



WHERE FAITH COMES TO LIFE



# Academic Catalog 2019-2020

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# GENERAL INFORMATION

## 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 Christian Ministry, Master of Divinity, Doctor of Ministry, and Doctor of Professional Counseling.

The Commission contact information follows:

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](http://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.

## **A Brief History of Houston Graduate School of Theology**

The seminary began as a passionate vision of Dr. Delbert Vaughn, a Houston pastor of the Evangelical Friends Church, with the able partnership of his wife, Carol. Houston Graduate School of Theology was officially registered with the State of Texas in 1983 and for fifteen years was affiliated with the Evangelical Friends Church—Mid America. The school was first housed in the Texas Medical Center due to the gracious hospitality of the Institute of Religion. Drs. Ron and Barbara Worden began nearly three decades of academic leadership that helped the school secure accreditation from the Southern Association of Colleges and Schools (SACS) in 1986.

Dr. David Robinson became the school's second president in 1997. Programs continued to expand and the seminary moved to other leased property—the Adams Petroleum Building in 1987 and Central Congregational Church in 1996. Dr. Robinson strategically helped HGST secure accreditation with The Association of Theological Schools in the United States and Canada (ATS) in 2001. HGST was the first Protestant ATS-accredited seminary based in Houston and is still the predominant local provider of theological education offering classes in the daytimes, evenings, weekends, and online.

Under the leadership of the third president, Dr. Keith Jenkins, the academic programs of the school were significantly strengthened and the student body grew considerably. During most of his tenure, HGST operated from a commercial property in northwest Houston and became an officially free-standing institution that affirms a constituency comprised of many denominational heritages. Likewise, the school continued to embrace its emerging ethnic diversity.

HGST's current president, Dr. James Furr, began service in 2010. Both organizational and academic dimensions were enhanced. The seminary currently offers four Master's degrees and two doctoral degrees.

Since August 2013, HGST has occupied newly remodeled space on the campus of Willow Meadows Baptist Church near the southwest corner of the city's inner loop. The multi-year lease well positions HGST to serve the entire metropolitan area and beyond. In September 2014, after prayerful discernment and dialog, seminary leaders adopted a strategic plan called HGST 2020 that describes HGST's understanding of God's exciting dream for the seminary. Building on a rich history of excellent service, bright days are surely ahead for this pioneering faith and learning community!

## From the President

James H. Furr, PhD

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

Founded in 1983, HGST is approved by ATS to offer four master's degrees—Master of Divinity, Master of Theological Studies, Master of Arts in Counseling, Master of Arts in Christian Ministry—and two doctoral degrees—Doctor of Ministry and Doctor of Professional Counseling. 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*—More than thirty 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, Chaplaincy, Community Development, 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.

## Administration and Professional Staff

James H. Furr, PhD.....	President
Becky L. Towne, DMin .....	Academic Dean and Director of the Doctor of Ministry Program
Tracee M. Fletcher, MBA .....	Chief Operating and Financial Officer
Jacob Porter, EdD .....	Director of the Doctor of Professional Counseling Program
Jerry Terrill, DSM .....	Director of the Master's Counseling Program
Laura Hamilton.....	Registrar
Matt Forster .....	Director of Admissions and Communications
Jan Kennard, MLS .....	Director of Library Services
Linda Renz.....	Library Associate
Henrietta Campbell, DMin .....	Receptionist
Linda Long.....	Student Services Coordinator and Financial Aid Officer
Herbert Fain Jr., DMin .....	Church and Community Liaison

## Faculty

Ria Baker, PhD.....	Associate Professor of Counselor Education
Herbert S. Fain Jr., DMin .....	Professor of Legal and Social Ethics
John R. Franke, DPhil .....	Visiting Professor of Mission and Theology
James H. Furr, PhD.....	Professor of Church and Culture
Douglas W. Kennard, ThD .....	Professor of Christian Scripture
Jacob Porter, EdD .....	Assistant Professor of Counseling
Ken W. Shuman, DMin .....	Assistant Professor of Pastoral Leadership
Jerry L. Terrill, DSM .....	Professor of Counseling
Becky L. Towne, DMin .....	Professor of Christian Spirituality

### Adjunct Faculty (2019-20)

Rosemary Behrens, PhD .....	Adjunct Professor of Counselor Education and Supervision
Raumone V. Burton, DMin.....	Adjunct Professor of Preaching
Marcus Cosby, DMin .....	Adjunct Professor of Homiletics
Michael Ditsky, PhD .....	Adjunct Professor of Counseling
Wanda Ellis, PhD.....	Adjunct Professor of Counseling
Rae Gar, PhD in progress .....	Adjunct Instructor
George Gaston, PhD .....	Adjunct Professor of Pastoral Care
Craig Gilbert, DMA .....	Adjunct Professor of Worship
William July, PhD .....	Adjunct Professor of Counseling
Chris Kugler, PhD .....	Adjunct Professor of Christian Scripture
George Medley, III, PhD.....	Adjunct Professor of Philosophical Theology
Chuck Pitts, PhD.....	Adjunct Professor of Old Testament
Steven A. Simon, PhD .....	Adjunct Professor of Counseling
Steve Stutz, DMin .....	Adjunct Professor of Spiritual Direction
Steven Turley, PhD .....	Adjunct Professor of Church History
Craig Van Gelder, PhD .....	Visiting Professor of Missional and Practical Theology
Jerry Webber, DMin .....	Adjunct Professor Christian Spirituality

### Emeritus Faculty

Terrance G. Curtis, DMin .....	Pastoral Ministries
Rosemarie Hamon, EdD .....	Christian Education
Ronald D. Worden, PhD .....	Biblical Studies

## **Board of Trustees**

Houston Graduate School of Theology is legally controlled by a Board of Trustees as authorized by the State of Texas when granted non-profit incorporation status in 1983.

Mr. Jack Wisdom – Chairperson

Dr. Janis Davis-Street – Vice Chairperson

Mr. Paul Helbling – Treasurer

Ms. Camellia Kennedy – Secretary

Mr. Mark Brooker

Mr. Brent Dorsey

Rev. Dr. Oscar Hall

Ms. Marilyn Lee

Rev. Dr. Andre Lewis

Rev. Dr. Ruth Allen Ollison

Mr. Larry Payne

Mr. Stephen Skeeter

Rev. Marty Troyer



## Houston Graduate School of Theology

### Doctoral Academic Schedule 2019-20

<b>May</b>			<b>Fall 2019</b>			<b>December</b>		
13	M	Entering Student Orientation (DMin 9-noon; DPC 4-7pm)		2	M	Course drop (90% refund)		
15	W	Fall Semester begins		2	M	Final Project Report copies to Director for signatures (December graduates)		
31	F	Course drop (90% refund)		6	F	Deadline: 1 <sup>st</sup> draft returned to student for revision (May graduates)		
<b>June</b>				14	Sa	Fall Commencement Ceremony		
7	F	Deadline: Full project/practicum report 1 <sup>st</sup> draft (December graduates)		14	Sa	Course drop (75% refund)		
17	M	Course drop (75% refund)		20	F	Christmas Break begins (offices close at 3pm, December 19)		
28	F	Course drop (50% refund) – no refund beyond June 30		30	M	Course drop (50% refund) – no refund beyond December 31		
<b>July</b>			<b>January</b>					
12	F	Deadline: 1 <sup>st</sup> draft returned to student for revision (December graduates)		6	M	Christmas Break ends (offices reopen)		
15-19	M-F	On-campus Instruction Week – all pre-seminar assignments due (no extensions) DPC begins July 14, 3-6pm		13-17	M-F	On-campus Instructional Week – all pre-seminar assignments due (no extensions) DPC begins Jan 12, 3-6pm		
<b>August</b>				24	F	Deadline: Full project/practicum report 2 <sup>nd</sup> draft (May graduates)		
15	W	Deadline: 30-day post-seminar assignment (extensions must be granted prior to deadline)	<b>February</b>					
16	F	Deadline: Full project/practicum report 2 <sup>nd</sup> draft (December graduates)		7	F	Deadline: File May Intent to Graduate form		
<b>September</b>				14	F	Deadline: Draft returned to student for 2 <sup>nd</sup> revision (May graduates)		
6	F	Deadline: Draft returned to student for 2 <sup>nd</sup> revision (December graduates)		17	M	Deadline: 30-day post-seminar assignment (extensions must be granted prior to deadline)		
13	F	Deadline: File December Intent to Graduate form	<b>March</b>					
15	Sa	Deadline: 60-day post-seminar assignment (extensions must be granted prior to deadline)		6	F	Deadline: Schedule Oral Defense with DMin Director with financials cleared (May graduates)		
<b>October</b>				16	M	Deadline: 60-day post-seminar assignment (extensions must be granted prior to deadline)		
2	M	Spring 2020 Registration opens		27	F	Deadline: Submit Final Project Processing Form and Fee with corrected draft (May graduates)		
4	F	Deadline: Schedule Oral Defense with DMin Director with financials cleared (December graduates)	<b>April</b>					
15	T	Fall Semester ends		1	W	Fall 2020 Registration opens		
15	T	Deadline: 90-day post-seminar assignment (extensions must be granted prior to deadline)		15	W	Deadline: 90-day post-seminar assignment (extensions must be granted prior to deadline)		
15	T	Entering Student admission deadline		15	W	Entering Student admission deadline		
28	M	Deadline: Submit Final Project Processing Form and Fee with corrected draft (December graduates)		15	W	Spring 2020 Semester ends		
<b>November</b>				24	F	Pick up Project Report from Form Reader and prepare to print for bindery (May graduates)		
<b>Spring 2020</b>			<b>May</b>					
1	F	Deadline: Full project/practicum report 1 <sup>st</sup> draft (May graduates)		4	M	Final Project Report copies to Director for signatures (May graduates)		
11	M	Entering Student Orientation (DMin 9-noon; DPC 4-7pm)		9	Sa	Spring Commencement Ceremony		
15	F	Spring Semester begins						
15	F	Pick up Project Report from Form Reader and prepare to print for bindery (December graduates)						

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## Houston Graduate School of Theology Masters Academic Schedule 2019-20

<b>August</b>		<b>Fall 2019</b>	10	M	Course drop (50% refund)
19	M	Fall Semester begins (Monday courses)	14	F	Deadline: Course drop with no record on transcript (no refund)
22	Th	New Student Orientation, 6pm			CPCE (Registration deadline Jan 21)
23	F	CPCE (Registration deadline July 23)	21	F	
24	Sa	Fall Semester begins (Saturday hybrids)	<b>March</b>		
26	M	Late Fall Registration opens (fee assessed)	6	F	Course drop with "W" on transcript (no refund)
27	T	Fall Semester begins (Tues-Thurs courses)	16-21	M-Sa	Spring Break
30	Th	August Degree Conferral (no commencement ceremony)	23	M	Summer 2019 registration opens
30	F	Course drop (90% refund)	27	F	CPCE (Registration deadline Feb 27)
<b>September</b>			27	F	Deadline: Course drop with "WP" or "WF" on transcript (no refund)
2	M	Labor Day (no classes, offices closed)			
6	F	Last day to add a Fall Semester course (fee assessed)	<b>April</b>		
7	Sa	Course drop (75% refund)	10-11	F-Sa	Easter Break (no classes, HGST closed)
9	M	Fall Evening Convocation, 7pm	20	M	Fall 2020 registration opens
13	F	Deadline to apply for December graduation	<b>May</b>		
14	Sa	Course drop (50% refund)	1	F	Deadline to apply for August graduation
20	F	Deadline: Course drop with no record on transcript (no refund)	8	F	Spring Semester ends
20	F	CPCE (Registration deadline Aug 20)	8	F	Deadline to file extension request with Registrar
<b>October</b>			9	Sa	Spring Commencement, 10:30am
11	F	Deadline: Course drop with "W" on transcript (no refund)	<b>June</b>		<b>Summer 2020</b>
25	F	CPCE (Registration deadline Sep 26)	1	M	Summer I Term begins
28	M	Spring 2020 registration opens	1	M	Late Summer I Registration opens (fee assessed)
<b>November</b>			2	T	Course drop (90% refund)
15	F	Deadline: Course drop with "WP" or "WF" on transcript (no refund)	5	F	Deadline: Course drop with no record on transcript (50% refund)
25-30	M-Sa	Thanksgiving Break (campus closed)	5	F	Last day to add a Summer I course (fee assessed)
<b>December</b>			12	F	Deadline: Course drop with "W" on transcript (no refund)
13	F	Fall Semester ends	19	F	CPCE (Registration deadline May 19)
13	F	Deadline to file extension request with Registrar	19	F	Deadline: Course drop with "WP" or "WF" on transcript (no refund)
14	Sa	Fall Commencement, 10:30am	25	Th	Summer I Term ends
20	F	Christmas Break begins (offices closed at 3pm, December 19)	25	Th	Deadline to file extension request with Registrar
<b>January</b>		<b>Spring 2020</b>	<b>July</b>		
6	M	Christmas Break ends (offices reopen)	3	F	Independence Day holiday
10	F	CPCE (Registration deadline Dec 10)	6	M	Summer II Term begins
13	M	Spring Semester begins (Monday courses)	7	T	Course drop (90% refund)
16	Th	New Student Orientation, 6pm	10	F	Deadline: Course drop with no record on transcript (50% refund)
20	M	MLK Day (no classes, offices closed)	10	F	Last day to add a Summer II course (fee assessed)
21	T	Spring Semester begins (Tues-Sat courses)	17	F	Deadline: Course drop with "W" on transcript (no refund)
21	T	Late Registration opens (fee assessed)	26	F	Deadline: Course drop with "WP" or "WF" on transcript (no refund)
27	M	Course drop (90% refund)	30	Th	Summer II Term ends
30	Th	Deadline: Fall 2019 First Extension Completions and Second Extension Requests	30	Th	Deadline to file extension request with Registrar
31	F	Last day to add a Spring Semester course (fee assessed)			
<b>February</b>					
3	M	Course drop (75% refund)			

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# Mission, Vision, and Values

## Houston Graduate School of Theology

### Mission Statement

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.

### Vision Statement

We passionately pursue our call to join God's reconciling mission in the world as we are conformed to the image of Christ through the power of the Holy Spirit. HGST will continue to be a community of faith and learning with a faculty and staff that affirm core evangelical convictions and with students that represent the spectrum of Christian theological perspectives, church traditions, and cultural backgrounds. We will become known for practicing deep reconciliation through Christ and for advocating "everyday faith"—God's call for all Christian disciples to serve faithfully in every role of life. Through catalytic partnerships, HGST will engage other organizations through training and service. Dynamic graduate education programs will flourish and institutional support services will be well-sustained by wise stewardship of increasing resources.

### Core Values

<b>Worship of the Triune God</b>	We worship God as Father, Son, and Holy Spirit and celebrate God's intent for <i>shalom</i> in all creation, the kingdom of God inaugurated through Jesus Christ our redeemer, and the Holy Spirit who indwells and empowers us.
<b>Christian Community</b>	We embrace practices that nurture relationships with one another including hospitality, respect, love, truthfulness, confession, forgiveness, encouragement, peacemaking, and accountability so that we can honor both our unity in Christ and multi-faceted diversity.
<b>Missional Faithfulness</b>	We discern and participate in God's grace-filled, redemptive mission in, around, and through us.
<b>Spiritual Formation</b>	We welcome the transformative power of the Holy Spirit in our common journey from brokenness to Christlikeness through the individual and corporate practice of spiritual disciplines.
<b>Biblical Integrity</b>	We affirm the authoritative witness of Holy Scripture as the meta-narrative into which the stories of our lives properly fit and flourish.
<b>Servant Leadership</b>	We humbly exercise influence in everyday circumstances by graciously guiding movement toward God's intent.
<b>Excellence</b>	We steward God's gifts at the highest levels of quality possible.

# ADMISSIONS

## Master's 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, and MACM 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.

## **Certificate Programs**

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 (i.e., MDiv or MACM) 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.

## **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 and DPC programs, orientations are scheduled on or near the opening of each doctoral semester—mid-May and mid-November.



# Doctoral Applicants

## Doctor of Ministry

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.

## Doctor of Professional Counseling

An applicant for the Doctor of Professional Counseling (DPC) program must:

1. Have completed the Master of Arts in Counseling (MAC) 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).
2. In addition, HGST may accept students who have earned an MAC 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 MAC degrees from institutions without accreditation or endorsement of any kind may be considered 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 MAC 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 Professional Counseling seminar.*
3. Have at least three years of experience in the field subsequent to completion of the MAC degree or its equivalent. To be considered for admission into the Doctor of Professional Counseling 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 DPC program at that time
  - b. Age: 60 years or above
  - c. Academic Excellence: An earned 3.8 GPA or higher in MAC degree coursework (or its equivalency)
  - d. Experience in the field: 10 years or higher
4. Be currently involved in field work that will be related to the degree program.
5. Submit three reference forms: one each from a supervisor, a past professor, and a current colleague.
6. Have official transcripts of all post-secondary work sent directly to HGST from each school previously attended. Successful completion of a Masters-level statistics course is required.
7. Submit answers to admissions questions for the Doctor of Professional Counseling degree.
8. Submit a copy of state licensure with expiration date noted.
9. Submit proof of liability insurance. Provide proof of a minimum 12-month professional policy. See the ACA website <http://www.counseling.org/Students/> for student rates. Liability insurance must be maintained throughout the degree program.
10. Submit background check. Register and pay for the mandatory background check online at CastleBranch.com. Use this Code for HGST: OS54. Print the Confirmation Page, which will be shown

at the end of your online registration session. A copy of a previous background check will be accepted, if generated within 3 years of application.

11. Have an evaluative interview with the Director of the DPC 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 DPC Director.
12. Complete all general admission procedures and requirements through the Admissions Office before the application can be approved by the DPC Oversight Committee. Allow a minimum of 30 days for processing.
13. 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 Professional Counseling Oversight Committee.*

# 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 Programs**

### *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* – Doctoral 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](http://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.

### **VA Educational Benefits**

Qualified veterans, dependents of deceased or disabled veterans whose death or disability is a direct result of their military service, or dependents in receipt of transferred benefits from a veteran may be eligible for VA educational benefits under one of the following programs while attending Houston Graduate School of Theology:

Chapter 30: Montgomery G.I. Bill-Active Duty/Discharged

Chapter 31: Vocational Rehabilitation

Chapter 32: Veterans Educational Assistance Program (VEAP)

Chapter 33: Post 9/11 G.I. Bill

Chapter 35: Dependents Education Assistance

Chapter 1606: Montgomery G.I. Bill-Selected Reserve

At Houston Graduate School of Theology, VA benefits are managed through the Office of the Registrar. This office assists all veterans and their dependents who wish to receive Veterans Administration (VA) educational benefits. Please see the HGST website regarding the documentation required to obtain educational allowances from the VA. Veterans are encouraged to complete the necessary paperwork in a timely manner in order to expedite the processing for educational allowances from the VA.

For additional information regarding other veterans’ educational benefits, contact the Office of the Registrar at 713-942-9505 or [registrar@hgst.edu](mailto:registrar@hgst.edu).

*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, 2019 - June 30, 2020

*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 .....	\$530 per credit hour
Doctoral .....	\$530 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) .....	\$275/semester
Directed Study Surcharge (above tuition) .....	\$530
Drop/Add Fee (after the start of the semester or term) .....	\$25
Graduation Fee .....	\$275

### Doctoral

Application for Admission Fee .....	\$100
Student Fee (Building Security, Internet Services, Computer Lab, Copy, Scan, and Printing, Hosting) .....	\$355/semester
Continuation Fee (DM 863 or DM 864) .....	\$530 (one credit hour)
Strengths Inventory Fee .....	(first semester only) \$75
Specialization Director Fee .....	\$50 per semester
Candidacy Fee .....	\$200
Final Project Processing Fee .....	\$200
Graduation Fee .....	\$500

# ACADEMICS

## Student-Related Policies and Information

### **Non-discrimination Policy**

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.

### **Family Educational Rights and Privacy Act**

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:

### **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.

### **Sexual Harassment**

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 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 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

Doctoral Programs: For each credit-hour of seminar work: 45-50 hours of student academic work

### **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.

### **Student Housing**

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.

### **Transcripts**

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.

## 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 of 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](http://www.copyright.gov).

## 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.

# Academic Policies - General

## Academic Schedules

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 official academic schedules 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 or DPC – 3.00
  - MTS – 2.75
  - MAC – 2.75
  - MAC/MDiv – 2.50
  - MDiv – 2.25
  - MACM – 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.

## Attendance Policy

Regular attendance and regular submission of assignments on due dates in the syllabus is expected. The following guidelines have been approved for inclusion in all HGST syllabi and reflect standards for all courses:

Fall/Spring semester 15-session course – 3-absence maximum

Summer term 8-session course – 1-absence maximum (equals 4 hours).

6-session hybrid – 1-absence maximum

4-session hybrid – 0-absence maximum

If a student reaches the designated number of absences, the student will no longer be allowed to stay in the class. The student does have the opportunity to appeal to the Academic Dean and should assume responsibility for scheduling that meeting as soon as possible.

## Auditing a Course (See Fee Schedule)

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.

## Course Glossary

BH	Biblical Hebrew	MC	Ministry Context
BI	Biblical Interpretation	NT	New Testament
CH	Church History	OT	Old Testament
COU	Counseling	PC	Pastoral Care
CS	Christian Spirituality	PH	Philosophy and Ethics
DM	Doctor of Ministry	PL	Pastoral Leadership
DPC	Doctor of Professional Counseling	PR	Preaching
		PSY	Psychology
FE	Field Education	RE	Research and Writing Skills
GR	Greek	TH	Systematic Theology
ID	Interdisciplinary Studies	TS	Theological Studies
IE	Integrative Experience	WR	Worship

## Course Load

For the MDiv, MTS, MAC, and MACM 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. For the DPC program, a full-time load is defined as 7.5 hours in a semester. Full description of full-time and part-time status for doctoral programs can be found below under “Doctoral Definitions and Policies.”

## Contact Hour

A “contact hour” is equivalent to 50 minutes of instruction.

## Credit Hour

The unit of measurement for coursework is the credit hour. Federal code 34 CFR 600.2 indicates that credit hours may be awarded based on criteria deemed appropriate by the institution to fulfill its degree program outcomes as well as other requirements. The credit hour, therefore, is an amount of

work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit; or
2. At least an equivalent amount of work as required in the definition above for other academic activities as established by the institution. These may include but are not limited to internships, practica, and other academic work leading to the awarding of credit hours. The regulations for the awarding of credit hours are grounded in commonly accepted practice in higher education and are completely consistent with academic activities that do not rely on “seat time” or a prescribed number of contact hours.

HGST has created a standard for Student Workload Expectations to determine appropriate credit for academic work. This includes the number of contact hours most beneficial to students for appropriate completion of learning outcomes and other categories of academic work including but not limited to the following:

#### *Masters Courses*

1. Practica and internships
2. Directed studies
3. Independent research projects
4. Capstones
5. Intensives, including summer terms

#### *Doctoral Courses*

1. Intensives (i.e., on-campus instruction in seminar-style formats)
2. Faculty-directed assignments (e.g., critical book reviews, case studies, verbatims, research projects and papers, contextual implementation, action-reflection narratives, journaling, retreats) to be completed in preparation for on-site instruction and as “labs” for integration in the field.
3. Consultation experiences with faculty oversight and case study presentation
4. Project or thesis development and completion

A detailed Student Workload Expectations chart is part of every syllabus for every course to ensure equitable fulfillment of these requirements.

#### *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, discussion board 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 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

#### Doctoral Programs:

For each credit-hour of seminar work: 45-50 hours of student academic work

### **Directed Study (Master's Students)**

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, Master of Arts in Christian Ministry, or the Master of Theological Studies degrees. 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 Dean. 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.

### **Electronic Equipment Usage in Classrooms**

It is expected that 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**

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 that 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 or DPC 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 Point Average (GPA)**

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, Doctor of Professional Counseling, Master of Arts in Counseling, and Master of Theological Studies degree programs and 2.5 in the Master of Divinity and Master of Christian Ministry degree programs.

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

### **Grade Reports**

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. In the event a grade of "I" has been given, an adjusted Grade Report will be issued when incomplete work is completed.

### **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 for Master's students. Students receiving diplomas at the August graduation may participate in the December commencement. Deadlines for applying for graduation can be found within the Academic Schedules (pages 7-8).

### **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.

### **Plagiarism**

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:

<b>Degree</b>	<b>Required GPA</b>	<b>Credit Hours Required</b>	<b>Years to Complete</b>	<b>Annual Completion Pace for SAP</b>
MAC	3.0	68	5	13.4
MACM	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
DPC	3.0	46	6	7.6

## **Transfer Credits**

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 MACM and MDiv applicants and no lower than a B (3.0 on a 4.0 scale) for MAC, MTS, DMin, and DPC applicants.
- Transfer hours are subject to the following limitations:
  - A student may transfer up to two-thirds of the MAC, MTS, MACM, and MDiv degrees.
  - A student may transfer up to one-half of the coursework of doctoral degrees (the project or thesis may not be transferred).
  - In accordance with ATS standard A.3.2.2., courses considered for transfer credits into the MAC, MACM, and MDiv degrees should be no older than seven years from the start date at HGST.
  - Courses considered for transfer credits into the doctoral degrees 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 Petition 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.

## Academic Policies - Doctoral-Specific

**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 doctoral work will be accepted or permitted until the 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 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 will read, research, study, experience, and evaluate applied theology, personal spiritual concepts, and practical, professional practices. The professional doctorates promote research on vital issues affecting the quality of life in faith communities as well as the development of new approaches, strategies, and styles of practice 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 one’s field of study and fosters an integration of theory and effective practice with a view toward transformation and advanced study.

Pre-seminar assignments are due no later than the seminar meeting date. 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 for (Turabian for DMin and APA for DPC) 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 Thesis completion are described and delineated in the “Project and Practicum Manual” (DMin) and the “Project and Thesis Manual” (DPC) which is available via the website.

**Attendance** – Attendance is required for all seminar sessions, and attendance records are kept insuring 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 be given due consideration.

**Candidacy Status** – Candidacy is the formal recognition of the student's advanced status and represents the Oversight Committee's approval to proceed with the execution of the major project. Students will not receive credit for a doctoral 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 doctoral credit hours
- Minimum 3.0 GPA
- Up-to-date financial account

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

### **Continuing Education Units (CEUs) Available to DPC students**

Individuals who are licensed (LPC and/or LMFT) are required by the Texas Board of Examiners to complete 24 CEUs every two years to renew their licensure. CEUs may be obtained at HGST for academic work completed in order to fulfill the Board's requirements.

DPC students may obtain CEUs for academic work for a maximum of two counseling-related courses per semester. Students completing a course with at least a B, may be awarded, at the student's request, a certificate of completion totaling 15 CEUs per course, with a maximum of 30 CEUs for two courses per semester. The fee to receive each certificate of completion is \$15, payable to HGST.

**Continuation Status (Seminar or Project/Practicum/Thesis)** – Students who, for unavoidable circumstances, need to delay their continued participation in the doctoral program or who have completed the required seminars but have not completed the Final Project or Practicum may, with the permission of the 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 or DPC program. All exceptions to this rule must be approved by the 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 a doctoral program by way of the F-1 visa must complete the 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 or DPC office at least one week prior to the Exit Interview for distribution to the 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 Director. 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 Oversight Committee with recommended action.

**Full-time Status** – The Doctor of Ministry (DMin) 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 Professional Counseling (DPC) degree program was developed for men and women who serve in the field of counseling and are seeking a higher level of education within those specialized fields.

The doctoral 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 (DMin) or 6.5 hours of credit (DPC). An additional hour is earned for work on the Project, Practicum, or Thesis. The doctoral 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 (DMin) or 15 semester hours per year (DPC) is considered full-time. Students who enroll in less than 7 semester hours during a DMin semester or 7.5 semester hours during a DPC semester, who maintain active status through non-credit project or seminar continuation status, or who take longer than the prescribed time for project, practicum, or thesis 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 appropriate Director to resubmit the required assignment for a course within the seminar in which the grade is lower than B-.



**Graduation Requirements** – The doctoral 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 or Thesis and passed the Oral Defense, (3) submitted the Project or Practicum Report or Thesis on cotton paper in preparation for binding, (4) met all financial obligations, and (5) completed the Exit Interview. Normally, doctoral graduations are held twice each year—in May and December.

**Inactive Status** – Doctoral 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. To return to Active Status, the student must submit the Doctoral Change Petition to the Director to return to active status.

**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 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 doctoral candidate will be required to make an oral defense of his or her doctoral education and Project, Practicum, or Thesis before an assembly of the faculty through the HGST Oversight Committee. The Committee typically gives the student its decision at the conclusion of the examination. Copies of the Project or Practicum Report or Thesis, 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, Practicum, or Thesis** – The Project, Practicum, or Thesis 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 Project, Practicum, or Thesis is assigned the course number DM 860 (DMin) or DPC 860, for project work accomplished during the time students attend seminars, and DM 870 (DMin) or DPC 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. With 39 credit hours for course work and 7 credit hours for the Project or Thesis, the DPC program totals 46 credit hours.

Through the execution of the DMin Project, which is both ministry- and action-based, and the writing of the Final Project Report, the Practicum Report for students in the Spiritual Direction and Formation Specialization, or the Project Report or Thesis for DPC students, opportunity is given to demonstrate one's ability for critical theological reflection and its integration into the practice of ministry and/or counseling. This inductive approach to professional education is intended to produce a more capable, independent, and spiritual leader.

**Residency Requirements** – The doctoral programs are 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 doctoral degree may be granted on the basis of transfer credits but credits for the project or thesis may not be transferred (see page 10 “Transfer Credit”). All transfer credits are subject to evaluation by the Academic Dean as to applicability toward HGST doctoral degree credit. Transfer credit must be from similar 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 twelve hours of transfer credit for academic requirements in the military. Transfer credits must carry a grade of B or higher.

**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.

**Withdrawal from Program** – A student who wishes to withdraw from the program must submit a written request to the Academic Dean. The Registrar will notify the student of action taken.

# Academic Programs

## Master's Level Programs

The **Master of Arts in Christian Ministry (MACM)** is a two-year professional degree for a person interested in concentrating in a focused area of Christian ministry. The degree will enhance those currently in pastoral ministries by enabling them to understand the needs of their faith communities in both individual and group settings.

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 MAC 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. This certificate can be pursued as part of a specialized MAC, MDiv, or MTS degree
- 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 Christian Ministry**

*Concentrations in Community Development, Missional Leadership, Spiritual Direction*

The Master of Arts in Christian Ministry (MACM) is a two-year professional degree for a person interested in concentrating in a focused area of Christian ministry. The degree will enhance those currently in pastoral ministries by enabling them to understand the needs of their faith communities in both individual and group settings. This degree is not a substitute for the Master of Divinity degree, which is often required for senior pastoral staff. The biblical, theological, and spiritual foundations ground students in historical hermeneutical and doctrinal understanding. The Concentration Core courses allow students to acquire knowledge and skills in a focused area. The final evaluative capstone follows a supervised, focused practicum, which concludes with a comprehensive, integrative written project. The person who completes the Master of Arts in Christian Ministry degree will be able to:

- Analyze oneself and the context of his or her ministry through tools acquired in courses in systems, spirituality, and culture;
- Integrate the disciplines of hermeneutics, doctrine, and spirituality into the practice of Christian ministry through foundations acquired in courses in biblical, theological, and spiritual studies;
- Demonstrate the capacity for critical and constructive theological reflection through preparation and completion of the capstone project;
- Exhibit expertise in the practice of Christian ministry through skills learned in theological and concentration courses as evidenced by submission of an integrative capstone project;
- Apply tools, skills, and knowledge to Christian ministry through experience gained in practicum courses.

**Spiritual Formation Processes** – To enhance the formation of students in the MACM 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](http://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 (required for Spiritual Direction Concentration)

**Fitness to Practice Evaluation for Spiritual Direction Concentration 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 Christian Ministry 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 Christian Ministry 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 Christian Ministry degree must be completed in residence at HGST. No more than two-thirds of the MACM 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 MACM 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 MACM degree that is older than ten years (ATS Basic Programs Oriented toward Ministerial Leadership Standard A.3.2.2.).

### Master of Arts in Christian Ministry – Spiritual Direction Concentration

		Hours
<b>Theological Requirements</b>		
CS 501	Christian Spirituality	3
NT 501	Christian Canon: New Testament	3
OT 501	Christian Canon: Old Testament	3
TH 501	Christian Theology	3
		<b>12</b>
<b>Concentration Requirements</b>		
CS 510	Spiritual Disciplines and Practices	3
CS 650	Theological Foundations of Christian Spirituality	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
		<b>18</b>
<b>Supervised Field Education Requirements</b>		
CS 780	Spiritual Direction Practicum I*	3
CS 781	Spiritual Direction Practicum II	3
		<b>6</b>
<b>Capstone</b>		
CS 799	Integrative Capstone in Spiritual Direction	2
		<b>2</b>
<b>Total Credit Hours</b>		<b>38</b>

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

### Master of Arts in Christian Ministry – Missional Leadership Concentration

		Hours
<b>Theological Requirements</b>		
BI 540	The Bible in Missional Perspective	3
CS 501	Christian Spirituality	3
TS 630	Missional Theology	3
		<b>9</b>
<b>Concentration Requirements</b>		
MC 620	Culture and Context	3
PL 510	The Missional Church Movement	3
PL 640	Systems Thinking in Organizational Contexts	3
		<b>9</b>
<b>Electives</b> (CS, MC, PH, PL)		<b>18</b>
<b>Supervised Field Education Requirements</b>		
FE 651	Ministry Practicum I*	3
FE 652	Ministry Practicum II	3
		<b>6</b>
<b>Capstone</b>		
PL 799	Integrative Capstone in Missional Leadership	2
		<b>2</b>
<b>Total Credit Hours</b>		<b>38</b>

*Recommended Concentration Electives: CS 510 Spiritual Disciplines and Practices; MC 510 Public Theology; MC 602 Intercultural Competencies; MC 610 Faith and Health; MC 660 Reconciliation and Justice; MC 661 Global Faith Traditions; PH 551 Christian Ethics; PH 611 Science and Religion; PH 750 Ethics and Social Witness; PL 650 Transformational Leadership; PL 671 Leadership in Postmodern Culture*

## **Master of Arts in Christian Ministry – Community Development Concentration**

			<b>Hours</b>
<b>Theological Requirements</b>			
BI 540	The Bible in Missional Perspective		3
CS 501	Christian Spirituality		3
TS 630	Missional Theology		3
			<b>9</b>
<b>Concentration Requirements</b>			
MC 620	Culture and Context		3
MC 710	Community Development		3
PL 640	Systems Thinking in Organizational Contexts		3
			<b>9</b>
<b>Electives</b>	(CS, MC, PL, PH)		<b>12</b>
<b>Supervised Field Education Requirements</b>			
FE 651	Ministry Practicum I*		3
FE 652	Ministry Practicum II		3
			<b>6</b>
<b>Capstone</b>			
MC 799	Capstone in Community Development		2
			<b>2</b>
<b>Total Credit Hours</b>			<b>38</b>

*Recommended Concentration Electives: CS 510 Spiritual Disciplines and Practices; MC 510 Public Theology; MC 602 Intercultural Competencies; MC 660 Reconciliation and Justice; PH 750 Ethics and Social Witness; PL 600 Organizational Development for Christian Leaders; PL 650 Transformational Leadership; PL 670 Leadership Organizational Change; PL 720 Resource Development for Christian Ministries*

*\*The Ministry Practicum Handbook requiring background checks, liability insurance, supervisor information, and more are available at <https://www.hgst.edu/field-education>.*

## 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
<b>Theological Requirements</b>		
CS 501	Christian Spirituality	3
		3
<i>Choose from BI 540, NT 501, OT 501, TH 501, TS 630, TS 650</i>		<b>6</b>
<b>Counseling Requirements</b>		
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
		<b>48</b>
<b>Counseling Electives</b>		<b>12</b>
<b>Capstone</b>		
COU 799	Integrative Capstone in Counseling	2
<b>Total Credit Hours</b>		<b>68</b>

\*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](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
<b>Theological Requirements</b>		
CS 501	Christian Spirituality	3
		3
	Choose from BI 540, NT 501, OT 501, TH 501, TS 630, TS 650	6
<b>Counseling Requirements</b>		
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
		<b>54</b>
<b>Counseling Electives</b>		
COU ____	_____	3
COU ____	_____	3
		<b>6</b>
<b>Capstone</b>		
COU 799	Integrative Capstone in Counseling	2
<b>Total Credit Hours</b>		<b>68</b>

\*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 MTS degree must be completed in residence at HGST. Exceptions must be approved by the Academic Dean.

**Master of Theological Studies– Biblical Studies Concentration**

		Hours
<b>Theological Requirements</b>		
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
		<b>15</b>
<b>Concentration Electives</b>		<b>12</b>
<b>Biblical Languages</b>		<b>12</b>
<b>Capstone</b>		
ID 701	Interdisciplinary Capstone	2
<b>Total Credit Hours</b>		<b>41</b>

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

		Hours
<b>Theological Requirements</b>		
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
		<b>21</b>
<b>Concentration Electives</b>		<b>12</b>
<b>Biblical Languages</b>		<b>6</b>
<b>Capstone</b>		
ID 701	Interdisciplinary Capstone	2
<b>Total Credit Hours</b>		<b>41</b>

## 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 21<sup>st</sup>-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](http://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
<b>MDIV Required Courses</b>		
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
		<b>50</b>
<b>MDIV Electives</b>		<b>18</b>
FE 651	Ministry Practicum I*	3
FE 652	Ministry Practicum II	3
		<b>6</b>
<b>Capstone</b>		<b>1</b>
<b>Total Credit Hours</b>		<b>75</b>

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

MDiv degree plan for 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.

Students interested in chaplaincy roles in hospitals, correctional facilities, etc. may utilize the **MDiv with Chaplaincy Track** degree plan below.

		Hours
<b>MDIV Required Courses</b>		
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 602/5	Integrative Experience II	1
MC 602	Intercultural Competencies	3
NT 501	Christian Canon: New Testament	3
OT 501	Christian Canon: Old Testament	3
PC 522	Human Growth and Development	3
PC 530	Theories of Counseling and Psychotherapy	3
PH 551	Christian Ethics	3
PH 661	Global Faith Traditions	3
PL 640	Systems Thinking in Organizational Contexts	3
PL 650	Transformational Leadership	3
PR 501	Principles of Preaching	3
		3
<i>TH 501 Christian Theology or TS 630 Missional Theology</i>		
		<b>50</b>
<b>MDIV Electives</b>		
<b>(BH, BI, CH, CS, GR, NT, OT, PH, TH, TS)</b>		<b>9</b>
<b>(MC, PC)</b>		<b>9</b>
<b>Supervised Field Education Requirements</b>		
FE 751	Clinical Pastoral Education (CPE)	<b>6</b>
<b>Capstone</b>		
ID 702	Master of Divinity Capstone	<b>1</b>
<b>Total Credit Hours</b>		<b>75</b>

*Recommended Electives in Ministry Practice (MC, PC): MC 620 Culture and Context; PC 640 Grief Counseling; PC 642 Aging and Elder Care; PC 663 Marriage and Family Dynamics*

## 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
		<b>15</b>

## 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
		<b>21</b>

*\*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.

<b>Missional Leadership</b>		
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
		<b>15</b>

*\*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 degree, each student will specialize in one of four areas: Leadership, Pastoral Care, Preaching, or Spiritual Direction and Formation.

Students that choose a specialization in Leadership will select a concentration in one of three areas: Missional, Pastoral, or Public Theology.

- The Leadership-Missional concentration will prepare students for leadership in a variety of contexts from a missional perspective, with a focus on systems thinking, spiritual maturity, and missional theology.
- The Leadership-Pastoral concentration will prepare students for congregational leadership from a missional perspective, with a focus on systems thinking, pastoral responsiveness to cultural trends, and spiritual theology in which doctrine is lived out with integrity and authenticity.
- The Leadership-Public Theology concentration will prepare students for ministry within the greater Christian community and beyond, with a focus on community development, faith and health, and the bringing in of *shalom* within current cultural trends in ministry.

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

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

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

The person who completes the *Leadership Specialization* will be able to:

- Exhibit skills, practices, and training in the areas of family and congregational systems, leading change, and one's chosen concentration
- Lead a congregation, group, or ministry within post-modern culture
- Show evidence of training in theological leadership through the Project Report

## Doctor of Professional Counseling

The Doctor of Professional Counseling (DPC) degree is an advanced professional degree that is designed to meet the educational, spiritual, and professional needs of therapists that have completed a Master's degree in counseling and who have also acquired LPC (Licensed Professional Counselor) and/or LMFT (Licensed Marriage and Family Therapist) credentials from the state where they practice. This ever-evolving field makes high demands of its practitioners who regularly contact our counseling faculty in search of opportunities for doctoral study. The degree provides practitioner-oriented, advanced levels of knowledge and skill development through the interaction of biblical and theological content, spiritual and professional formation, cultural context analysis, and counseling theories and techniques, with opportunities for supervised training and specializations in selected areas. The person who completes the DPC degree program will be able to:

- Articulate and evaluate biblical and theological foundations for Christian counseling in light of Western and global sociocultural dynamics
- Demonstrate advanced mastery of counseling theory, skills, and resources
- Describe and appraise available diagnostic tools and techniques for client assessment
- Identify the key features of an exemplary counseling practice including legal, ethical, and management considerations
- Create a model for personal spiritual formation and self-care necessary for a Christian counselor
- Demonstrate advanced knowledge and skill through the design, implementation, and assessment of a practical research project or through a thesis in the counselor's area of specialization

In addition to the overall DPC degree, each student will specialize in one of five areas: Addictions and Compulsive Behaviors; Relationship Dynamics; Trauma, Grief, and Loss; Life Cycle; or Sex and Sexuality.

The person who completes the *Addictive and Compulsive Behavior Specialization* will be able to:

- Exhibit clinical skills and techniques in the assessment and treatment of addictive and compulsive behaviors for individuals, couples, and families, as demonstrated through the practicum and consultation group experience
- Demonstrate critical knowledge of current research within the field of addiction treatment through engagement and application to case studies
- Establish expertise within the field of addiction treatment through the completion of the Doctoral Project

The person who completes the *Life Cycle Specialization* will be able to:

- Exhibit skills, practices, and training in one of the five areas of the Life Cycle: (1) Infancy to puberty; (2) Adolescence; (3) Young adulthood; (4) Adulthood; and (5) The older adult and gerontology
- Provide therapeutic services to individuals within the chosen areas as documented by a minimum of ten cases
- Show evidence of training in the chosen area of the Life Cycle through completion of the Doctoral Project

The person who completes the *Relational Dynamics Specialization* will be able to:

- Exhibit advanced knowledge and skills regarding the change and growth processes in couples and families
- The couples and family internship will provide opportunities to grow deeper in theoretical knowledge and therapeutic techniques. Provide therapeutic techniques and skills to couples and families through advanced supervision and consultation
- Provide a theological, biblical, and spiritual approach to working with interpersonal relationships in couples, marriages, and families as evidenced in the Doctoral Project

The person who completes the *Trauma, Grief, and Loss Specialization* will be able to:

- Exhibit advanced knowledge and skills for the treatment of trauma and grief and loss.
- Demonstrate critical knowledge of current research within the field of trauma, grief and loss treatment through engagement and application to case studies.
- Show evidence of training in Trauma, Grief, and Loss through the consultation reports and evaluations, and the Doctoral Project.

The person who completes the *Sex and Sexuality Specialization* will be able to:

- Articulate a comprehensive understanding of sexuality from a developmental, theological, and cultural framework

- Demonstrate integrated knowledge of how sex impacts relationship dynamics, particularly with couples experiencing sexual difficulty, and a broad understanding of special topics related to human sexuality and implications for treatment
- Illustrate solid, theoretical groundedness and clinical skill in effective and ethical sex therapy with individuals, couples, and families through the practicum and consultation group experience using raw data
- Show evidence of expertise in chosen area of specialization or special issue related to sex therapy through completion of the Doctoral Project

# COURSE DESCRIPTIONS

## Masters Courses

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 BI 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 BI 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 1 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 20<sup>th</sup> 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 (Pastoral Care) prefix are also open to MDiv students. Otherwise, counseling courses are typically reserved for MAC students, unless prior permission is granted by the 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 Christian Ministry, Spiritual Direction Concentration, 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. (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." (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 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 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 510 Public Theology**

The course will review the core concepts, practices, thought leaders, and literature of this discipline with attention to key issues, which could include public policy, culture, social change, community development, reconciliation, justice, and health in light of God's intended *shalom* for all creation.

### **MC 602 Intercultural Competencies**

A study of the beliefs, values, and practices required to deepen understanding that will lead toward visible, effective, and appropriate behavior and communication between individuals and groups in intercultural interaction. Special attention will be given to cultural self-awareness, impact on one's Christian allegiances, and global issues and trends.

### **MC 610 Faith and Health**

An examination of the social determinants of health, health equity, and population health. The course will explore how faith communities and faith-based organizations may address health concerns ecologically and collaboratively in cooperation with other social sectors that champion a holistic understanding of health for individuals, families, and communities.

### **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 660 Reconciliation and Justice**

An exploration of racism, classism, sexism, and other causes of social alienation and oppression with particular attention to current issues. The course will examine the core practices of reconciliation, restorative justice, and nonviolent, direct action in light of public policy and a biblical understanding of justice.

**MC/PH 661 Global Faith Traditions**

A study of major religions represented in the modern world, including Christianity, with a focus on their histories, beliefs, sacred texts, practices, and relationships with other groups and social contexts. Attention will be given to the changing ways people form and express their faith identities and preferences.

**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 710 Community Development**

A study of the major approaches and practices of community organizing and community development as strategies to restore distressed neighborhoods and to allow for the equitable distribution of opportunities.

**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.

**MC 799 Integrative Capstone in Public Theology**

As the capstone course for the Master of Arts in Christian Ministry, Public Theology concentration, 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 field of public theology, 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.

**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 normally a prerequisite for 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 Global Faith Traditions**

A study of major religions represented in the modern world, including Christianity, with a focus on their histories, beliefs, sacred texts, practices, and relationships with other groups and social contexts. Attention will be given to the changing ways people form and express their faith identities and preferences.

### **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 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 Christian Ministry, Missional Leadership Concentration, 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 homileticians 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.



# Doctoral Courses

## Doctor of Ministry

*Courses specifically developed for entering DMin 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, Preaching, Spiritual Direction and Formation, or Theological Leadership (2 hours per semester)**

*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.

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

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

*Theological Leadership* – Skills, practices, and training in leadership in three concentrations (Missional, Pastoral, Public), applying family systems thinking, leading change, and leadership development within a variety of contexts.

**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.

**Doctor of Professional Counseling**

*Courses specifically developed for entering DPC students*

**COU 800 Advanced Theories of Counseling and Psychotherapy (2 hours)**

A doctoral-level integration with counseling theories to further develop the understanding and use of theories in the field.

**COU 801 Legal, Ethical, and Management Considerations for Counseling Practice (2 hours)**

An expansion of the legal, ethical, and management principles that students have acquired on the Master's level, the course will cover a variety of specific scenarios that require ethical and legal considerations including risk management, counseling and technology, introducing spirituality into the counseling process, and avoiding lawsuits.

**CS 805 Theological Foundations for Christian Spirituality (1 hour)**

This course will define the theological foundations for Christian spirituality in order to provide practical exercises for spiritual development and self-care.

**DPC 860 Project or Thesis Development (1 hour)**

Students will begin the journey toward completion of a Doctor of Professional Counseling Project Report or Research-based Thesis.

**RE 805 (1 hour) Doctoral-Level Research in Counseling**

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 – Biblical and Theological Foundations in Sociocultural Context

820 – Hope-based Assessment and Diagnostic Tools

830 – Foundations of Counseling Supervision

840 – Advanced Counseling Skills and Techniques

850 – Self-care and Spiritual Development (includes a 24-hour Silent Retreat)

**DPCB, DPCL, DPCR, DPCG, DPCS 810-850 Specializations in Addictive and Compulsive Behavior; Life Cycle; Relational Dynamics; Trauma, Grief, and Loss; or Sex and Sexuality (2 hours each semester)**

*Addictive and Compulsive Behavior* – Skills and techniques in the assessment and treatment of addictive and compulsive behaviors for individuals, couples, and families

*Life Cycle* – Skills, practices, and training in one of the five areas of the Life Cycle: (1) infancy to puberty; (2) Adolescence; (3) Young adulthood; (4) Adulthood; and (5) Older Adulthood and Gerontology

*Relational Dynamics* – Advanced knowledge and skills regarding the change and growth processes in couples and families

*Trauma, Grief, and Loss* – Advanced knowledge and skills for the treatment of trauma, grief, and loss

*Sex and Sexuality* – A comprehensive understanding of sexuality from a development, theological, and cultural framework including the integration of knowledge regarding how sex impacts relationship dynamics, particularly with couple experiencing sexual difficulty as well as a broad understanding of special topics related to human sexuality and implications for treatment.