, as well as to exegetical methods, interpretation, and application. Of particular interest are the relationships of these books to each other, to the "Johannine Community," and to the Synoptic Gospels. Prerequisite NT 501.

NT 725 Book of Acts

Studies in the book of Acts with a view to a literary critical understanding of the book as a whole as well as to the contributions to rhetorical criticism, Lukan theology, and salvation history.

NT 731 Epistle to the Romans

Study of Paul's Epistle to the Romans and of significant subjects relevant for understanding it. Attention is given to the problems of doctrine and life which Paul addressed, the setting within the context of his missionary endeavors, and the continuing validity of principles which he applied to these questions. Prerequisite NT 501.

NT 733 Epistles to the Corinthians

Study of Paul's Epistles to the Corinthians and of significant subjects relevant for understanding them. Attention is given to the problems of doctrine and life which Paul addressed, the setting within the context of his missionary endeavors, and the continuing validity of principles which he applied to these questions. Prerequisite NT 501.

NT 734 Selected Pauline Epistles

Studies in selected Pauline Epistles, from the early (e.g. Galatians and Thessalonians) and/or later (e.g. Prison Epistles: Ephesians, Philippians, Colossians, Philemon, and/or Pastoral Epistles: Timothy, Titus), within the context of Paul's missionary work and developing issues of faith, practice and church governance. Attention is given to questions of setting, authorship, and application to modern church life. This course may be repeated for credit with a change in content. Prerequisite NT 501.

NT 735 Epistle to the Hebrews

A study of the Epistle to the Hebrews with attention to exegetical methods, historical and literary contexts, interpretation and application, and the significance of this Epistle. Prerequisite NT 501.

NT 761 Revelation and Related Apocalyptic Literature

A study of the Book of Revelation, related portions of the New Testament such as Jesus' Olivet Discourse and eschatological passages from the Pauline Epistles, antecedents in pre-Christian and contemporary Judaism, and the continuation in such works as the Shepherd of Hermas and Apocryphal apocalypses. Prerequisite NT 501.

NT 790 Independent Research in the New Testament

For students who have completed the basic courses and have the ability to do independent study in the history, literature, theology, or language of the New Testament. By special arrangement. One to three hours.

Old Testament (OT)

OT 501 Christian Canon: Old Testament

A study of the history and literature of the Old Testament with attention to the content of the whole, representative passages throughout, and to exegetical methods and problems of interpretation with some emphasis upon both understanding and evaluating various critical approaches. Three hours.

OT 611 Studies in the Pentateuch

Studies in the books of Genesis, Exodus, Leviticus, Numbers, and Deuteronomy with a view to understanding the Pentateuch as a whole as well as in various parts and kinds of content. Attention is given to exegetical methods, historical and literary contexts, and to appropriate interpretation and application. Prerequisite OT 501.

OT 612 Studies in the Old Testament Historical Books

Studies in Joshua, Judges, Samuel, and Kings (the "Former Prophets") with a view to understanding these books as wholes as well as in various parts and kinds of content. Attention is given to exegetical methods, historical and literary context, and to appropriate interpretation and application. Prerequisite OT 501.

OT 622 Old Testament Wisdom Literature

A study of the Wisdom Literature of the Old Testament, especially the books of Job, Proverbs, Ecclesiastes, and the Song of Solomon. Attention is given to form and style, to content and its relation to the other parts of the Bible, and to the use of this material in life situations. Prerequisite OT 501.

OT 665 Studies in Post-exilic Old Testament Literature

A study of the historical books of Chronicles, Ezra, and Nehemiah, related "Writings," and later writing prophets, especially Haggai, Zechariah, and Malachi. Prerequisite OT 501.

OT 685 Selected Topics in the Old Testament

A study of selected topics in Old Testament. The topics vary from term to term in order to focus on selected aspects of the Hebrew Scriptures. May be repeated for credit with a change in content. Prerequisite OT 501.

OT 721 The Psalms

A study of the Book of Psalms and related poetry of the Old Testament. Attention is given to form and style, to content and its relation to the other parts of the Bible, and to the use of this poetry both in the life of ancient Israel and in Christian life and worship. Prerequisite OT 501.

OT 761 The Book of Isaiah

A study of the Book of Isaiah. Attention is given to the content, form, and style, and to the historical and literary contexts as well as to exegetical methods, interpretation, and application. Prerequisite OT 501.

OT 762 The Book of Jeremiah

Attention is given to the content, form, and style, as well as the historical and literary contexts. The theology of the Book of Jeremiah and its application will also be a major focus. The course will include some discussion of the relationship of the Books of Jeremiah and Ezekiel. Prerequisite OT 501.

OT 763 Selected Minor Prophets of the Old Testament

A study of selected books of the twelve minor prophets of the Old Testament with attention to the content, form and style of these books, and to the historical and literary contexts as well as to exegetical methods, interpretation, and application. This course may be repeated for credit with a change in content. Prerequisite OT 501.

OT 790 Independent Research in the Old Testament

For students who have completed the basic courses and have the ability to do independent study in archaeology, interpretation, history, literature, or languages of the Old Testament. By special arrangement. One to three hours.

Pastoral Care (PC)**PC 501 Pastoral Care**

An introduction to the theological basis of pastoral care, as well as the nature and dynamics of human personality and contemporary psychosocial models of helping, healing, and change. Three hours.

PC/COU 522 Human Growth and Development

A study of the processes and stages of human intellectual, physical, social, and emotional development from prenatal origins through senior adulthood, with attention to Christian perspectives on these issues and implications for ministry and counseling.

PC/COU 530 Theories of Counseling and Psychotherapy

An introduction to the history of psychotherapy and to current postmodern schools of theoretical and clinical research, with attention to individual therapy, family systems theory, and the relationship between psychotherapy and spirituality.

PC/COU 640 Grief Counseling

An introduction to the history and study of death and dying, grief, and bereavement. It will include the development of major clinical, theoretical, and spiritual positions with attention to the individual, family, community, institutions, and church. Special attention will be given to the process of living, dying, death, grief, and bereavement. This will include individual, group, family, institutional, community, pastoral, and spiritual aspects of the counseling process.

PC/COU 642 Aging and Eldercare

A study of the psychological and sociological aspects of aging and ways to use community resources and programs in the counseling of senior adults, and their nuclear and extended families, with emphasis on appropriate therapeutic interventions relevant to the unique challenges to this age group.

PC/COU 663 Marriage and Family Dynamics

A survey of marriage and family dynamics and basic models of family therapy. Emphasis is on family systems theories/therapies such as psychodynamic, experiential, transgenerational, structural, strategic, cognitive/behavioral, solution oriented, postmodern/constructionist, and narrative.

PC 685 Selected Topics in Pastoral Care

A study of selected topics in pastoral care. The topics vary from term to term in order to focus on selected aspects of this broad area of Christian ministry. This course may be repeated for credit with a change in content.

PC 790 Independent Research in Pastoral Care

For students who have completed the basic courses and have the ability to do independent study in Pastoral Care. By special arrangement. One to three hours.

PC 501 is a prerequisite for all PC courses. Other counseling courses are available to MDiv students upon request. Prior approval from the Academic Dean must be obtained before enrolling in these courses.

Philosophy and Ethics (PH)

PH 510 Philosophy of Religion

A study of the history of philosophy with attention to religious concerns: belief in God, freedom, the human soul, and immortality. Attention is given to philosophical method and to a Christian understanding of reality as distinct from alternatives.

PH 551 Christian Ethics

A study of ethical systems and theories in light of biblical and traditional Christian perspectives and moral norms, with reflection upon several contemporary social issues.

PH 601 Christian Apologetics

A study of the relationship between Christian theology and prevailing world views, with attention to major defenders of the Christian faith, such as Justin Martyr, Augustine of Hippo, Thomas Aquinas, Pascal, C. S. Lewis, and others.

PH 611 Science and Religion

A study of the often-conflicted relationship between religion and science in a technological society. Topics considered include astronomy and creation, quantum physics, evolution and continuing creation, neuroscience and human nature, and God and nature.

PH 624 History of Philosophical Thought

A study of the major figures and ideas from ancient to contemporary philosophy. Concentration on and analysis of a noted philosopher or philosophy may be the focus of the course.

PH 652 Contemporary Issues in Ethics

A study of contemporary ethical dilemmas such as hunger, abortion, euthanasia, homosexuality, nuclear weapons, draft registration, war, tax resistance, international conflicts, internal revolutions, rights of undocumented residents, and prison reform.

PH/MC 661 World Religions

A study of the major religions represented in the modern world and of Christian approaches to them with attention to their history, worldviews, teachings, practices, and life styles, studies in relation to contemporary concerns and problems such as war, racism, nationalism, and secularism.

PH 685 Selected Topics in Christian Philosophy and Ethics

A study of selected topics in Christian philosophy and ethics. The topics vary from term to term in order to focus on selected aspects of either or both of these closely related fields and their relationship to Christian life and practice. This course may be repeated for credit with a change in content.

PH/TH 710 Theological Method

An analytical study of theological method examining the rival philosophical and traditional contributions of philosophy of science and religion, theology, and historical exegesis.

PH 724 Contemporary Philosophical Thought

A study and critical assessment of selected major figures, ideas, schools, and issues of modern philosophical thought from Descartes to the present. This course may be repeated for credit with a change in content.

PH 750 Ethics and Social Witness

A study and assessment of selected major Christian figures and/or movements that have confronted and challenged societal injustices and inequities with the claims of Christianity, e.g., Dietrich Bonhoeffer, Martin Luther King, Jr. This course may be repeated for credit with a change in content.

PH 751 Clergy Professional Conduct and Ethics

A study of the professional responsibilities of clergy persons with an examination of particular cases where improper behavior by ministers has resulted in lawsuits and prosecutions within the State of Texas, other states, and the federal courts. This course is designed to help ministers avoid some serious issues that could impair their ministries.

PH 790 Independent Research in Philosophy and Ethics

For students who have completed the basic courses and have the ability to do independent study in the areas of philosophy of religion or Christian ethics. By special arrangement. One to three hours.

Pastoral Leadership (PL)

PL 510 The Missional Church Movement

An introduction to the missional church movement as it has emerged in recent decades with special attention to its expressions in the United States. Study will focus on the nature, history, and significance of the movement, as well as distinctive concepts, practices, leaders, and literature.

PL 600 Organizational Development for Christian Leaders

A survey of necessary organizational administration for ministry leaders, whether in the local church, para-church ministry, or other nonprofit. Emphasis will be on the development of necessary processes and practices for organizing and maintaining ministry, including (but not limited to) organizational strategies, legal realities, personnel policies and human relations, facility management, and development and maintenance of budgets.

PL 640 Systems Thinking in Organizational Contexts

An exploration of (1) the ways in which those linked together in formal and informal organizations function like a family system; (2) the contributions of systems thinking to organizational leadership development; and (3) the strategies an emerging or current leader can develop to grow in his or her ability to lead as a less anxious person in an anxious system.

PL 650 Transformational Leadership

An exploration of the biblical and theological convictions that shape the roles, qualities, and practices of ministry leaders in collaboration with God's transformation of individuals, faith communities, and cultural contexts. Special emphasis is given to leadership from a systems perspective and to leading change processes in a wide variety of ministry settings.

PL 670 Leading Organizational Change

An examination of biblical and contemporary principles of strategic planning processes that include vision discernment, goal setting, and organizational processes. The course integrates change theory with the human and structural dynamics that influence the development of vision, mission, goals, assessment, strategy, and evaluation. Attention is given to the role of the leader and leadership team in shaping organizational transformation.

PL 671 Leadership in Postmodern Culture

A study of characteristics of postmodern contexts and spiritual leadership within those contexts. The conversation between postmodern culture and Christian faith will be examined with a view to exploring new ways of living and sharing the text to reach postmodern contexts with the gospel.

PL 680 Legal Issues in Ministry

A study of the basic constitutional history and practice regarding religion in the United States, the original related decisions of the Supreme Court, the administration (taxation!) of ministers and churches, tax law provisions relating to ministers, and issues of the relationship between the church and the present multicultural society.

PL 685 Selected Topics in Pastoral Leadership

A study of selected topics in pastoral leadership. The topics vary from term to term in order to focus on selected aspects of this broad area of Christian ministry. This course may be repeated for credit with a change in content.

PL 720 Resource Development for Christian Ministries

A study of the theological, ethical, and practical bases for Christian stewardship and the relationship of stewardship to effective leadership. Attention will be given to strategies and resources for ministry and individual stewardship, financial planning, and mission, particularly as these impact the ministries of local churches, para-church ministries, or other nonprofits.

PL 730 Principles and Strategies for Church Planting

An examination of the biblical, historical, sociological, and theological principles particular to church planting. Emphasis will be given to methods and strategies faithful to biblical principles and effective in producing new, healthy churches.

PL 780 Missional Leadership Practicum, I

Fieldwork in a ministerial setting with supervision and regular meetings for evaluation of a missional ministry experience and theological reflection, including case reports, regular reviews, and other materials for learning and growth. The student must complete ½ of the MAML degree before beginning a practicum. (Pass/Fail) For additional requirements related to practicum, see Missional Leadership Practicum Manual.

PL 781 Missional Leadership Practicum, II

Continued from PL 780 with supervision and meetings for evaluation of the experiences of missional leadership and theological reflection, including case studies. Prerequisite PL 780. (Pass/Fail) For additional requirements related to practicum, see Missional Leadership Practicum Manual.

PL 790 Independent Research in Pastoral Leadership

For students who have completed the basic courses and have the ability to do independent study in pastoral leadership issues. By special arrangement. One to three hours.

PL 799 Integrative Capstone in Missional Leadership

As the capstone course for the Master of Arts in Missional Leadership, this course will include a summation of all coursework in the degree program, culminating in the practicum experiences. The course will include the production of a portfolio of student work, representing the breadth of the program. The course will conclude with an integrative paper of 20-25 pages that will demonstrate the integration and application of coursework to the action of leadership in a missional ministry setting, community, or project, as well as a description of the anticipated course of future ministry. The capstone must be taken in the final semester of the degree. Two hours.

Preaching (PR)**PR 501 Principles of Preaching**

An introduction to the nature of preaching and of representative kinds and styles of sermons, with attention to the principles of sermon construction, preparation, and delivery, involving practice in a laboratory setting. Required for MDiv students. Three hours.

PR 621 The History of Christian Preaching

A study of the historical development of Christian preaching. Some attention will be given to individual preachers, but the primary focus will be the effects on preaching by major cultural influences, such as the counter-heretical agenda of the Patriarchs, the diversity faced by frontier circuit riders, academic homiletics embroiled in theological debate from the pulpit, the African

American preaching tradition, the fresh perspectives introduced by women preachers, and preaching via mass media. Prerequisite PR 501.

PR 622 Preaching Resources

An introduction to the wealth of resources for sermons through literature, history, and personal experience. Prerequisite PR 501.

PR 644 Preaching Through the Christian Year

A study of the use of the lectionary in sermon preparation, particularly as it relates to the liturgical cycle of the Christian year. Attention will be given to the doctrinal themes reflected in the lectionary readings for each of the major liturgical seasons. Prerequisite PR 501.

PR 685 Selected Topics in Preaching

A study of selected topics in preaching. The topics vary from term to term in order to focus on selected aspects of the history and practice of preaching. This course may be repeated for credit with a change in content. Prerequisite PR 501.

PR 720 The Art of Expository Preaching

A study of the way in which the exposition of the biblical text serves as the basis for Christian proclamation. Students will explore a variety of approaches within the expository pattern in the development of sermons on assigned passages. Prerequisites OT 501 or NT 501 and PR 501.

PR 790 Independent Research in Preaching

For students who have completed the basic courses and have the ability to do independent study in preaching, rhetoric, and the history or practice of these arts. By special arrangement. One to three hours.

Research and Writing Skills (RE)

RE 400 English Writing Lab

This course is designed to provide basic remediation in English writing skills and grammatical usages for those students whose entry level skills are below average. This is a required course for all students who do not pass the English Proficiency Examination and is charged at a tuition rate of one semester hour. No credit hours awarded. (Pass/Fail)

RE 500 Research, Writing, and Theological Learning

This course introduces the beginning seminary student to graduate theological education. The student will learn basic theological research, especially the proper use of library resources and appropriate use of the Internet. The student will receive an introduction to theological writing, including strategies for organizing and writing grammatically and stylistically correct papers and reviews. This team-taught course will contain units on time managing, test taking, and theological thinking.

RE 795 Thesis in _____

Research and writing of a thesis in a particular discipline, under the guidance of an appointed research advisor. Since the thesis is not required in the program, a student must propose and receive approval for a thesis during the semester prior to registering for RE 795. Three hours of credit are granted upon the completion and correction of a thesis, and its acceptance by a thesis committee. Fall or spring enrollment only. Prerequisite RE 500.

RE 796 Thesis Continuation

Students who enroll in RE 795 must enroll in RE 796 in each successive regular semester (i.e., fall and/or spring) at the tuition rate of one credit hour until the thesis is completed. No credit hours awarded.

Systematic Theology (TH)

TH 501 Christian Theology

An introduction to the necessity, nature, scope, and methods of theology. Major types of theology, such as systematic, constructive, historical, and biblical will be surveyed. Major doctrines such as the word of God, the being of God, the person

and work of Christ, the doctrine of humankind, the work of redemption, the doctrine of the Church, and doctrine of last things will be presented. Three hours.

TH 610 The Doctrine of God

A study of the attributes and actions of God, with attention to classical attributes, such as eternity, immutability, and omniscience; also considered will be the development and continuing evolution of aspects of the doctrine of God. The doctrine of the Trinity will be examined biblically and theologically. Prerequisite TH 501 or TS 520.

TH 620 The Doctrine of Christ

A study of Christology: the doctrines of the person and work of Christ in biblical and historical perspective, with attention to the continuing significance of the central issues related to the Christian confession of Jesus as Lord. Prerequisite TH 501 or TS 520.

TH 630 The Doctrine of Salvation

A study of soteriology: the redemptive work of Jesus Christ with specific concentration on election, sin, atonement, faith, grace, regeneration, justification, sanctification, and glorification. Prerequisite TH501 or TS520.

TH 640 The Doctrine of the Church

A study of ecclesiology: the theology of the assembly of worship and fellowship called the Church. Topics for consideration include the theology of church government and discipline, as well as the theology of worship, the clergy, and the sacraments. Prerequisite TH501 or TS520.

TH 685 Selected Topics in Theology

A study of selected topics in theology. The topics vary from term to term in order to focus on selected aspects of Christian theology. This course may be repeated for credit with a change in content. Prerequisite TH 501 or TS 520.

TH/PH 710 Theological Method

An analytical study of theological method examining the rival philosophical and traditional contributions of philosophy of science and religion, theology, and historical exegesis.

Theological Studies (TS)

TS 520 History of Christian Doctrine

An introduction to historical theology and the major theologians of the church from the Patristic period to the twentieth century, with an emphasis on the development of key doctrines, such as Christology and soteriology.

TS 630 Missional Theology

An examination of *missio Dei*—mission of God—as revealed in the scriptures and historical Christian writings. The course integrates themes from Christology, pneumatology, anthropology, ecclesiology, and missiology.

TS/CS 650 Theological Foundations of Christian Spirituality

A study of the reciprocal relationship of theology and spirituality for development of a foundation for spiritual formation and direction. Systematic, biblical, and historical theology will be surveyed and incorporated into an informed spirituality. This course may be taken as a Theological Studies Elective as a part of a student's MDiv degree plan, but it may not substitute for the Theology Elective.

TS 685 Selected Topics in Theological Studies

A study of selected topics in theological studies. The topics vary from term to term in order to focus on selected aspects of Christian theological studies. This course may be repeated for credit with a change in content. Prerequisite TH 501 or TS 520.

TS 715 Reformation Theology

A study of the theology of the sixteenth century, with emphasis on the Magisterial Reformers; Catholic, Anglican, and Anabaptist theologies will also be considered. Prerequisite TH501 or TH520.

TS 740 Theology in the Arts

A study of selected works of literature, music, or film with attention to the use of theological concepts, themes, and motifs, with a view to understanding both the communication of theological ideas and the impact of theology upon culture. This course may be repeated for credit with a change in content.

TS 790 Independent Research in Theology

For students who have completed the basic courses and have the ability to do independent study in systematic theology, historical theology, theology in literature and culture, or the work of a major theologian. By special arrangement. Prerequisite TH 501 or TS 520. One to three hours.

Worship (WR)**WR 510 Christian Worship**

An introduction to the nature, elements, and purpose of Christian worship from biblical, theological, and historical perspectives. Attention will be given to exploring liturgical forms for both regular and occasional services of the church, used by various Christian traditions. Emphasis will be placed on the development of leadership skills for the preparation and celebration of the worship event.

WR 520 History of Christian Worship

A survey of Christian worship in its various contexts from the patristic age to the modern era with an emphasis on how scriptural and theological principles and contextual factors guided the development of Christian worship down to modern times.

WR 630 Early Christian Worship

A study of worship in the early church utilizing primary sources from the patristic era. Jewish precursors to Christian worship will be explored, along with the origins of the Christian calendar, early initiation rites, cycles of daily prayer, table fellowship, and rites of pastoral care.

WR 685 Selected Topics in Christian Worship

A study of selected topics in Christian worship and liturgy. The topics vary from term to term in order to focus on selected aspects of the liturgical life of the Church. This course may be repeated for credit with a change in content.

WR 790 Independent Research in Worship

For students who have completed the basic courses and have the ability to do independent study in the liturgical practice of the main Christian traditions, in the history and theology of liturgy and worship, and in related areas. By special arrangement. One to three hours.

Doctor of Ministry

Courses specifically developed for entering doctoral students

CS 800 Foundations for Christian Spirituality and Formation (1 hour)

This course will define Christian spirituality and Christian spiritual formation and will include a description of spiritual formation process and background, as well as provide practical exercises for spiritual development.

DM 860 Project/Practicum Development (1 hour)

Students will begin the journey toward completion of a Doctor of Ministry Project or Spiritual Direction Practicum Report.

PL 800 Family Systems Thinking for Pastors and Ministry Leaders (2 hours)

An introduction to family systems as a context and a way to think about self, the family of origin, and the nuclear family. The eight concepts of Bowen Theory will provide foundational material for the study.

PL 803 Foundations for the Missional Church Movement (2 hours)

Foundational concepts of the missional church movement comprise the content of this course. The study will focus on the nature, history, and significance of the missional church movement, as well as distinctive concepts, practices, leaders, and literature.

RE 800 (1 hour) Doctoral-Level Research and Writing

This course introduces the doctoral student to graduate theological education at a deeper level. The student will learn doctoral-level theological research, especially the proper use of library resources and the Internet. The student will receive a tutorial on theological writing, including strategies for organizing and writing grammatically and stylistically correct papers and reviews.

Courses in the remaining five semesters will be offered on a rotating basis throughout the remaining semesters of the program for full-time students.

During each On-Site Instructional week, DMin students will register for a topical course, a specialization course, and a Christian spirituality course. The topical themes include:

810 – Preaching

820 – The Practice of Theology

830 – Advanced Systems Thinking for Spiritual Leadership

840 – Leading for Christian Transformation (includes a 24-hour Silent Retreat)

850 – Culture and Ministry

PC/PL/SD/PR 810-850 Specializations in Pastoral Care, Pastoral Leadership, Missional Leadership, Preaching, or Spiritual Direction and Formation (2 hours per semester)

Pastoral Leadership – Skills, practices, and training in the areas of family and congregational systems, leading change, leadership within missional and post-modern cultures, and more.

Pastoral Care – Skills and techniques to aid pastoral care ministries including how to make referrals, recognizing and preventing tendencies toward suicide, family systems, crisis intervention, etc.

Spiritual Formation and Direction – Principles and training leading toward certification as a Spiritual Director, upon satisfactory completion of the specialization.

Missional Leadership – Skills, practices, and training in missional leadership, applying family systems thinking, leading change, and leadership development within a variety of contexts.

Preaching – The dynamics of a vital preaching ministry engaging preaching styles from a variety of traditional and denominational backgrounds and experiences.

CS 880 Spiritual Direction Doctoral-level Practicum 1 for Certificate only

Students will be required to receive and observe spiritual direction in sessions with a certified spiritual director, to read and work with the practicum supervisor for training on techniques and best practices, and then to spiritually direct two to four persons, with regular supervisory meetings with the Director of the Spiritual Direction and Formation Specialization, according to the Spiritual Direction Practicum Handbook for doctoral students. This course will involve the regular writing of verbatims with evaluation by the Director of the Specialization. (Pass/Fail) Two hours.

CS 881 Spiritual Direction Doctoral-level Practicum 2 for Certificate only

Continued from CS 880 with supervision and meetings for evaluation of the experiences of spiritual direction and theological reflection, including verbatims. Prerequisite CS 880. (Pass/Fail) For additional requirements related to practicum, see Spiritual Direction Practicum Handbook. Two hours.

DM 870 Project and Practicum Completion (1 hour)

A one-hour course during a student's final semester for completion of the Project or Practicum Report, including the Oral Defense.

Masters Academic Schedule

August	Fall 2017	March
14 M	Fall Semester begins (Monday courses only)	2 F Course drop with "W" on transcript (no refund)
17 Th	New Student Orientation, 6pm	12-18 M-Sa Spring Break
18 F	CPCE (Registration deadline July 18)	19 M Summer 2018 registration opens
21 M	Late Fall Registration opens (fee assessed)	23 F Course drop with "WP" or "WF" on transcript (no refund)
22 Tu	Fall Semester begins (Tues-Sat courses)	30-31 F-Sa Easter Break (no classes, HGST closed)
26 Sa	Course drop (90% refund)	April
28 M	Fall Evening Convocation, 7pm	23 M Fall 2018 registration opens
29 Tu	Fall Daytime Convocation, 2pm	27 F Deadline to apply for August graduation
30 W	August Degree Conferral (no commencement ceremony)	May
September		4 F Spring Semester ends
1 F	Last day to add a Fall Semester course (fee assessed)	4 F Deadline to file extension request with Registrar
2 Sa	Course drop (75% refund)	5 Sa Spring Commencement Ceremony
4 M	Labor Day (no classes, offices closed)	June
8 F	Deadline to apply for December graduation	4 M Summer I Term begins
9 Sa	Course drop (50% refund)	4 M Late Summer I Registration opens (fee assessed)
15 F	Deadline: Course drop with no record on transcript (no refund)	5 Tu Course drop (90% refund)
22 F	CPCE (Registration deadline Aug 22)	8 F Deadline: Course drop with no record on transcript (50% refund)
October		8 F Last day to add a Summer I course (fee assessed)
6 F	Course drop with "W" on transcript (no refund)	15 F Course drop with "W" on transcript (no refund)
30 M	Spring 2018 registration opens	22 F Course drop with "WP" or "WF" on transcript (no refund)
November		28 Th Summer I Term ends
10 F	Course drop with "WP" or "WF" on transcript (no refund)	28 Th Deadline to file extension request with Registrar
20-24 M-Sa	Thanksgiving Break (campus closed)	July
December		4 W Independence Day (no classes, campus closed)
8 F	Fall Semester ends	9 M Summer II Term begins
8 F	Deadline to file extension request with Registrar	10 Tu Course drop (90% refund)
9 Sa	Fall Commencement ceremony	13 F Deadline: Course drop with no record on transcript (50% refund)
15 F	Christmas Break begins (offices closed at 3pm, December 14)	13 F Last day to add a Summer II course (fee assessed)
January	Spring 2018	20 F Course drop with "W" on transcript (no refund)
2 Tu	Christmas Break ends (offices reopen for Spring Semester)	27 F Course drop with "WP" or "WF" on transcript (no refund)
11 Th	New Student Orientation, 6pm	August
15 M	MLK Day (no classes, offices closed)	2 Th Summer II Term ends
16 Tu	Spring Semester begins	2 Th Deadline to file extension request with Registrar
16 Tu	Late Registration opens (fee assessed)	
22 M	Course drop (90% refund)	
26 F	Last day to add a Spring Semester course (fee assessed)	
26 F	CPCE (Registration deadline Dec 8)	
29 M	Course drop (75% refund)	
February		
5 M	Course drop (50% refund)	
9 F	Deadline: Course drop with no record on transcript (no refund)	
23 F	CPCE (Registration deadline Jan 23)	

Doctoral Academic Schedule

May		Fall 2017		December	
12	F	Entering Student Orientation, 9-noon		8	F
15	M	Fall Semester begins			
31	W	Course drop (90% refund)		9	Sa
June				15	F
2	F	Deadline: Full project/practicum report 1 st draft (December graduates)			
15	Th	Course drop (75% refund)		15	F
30	F	Course drop (50% refund) – no refund beyond June 30		30	Th
July					
14	F	Deadline: 1 st draft returned to student for revision (December graduates)			
17-21	M-F	On-campus Instruction Week – all pre-seminar assignments due (no extensions)			
August				January	
15	Tu	Deadline: 30-day post-seminar assignment (extensions must be granted prior to deadline)		2	Tu
18	F	Deadline: Full project/practicum report 2 nd draft (December graduates)		8-12	M-F
September				19	F
8	F	Deadline: File December Intent to Graduate form			
8	F	Deadline: Draft returned to student for 2 nd revision (December graduates)		26	F
15	F	Deadline: 60-day post-seminar assignment (extensions must be granted prior to deadline)			
October				February	
2	M	Spring 2018 Registration opens		9	F
6	F	Deadline: Schedule Oral Defense with DMin Director with financials cleared (December graduates)			
13	M	Fall Semester ends		15	Th
16	M	Deadline: 90-day post-seminar assignment (extensions must be granted prior to deadline)			
16	M	Entering Student admission deadline			
30	M	Deadline: Submit Final Project Processing Form and Fee with corrected draft (December graduates)			
November		Spring 2018		March	
3	F	Deadline: Full project/practicum report 1 st draft (May graduates)		2	F
13	M	Entering Student Orientation, 9-noon			
15	W	Spring Semester begins		15	Th
17	F	Pick up Project Report from Form Reader and prepare to print for bindery (December graduates)			
30	Th	Course drop (90% refund)		29	Th
30	Th	Final Project Report copies to Director for signatures (December graduates)			
				April	
				2	M
				16	M
				17	M
				20	M
				20	F
				30	M
				May	
				5	Sa

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Faculty

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James H. Furr, PhD.....	Professor of Church and Culture
Douglas W. Kennard, ThD	Professor of Christian Scriptures
Fred D. Smith Jr., PhD	Professor of Public Theology
Jerry L. Terrill, DSM	Professor of Counseling
Becky L. Towne, DMin	Professor of Christian Spirituality

Adjunct Faculty (2017-18)

Raumone V. Burton, DMin.....	Adjunct Professor of Preaching
Michael Chung, PhD.....	Adjunct Professor of Christian Scriptures
Marcus Cosby, DMin	Adjunct Professor of Homiletics
Peter H. Davids, PhD	Visiting Professor of Bible and Applied Theology
Michael Ditsky, PhD.....	Adjunct Professor of Counseling
Wanda Ellis, PhD.....	Adjunct Professor of Counseling
Craig Gilbert, DMA.....	Adjunct Professor of Worship
William July, PhD	Adjunct Professor of Counseling
Stefana Laing, PhD	Adjunct Professor of Theology
Brent Peery, DMin.....	Adjunct Professor of Christian Spirituality
Chuck Pitts, PhD.....	Adjunct Professor of Old Testament
Kenneth W. Shuman, DMin.....	Assistant Professor of Pastoral Leadership

Steven A. Simon, PhD Adjunct Professor of Counseling
 Steve Stutz, DMin Adjunct Professor of Spiritual Direction
 Steven Turley, PhD.....Adjunct Professor of Church History
 Jerry Webber, DMin..... Adjunct Professor Christian Spirituality

Emeritus Faculty

Terrance G. Curtis, DMin Pastoral Ministries
 Rosemarie Hamon, EdD Christian Education
 Barbara S. Worden, PhD Spiritual Formation and Gender Studies
 Ronald D. Worden, PhDBiblical Studies

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