WELCOME FROM THE DEAN

The teaching-learning community at Brite Divinity School seeks to transform individuals, churches and communities through the integration of scholarship, justice and practice. Brite is a place where we encourage you to be bold: ask questions, struggle with your faith, make a difference in the world, get to know faculty and staff, become conversation partners with peers and colleagues. I invite you to explore our degree programs and use your imagination to help you envision how you might use one of these to further the integration of your mind and spirit. Whether your vocation is one that fits the more traditional models of denominations and churches, non-profit administration and service, or teaching and leadership, theological education can support your present and future!

I look forward to greeting you on the campus of Brite Divinity School,

Rev. Dr. Joretta L. Marshall
Executive Vice President and Dean
Professor of Pastoral Theology, Care, and Counseling

BRITE DIVINITY SCHOOL HANDBOOK FOR STUDENTS

Brite Divinity School reserves the right to change any statement, policy or procedure set forth in this handbook, when deemed in the best interest of the Brite Divinity School and within established procedures. This handbook is for informational purposes only and does not constitute a contract between any student and Brite Divinity School.

Brite Divinity School regularly reviews and assesses program requirements and program offerings. From time to time necessary changes occur which will have an impact upon a student’s progress toward degree completion. While the Divinity School will strive to accommodate students in implementation of changes, the Divinity School reserves the right to make such changes and to require students to adjust their programs accordingly. Changes to academic programs are not made lightly. There is no guarantee that an entering student will not experience changes in requirements before graduation, especially if time to graduation is longer than the time to complete the program as a full-time student.

The Divinity School's distinctive purpose is educating persons for varied ministries in churches and communities. Churches, however, retain the exclusive right and responsibility to determine the appropriate qualifications for ordained and licensed ministry, to assess the fitness for ministry of individual candidates, and to credential persons for ministerial leadership.
THE MISSION STATEMENT OF BRITE DIVINITY SCHOOL

Brite Divinity School educates women and men to lead in the ministry of Christ’s church, the academy, and public life as witnesses to God’s reconciling and transforming love and justice.

DEVELOPMENT OF THE DIVINITY SCHOOL

Texas Christian University has had a concern for the education of ministers since its founding as AddRan College in 1873. In the early years, it fulfilled this concern within the framework of the undergraduate B.A. program. Classes in Bible were offered to all students; those wishing to prepare for the ministry simply devoted a large part of their junior and senior years to concentration in Bible and religion. In the 1890s, the board of the University set in motion plans to establish a separately endowed and governed school to provide both undergraduate and graduate education for church leadership. By 1895, bylaws for a College of the Bible had been approved. However, it was not until 1907, that the first graduate theological degree, the Bachelor of Divinity, was awarded. The B.A. was regarded as a prerequisite of this new program, but the two curricula were scarcely distinguishable.

The College of the Bible received its name, separate charter of incorporation, and its first permanent building in 1914 as the result of a gift from L.C. Brite, cattle rancher of Marfa, Texas. Though graduate enrollment was on the rise, Brite College continued to serve also as the undergraduate Department of Religion for AddRan College for another twenty-five years. In 1939, Brite initiated a standard three-year curriculum for the B.D. degree and became a member of the American Association of Theological Schools, giving up its undergraduate instruction in order to meet accreditation standards for graduate theological institutions. Two years later, this body recognized Brite as an accredited graduate theological seminary—the second Disciples seminary to receive this accreditation.

In 1963, the charter was renewed and the name was changed to Brite Divinity School. The name of the basic degree earned at Brite was changed from Bachelor of Divinity to Master of Divinity in 1967. Two years later, the Divinity School began to offer a program of study leading to the Doctor of Ministry degree. In 1988, the Master of Theological Studies and the Certificate of Theological Studies were introduced. In 1997, the American Association of Theological Schools granted Brite preliminary approval to offer the Doctor of Philosophy in two areas: Biblical Interpretation and Pastoral Theology and Pastoral Counseling (now known as Pastoral Theology: Transforming Persons, Communities, and Practices). In 1999, Brite introduced two new accredited degree programs, the Master of Theology and the Master of Arts in Christian Service. The three degree programs received ongoing approval from the Association of Theological Schools in 2006. Brite changed the name of the Master of Arts in Christian Service program in 2013 to the Master of Arts in Theology and Ministry to reflect more accurately the diversity of students’ academic and vocational goals.


Since 1978, TCU and Brite have affirmed a series of formal agreements specifying the relationship between the two corporations. In 1999, the Brite Board of Trustees created the Office of President. Three persons have served in this office: Leo G. Perdue (1999-2002), Interim President D. Duane Cummins (2002-2003), and D. Newell Williams (2003-present).

In 1953, Brite moved into the south wing of the TCU Religion Center which was completed that year. In 1998, this main building of the Divinity School was renamed to honor contributions made to the life and work of the Divinity School by Jo Ann and Wayne Moore. The central unit of this complex is the Robert
Carr Chapel. In 2001, Leibrock Village, Brite’s student housing complex, opened for occupancy. The Divinity School completed a significant expansion of its classroom, office and special event space with the construction of the W. Oliver and Nell A. Harrison Building, which opened in 2012.
CORPORATE RELATIONSHIPS

Affiliation with Texas Christian University

Brite Divinity School and Texas Christian University are independent institutions. They have a rich historical relationship and enjoy a shared heritage, affiliation, traditions, and values with the Christian Church (Disciples of Christ). Both institutions recognize the tangible and intangible benefits of a supportive and collaborative relationship especially in areas of teaching and scholarly programs. Brite and TCU have a formal agreement that articulates the University’s contractual commitment to provide essential administrative support, operational and maintenance services, and the vision of both institutions to assure a continuing spirit of mutual involvement, cooperation, and support for the benefit of students, staff, and faculty. [www.tcu.edu](http://www.tcu.edu)

The University has a full-time faculty numbering over 640 and a student enrollment of almost 10,500. The University offers graduate degrees in over 60 master’s level programs, and 25 areas of doctoral study. The resources and facilities of the University enrich and complement the Divinity School program. Students are urged to consult the online Undergraduate and Graduate Studies Bulletins of the University for details regarding the many opportunities and services available to them as members of the University community.

Affiliation with Christian Church (Disciples of Christ)

Brite Divinity School is related to the Christian Church (Disciples of Christ) in many official and unofficial ways. It reports biennially to the Plenary Assembly of the Christian Church (Disciples of Christ) in the Southwest. It is a member of the Christian Church (Disciples of Christ) Council on Theological Education of the Higher Education and Leadership Ministries. It receives financial support through the denomination’s Church Finance Council. Many of the administrative officers, faculty and students of Brite Divinity School serve the Christian Church (Disciples of Christ) at the local, regional and general levels.

ACCREDITATION

Brite Divinity School is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award masters and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Brite Divinity School. Website: [www.sacs.org](http://www.sacs.org)

Brite is also accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada, and the following degree programs are approved: M.Div., M.A.T.M., M.T.S., D.Min., Th.M., Ph.D.

The Commission contact information is:
The Commission on Accrediting of the Association of Theological Schools in the United States and Canada
10 Summit Park Drive
Pittsburgh, PA 15275
USA
Telephone: 412-788-6505; Fax: 412-788-6510
Website: [www.ats.edu](http://www.ats.edu)
NONDISCRIMINATION POLICIES AND ETHOS

Brite Divinity School is an institution that values diversity and challenges structures that intentionally or unintentionally encourage discrimination. As such, we do not discriminate on the basis of race, color, national origin, religion, sex, gender identity, gender expression, sexual orientation, social class, age, disability status, citizenship status, membership or application for membership in a uniformed service, or any other category protected by applicable law. Where there are discrepancies with Federal and State policies, they supersede Brite’s policies.

Brite Divinity School is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions, such as recruitment, hiring, training promotion, transfer, layoff, recall, compensation and benefits, discipline, termination, and educational, recreational, and social programs are administered under the provision of our general nondiscrimination and inclusion statement. Employment decisions, subject to the legitimate business requirements of Brite, are based solely on an individual’s qualifications, merits, and performance.

Brite is committed to promoting a diverse and just environment, in which language and practices support the achievement of inclusion. Specifically, Brite seeks to remove all barriers to the maintenance and aspirations of its Mission Statement and Non-Discrimination Statement in the following ways:

- Brite Divinity School promotes the intentional use of Inclusive language. This includes reference to such matters as language about God and humanity as noted in our Nondiscrimination and Inclusion Statement. Inclusive language in the classroom, chapel, and in common discourse is expected of students, staff, and faculty.
- Brite Divinity School maintains nondiscrimination in all its programs and activities, admission to these programs and activities, financial aid, and housing.
BOARD OF TRUSTEES OF BRITE DIVINITY SCHOOL

The Board of Trustees has authority and responsibility for the School. The Board sets and reviews basic policies of the institution and through its corporate officers provides for leadership, management, and oversight of the School.

Officers of the Board
Mr. Paul R. Ray, Jr., Chair
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Ms. Jo Carolyn McVeigh, Secretary
Ms. Michele G. Smith, Assistant Secretary

Members of the Board
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Ms. Cuba Webb, Fort Worth, TX (2018)
Dr. D. Newell Williams, Fort Worth, TX, President, Brite Divinity School

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Rev. Dr. Claude Walker, Dallas, TX
ADMINISTRATIVE OFFICERS AND STAFF

Administrative staff members are persons appointed by the President with responsibilities for specified administrative tasks requiring part-time or full-time service. They carry out their administrative duties under general supervision of the School's executive and academic officers, in partnership with them and with the Permanent Faculty. Occasionally, administrative positions are connected with faculty appointments, which may or may not be tenure-track.

Administrative Operating Officers
D. Newell Williams, B.A., M.A., Ph.D., President
Joretta L. Marshall, B.A., M.Div., M.A., Ph.D., Executive Vice President and Dean
Michele G. Smith, M.B.A., Vice President of Business and Finance
Mary Brouillette, B.A., Vice President for Advancement

Administrative Personnel
Warner M. Bailey, B.A., M.Div., M.Phil., Ph.D., Director of Presbyterian Studies
Loren D.J. Baxter, B.A., M.Div., Director of Technology Resources
Charles K. Bellinger, B.S., M.A., Ph.D., M.S.L.S., Theological Librarian
Catherine Caero, B.A., C.P.A., Senior Accountant
Brandon Cline, B.A., M.Div., PhD, Major Gifts Officer
Vanessa A. Daley, B.A., J.D., Director of Communication and Marketing
Terry Ewing, B.A., M.Div., Ph.D., Senior Associate for Advancement
Ariel Feldman, B.A., M.A., Ph.D., Director of Jewish Studies Program
Valerie Forstman, B.M., M.M., M.T.S., Ph.D., Assistant Dean for Common Life and Director of Admissions
Wil Gafney, B.A., M.Div., Ph.D., Interim Director of Black Church Studies
Erin Houchin, B.A., M.T.S., Director of Brite Housing
Mary Kincannon, B.S., M.L.A., Registrar
Timothy S. Lee, B.A., M.A., C.M.S., Ph.D., Director of Asian (Korean) Church Studies
Janet G. Neff, B.A., M.A., Manager of Advancement Data
Timothy H. Robinson, B.A., M.Div., Ph.D., Harold Glenn Brown Director of Doctor of Ministry Program, and Director of Disciples Formation
Nathan Russell, B.M., M.Ed., M.Div., Admissions Associate
Jim Sanders, B.A., B.D., D.Min., Director of Methodist Studies
Andrew J. Shelton, B.A., M.Div., Director of Brite Chapel
Michele Smith, M.B.A., Vice President of Business and Finance
Stephen V. Sprinkle, B.A., M.Div., Ph.D., Director of Field Education and Supervised Ministry and Director of Baptist Studies
Eilene Theilig, B.S., M.S., M.Div., Ph.D., Director of Lay and Continuing Education
Jeffrey Williams, B.A., M.A.R., M.A., Ph.D., Associate Dean for Academic Affairs and Institutional Effectiveness Officer
Andrew Wright, B.A., M.Div., STM, Th.D., Director of Episcopal Eucharist
THE PERMANENT FACULTY

The Permanent Faculty is comprised of persons engaged in instruction and other services on a continuing and full-time basis who hold academic rank of full professor, associate professor, assistant professor, instructor, lecturer, or Minister-in-Residence. The Permanent Faculty confer and act, in partnership with the School’s executive and academic officers, to review academic policies of the School, and in cooperation with the Dean, to develop and provide for matters relating to the scope, nature, integrity, and quality of the School’s educational undertakings.

CHARLES K. BELLINGER, Theological Librarian, Associate Professor of Theology and Ethics

WARREN CARTER, Professor of New Testament

RUSSELL W. DALTON, Professor of Religious Education

JAMES O. DUKE, I. Wylie and Elizabeth M. Briscoe Professor of History of Christianity and History of Christian Thought

ARIEL FELDMAN, Rosalyn and Manny Rosenthal Assistant Professor of Jewish Studies

WIL GAFNEY, Associate Professor of Hebrew Bible

NAMSOON KANG, Professor of Theology and Religion

TIMOTHY S. LEE, Associate Professor of Church History

FRANCISCO LOZADA, Charles Fischer Catholic Associate Professor of New Testament and Latina/o Church Studies
JO RETTA MARSHALL, **Professor of Pastoral Theology and Pastoral Care and Counseling**  

SHELLY MATTHEWS, **Professor of New Testament**  

BARBARA J. MCCLURE, **Associate Professor of Pastoral Theology and Practice**  

LANCE B. PAPE, **Granville and Ertle Walker Associate Professor of Homiletics**  

NANCY J. RAMSAY, **Professor of Pastoral Theology and Pastoral Care**  

TIMOTHY H. ROBINSON, **Alberta H. and Harold L. Lunger Associate Professor of Spiritual Resources and Disciplines**  

TIMOTHY J. SANDOVAL, **Associate Professor of Hebrew Bible**  

STEPHEN V. SPRINKLE, **Director of Field Education and Supervised Ministry and Professor of Practical Theology**  

ED WAGGONER, **Assistant Professor of Theology in the Rt. Reverend Sam B. Hulsey Chair in Episcopal Studies**  

D. NEWELL WILLIAMS, **Professor of Modern and American Church History**  

JEFFREY T. WILLIAMS, **Assistant Professor of American Religious History**  

("Since" date indicates the beginning of service with the Divinity School.)
Faculty Emeriti/ae

WILLIAM R. BAIRD, Emeritus Professor of New Testament
M. EUGENE BORING, Emeritus Professor of New Testament
TONI CRAVEN, Emerita Professor of Hebrew Bible
DAVID J. GOUWENS, Emeritus Professor of Theology
JOSEPH R. JETER, Emeritus Professor of Homiletics
WALTER R. NAFF, Emeritus Assistant Professor of Ministerial Practice
CHRISTIE COZAD NEUGER, Emerita Professor of Pastoral Theology and Pastoral Counseling
CAROLYN OSIEK, Emerita Charles Fischer Catholic Professor of New Testament
J. CY ROWELL, Emeritus Professor of Religious Education
HOWARD W. STONE, Emeritus Professor of Pastoral Theology and Pastoral Counseling
MARK G. TOULOUSE, Emeritus Professor of American Religious History
SUSAN J. WHITE, Emerita Professor of Spiritual Resources and Disciplines
WARNER M. BAILEY, Presbyterian Studies  
B.A. (Texas Christian University), 1960; M.Div. (Austin Presbyterian Theological Seminary), 1964; M. Phil. and Ph.D. (Yale University), 1967-1970.

VIRGINIA O. BASSFORD, Practical Theology  
B.L.S. (St. Edward’s University), 1992; M.Div. (Perkins School of Theology), 1997; Ph.D. (Texas Woman’s University) 2009.

RITA NAKASHIMA BROCK, Religion and Culture  

DAVID R. BROCKMAN, Theology  
B.A. (University of Texas at Arlington), 1980; M.T.S. (Brite Divinity School), 1999; Ph.D. (Southern Methodist University), 2006.

CARLOS CARDOZA ORLANDI, World Christianities and Mission Studies  

JUNG SIK CHA, Luce International Scholar, New Testament  
B.A. (Seoul National University), 1986; M.Div. (McCormick Theological Seminary), 1989; Ph.D. (University of Chicago Divinity School), 1996.

JERRY CHISM, United Methodist Studies  
B.S. (Texas Wesleyan College), 1976; M.Th. (Perkins School of Theology), 1979; D.Min. (St. Paul School of Theology), 1991; Ed.D. (Graduate Theological Foundation), 2003.

JOHN J. COLLINS, Hebrew Bible  
B.A. (University College Dublin), 1967; M.A. (Ibid), 1969; Ph.D. (Harvard University), 1972; D.LITT, (Hon) (University College Dublin), 2009; Th.D. (Hon) (Zurich), 2015

KEITH CRITCHER, Choral Music  
B.A. (Appalachian State University), 1983; M.M. (Southwestern Baptist Theological Seminary), 1986.

THOMAS W. CURRIE III, Reformed Theology  

KATIE HAYS, Practical Theology  

JO HUDSON, Practical Theology  

MELANIE C. JONES, Ethics, Theology, and Culture  
B.A. (Howard University), 2009; M.Div. (Vanderbilt Divinity School), 2012; Ph.D. in progress (Chicago Theological Seminary), ABD.

DANIEL KANTER, Unitarian Universalist History and Polity  
B.A. (University of Vermont), 1989; M.Div. (Starr King School for the Ministry), 1998; D.Min. (Perkins School of Theology), 2007.
BAEK HEE KIM, Biblical Hebrew
B.A. (Yonsei University), 2002; M.Div. (San Francisco Theological Seminary), 2007; M.A. (Graduate Theological Union), 2009.

TAMARA E. LEWIS, History of Christianity and Black Church Studies

RICKY McCLATCHY, Baptist History
B.A. (Howard Payne University), 1981; M.Div. (Southwestern Baptist Theological Seminary); 1984; Ph.D. (ibid.) 1990

JOSEPH McDonald, New Testament Greek, Biblical Hebrew

RALPH D. MECKLENBURGER, Jewish Studies
B.A. (University of Cincinnati), 1968; B.H.L., M.A.H.L. and Ordination (Hebrew Union College and Jewish Institute of Religion), 1972.

ZACHARY MOON, Practical Theology, Chaplaincy
B.A. (Vassar College), 2004; M.Div. (Chicago Theological Seminary), 2010; Ph.D. (Iliff School of Theology), 2016.

CHRISTIE COZAD NEUGER, Pastoral Theology and Pastoral Counseling
B.A. in English (University of Minnesota), 1975; M.Div. (United Theological Seminary of the Twin Cities), 1980; Ph.D. (School of Theology at Claremont), 1987.

BRYCE E. RICH, Visiting Assistant Professor of Theology and Louisville Postdoctoral Fellow

CODY SANDERS, Pastoral Theology
B.A. (Gardner-Webb University), 2005; M.S. (Mercer University), M.Div. (McAfee School of Theology), 2009; Ph.D. (Brite Divinity School), 2015

TIFFANY L. STEINWERT, United Methodist Studies
B.A. (Williams College), 1996; M.Div. (Boston University School of Theology, 2001; Ph.D. (ibid.), 2009.

JUSTIN TANIS, Theology, Transgender Studies
B.A. (Mount Holyoke College), 1987; M.Div. (Harvard University), 1990; D.Min. (San Francisco Theological Seminary), 2002; Ph.D. (Graduate Theological Union), 2016

LISA L. THOMPSON, Homiletics
B.A. (University of North Carolina at Charlotte), 2004; M.Div. (Fuller Theological Seminary), 2008; M.A. (Vanderbilt University), 2011; Ph.D. (ibid), 2013.

JOSEPH A. WEAKS, Rural Ministry, Hebrew Bible

ROGER W. WEDELL, Practical Theology
B.A. (Texas Christian University), 1970; M.Div. (Brite Divinity School), 1974; Ph.D. (Graduate Theological Union), 1982.
FACILITIES

Classes and many other activities of Brite Divinity School are conducted in the Moore Building and the Harrison Building, which are located at the heart of the TCU campus. Reservations to use the classrooms in the Moore Building and the Harrison Building are made through the Dean’s office. For assistance with reservations for the Bass Conference Center in the Harrison Building, please see the Office of Common Life.

The use of Brite facilities by outside groups or by Brite groups holding events open to the entire campus or community must be approved by the Office of the Dean. By policy, any facilities request will take into account the larger needs of the Divinity School as a first priority.

Reservations for Robert Carr Chapel can be made through the Office of Religious and Spiritual Life at TCU (817.257.7830). Brite Divinity School students, faculty and staff have access to other TCU buildings, including The Mary Couts Burnett Library, the Brown-Lupton University Union, and the TCU Recreation Center. Information about these facilities can be found online at www.tcu.edu.

Library resources of Brite Divinity School are an integral part of the Mary Couts Burnett Library, Texas Christian University, a research facility consisting of over 2 million items, including more than 200,000 works in religion and theology. With Internet access to the library’s online catalog, online databases, full-text electronic journals, and document delivery options, students may access library services and resources from anywhere at any time. In addition, cooperative agreements provide access to resources held by other Texas universities and seminaries.

HOUSING – LEIBROCK VILLAGE

Leibrock Village, built in 2001, is Brite Divinity School’s 56-apartment residential community. The Village is located a short, ten-minute walk through a residential neighborhood from the Brite Divinity School academic buildings. One-and two-bedroom apartments are provided with refrigerator, stove, dishwasher, garbage disposal, and mini-blinds, but villagers bring their own furniture. No furniture or storage is provided. The living room and bedrooms are carpeted in a neutral pattern. A laundry on each floor serves eight apartments. Scenes of the village and floor plans can be viewed at https://www.brite.edu/admissions/student-life/housing/.

Students enrolled full-time (9 hours) in a degree program of Brite Divinity School (M.Div., M.A.T.M., M.T.S., Th.M.) are eligible for housing in Leibrock Village for a maximum of 48 months.

Eligibility of students enrolled in the Doctor of Ministry program or the Ph.D. program is limited to ten (10) consecutive semesters.

Students admitted as “Special” students, enrolled for nine (9) semester hours at Brite Divinity School, are eligible for one semester of housing. To remain eligible, “Special” students must be admitted to a degree program of Brite Divinity School.

Since space is limited and in high demand, students interested in living in Leibrock Village are encouraged to apply immediately after being accepted to the Divinity School. Brite Divinity School students have housing priority over TCU students until May 1st.

Housing Application. Students are eligible to apply for residency in Leibrock Village after acceptance to Brite Divinity School. Go to https://www.brite.edu/admissions/student-life/housing/ for application forms. The security deposit is held for the duration of occupancy and refunded to the student when vacating, subject to the terms and conditions of the Brite Housing Agreement. Apartments are assigned on a space-available basis. Priority is established by the date the housing application and security deposit are received. Questions concerning the housing application process may be directed to the Director of Brite Housing, 817-257-7338, or e-mailed to e.houchin@tcu.edu.
**Housing Fees.** The Brite Housing Fee is charged to the student's University Student Account by the semester, and is paid as a part of the regular billing system at TCU. Electric service, water, cable TV, computer access to the TCU network, and parking at Leibrock Village are included in the housing fee.

Absolutely no pets are allowed in the Brite Apartments. This rule is strictly enforced. Violators are heavily fined.

**Off-Campus Housing.** Information for off-campus housing can be obtained online at [http://rlh.tcu.edu/off-campus-living/](http://rlh.tcu.edu/off-campus-living/).

**Energy Conservation Policy**

Brite Divinity School, along with Texas Christian University, is dedicated to a program of energy conservation. The Brite community is encouraged to use energy wisely, to use what they need, but need what they use.

Goals have been established to conserve energy and reduce consumption through optimum use of facilities and the elimination of wasteful practices. Building deputies are encouraged to support energy conservation goals and to report malfunctioning systems to the Physical Plant Work Control Center at TCU, at 817/257-7956. During unoccupied hours, heating and air conditioning will be turned off in campus buildings controlled by the Energy Management System.

The Associate Vice Chancellor for Facilities at TCU, under the Vice Chancellor for Finance and Administration at TCU, is responsible for the coordination of the energy program. Questions about energy conservation and suggestions for improvement should be made directly to the Electrical Systems Department, 817/257-7208.

**Recycling**

Brite Divinity School and Texas Christian University are concerned about the environment. Reasonable effort is made by the University in concert with student and community groups to recycle waste products. Paper, plastic and metal waste are major targets for recycling. For specific information on programs and products, contact the TCU Grounds Department, 817/257-7198.
ECUMENICAL AND INTERFAITH RELATIONSHIPS
DENOMINATIONAL STUDIES PROGRAMS

The student body, faculty, and staff at Brite Divinity School are interracial, international and ecumenical. While the largest numbers of students at Brite are Disciples and United Methodists, more than twenty-five different denominations are represented in the student body. Faculty and staff are active members in over ten different denominational/religious bodies. The ecumenical spirit is also strengthened by Brite’s membership and participation in the Council of Southwestern Theological Schools embracing eleven Protestant and three Roman Catholic institutions. Selected students and faculty members from COSTS schools have participated in inter-seminary courses on a variety of topics, including an intensive experience in interfaith dialogue. COSTS institutions continue to explore further possibilities of regional and sub-regional cooperation.

Faculty and students are engaged in local, state and national ecumenical organizations and programs. With the support of the faculty, local churches, and judicatory leaders, Brite offers formal and informal programs that connect with various denominational and faith traditions.

**Christian Church (Disciples of Christ)**
The Disciples Formation program prepares students to lead in ministry by assisting in the ordination process, providing personal and professional support and engaging students in the larger denomination. Directed by a member of the Permanent Faculty, programs offer opportunities for students to develop their theological stance and pastoral identity.

**Baptist Studies Program**
The Baptist Studies Program is an integral part of the Divinity School. Designed to meet the special interests and needs of Baptists, this Program offers graduate courses in Baptist history, thought, and polity and provides opportunities for Baptist students in field settings in Baptist churches, worship, and other community experiences. Special lectures and workshops by Baptist professors and ministers enrich the seminary experience of Brite students. A limited number of student scholarships are provided by the Cooperative Baptist Fellowship to support Cooperative Baptist Fellowship M.Div. students. This program is directed by a member of the Permanent Faculty.

**Episcopal Studies Program**
The Episcopal Studies Program at Brite Divinity School provides a continuing Anglican/Episcopal presence within a broadly ecumenical theological school. The program offers a community of learning, worship, and fellowship within the Brite Community. Our graduates will be trained to serve effectively in ordained and lay leadership positions in the Episcopal Church.

**Metropolitan Community Churches**
Brite Divinity School is a recognized partner school of the Metropolitan Community Churches (MCC). MCC students preparing for ordination may complete their required coursework at Brite and receive advising in the ordination process.

**Presbyterian Studies**
The Presbyterian Studies Program supports Presbyterian women and men who are in the process of discerning a call to ministry. By mentoring, providing a Reformed and Presbyterian focus, and enriching Brite’s work through relationships with the presbyteries of the Presbyterian Church (U.S.A.) and the Cumberland Presbyterian Church, as well as Austin Presbyterian Theological Seminary, the Program seeks to prepare students to meet all constitutional requirements for ordination or certification to ministry in Presbyterian congregations. The Program embraces students in all degree plans, but focuses primarily on those preparing for professional ministry in local churches as pastors or directors of Christian education.
United Church of Christ
Students from the United Church of Christ tradition will find courses at Brite Divinity School that support their pastoral identity and formation within this denomination. In addition, Brite has several graduates who are leaders within the United Church of Christ, and who serve as informal mentors for students.

United Methodist Studies
The University Senate of the United Methodist Church has approved the Divinity School to teach United Methodist students. The courses taught at Brite in United Methodist history, doctrine, mission, and polity—which are required for ordination in the United Methodist Church—have been officially approved by appropriate denominational offices. With the assistance of the Office of the Associate Dean for Academic Affairs, students preparing for deacons’ ordination may meet UMC expectations with either the Master of Arts in Theology and Ministry or the Certificate of Theological Studies.

OTHER PROGRAMATIC INITIATIVES

Asian (Korean) Church Studies Program
The Asian (Korean) Church Studies Program provides resources for Brite students to learn about the history, culture, and theology of Asian and Asian-American Christianity. This is done through regularly offered courses on the subjects and lectures offered by visiting scholars and church leaders in Asian/Asian-American communities. The program also serves as a center for promoting Asian/Asian-American theological studies and training leaders for Asian-American churches (especially those affiliated with the Christian Church [Disciples of Christ]).

Black Church Studies
The Black Church Studies program offers an interdisciplinary range of courses for shaping ministerial preparation and theological reflection for seminarians of all races, aimed at providing wider knowledge of the issues of Black life and American Christianity. Students may choose to concentrate their coursework in order to pursue a Certificate in Black Church Studies at Brite Divinity School. Also, the Black Church Studies program offers events throughout the academic year in an effort to educate the public and promote the vitality of Black religious scholarship and the legacy of the Black Church.

Latina/o Church Studies
Latina/o Church Studies supports the intercultural training of students; addresses Latina/o issues and concerns in churches and community; sponsors continuing education seminars and workshops for Latina/o pastors; and encourages students preparing for ministry in Hispanic contexts. Brite participates in Hispanic Summer Program for Masters Students and the Hispanic Theological Initiative Consortium that supports doctoral work in theological education and Latina/o scholars.

Hispanic Summer Program
The Hispanic Summer Program seeks to train leaders in the Hispanic tradition. Brit Divinity School is a sponsor of HSP, which provides summer courses which students can take for academic credit. The program is designed primarily for Latina/o students, and they have also welcomed about 10% of non-Latina/o students nationwide who are involved in Latino-centered ministries and advocacy. The (HSP) provides the opportunity for students to study with Latina/o peers and professors. Each summer, the HSP brings together nearly 70 participants from the U.S. and Puerto Rico, representing a wide variety of traditions, denominations, and theological perspectives. The HSP also provides a limited number of slots for Latina/o pastors seeking continuing theological education.

Hispanic Theological Initiative Consortium
Brite Divinity School is a member of the Hispanic Theological Initiative Consortium (HTIC), a consortium comprised of Ph.D.-granting institutions seeking to support and advance the work of Latina and Latino scholars in order to address the need for more representation of Latina and Latino students and faculty in higher theological education. Brite Divinity School supports the
mentoring and networking costs for HTIC scholars. Additionally, Brite Divinity School recognizes that pooling resources and building communities are essential elements for securing a stronger and more diverse scholarly theological body.

Jewish Studies
Brite Divinity School and Texas Christian University together sponsor the Jewish Studies Program, designed to support the teaching and scholarly study of Judaism and to promote the historical contribution of Judaism to civilization. The Program fosters a better understanding of the faith heritage of Christianity, as well as more informed dialogue and understanding among Jews and Christians. The Program is committed to serving people of all faiths and to contributing to the education of the local community. With the generous support of numerous donors, elements of the Program include Rosenthal faculty positions for courses available to students at both Brite Divinity School and Texas Christian University, the Barnett International Scholarship, the Gates of Chai Annual Lectureship in Contemporary Judaism, the Jack B. Friedman Judaica Library in Honor of Barbara Friedman Rakower in the TCU Mary Couts Burnett Library, and the Bermont Family Undergraduate Jewish Student Scholarship Fund.

Carpenter Initiative in Gender, Sexuality, and Justice
The Carpenter Initiative in Gender, Sexuality and Justice is designed to engage people around issues related to gender, gender identity and sexual orientation through courses, workshops, worship experiences, speakers, and other events. The program, directed by Dean Joretta L. Marshall, supports the work of the Brite community, local churches and leaders as they respond to these broader issues of justice.

Soul Repair Center
In 2012, Brite Divinity School launched the Soul Repair Center through a grant from the Lilly Endowment, Inc. The Center conducts research on moral injury in combat veterans and others whose work involves socially sanctioned violence, and it educates seminarians, religious leaders, their communities, and the general public in supporting recovery.

CONTINUING EDUCATION
Brite Divinity School is committed to the development of a comprehensive year-round program of continuing education for ministers, religious educators, and church leaders.

The program includes an annual Ministers Week with lectures, sermons, and workshops as well as topical seminars/conferences for church leaders. The Stalcup School of Theology for the Laity offers half-day seminars by leading scholars for the laity and clergy, and, along with the Council on Christian Unity, co-sponsors a biennial Joe A. and Nancy Vaughn Stalcup Lecture on Christian Unity. Each year, Brite hosts and supports a variety of lectureships open to the public, including such events as the Gates of Chai Lectureship and the Black Church Studies Events.

VISITING LECTURERS
Brite/TCU Ministers Week annually presents distinguished Christian leaders in a four-day program of enrichment.


**THE DAVIS WORKSHOP IN MINISTRY** was established in 2004 and made possible by gifts in honor of Dr. Gilbert Davis, former Director of Church Relations at TCU, and his wife, Hilda. This workshop focuses on strengthening skills for engaging in pastoral ministry. Leaders of the workshop have included George Bullard, Fred B. Craddock, George A. Mason, Anthony B. Robinson, Joretta Marshall, Gilbert Rendle, Suzanne Stabile, Diana Butler Bass, Bruce Epperly, Deborah Creamer, Karen McClintock, Craig Gelder, Peter Steinke, and Nora Gallagher.

**The Joe A. and Nancy Vaughn Stalcup Lecture on Christian Unity**, jointly sponsored with the Council on Christian Unity of the Christian Church (Disciples of Christ), is held every other summer in Dallas. It brings together the participation of a wide diversity of institutional colleagues from the congregational, regional, and national levels. Lecturers are leaders in the ecumenical movement. Presenters of this lecture include Joan Brown Campbell, Leander E. Keck, Thomas L. Hoyt, Jr., Roberta C. Bondi, Justo L. González, Rita Nakashima Brock, S. Wesley Ariarajah, Deborah DeWinter, Michael Livingston, John H. Thomas, Sharon E. Watkins, Diana Eck, Jose Morales, Jr., and Teresa Jefferson-Snorton.
The Louis and Madlyn Barnett Visiting International Scholars Program in Jewish Literature and Thought was established by Dr. and Mrs. Louis Barnett of Fort Worth, Texas. This visiting scholars program is a part of the Jewish Studies Program at Brite. The first Barnett International Scholar was Israel Finkelstein in 2001. Other visiting scholars have included Richard Sarason, Avigdor Shinan, Paul Mendes-Flohr, Isaiah Gafni, Yair Zakovitch, Pamela Barmash, Adele Reinhartz, Benjamin Sommer, Gary Rendsburg, Tamara Cohn Eskenazi, Ross Kraemer, Hindy Najman, Maxine Grossman, and John J. Collins.

The Gates of Chai Distinguished Lectureship for Judaic Studies was established in 1997 by the Gates of Chai, Inc., a foundation whose founder and president is Marcia Kornbleet Kurtz. It is established in memory of Larry Kornbleet as well as family members who perished in the Holocaust. Lecturers have included Chaim Potok, Harold Kushner, Elie Wiesel, Morris Dees, Susan Estrich, Joel Siegel, Thomas Cahill, Bruce Feiler, Dennis Ross, Susannah Heschel, Irwin Kula, Jack Bemporad, Carol Meyers, Amy-Jill Levine, Burton L. Visotzky, Judith Clurman, Bruce Ruben, Ted Merwin, Bishop Brian Farrell, Rabbi David Rosen, and Rabbi Joseph Telushkin.
ADMISSION TO FIRST MASTER’S DEGREES

Admission application request forms for all programs are available online at www.brite.edu/admissions.

Admissions Requirements for Master’s Degrees

Brite Divinity School is selective in its admissions policies. Through a thoughtful evaluation process the Admissions Committee seeks to accept applicants who are capable of engaging in graduate theological education and give evidence of being able to use that education in the service of the church, academy, and public life. Factors taken into consideration in making this determination include the applicant’s academic record, personal references that address the applicant’s maturity of character and clarity of purpose, and the applicant’s writing ability as reflected in a personal essay.

For admission to first masters degree programs (M.Div., M.T.S., and M.A.T.M.) as well as to certificate programs, a student must possess a bachelor’s degree or its equivalent as shown by a complete and certified transcript from an accredited college or university. Ordinarily the Divinity School expects that students will have achieved an overall grade point average of at least 2.75 and an average of not less than 3.0 in courses taken at the junior and senior level. Those with a GPA between 2.50 and 2.749 or whose junior and senior course level work is below 3.0 may be eligible for admission on academic probation. Students admitted on academic probation must limit registration to nine credit hours. Financial aid is available to these students, although continuation of aid is contingent upon satisfactory progress in the student’s course of study.

A student admitted to Brite Divinity School is not considered to be a fully matriculated student until that student is formally registered for classes at Brite.

Preparation for Graduate Theological Education. The faculty advises those who are in the process of completing an undergraduate degree to select college courses in the liberal arts and humanities that provide a broad introduction to the history of culture and an understanding of contemporary life and thought. Extensive undergraduate study in religion is not a requirement for admission, although some coursework in religion is generally helpful to students beginning graduate theological education. Before entering Brite Divinity School, prospective students are strongly urged to acquire knowledge of Microsoft Word and Microsoft Outlook, and the ability to navigate within either the Windows or Macintosh operating systems.

Brite Divinity School welcomes applications from those for whom considerable time has elapsed between the completion of their undergraduate degree and their desire to attend a graduate seminary. If, however, these applicants do not meet the minimum academic standards for admission to a degree program, they may be required to take additional upper level courses in the liberal arts in order to gain admission on academic probation.

Personal Interview and Campus Visit. A personal interview with the Director of Admissions or with Brite’s Admissions Associate is required of all applicants to the Master of Divinity, Master of Theological Studies, Master of Theology, Master of Arts in Theology and Ministry, Certificate of Theological Studies, and certificate programs. Those who for valid reasons are unable to schedule a personal interview may request an interview by telephone or video conference. The Office of Admissions strongly encourages prospective students to visit campus. In addition to an interview, a campus visit provides the opportunity to tour the Brite and TCU campus, attend classes, and meet Brite students and faculty. Overnight accommodation may be arranged as needed.

To make an appointment for a personal interview and campus visit, contact the Office of Admissions at Brite Divinity School or fill out the “Schedule a Visit” form at https://brite.edu/admissions/schedule-a-visit/

Denominational Endorsement. Typically, applicants admitted into the Master of Divinity program with the intention of preparing for ordained ministry are expected to be certified as ministerial candidates by Admissions – Masters
the responsible governing body of their denomination or to be making reasonable progress toward such certification. Normally, evidence of such certification must be filed with the office of the Director of Field Education and Supervised Ministry before the student is eligible to enroll in PRTH 65013. Successful Master of Divinity applicants who do not anticipate ordination are not subject to this requirement.

Procedure
Application forms for master’s degree programs and certificate programs are available from the Office of Admissions of Brite Divinity School or online at [http://www.brite.edu/admissions](http://www.brite.edu/admissions). The applicant must provide an official transcript of all college and university work pursued to date. (Prior to enrollment, the applicant must provide a final transcript that certifies completion of an undergraduate program of study and receipt of a baccalaureate degree or, in the case of the Th.M., a first theological masters degree.)

Application Deadlines
The Masters Admissions Committee of Brite Divinity School meets monthly throughout the year. Applicants are notified promptly of the Committee’s decision. If the action is favorable, the applicant will receive an offer of admission as well as an indication of any tuition grant or stipend award. If the Admissions Committee identifies deficiencies, applicants may be required to complete remedial work. Once enrolled, a student who fails to register for two or more semesters in succession must file an application for readmission before permission to re-enroll may be granted.

The non-refundable application fee for all masters degree programs is $50.

Merit and need-based scholarship and financial aid packages are available throughout the application cycle, though applicants are encouraged to submit their applications by the first Friday in April in order to ensure priority consideration for scholarship support. Earlier deadlines for special awards may apply. If admission has been granted and accepted, a student is eligible to apply for student loans through the Office of Scholarships and Student Financial Aid at TCU. We strongly encourage those requesting student housing to have their applications on file no later than May 1 for the fall semester and November 1 for the spring semester.

The Masters Admissions Committee gives careful consideration to every application. Brite Divinity School, however, reserves the right to deny admission to those applicants who, in the judgment of the Committee, have not demonstrated adequate academic preparation, personal maturity, or emotional stability, or who, in the judgment of the Committee, are not compatible with the Divinity School’s self-understanding as described in its mission statement.

COLLABORATIVE DEGREE PROGRAMS
Brite Divinity School and Texas Christian University have joined together to offer students the opportunity to earn masters degrees from each institution. These programs allow students to integrate advanced learning across professional fields and to prepare to serve in a wide variety of ministerial settings and non-profit organizations.

Brite Divinity School-Neeley School of Business
M.Div./M.B.A., M.A.T.M./M.B.A. and M.T.S./M.B.A. Degree Programs
These programs are designed to help graduates apply managerial, financial, operational, and marketing skills as well as diverse theological fields of study and practice to religious and non-profit organizations and bi-vocational careers.

Admissions/Degree Requirements
Candidates must be admitted to Neeley’s M.B.A. program and to Brite’s Master of Arts in Theology and Ministry (M.A.T.M.), Master of Theological Studies (M.T.S.) or Master of Divinity (M.Div.) program. Before taking any business courses, the candidate must participate in a START Workshop, which is held every August. In the event a student elects to complete only one degree after having been admitted to both programs, previously allowed course substitutions will be
honored. The student must then meet all remaining requirements at the degree granting institution.

Brite Divinity School-Harris College of Nursing & Health Sciences
M.Div./M.S.W., M.A.T.M./M.S.W., and M.T.S./M.S.W. Degree Programs
The purpose of these dual degree offerings is to equip graduates to assume leadership positions in a wide variety of ministry and social service agencies and organizations that promote human rights and social and economic justice.

Admissions/Degree Requirements
Candidates must be admitted to the Department of Social Work’s M.S.W. Program and Brite Divinity School’s Master of Arts in Theology and Ministry (M.A.T.M.), Master of Theological Studies (M.T.S.) or Master of Divinity (M.Div.) program. In the event a student elects to complete only one degree after having been admitted to both programs, previously allowed course substitutions will be honored and he/she must then meet all remaining requirements at the degree granting institution. Students must apply for dual degree status prior to completing 21 hours in either program (Advanced Standing MSW students will need to declare at admission into the program).
ADMISSION TO MASTER OF THEOLOGY (TH.M.)

Admission application request forms for all programs are available online at www.brite.edu/admissions.

Brite Divinity School offers the Master of Theology in four areas of study: Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism; New Testament and Literature of Early Christianity; Pastoral Theology and Pastoral Care; History and Theology.

A. General Application Information

In addition to area specific requirements (see B.), all Th.M. applications must include the following:

1. Application and Admission Fee

   Applications are available from: Office of Admissions
   Brite Divinity School
   TCU Box 298130
   Fort Worth, Texas 76129
   Or online: www.brite.edu/admissions.

   Each application must be accompanied by a non-refundable $50 application fee made payable to Brite Divinity School.

2. Statement of Purpose

   As part of the application, the candidate must submit a statement of purpose. This is a very important part of the application. The candidate should prepare it carefully, being sure to specify the reasons for applying to the Th.M. Program of Brite Divinity School.

3. Three Letters of Recommendation

   These should come from persons who are able to evaluate your academic and professional qualifications, such as undergraduate or graduate faculty familiar with your work. These letters must be in sealed envelopes and signed across the seal for security; however, you are responsible for seeing that the letters of recommendation are sent. If letters are faxed, they must be faxed to the attention of the Admissions Office and followed by mailed hardcopies to the Admissions Office.

4. Financial Certificate for International Students

   In order to meet requirements for entry into the United States, international applicants must demonstrate that they have the financial resources to cover the cost of their education. Visa documents are issued only when all admission procedures have been satisfied. Applications for financial awards to international students are considered in competition with all other applications received.

5. Transcripts

   Official transcripts (bearing the signature of the registrar and the seal of the institution) of all post-secondary work are required. Transcripts are to be sent directly to Brite Divinity School from each institution.

6. Test Scores

   a. Graduate Record Examinations Scores (GRE) are required.
b. Test of English as a Foreign Language (TOEFL). Applicants whose primary language is other than English and who have not received their education at an English-speaking college or university will also submit TOEFL scores of normally not less than 600 (computer-based 250 or internet-based 100).

You may select either the computer-based or paper-based test format. Online information about the GRE and TOEFL is available at [http://www.ets.org](http://www.ets.org) or you may contact Educational Testing Service (ETS), P.O. Box 6000, Princeton, New Jersey 08541-6000. Please use Institutional Code 6803 when requesting that test scores be sent to Brite Divinity School. We realize that the GRE scores of international students, particularly those whose native language is not English, may be affected by language and cultural differences. These scores are taken into consideration only as part of a student’s total profile when such students’ applications are evaluated. The scores are nevertheless required and must come directly from the Educational Testing Service.

B. Additional Area Application Requirements

1. Hebrew Bible & New Testament Specific Requirements for Admission

   Hebrew Bible and New Testament applications must contain the following area specific requirements:

   a. M.Div., M.T.S., or M.A. degree with courses in biblical studies and Biblical Hebrew and Greek;

   b. Reading knowledge of both Biblical Hebrew and Biblical Greek is required for matriculation. During orientation, entering students will take brief diagnostic tests in both biblical languages (thirty minutes allowed for translation in each testament with the aid of a dictionary). Students who do not pass the tests or have not had one of the two languages may achieve competency by passing a one-semester / three hour graduate course in the language;

   c. Provide a Writing sample (thesis, research paper, article, or essay) demonstrating the applicant’s area of interest in biblical studies, scholastic preparation, and intellectual ability.

2. Pastoral Theology and Pastoral Care Specific Requirements for Admission

   Pastoral Theology and Pastoral Care applications must contain the following area specific requirements:

   a. M.Div. degree or its equivalent. “Equivalent” means that the Pastoral Theology and Pastoral Care department may consider an applicant who has a theological degree other than the M.Div. from an accredited seminary or divinity school. The Pastoral Theology and Pastoral Care department will assess the applicant’s transcript and recommend course work necessary to achieve equivalency. At minimum, the applicant will be expected to have completed within the existing theological degree:

   9 hours of pastoral care, pastoral theology, or pastoral counseling
   3 hours of ethics
   6 hours of theology
   6 hours of Bible
   6 hours of church history

Admissions – Master of Theology
The department may also require courses in other disciplines expected from an M.Div. program to prepare a student for ministry. Normally, and by ATS standards, equivalent work, plus the previous degree, would equal the number of hours required for an M.Div. degree.

b. Provide a document (thesis, research paper, article, lecture, writing project) in the applicant’s area of specialty that demonstrates abilities to conceptualize and communicate through the written word.

3. History and Theology Specific Requirements for Admission

a. M.Div., M.T.S., or M.A. degree with courses in historical studies, theology, and ethics.

b. Provide a writing sample (thesis, research paper, article, or essay) demonstrating the applicant’s area of interest, scholastic preparation, and intellectual ability.

C. Th.M. Application Deadline

Completed Th.M. applications must be received no later than April 15 (fall matriculation) and October 15 (spring matriculation). The Advanced Programs Admissions Committee, the Associate Dean for Academic Affairs, and the Dean make admission decisions. Admission is competitive and students are selected on the basis of a total profile of their scholastic preparation and intellectual ability. Applicants are notified by May 31 of admission for the following fall semester/ November 15 for the following spring semester.

D. Th.M. Admissions Timeline (Fall / Spring)

*February 1 / August 1*
Last date for applicants to take the paper-based GRE in order for Brite to receive the scores by April 15 / October 15.

*February 15 / August 15*
Last date for international applicants to take the paper-based TOEFL in order for Brite to receive the scores by April 15 / October 15.

*March 1 / September 1*
Last date for applicants to take the computer-based GRE or TOEFL in order for Brite to receive the scores by April 15 / October 15.

*April 15 / October 15*
Completed applications must be on file.

*May 15 / November 15*
Admission decisions will be mailed by this date to all applicants whose files are complete by April 15 / October 15.

*May 31 / December 7*
Deadline for response to offers of admission and financial award. If your reply is not received by May 31 / Dec. 7, Brite may rescind the offer of admission and financial award. An offer of admission is made for a specific entrance date. In some cases, admission may be deferred until the following semester.
ADMISSION TO DOCTOR OF MINISTRY PROGRAM

Admission application request forms for all programs are available online at www.brite.edu/admissions.

For admission to the Doctor of Ministry program, a student must possess a Master of Divinity degree or its formal academic equivalent from an accredited theological school, and at least three years of experience in the full-time practice of ministry following completion and reception of the M.Div. or its equivalent. The non-refundable application fee is $75.

Applications to the Doctor of Ministry program are evaluated with a view to determining the applicant’s academic preparation for advanced studies and potential for creativity and effectiveness in Christian ministry. Additional information on requirements for admission to the Doctor of Ministry program may be found in the program descriptions in this bulletin.

Requirements for Admission:

1. M.Div. degree or its equivalent from an accredited school, verified by submission of official transcripts.
2. Official academic transcripts for all other degrees and previous academic work.
3. Minimum cumulative grade point average of 3.25 (on a 4.00-scale).
4. At least three years of experience in the full-time practice of ministry following completion of the M.Div. degree or its equivalent.
5. TOEFL score of normally not less than 600 (computer-based 250 or internet-based 100) for applicants whose primary language is other than English and who have not received their education at an accredited English-speaking college or university.
6. Three letters of recommendation that assess and evaluate the applicant’s previous performance in ministerial practice, academic work, interpersonal relationships, and personal maturity.
7. A personal statement, typed and double-spaced, which includes: A brief autobiography and theological self-reflection on call into ministry; Your theological understanding of your vocation; A tentative description of a DMin project; Indicate the way or ways in which this particular degree program will contribute to your effectiveness in ministry.
8. A research paper (that could be from a previous master's program) or a written reflection on an issue or question in ministry that engages and cites theological and other relevant scholarly sources (no sermons, please). The writing sample should be at least 3,000 words, not including footnotes and bibliography.
10. An interview with the D.Min. Director and/or a member of the faculty.

Completed applications should be submitted by February 1 for matriculation in May and May 1 for matriculation in October.
ADMISSIONS TO DOCTOR OF PHILOSOPHY

Admission application request forms for all programs are available online at www.brite.edu/admissions.

Brite offers the Doctor of Philosophy in two areas: Biblical Interpretation and Pastoral Theology: Transforming Persons, Communities, and Practices.

General Application Information
In addition to area specific requirements, all Ph.D. applications include the following:

1. Application for Admission and Financial Award. Each application must be accompanied by a non-refundable $75 application fee made payable to Brite Divinity School.

2. Statement of Purpose. This is a very important part of your application. Prepare it carefully, indicating the reasons for your application to Brite Divinity School.

3. Three Letters of Recommendation. These should come from persons able to evaluate your academic and professional qualifications, such as undergraduate or graduate faculty familiar with your work. You are responsible for seeing that the letters of recommendation are sent. If letters are faxed, they must be followed by mailed hard-copies to the Office of Admissions.

4. Financial Certificate for International Students. In order to meet requirements for entry into the United States, international applicants must demonstrate that they have the financial resources to cover the cost of their education. Visa documents are issued only when all admission procedures have been satisfied. Applications for financial awards to international students are considered in competition with all other applications received.

5. Transcripts. Official transcripts (bearing the signature of the registrar and the seal of the institution) of all post-secondary work are required. Transcripts are to be sent directly to Brite Divinity School from each institution. To prevent delays, you should arrange with registrars to provide transcripts before mid-year grades are posted.

6. Test Scores:
   a. Graduate Record Examinations Scores (GRE) are required.
   b. Test of English as a Foreign Language (TOEFL). Applicants whose primary language is other than English and who have not received their education at an English-speaking college or university will also submit TOEFL scores of normally not less than 600 (computer-based 250 or internet-based 100).

You may select either the computer-based or paper-based test format. Online information about the GRE and TOEFL is available at http://www.ets.org or you may contact Educational Testing Service (ETS), P.O. Box 6000, Princeton, New Jersey 08541-6000. Please use Institutional Code 6803 when requesting that test scores be sent to Brite Divinity School. We realize that the GRE scores of international students, particularly those whose native language is not English, may be affected by language and cultural differences. These scores are taken into consideration only as part of a student’s total profile when such students’ applications are evaluated. The scores are nevertheless required and must come directly from the Educational Testing Service.

Completed Ph.D. applications must be received no later than January 15. The Advanced Programs Committee, the Associate Dean for Academic Affairs, and the Dean make the decision for admission into the Program. Admission is competitive and students are selected on the basis of a total profile of their scholastic preparation and intellectual ability. Applicants are notified by March 31 of admission into the Ph.D. Program for the following fall semester.

Ph.D. Admissions Timeline

Admissions – Doctor of Philosophy
November 1
Last date for applicants to take the paper-based GRE in order for Brite to receive the scores by January 15.

November 15
Last date for international applicants to take the paper-based TOEFL in order for Brite to receive the scores by January 15.

December 1
Last date for applicants to take the computer-based GRE or TOEFL in order for Brite to receive the scores by January 15.

January 15
Completed applications must be on file at Brite Divinity School.

March 31
Admission decisions will be mailed by this date to all applicants whose files are complete by January 15.

April 15
Deadline for response to offers of admission and financial award. If your reply is not received by April 15, Brite may rescind the offer of admission and financial award. An offer of admission is made for a specific fall entrance date. In some cases, admission may be deferred until the spring semester.

Area Specific Admission Requirements

Ph.D. in Biblical Interpretation
For admission to the Ph.D. in Biblical Interpretation, a student must possess a Master of Divinity degree, Master of Theological Studies degree, Master of Arts degree, or Master of Theology degree (or equivalent) with a concentration in biblical studies from an accredited theological school.

A writing sample (thesis, research paper, article, or essay) demonstrating the applicant's area of interest in biblical studies, scholastic preparation, and intellectual ability. BIIN applicants are encouraged, if possible, to arrange an interview with the Biblical faculty and the Associate Dean for Academic Affairs.

Applications to the Ph.D. in Biblical Interpretation program are evaluated with a view to determining the applicant’s academic and scholarly potential for independent research and vocations of teaching biblical interpretation and related historical and theological areas in theological schools, colleges, and universities, or for the scholarly enhancement of ministerial practice.

Ph.D. in Pastoral Theology: Transforming Persons, Communities, and Practices
For admission to the Ph.D. in Pastoral Theology: Transforming Persons, Communities, and Practices, a student must possess a Master of Divinity degree or equivalent from an accredited theological school.

Pastoral Theology applications must contain the following area specific requirements:

1. M.Div. degree or its equivalent.

"Equivalent" means that the PT department may consider an applicant who has a theological degree other than the M.Div. from an accredited seminary or divinity school.

Admissions – Doctor of Philosophy
school. The PT department will assess the applicant's transcript and recommend course work necessary to achieve equivalency. At minimum, the applicant will be expected to have completed within the existing theological degree:

9 hours of pastoral care, pastoral theology, or pastoral counseling
3 hours of ethics
6 hours of theology
6 hours of Bible
6 hours of church history

The department may also require courses in other disciplines expected from an M.Div. program to prepare a student for ministry. Normally, and by ATS standards, equivalent work, plus the previous degree, would equal the number of hours required for an M.Div. degree.

Equivalency requirements are usually completed before an application for the Ph.D. degree is considered. The PT department may recommend that some of these requirements be met by 70000-level courses taken as part of a Th.M. program. Such decisions will be made by the Advanced Programs Committee in consultation with the PT faculty department on a case-by-case basis and communicated to the applicant in the letter of acceptance.

The Associate Dean for Academic Affairs, in the letter of acceptance to the Program, will state any deficiencies. Students, who do not have a theological degree but a Masters degree in another field, will be expected to gain a theological degree with the above minimum number of classes before they can apply to the Program.

2. Provide a document (thesis, research paper, article, lecture, writing project) in the applicant's area of specialty that demonstrates abilities to conceptualize and communicate through the written word.

3. Applicants are required to submit a supervisory report from an experience in which they engaged intentionally in offering care to others and where attention was given to critical self-reflection over an extended period of time. Such experiences might include a unit of CPE, CPSP, AAPC, or work with a Licensed Clinical Supervisor (LCSW, LPC, AAMFT, etc.). The supervisory report ought to include a critical assessment of the applicant's capacity for engaging others in helping conversations as well as the ability to learn through an intentional program of supervision and reflection.

4. Demonstrated competence in a modern language that supports the student’s work in the field, usually one of the following: French, German, or Spanish. Competency can be achieved by passing a one-semester/three-hour graduate course or two one-semester/three-hour undergraduate courses with a grade of B or better. This requirement may be met before matriculation or by taking a course at Brite during the first year of Ph.D. studies, and no later than beginning the second year of coursework.

Pastoral Theology applicants may be required to arrange an interview with at least two of the Pastoral Theology faculty and the Associate Dean for Academic Affairs. A telephone interview may be substituted at the department’s discretion.
Applications to the Ph.D. in Pastoral Theology program are evaluated with a view to determining the applicant’s potential for the academic disciplines of pastoral theology and pastoral care, and for service to the church through ministry with individuals, families, congregations and social systems.
NON-DEGREE APPLICANTS

Admission application request forms for all programs are available online at www.brite.edu/admissions.

CERTIFICATE OF THEOLOGICAL STUDIES

Applicants must possess a B.A. degree or its equivalent. Admissions standards are the same as for the Master of Theological Studies degree program.

For information about Certificate of Theological Studies graduation rates, the median debt of students who completed the program, and other important information, please visit http://webforms.tcu.edu/fam/tsc/Gedt.html

OTHER NON-DEGREE APPLICANTS

Persons who desire to take courses at Brite Divinity School not leading to a degree or certificate may apply to be special students. "Special Student" usually designates those who are pursuing graduate work at another institution who need to take specific courses, persons with undergraduate degrees from accredited colleges or universities who wish to take a course in a particular area of interest, or persons with graduate theological degrees who wish to take a course for professional development. On occasion, Brite will allow those who have not fully completed the application for admission to a degree program to enroll as a Special Student for one semester. Continuation in studies at the Divinity School requires either regular admission to a degree program or a new application to enroll as a Special Student that is subject to the approval of the Associate Dean for Academic Affairs.

Some courses may not be open to Special Students when the nature, size, or scope of the course requires that it be restricted to degree candidates. In addition, those enrolled in degree programs receive priority over special students in the registration process. Special Students who are approved to enroll in a course but are unable to do so because the course closes are able to reapply to take the course the next time it is offered. If approved, the student may register for the course two weeks after the start of pre-registration.

Successful completion of a course is noted on the student’s transcript, and transcripts will be mailed to other institutions upon request. However, no work taken as a Special Student will count automatically toward a degree at Brite. If the student wishes to enroll for a degree, the regular admission procedure must be followed. After admission as a degree candidate, students may petition the Associate Dean for Academic Affairs for an evaluation of their work as a Special Student.

Tuition grants of fifty percent are available for those Special Students who are in the process of applying for admission to a degree program the next semester. Such grants, however, will be awarded for no more than twelve semester hours. For those Special Students who have a graduate theological degree but who wish to take additional courses, tuition grants of up to sixty percent may be available for a maximum of six hours. Special Students taking courses to transfer to another institution will be expected to pay full tuition.

The maximum number of hours accepted for work completed as a Special Student is twelve hours toward the M.Div., M.A.T.M., and M.T.S. degrees. Hours completed as a Special Student do not count toward the Th.M., D.Min. and Ph.D. degrees.

Admissions – Non-degree Applicants
APPLICANTS WITHOUT A COMPLETED UNDERGRADUATE DEGREE

In exceptional circumstances, the faculty Masters Admissions Committee may consider a person without an undergraduate degree for admission to the M.Div., M.T.S., or M.A.T.M degrees. Applicants for exceptional admission must present a persuasive case as to why earning an undergraduate degree is impossible or no longer makes sense in light of the applicant’s circumstances.

If the applicant terminated an undergraduate degree plan, they must wait at least one year following termination to apply. All applicants without an undergraduate degree must provide a detailed written description of how their education and professional experiences have prepared them for graduate theological education. This statement should include attention to how the applicant imagines successfully navigating an academic institution (meeting deadlines, following directions, completing work that may not directly align with the applicant’s interests). Successful experience navigating other institutions should be clearly described.

Applicants without an undergraduate degree must also provide a writing sample in addition to the required application essays and statement described above. The writing sample will respond to the following extra essay prompt and should demonstrate that the applicant is well-versed in religious studies. Extra essay: Choose a cultural artifact that has captivated your imagination—a work of art or literature, a photograph, movie, song, piece of music, or icon from popular culture—and write a 3-5 page theological reflection on it.

Promising applicants who have not demonstrated academic readiness for graduate theological coursework will be encouraged to complete an undergraduate degree or, at a minimum, complete nine hours of undergraduate course work in the humanities, earning a “B” or better in each course. Where this is successfully accomplished and the above concerns are addressed, applicants will be invited to apply and will receive due consideration for admission to a first master’s program at Brite. Applicants in this situation should include at least one letter of recommendation from a faculty member who taught the student during this course of study.
INTERNATIONAL APPLICANTS

International students are welcome to make application to all Brite degree programs. Special procedures are required and Brite Divinity School cooperates with the Texas Christian University Office of International Student Services.

Each student must be proficient in the English language at the time of admission. For students who have not received their education at an accredited English-speaking college or university, the Divinity School requires an official report from the Educational Testing Service of at least 550 (computer-based 213 or internet-based 79-80) on the Test of English as a Foreign Language (TOEFL) for first masters degrees, and normally 600 (computer-based 250 or internet-based 100) for Th.M., D.Min. and Ph.D. degrees. American citizens for whom English is a second language may also be required to take the TOEFL exam. International students must be prepared to demonstrate financial capability before TCU issues a notice of final acceptance and an I-20 form.
TRANSFER OF CREDITS AND DEGREE TRANSFERS

Transfer From Another Institution

Students wishing to transfer from other seminaries to Brite Divinity School follow the basic application procedure. In addition, a student applying for transfer from another fully accredited theological seminary is requested to attach a “Statement of Explanation and Purpose” for the proposed transfer. A student seeking to transfer must also have a letter from the seminary indicating “student in good standing” status. After a transfer student has been admitted, the student may petition the Office of the Associate Dean for Academic Affairs to receive transfer credit toward the Brite degree. Transfer students seeking transfer credit must complete a “Transfer Credit Request Form” which is available in both the Office of Admissions and the Office of the Associate Dean for Academic Affairs. The material requested at the bottom of that form (including course descriptions and other catalog information) must be submitted by the student before transcripts will be reviewed by the Associate Dean for Academic Affairs. Once all materials are complete and turned into the Office of the Associate Dean for Academic Affairs, the transcript will be evaluated to determine (a) the total number of hours that may be accepted for transfer credit, and (b) the transferred courses that meet Brite degree program requirements. Only the courses with a grade of B- or better, and courses normally completed within the last seven years, will be accepted for credit. Please note: A copy of the appropriate seminary catalog must be forwarded to the Associate Dean for Academic Affairs for transfer credit evaluation.

Applicants to the M.Div. program with a completed degree from a fully accredited theological seminary may apply for transfer consideration for up to one-quarter the number of hours completed for the previous degree. Transfer credit will be considered under the following conditions: (1) These applicants will be required to complete with the faculty of Brite Divinity School at least sixty semester hours for the M.Div. degree; (2) graduate credit earned at a fully accredited seminary must be compatible with the curricular structure of Brite Divinity School programs in order to receive semester hour transfer; (3) normally Brite Divinity School does not accept for transfer any hours completed more than seven years prior to enrollment; and (4) normally hours which are part of a completed degree are not transferable into the M.T.S., M.A.T.M., Th.M., Ph.D. or C.T.S. programs.

Applicants to the M.Div. program with a completed non-seminary graduate degree who petition for transfer consideration will be reviewed on a case-by-case basis. Normally no more than six semester hours credit will be granted toward the M.Div. degree. Normally, Brite Divinity School does not accept the transfer of any hours completed more than seven years prior to enrollment. Applicants with non-seminary credits that did not contribute to a completed degree program may be eligible to receive a maximum transfer credit of six semester hours toward the M.Div. program and three semester hours toward the M.T.S., M.A.T.M., and Th.M. programs. In all cases, these hours must be compatible with the purposes and the curricular structures of these Brite programs in order to receive semester hour transfer credit.

Students, once accepted into a degree program at Brite Divinity School, may occasionally take courses in other seminary or graduate programs. Academic credit in such cases will be limited to twelve hours for the M.Div. program, six hours for the M.T.S. and M.A.T.M. programs, three hours for the Th.M. program, and three hours for the C.T.S. program. Students who transfer hours from another institution upon entering Brite may be limited in the number of additional hours they may take at another institution. Hours taken at another institution while enrolled at Brite will be added to any hours transferred to Brite upon matriculation. The combination of transferred hours must be less than fifty percent of the hours required for the degree. In all cases, only elective credit will be granted for such course work. The twelve-hour limitation placed on the M.Div. program does not include C.P.E. courses. All arrangements for credit must be preapproved by the Office of the Associate Dean for Academic Affairs.

In all cases, a student who transfers from another institution to the M.Div. program must complete at least forty-one semester hours at Brite Divinity School to receive a degree. A student may transfer no more than twenty-four of the credit hours necessary for the Master of Theological Studies degree, twenty-three semester hours for the Master of Arts in Theology and Ministry degree, twelve semester hours for the
Ph.D. degree, nine semester hours for the Master of Theology degree or the Certificate of Theological Studies, or three semester hours for the Doctor of Ministry degree. Doctoral courses at the 90000 level taken at Brite Divinity School while in the Th.M. program may be evaluated for transfer credit into the program Ph.D. program. These hours are evaluated by the Associate Dean for Academic Affairs at the end of the first full year of Ph.D. study at Brite Divinity School. Normally, a transfer student must complete the final twenty-five semester hours of the M.T.S. and M.A.T.M. programs, fifteen semester hours of the Th.M. program, or twelve hours of the C.T.S. program at Brite Divinity School directly under the supervision of the Brite faculty. (C.P.E. work is not normally under the direct supervision of Brite faculty and will not count toward this requirement.)

Transfer credit hours are not used in the calculation of the cumulative GPA.

Transfer Between Brite Programs

Students currently enrolled in the M.A.T.M., M.T.S. or the M.Div. programs who would like to transfer into one of the other programs may make application to do so (through the Office of Admissions) once they have completed 18 hours at Brite. Only grades of “C” (2.0) or above will be transferred. Those who wish to transfer from the M.T.S. or M.A.T.M. programs to the M.Div. program, however, must have a cumulative GPA of at least 2.75. Normally, students transferring from the M.Div. to the M.T.S. program must complete at least 12 hours and the 4-hours Colloquium and Final Exercise independent research study courses while enrolled in the M.T.S. program. Normally, students transferring from the M.Div. to the M.A.T.M. program must complete at least 12 hours while enrolled in the M.A.T.M. program.
CRIMINAL BACKGROUND CHECKS

Brite Divinity School, along with other institutions of theological higher education, conducts criminal background checks as an expression of our commitment to the safety and security of our learners and the congregations, agencies, and other institutions our students serve. We are also committed to this requirement because excellence in ministry calls us to fulfill the best practices of our profession.

Those who are granted admission to Brite Divinity School receive a provisional letter of acceptance and financial aid offer. If the applicant accepts the offer and returns the signed release form, the Office of Admissions will then initiate a criminal background check. Should that background check reveal any information that might compromise the applicant’s participation in the life of the Divinity School, an administrator will contact the applicant and offer the opportunity to respond to the report. If the reported information is accurate and/or of a significant nature, the provisional offer of admission and financial aid may be revoked.

The charge to the applicant for this procedure is $20.00. Applicants may review the information received in the background check, but the document will remain in possession of the Divinity

Students who apply to multiple degree programs at Brite, must complete the background check for each admission, unless the admission is a transfer from one degree program to another. The request for the background check is handled by the Admissions Office.

The actual reports from the external company hired to process background checks for Brite Divinity School are returned to the Dean, and remain confidential to the Dean. Records of the reports are kept in the Dean’s office until the student graduates from the institution. At that time, all background records are disposed of, or erased.

Action Taken Upon Report of Criminal Activity
for Students and Applicants At Brite Divinity School

Findings of criminal activity reported by a criminal background check will be reviewed by the Dean. If a concern arises, the Dean will consult with the Director of Admissions and/or the Associate Dean for Academic Affairs. If the concern rises to the level of a “criminal record,” or if there is concern about the well-being of the prospective student (e.g., numerous driving under the influence records), or of others on campus (e.g., criminal assault or sexual misconduct), the Dean will contact the prospective student directly. If the student is entering a professional degree program in which Supervised Ministry is a requirement, the Dean shall notify the student and alert them to the fact that the Director of Field Education and Supervised Ministry must also be advised about the situation.

Initially, the Dean, or someone designated by the Dean, will contact the student or applicant regarding the information contained in the report by phone (or email if phone contact is not possible). If phone contact is made, a contact report of the conversation will be prepared.

Should the report be of a concerning nature in the eyes of the Dean, the student or applicant will have the opportunity to view and respond to the report and provide further information to the Screening Committee. Such responses are due within 10 business days following the date the student or applicant is sent a copy of the adverse report.

The Screening Committee will conduct a review of any situation involving criminal behavior discovered by a background check on a case-by-case basis. The review will occur as soon as reasonably possible following disclosure or discovery of the information and the expiration of the time period for the student or applicant’s opportunity to respond to the report and provide additional information. Continuing students who have an adverse report, will have the opportunity to meet with the Screening Committee during the review to discuss continued enrollment.
The Screening Committee shall consider the criminal activity in the context of the applicant’s/student’s fitness for ministry and any other appropriate factors when making their determination of the student’s acceptance or continued enrollment.

Additionally, criminal activity reported by the criminal background checks will be compared to the application of the student or applicant to determine whether the applicant or student disclosed the activity in their application. If the student or applicant did not disclose the behavior in their application, they will be offered the opportunity to explain the omission. Ordinarily, failure to inform the Divinity School about past criminal activity on the application will be considered unethical behavior and may result in denial of the application or termination of enrollment.

The Screening Committee’s review will conclude with a formal, written decision that includes information on the criminal behavior, the process undertaken by the Committee, and the basis for their decision. An applicant or student will be informed of the Screening Committee’s decision by letter.

A student may appeal the decision of the Screening Committee to the President. The decision of the President is FINAL with regard to admission or continued enrollment of a student.
ORIENTATION REQUIREMENTS

All entering students are required to review orientation materials and to attend the Orientation program scheduled just prior to the beginning of their first semester at Brite. All masters and certificate students must also complete a Writing Assessment, the Seminar on Healthy Boundaries, and the Thinking Theologically Seminar. Th.M., D. Min. and Ph.D. students must complete the Seminar on Healthy Boundaries. Failure to complete these requirements could result in a canceled registration.

The Office of Admissions provides an Orientation schedule in advance of these events. Please consult this schedule for dates, times, and places or contact the Office of Admissions.

Boundary Training
Entering students in every degree program must complete a three-hour boundary training seminar the first semester they are enrolled in classes. Normally, this seminar is held at Brite on the first Friday or the first week of each semester. If, for some reason, the person cannot complete the boundary training at that time, they will not be allowed to engage in Field Education or Supervised Ministry until they have completed the training.

If students have completed a judicatory or denominational boundary training seminar at any time in the three years prior to enrolling in their first semester at Brite, they may present the Certificate to the Associate Dean for Academic Affairs, who may exempt them from the requirement.

Students who have taken the boundary training at Brite within the last five years, and who are re-applying for their initial degree program or a subsequent degree program at Brite, will also be exempt from the three-hour training.

Title IX Training
Students who enroll in Brite Divinity School are required to engage in the online Title IX training offered through Texas Christian University during their first semester at Brite. For more details, please see the Title IX policy statement.
# BRITE DIVINITY SCHOOL
## ACADEMIC YEAR 2017 - 2018
### STUDENT CHARGES

Tuition & Fees are effective Mini-Term 2017
Housing Rates are effective June 1, 2017 - May 31, 2018

<table>
<thead>
<tr>
<th>Tuition:</th>
<th>FY 2018</th>
<th>FY 2017</th>
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<tbody>
<tr>
<td>Masters</td>
<td>$ 965 per credit hour</td>
<td>$ 950</td>
</tr>
<tr>
<td>D.Min</td>
<td>$ 965 per credit hour</td>
<td>$ 950</td>
</tr>
<tr>
<td>Ph.D.</td>
<td>$ 965 per credit hour</td>
<td>$ 950</td>
</tr>
<tr>
<td>D.Min. - flat rate*</td>
<td>$ 4,400 per academic year</td>
<td>$ 4,400</td>
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<thead>
<tr>
<th>Fees:</th>
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<tbody>
<tr>
<td>Application Fee</td>
<td>$ 50 non-refundable</td>
<td>$ 50</td>
</tr>
<tr>
<td>D. Min. &amp; Ph.D. Application</td>
<td>$ 75 non-refundable</td>
<td>$ 75</td>
</tr>
<tr>
<td>Background Check Fee</td>
<td>$ 20 non-refundable</td>
<td>$ 20</td>
</tr>
<tr>
<td>Audit Fee</td>
<td>$ 965 per semester (limit 3 hours)</td>
<td>$ 950</td>
</tr>
<tr>
<td>Community Audit Fee</td>
<td>$ 480 per course (limit 12 hours; non-degree)</td>
<td>$ 475</td>
</tr>
<tr>
<td>General Fee - Masters, D.Min. &amp; Ph.D.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time</td>
<td>$ 1,090 9 or more hours</td>
<td>$ 1,080</td>
</tr>
<tr>
<td>Part-time</td>
<td>$ 135 per hour not to exceed $1,090</td>
<td>$ 130</td>
</tr>
<tr>
<td>Dissertation/Thesis Research</td>
<td>$ 965 students enroll for 1 credit hour, plus fee</td>
<td>$ 950</td>
</tr>
<tr>
<td>Library Use Fee</td>
<td>$ 955 applies to students who are not enrolled in any for credit or audit course at Brite.</td>
<td>$ 950</td>
</tr>
<tr>
<td>Student Government</td>
<td>$ 20 per semester (full-time), 50% for PT</td>
<td>$ 20</td>
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<tr>
<th>Housing:</th>
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</table>

Summer based on 2 months. Fall & Spring based on 5 months.
Includes utilities (Electricity, Water, Cable TV, Internet) and Parking

<table>
<thead>
<tr>
<th>Leibrock Village</th>
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</thead>
<tbody>
<tr>
<td>One Bedroom</td>
<td>$ 1,158 per month (incoming student)</td>
<td>$ 1,135</td>
</tr>
<tr>
<td>(Assumes 1 resident)</td>
<td>$ 1,122 per month (early renewal, 2nd yr.+ student)**</td>
<td>$ 1,100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Two Bedroom</th>
<th></th>
<th></th>
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<tbody>
<tr>
<td></td>
<td>$ 1,382 per month (1 resident or family/incoming)</td>
<td>$ 1,355</td>
</tr>
<tr>
<td></td>
<td>$ 1,341 per month (early renewal, 2nd yr. res.+ or fam.)**</td>
<td>$ 1,315</td>
</tr>
<tr>
<td></td>
<td>$ 694 per month (2 residents/incoming)</td>
<td>$ 680</td>
</tr>
<tr>
<td></td>
<td>$ 673 per month (early renewal, 2nd yr.+ 2 residents)**</td>
<td>$ 660</td>
</tr>
</tbody>
</table>

*Not responsible for General Fee.
**Discount available for current residents who sign 1-year contract by April 1, 2017
SCHOLARSHIPS AND FINANCIAL AID

Financial Aid Training
Prior to enrolling in their first semester of classes, students who receive any kind of aid from Brite as scholarship or grant, and/or who intend to apply for any Federal Lending program will be required to participate in an online financial literacy training. The details for this program will be managed by the Associate Dean.

Awards and Grants
Through the generosity of dedicated friends of Brite Divinity School, significant awards and grants are available for graduate professional theological education. Awards and grants are dependent upon students making satisfactory academic progress toward degree completion. Students who fail to make satisfactory academic progress may be removed from program.

M.Div. Program

Master of Divinity students who are academically qualified, committed to service, and who show high promise for leadership are eligible for grants through the following awards programs. All awards programs may be adjusted during a student’s program based upon a variety of factors, including strength of academic performance and continued demonstration of promise for ministry.

Designated Merit Fellowships provide full tuition and an annual stipend of $10,000 to highly qualified Master of Divinity students with distinguished academic records and potential for leadership in church and world. Fellowships are renewable for two additional years. Full-time enrollment, maintenance of at least a 3.80 GPA, leadership in the life of the Brite community, and participation in denominational oversight programs related to the student’s affiliation are necessary for award continuance.

The Dean’s Scholars Program provides that new Master of Divinity students, selected on a competitive basis, may be recognized each year as Dean’s Scholars. The awards will provide full tuition and a renewable stipend of $5,000. In order to be considered for this award an individual should have achieved an undergraduate GPA of at least 3.80, have a previous leadership record, be able to give evidence of promise for ministry, and have an affiliation with the Christian Church (Disciples of Christ). A personal statement, letters of reference, and personal interview are also required. The tuition award is renewable for a maximum of four years and the stipend for a maximum of three years. Full-time enrollment, maintenance of at least a 3.80 GPA, leadership in the life of the Brite community, and participation in denominational oversight programs related to the student’s affiliation are necessary for award continuance.

The Brite Divinity School Scholars Program provides, on a competitive basis, that new Master of Divinity students who hold baccalaureate degrees from TCU may be recognized as Brite Divinity School Scholars. The award will provide full tuition and a renewable stipend of $5,000. In order to be considered for this award an individual should have achieved a TCU undergraduate GPA of at least 3.80, have a previous leadership record, and be able to give evidence of promise for ministry. A personal statement, letters of reference and personal interview are also required. The tuition award is renewable for a maximum of four years and the stipend for a maximum of three years. Full-time enrollment, maintenance of at least a 3.80 GPA, leadership in the life of the Brite community, and participation in denominational oversight programs related to the student’s affiliation are necessary for award continuance.

The Colby D. Hall Awards Program provides, on a competitive basis, awards to new students each year which include full tuition and a renewable stipend of $2,000. The tuition award is renewable for a maximum of four years and the stipend for a maximum of three years. Consideration for this award requires an undergraduate GPA of at least 3.70, a previous leadership record, and promise for ministry. A personal statement and letters of reference will also be required. Full-time enrollment, maintenance of at least a 3.70 GPA, and participation in denominational oversight programs related to the student’s affiliation are conditions for continuance.
The D. Ray Lindley Awards Program provides awards each year to new students which include full tuition plus a renewable stipend of $1,000. The tuition award is renewable for a maximum of four years and the stipend for a maximum of three years. Awarded on a competitive basis, the D. Ray Lindley program requires an undergraduate GPA of at least 3.60, a previous leadership record, and promise for ministry. A personal statement and letters of reference are also required. Award continuance requires full-time enrollment, the maintenance of at least a 3.60 GPA, and participation in denominational oversight programs related to the student’s affiliation.

The Elmer D. Henson Awards Program provides a basic grant to seminarians of anywhere from 50% through 80% (with a limited number equaling 90-100%) of tuition for all required graduate study. Students must have a solid academic record at the baccalaureate level, a previous leadership record, and promise for ministry. Maintenance of a satisfactory academic record at Brite and participation in denominational oversight programs related to the student’s affiliation are necessary for award continuance.


Master of Arts in Theology and Ministry, Master of Theological Studies, Master of Theology, and certificate programs students who are academically qualified, show promise for leadership and service in congregations or within the broader community, and demonstrate financial need are eligible for tuition grants.

For information about Certificate of Theological Studies graduation rates, the median debt of students who completed the program, and other important information, please visit http://webforms.tcu.edu/fam/tsc/Gedt.html.

Doctor of Ministry Program

Doctor of Ministry students are not eligible to receive Brite Divinity School tuition grants.

Ph.D. Program

Students in the Ph.D. program receive tuition grants of 100 percent. In addition, student receive an annual stipend of $7,000. All awards are based solely on merit and are normally continued for four years. Persons receiving financial awards are expected to be full-time students. “Full-time” for Ph.D. students is defined as a minimum of six hours. Certain students are selected as research assistants to assist faculty members and receive $1,500 annually for five hours work per week. Brite Divinity School expects a 3.50 grade point average to maintain a student’s stipend and a 3.25 grade point average to maintain the tuition award.

Limits of Awards and Grants

Tuition grants are provided for all students through the completion of their regular programs. However, financial aid is limited to three hours beyond the degree requirements in the M.A.T.M., M.T.S., Th.M., and Certificate programs, and is limited to six hours beyond the degree requirements in the M.Div. and Ph.D. programs.

Brite Endowed Scholarships

A number of named scholarships and designated scholarships are assigned each year out of revenue from Brite endowed scholarship funds and ministerial education funds. Special application for these grants and scholarships is not required, since they support the regular financial assistance programs.
Federal, State, and Private Loan Funds

Federal, state and private loans are available for full and part-time students. Some of these loans are available to U.S. citizens or permanent residents only.

Applicants can file the FAFSA (Free Application for Federal Student Aid) beginning October 1 of each year for the following academic year. The FAFSA is available at www.fafsa.gov.

In addition to the Federal Stafford Loan Program, graduate students may be eligible for the Federal Graduate PLUS Loan, College Access Loan (state loan) or private education loans. Further information is available at www.financialaid.tcu.edu. Students are encouraged to borrow no more than is absolutely necessary to cover their educational costs.

Citizens of other countries with a qualified U.S. or permanent resident co-signer may be eligible for private student loans. For information on private educational loans go to www.financialaid.tcu.edu – Education Loans – Private Education Loans.

All individuals whose FAFSA is selected for verification will be required to submit appropriate tax information and other documentation as needed to confirm the accuracy of the application. Contact the graduate financial aid adviser in the Office of Scholarships and Student Financial Aid for additional information.

The following Financial Aid Satisfactory Academic Policy applies to Brite students receiving state or federal aid (including loans):

- Brite students are subject to the academic performance standards established by the institution. Both qualitative and quantitative measurements are reviewed by the Associate Dean for Academic Affairs before certifying continued eligibility in the program.
- Students enrolled in the M.Div., M.T.S., M.A.T.M., and Ph.D. programs are expected to complete all degree requirements within a period of seven years from the date of the earliest credit to be counted on the degree (including transfer credit, if any). Th.M. students must complete all degree requirements within four years and D.Min. students must complete all requirements within six years from the date of the earliest credit to be counted on the degree (including transfer credit, if any). Extension of time must be applied for in writing through the Office of the Associate Dean for Academic Affairs.

Students who fail to meet these standards, due to significant extenuating circumstances may appeal for reinstatement of aid eligibility by submitting a request to the financial aid office.

Brite and TCU’s SAP policy for graduate students who receive Title IV aid is at least as strict as the standards for students enrolled in the same educational program who are not receiving Title IV aid. See http://www.financialaid.tcu.edu/satisfactory-academic-progress-policy-for-graduate-and-professional-students/.

All students are required to maintain certain requirements to receive federal or state financial aid. Credit hours attempted, credit hours completed and GPAs are reviewed by the Associate Dean for Academic Affairs to determine whether satisfactory progress is being maintained.

Return of Federal Financial Aid

A student who withdraws from the University before the 60 percent point in the enrollment period (summer, fall or spring) may have to return a pro-rated portion of the financial aid he/she received or that TCU received on his/her behalf. Detailed information about the federal policy on the Return of Title IV Funds is available at www.financialaid.tcu.edu/withdrawal_policy.asp.

Other Scholarships/Loan Funds

Financial – Scholarships & Financial Aid
**Student Assistantships.** A limited number of student assistantships are awarded to students who provide assistance to professors or staff with instructional, administrative or research responsibilities. Normally, these assistantships are awarded to full time students. Application may be made through the Office of the Associate Dean for Academic Affairs.

**Brite Emergency Grants and Loans.** Students experiencing unexpected financial hardships may obtain a small grant or short-term loan from funds which have been provided by several dedicated persons and organizations. Arrangements for these grants and loans are made through the Office of the Associate Dean.

Further information on numerous grant and loan sources administered by agencies and organizations outside the Divinity School is available through the Forum for Theological Education at [www.fteleaders.org/fundfinder](http://www.fteleaders.org/fundfinder).

### Tuition and Fees

The following charges are for the 2016-2017 academic year. Costs are likely to change each year. Current charges are available from the Office of Admissions.

Brite Divinity School tuition in 2016-2017 is $950 per semester hour for the Masters and Ph.D. programs as well as for students who entered the D.Min. program prior to May 2015. Students entering the D.Min. program in May 2015 or after are charged a program fee of $13,200. This fee is due in equal installments of $2200 in May and October for three years. The basic Brite tuition grant under provisions of the Elmer D. Henson Awards program is available to all qualified and admitted students in the Master of Divinity program. That grant normally provides from 50-80 percent of tuition, or, in 2016-2017, $475-$760 per semester hour. The student’s cost is $190-$475 per semester hour. Tuition assistance is also available for Master of Arts in Theology and Ministry, Master of Theological Studies, Master of Theology, Certificate of Theological Studies, and other certificate programs. All students admitted to the Doctor of Philosophy program receive full tuition grants for the first four years of study.

**NOTE:** Tuition grants will be awarded for all the hours required for the student’s degree program plus an additional three hours (M.A.T.M., M.T.S., Th.M., C.T.S., and other certificate programs) or six hours (M.Div. and Ph.D.) should a student be required either to repeat courses or to choose to take courses beyond the number required for a degree. For credit hours beyond this limit, the student will be expected to pay full tuition. Ph.D. students are also eligible for remission of audit fees for up to two audit courses.

All such courses must be related to the student’s program, and must be approved by the Associate Dean for Academic Affairs.

**Regular Fees (per semester)**

- Brite Student Government Fee................................................................. $20
- Divinity School Fee .................................................................(9 or more hours) $1080

For part-time students (less than nine semester hours) the Divinity School Fee is $130 per semester hour and the Brite Student Government Fee is $10.00.

**NOTE:** Students should also be prepared, at time of registration, to pay their Health Insurance Premium, if covered through TCU’s plan.

### Summer School

Tuition is the same as in the fall and spring semesters of the following academic year. The Divinity School Fee is $130 per semester hour. Tuition grants and awards are available for the summer terms.

**Graduation Fees**

For M.Div., M.A.T.M., M.T.S., and Th.M. degree candidates ......................$ 65
For D.Min. degree candidates ...............................................................$100
For Ph.D. degree candidates............................................................... $100
STUDENT-INITIATED WITHDRAWAL AND REFUND POLICY

The purpose of student-initiated withdrawal from courses is to enhance the learning opportunity in a program of study. In cases when a student may lack the background needed for the mastery of course content, the subject matter in a course does not match student need or interest as anticipated, or course requirements will limit effective appropriation of learning in a semester’s over-all program of study, a student may officially withdraw from a course in accordance with the policy stated below.

Mere absence from a class does not constitute withdrawal. In order to withdraw from a course, a student must follow official established procedure. During the withdrawal period stipulated in the Brite Divinity School/TCU Calendar in each semester, students may elect to withdraw from any class according to standard procedures. The date of withdrawal for all purposes, including tuition adjustment, shall be the date of official withdrawal. There will be no withdrawals after the withdrawal period. Dates and refund percentages are noted in the Brite Divinity School/TCU Calendars published each spring and fall.

Withdrawals and Refunds

For a fall or spring semester, a student who withdraws from a course on or before the semester’s fifth day of classes may receive a 100 percent tuition refund. If withdrawal from a course occurs on or before the semester’s tenth day of classes, a 75 percent tuition refund is made. A 50 percent tuition refund is made upon withdrawal from a course on or before the semester’s fifteenth day of classes, and a 25 percent tuition refund is made if withdrawal occurs on or before the semester’s twentieth day of classes. No refunds are made after the semester’s twentieth day of classes, although students may withdraw without a refund until the final withdrawal date posted on the academic calendar.

The summer session refund and withdrawal schedule varies according to the length of the class. Students enrolled in a one week course may withdraw from the course on the first class day for a full tuition refund. No refunds or withdrawals are permitted after the first class day of one week courses. Students enrolled in summer courses longer than one week may receive a 100 percent tuition refund if withdrawal occurs on or before the second class day. A 75 percent refund is made upon withdrawal on or before the third class day and a 50 percent refund is made upon withdrawal on or before the fourth class day. If withdrawal occurs on or before the fifth class day, a 25 percent refund is made. No refunds are made after the fifth class day of summer session courses. The final day to withdraw from two week courses is the fifth class day. Students may withdraw from three week courses on or before the eighth class day and from five week courses on or before the thirteenth class day.

The refund and withdrawal schedule for intensive courses in January, Summer, and October vary according to the length of the class. Students enrolled in a one week course may withdraw from the course on the first class day for a full tuition refund. No refunds or withdrawals are permitted after the first class day of one week courses. Students enrolled in intensive courses longer than one week may receive a 100 percent tuition refund if withdrawal occurs on or before the second class day. A 75 percent refund is made upon withdrawal on or before the third class day and a 50 percent refund is made upon withdrawal on or before the fourth class day. If withdrawal occurs on or before the fifth class day, a 25 percent refund is made. No refunds are made after the fifth class day of intensive courses lasting more than one week. The final day to withdraw from two week courses is the fifth class day. Students may withdraw from three week courses on or before the eighth class day and from five week courses on or before the thirteenth class day.

Normally fees are not refunded when a student withdraws from a course once a semester or summer course has begun.

Calendar dates and refund percentages for the fall and spring semesters are noted in the Brite Divinity School/TCU Calendars.

Students enrolled in intensive courses in October or January should consult the Office of the Associate Dean for Academic Affairs regarding withdrawals and refunds.

Financial – Withdrawals and Refunds
Any student who experiences unusual hardship may seek special consideration through a written petition to the Associate Dean of the Divinity School. Petitions should, where possible, be documented with supporting statements from a physician. That a student is doing unsatisfactory work in a course will not be taken as sufficient reason for special consideration. If, in the judgment of the Associate Dean, the request is justified, a grade of "Q" (dropped with the Associate Dean’s permission) may be assigned by the Associate Dean after consultation with the instructor of the course. The Associate Dean will notify the Office of the Registrar. A copy of the "Q" grade assignment will also be placed in the student’s academic file and sent to the instructor and the Dean.

Students who withdraw from all classes at Brite Divinity School, and remain unregistered over the course of two full semesters, must formally apply through Brite’s Office of Admissions for readmission to Brite Divinity School.
BRITE DIVINITY SCHOOL CALENDAR
FALL 2017 SEMESTER

Thurs Aug 17  Orientation
Fri Aug 18  Orientation
Sun Aug 20  Last day to withdraw from a class & receive full refund of fees
Mon Aug 21  First day of classes for Fall 2017
Fri Aug 25  Last day for enrolling or adding courses
Fri Aug 25  Last day to withdraw at 100% tuition refund
Tues Aug 29  Brite Fall Convocation
Fri Sept 1  Last day to withdraw at 75% tuition refund
Mon Sept 4  Labor Day Recess
Mon Sept 11  Last day to withdraw at 50% tuition refund
Mon Sept 18  Last day to withdraw at 25% tuition refund (no refunds after this date)
Mon Sept 25  Ph.D. Qualifying Exams Begin
Oct 16 - Oct 20  Reading Week/ Fall D.Min. Course
Mon Oct 23  Classes resume
Oct 23-27  Sign up for advising
Oct 30 – Nov 3  Advising Week
Mon Nov 6  Advance Enrollment begins for Spring 2018
Fri Nov 10  Last day to withdraw from classes for Fall 2017
Tues Nov 21  Classes recess for Thanksgiving Holiday at 10:00 p.m.
Mon Nov 27  Classes resume
Fri Dec 1  Last Day of Classes for Fall 2017
Dec 4 – Dec 8  Study days
Dec 11 – Dec 15  Final Exams
Wed Dec 13  Graduating students’ grades must be posted by 5:00 p.m.
TBA  Brite Hooding
Sat Dec 16  Commencement, Ed and Rae Schollmaier Arena on TCU Campus
           (Exact time to be confirmed)
Mon Dec 18  All non-graduating students’ grades must be posted by 5:00 p.m.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Thurs Jan 11</td>
<td>Orientation</td>
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<td>Mon Jan 15</td>
<td>Martin Luther King Jr. Holiday</td>
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<tr>
<td>Mon Jan 15</td>
<td>Last day to withdraw from a class &amp; receive full refund of tuition and fees</td>
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<tr>
<td>Tues Jan 16</td>
<td>First Day of Classes for Spring 2018</td>
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<tr>
<td>Mon Jan 22</td>
<td>Last day for enrollment, changing or adding courses</td>
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<tr>
<td>Mon Jan 22</td>
<td>Last day to withdraw at 100% tuition refund</td>
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<tr>
<td>Mon Jan 22</td>
<td>Ph.D. Qualifying Exams begin</td>
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<tr>
<td>Mon Jan 29</td>
<td>Last day to withdraw at 75% tuition refund</td>
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<tr>
<td>Mon Feb 5</td>
<td>Last day to withdraw at 50% tuition refund</td>
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<tr>
<td>Mon Feb 12</td>
<td>Last day to withdraw at 25% tuition refund (no refunds after this date)</td>
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<tr>
<td>Tues Feb 13</td>
<td>Last day for removal of “I” grades from Fall 2017</td>
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<td>Feb 5 – 9</td>
<td>Ministers Week (2/05-08) and Reading Days (2/05-09) - No classes</td>
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<tr>
<td>Mar 12 – 16</td>
<td>Spring Break – No classes</td>
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<td>Mar 19-23</td>
<td>Sign-up for advising</td>
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<tr>
<td>Mar 26-29</td>
<td>Advising Week (Mon.-Thurs. only.) Campus closed 3/30/17 for Good Friday</td>
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<tr>
<td>Fri Mar 30</td>
<td>Good Friday – No classes</td>
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<tr>
<td>Mon Apr 2</td>
<td>Advance enrollment begins for Summer/Fall 2018</td>
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<tr>
<td>Mon Apr 9</td>
<td>Ph.D. Qualifying Exams begin</td>
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<tr>
<td>Mon Apr 9</td>
<td>Last day to withdraw from classes for Spring 2018</td>
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<tr>
<td>Fri Apr 27</td>
<td>Last Day of classes for Spring 2018</td>
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<tr>
<td>Apr 30 – May 4</td>
<td>Study Days – No classes</td>
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<tr>
<td>May 7 – 11</td>
<td>Final Exams</td>
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<tr>
<td>Wed May 9</td>
<td>Graduating students’ grades must be posted by 5:00 p.m.</td>
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<tr>
<td>TBA</td>
<td>Brite Hooding</td>
</tr>
<tr>
<td>Sat May 12</td>
<td>Commencement, Ed and Rae Schollmaier Arena on TCU Campus (Exact time to be confirmed)</td>
</tr>
<tr>
<td>Mon May 14</td>
<td>Grades due by 5:00 p.m. for all non-graduating students</td>
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STUDENT SERVICES

Assistant Dean for Common Life. The Assistant Dean for Common Life coordinates all matters of student life, supports the diversity of the student population, works with student groups, is an advocate for students where advocacy is needed and deserved, and works to assist individual students in solving problems that might impede successful educational progress.

Counseling Services

Alcohol and Drug Education. Located in the basement of Samuelson Hall, TCU Alcohol & Drug Education promotes responsible decision making and healthy lifestyle choices for TCU and Brite students, particularly regarding alcohol, drugs, and related issues. Call 817-257-7100 or visit http://ade.tcu.edu/ for more information.

TCU Counseling and Mental Health Center. The services of the TCU Counseling and Mental Health Center are covered by tuition fees and are available to students who are currently enrolled in classes. All services are confidential and focus on helping students with personal concerns as they are involved in their academic, social and personal activities. Students may call 817/257-7863 to contact the Counseling Center, but initial appointments are done on a walk-in basis. Normally, the walk-in clinic is open from Monday through Friday, and students are assigned a counselor after this initial session. The center also includes a consulting psychiatrist for medication management, but students must be seeing a counselor at the center in order to visit the psychiatrist. The center is located in the west end of the basement in Samuelson Hall. Additional information is available at http://counseling.tcu.edu.

Disabilities Services. Brite Divinity School complies with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities. No otherwise qualified individual shall be denied access to or participation in the services, programs and activities of Brite solely on the basis of a disability. Information about Brite and Texas Christian University’s policies and procedures regarding disabilities can be found at: http://www.acs.tcu.edu/disability_services.asp.

Students who wish to appeal a decision regarding appropriate accommodations shall file a written request for review with the Associate Dean for Academic Affairs of Brite Divinity School. The Coordinator, Student Disabilities Services may be contacted at Sadler Hall, Room 1010, TCU Box 297710, Texas Christian University, Fort Worth, Texas 76129, (817) 257-6567.

Health Insurance. Brite Divinity School is concerned that all students be adequately protected by health and accident insurance. Students currently enrolled in classes may elect to enroll in TCU’s plan, which has been developed especially for TCU and Brite students.

Health Center. The University’s Brown-Lupton Health Center is designed to provide for the various health needs of TCU and Brite students. It is comprised of an outpatient clinic providing ambulatory care and a licensed thirty-bed hospital. Emergency care is available 24 hours a day during the regular academic year. Students enrolled in credit hours are eligible for care at the Brown-Lupton Health Center. There is no charge to see a health care provider; however, charges may be incurred for services such as laboratory tests, x-rays, and dressings. Additional information is available by calling 817-257-7940 or online at http://healthcenter.tcu.edu.

Mailing and Post Office Services. For hours of operation and other information on mailing and post office services, call 817-257-7840 (Post Office) or 817-257-7899 (Mailing Services) or visit http://www.pos.tcu.edu/. The TCU Post Office does not accept checks.

Pension Fund. Students preparing for ministry in the Christian Church (Disciples of Christ) are eligible to participate in the Pension Plan offered through the Pension Fund of the Christian Church. A student gift membership grant will pay part of the dues whether or not the student is serving a congregation.

1. The employer can pay the 11% church dues with the student paying 1/2% of the salary; or

Common Life – Student Services
2. the employer can pay 11.5% dues on the salary; or
3. the student can pay 3.5% of the salary or of a “named” salary if there is no church employer.

Information concerning the Pension Plan and enrollment forms may be obtained from the Director of Field Education and Supervised Ministry.

**Student Employment.** There are a number of ways in which a student may earn part of his or her support during seminary years; student pastorates, internships and assistantships in many of the churches in North Central Texas provide stipends. Many student spouses find part-time or full-time employment in the area. A number of part-time work assignments are available in the University for those who can qualify. The Director of Field Education and Supervised Ministry stands ready to assist students in finding employment. Entering students should have sufficient resources to care for themselves for several months. All students, particularly those with families, will need to plan carefully and make arrangements in advance.

**The William L. Adams Center for Writing.** The William L. Adams Center for Writing serves the entire Brite/TCU community — faculty and staff as well as undergraduate and graduate students. The Center provides one-on-one conferences that focus on individual writing projects of all types. In addition, members of the Center for Writing staff are available for class presentations and workshops. Professional writing consultants also can advise faculty about designing writing assignments and responding to students’ writing. Located in Reed Hall 419, the Center for Writing is open Monday-Friday. For an appointment, use the Center’s online scheduling system available at [www.wrt.tcu.edu](http://www.wrt.tcu.edu) or call 817-257-7221. Those who wish to submit a paper online may do so via the Center’s Web site. A consultant will read the paper and offer feedback within 48 hours.
OPEN DOOR AND GRIEVANCE POLICY

The Divinity School expects that every decision made in the management of affairs that pertain to student life and the administration of policies affecting it will take into account the individual interests of students affected by them. Staff, faculty members, and students at all levels are expected at all times to treat one another as they themselves, under the same circumstances, would rightfully expect to be treated.

All members of the student community are free to seek information from the staff members responsible for any aspect of community life on any matter that is troubling them, or call attention to any condition that may appear to be operating to their disadvantage or the disadvantage of the Divinity School. Such informal discussions when a problem first develops can enable many problems to be cleared up without delay.

Some misunderstandings are inevitable, and not every real or imagined cause of personal dissatisfaction can be removed by such discussions. In these circumstances, the following steps are suggested for resolving these problems or concerns:

1) Initiate a discussion with the appropriate or primary staff or faculty member to see if a resolution can be found to the problem or concern (for example, if the problem is related to a housing concern, the student should first speak with the Director of Student Housing for Brite Divinity School);
2) If the above step is not appropriate or fails to arrive at a satisfactory solution, the student (and, as appropriate, primary staff or faculty member) should place their concerns in writing and deliver the document to the office that constitutes the next level of supervision (in most cases, the Assistant Dean for Common Life);
3) The student should then meet with the staff member receiving the written document to see what additional solutions can be developed and discussed with the primary staff member to obtain a satisfactory solution;
4) If the process fails after the above steps have been taken, you may request further review with the President. Within a reasonable period of time, a final decision will be made by the President, or other appropriate Brite Divinity official, and reported to all parties concerned.

Concerns related to possible violations of the Divinity School’s Equal Employment Opportunity and Harassment Policy or Title IX should be addressed by students through the Complaint Procedure set forth in that policy.

A student’s standing at the Divinity School will not be adversely affected in any way by his or her appropriate use of the Open Door Policy.

For the policies and procedures to follow regarding a concern about the conduct of another student, please see the section on Codes of Conduct.
WEEKLY AND ANNUAL EVENTS

Brite e-news
On Mondays during the academic year, the Brite e-news lists all of the activities for the week, and indicates some of the upcoming activities. The e-news is delivered through the TCU email system, so it is important to check your emails regularly.

Community Life
Many opportunities for social gatherings and service enrich student life at Brite Divinity School. Among these, a Community Conversation lunch, immediately following Tuesday chapel worship, and a weekly Community Coffee Hour on Thursdays provide regular opportunities to gather in community for formal and informal conversation.

Worship and Devotional Life
Brite Divinity School is not only an academic and intellectual community, but a worshiping community as well. During the fall and spring terms, Divinity School chapel is held on Tuesday morning. Worship leaders are faculty members, students, and distinguished guests. An Episcopal Eucharist is held on Wednesdays during the fall and spring terms. Each of these services is open to all members of the campus community. The chapel service and Episcopal Eucharist are conducted in the Robert Carr Chapel, which is equipped with a perfectly voiced Reuter pipe organ and a 186-bell carillon. Traditional Zen meditation is offered in Brite’s Interfaith Contemplation Room on Monday and Thursday evenings and opportunities for formal silent sitting are scheduled throughout the week. In addition to public worship and contemplative practices, courses on spiritual life and disciplines are regularly offered by qualified faculty.

Fall Convocation
Each fall semester the academic year begins with a formal convocation, which includes the introduction of all entering students. The worship service is held in Robert Carr Chapel with a procession of the faculty. The service is followed by a luncheon celebration in Brite’s Bass Conference Center.

Ministers Week
TCU Ministers Week, held in February, annually presents distinguished Christian leaders in a four-day program of enrichment.

Spring Celebration and Awards Ceremony
The Spring Celebration is held in April near the end of the spring semester. The community gathers to celebrate accomplishments of the academic year.

Teaching Awards
Thanks to the generosity of two donors, Brite Divinity School gives annual awards of $3,000 each to two faculty members. The Louise Clark Brittan Endowed Faculty Excellence in Teaching Award is given by the student body to recognize superlative teaching performance. The Catherine Saylor Hill Endowed Faculty Excellence Award is given by the faculty to recognize excellence in teaching, scholarship, and service. The recipients of both awards are selected in the early spring and their names are announced at the Spring Celebration in April.
INCLUSIVE LANGUAGE AND INCLUSION STATEMENT

Inclusive Language Statement
Brite Divinity School promotes inclusive language. This includes such matters as language about God, humanity, cultures, nationalities, ethnicities, races, and religions, with regard to characteristics such as sex, gender, sexual identities, social class, age, and differing abilities. We are committed to promoting a diverse and just environment for all, in which language and practices encourage inclusion. To this end, Brite will maintain and update as necessary a webpage of resources for current best practices of inclusive language.

Inclusion Statement
Brite Divinity School values people of all cultures, nationalities, ethnicities, races, and religions, with regard to characteristics such as sex, gender, sexual identities, social class, age, and differing abilities. We are committed to promoting a diverse and just environment, in which language and practices support the achievement of inclusion. Brite seeks to remove all barriers to the maintenance and aspirations of its Mission Statement and Non-Discrimination Statement.

Online resources
- What do denominations say about sex? This valuable resource is available through the Religious Institute. http://www.religiousinstitute.org
- Tips for Using Inclusive, Gender Neutral Language www.mu.edu/wac/neutral/NeutralInclusiveLanguage.shtml

Films
- The Forgotten Americans. Filmmaker Hector Galán takes you on a journey to the colonias. It's an adventure into American communities where hope resides despite the fact that the streets have no names and often there is no running water or electricity. http://www.galaninc.com/site/filmography/2000/03/forgotten-americans/
- Included Out, by Sharon Neufer-Emswiler. Two-minute animated 16mm film. A discussion-starter about the use of language in the church. Available for rent or sale from: Mass Media Media Ministries, 211 N. Charles St., Baltimore, MD 21218. Rental available form CAN/CE. Rm. 2, 122 Franklin Avenue, Minneapolis, MN 55404.

Worship Resources
- Daybook for New Voices: A Calendar of Reflections and Prayers By and for Youth by Maren C. Tirabassi, The Pilgrim Press, 2005
- An Improbable Gift of Blessing: Prayers to Nurture the Spirit by Maren C. Tirabassi and Joan Jordan Grant, United Church Press, 1998

Books on Language and Thought
SAFETY

Brite, in collaboration with Texas Christian University, complies with all requirements related to public safety, including those governed by the Clery Act and Title IX. See the section on Codes of Conduct for more information. Brite’s annual campus safety report is included in the statistics found on TCU’s Police Department website: www.police.tcu.edu

Safety Policy

It is the policy of the Divinity School to provide the safest possible environment for students, faculty, staff and the general public. Each member of the Divinity School and University family must accept the challenge of maintaining an accident-free environment.

The TCU University Safety Director has the responsibility for establishing and pursuing an effective safety program for the University. A portion of this responsibility includes identifying safety deficiencies and problems, assisting in the development of written programs for compliance with governmental safety regulations, and assisting departments in the establishment of safety procedures. Deans, unit and department heads are responsible for implementing the appropriate safety procedures in their respective areas. All employees are expected to fully support the safety program, follow proper procedures and ensure that equipment and facilities are maintained to desired standards.

General Fire Safety

All students should recognize emergency situations as quickly as possible so preventive measures can be taken. Be familiar with the locations and operation of fire extinguishers near your office and classrooms. The Safety Director will make arrangements for training in the use of fire extinguishers if so desired.

The first person detecting a fire should:

1. Remain calm
2. If you see flames or smell smoke in campus housing or other buildings, activate the fire alarm (pull station) on your way OUT of the building. To activate, follow instructions on the box, usually by pulling lever down.
3. Call TCU Police (817-257-7777) who will notify the Fort Worth Fire Department and lead them to the correct location on campus.
4. Notify others in the immediate area. If time permits, ask that all doors, windows and openings be closed.
5. If circumstances warrant, a portable fire extinguisher may be used. If there is any doubt as to whether the fire can be contained with the use of the portable extinguisher, evacuate the building immediately.
6. Stand by to notify the police and/or Fire Department of information you may have about the fire. Inform the police and fire authorities if you believe anyone is still inside the structure. Do not reenter the building until fire officials indicate that it is safe for you to do so. For your own safety, please observe the following practices:
   a. Become familiar with all exits and stairwells in your building. In the event of a fire blocking your most direct route of egress, knowledge of the general floor plan will provide alternate exits for your use.
   b. Do not prop open fire doors. In the event of a fire, fire doors keep smoke and fire out of the fire escape stairwells.
   c. Use the stairway in case of a fire. Elevators should never be used due to possible electrical failure.
   d. Check closed doors for heat before entering an area. If they feel hot to the touch, use an alternate route.

DO NOT REENTER THE BUILDING UNTIL FIRE OFFICIALS INDICATE THAT IT IS SAFE FOR YOU TO DO SO.
Severe Storm and Tornado Procedures
Texas Christian University has established uniform instructions in the event of a severe storm and/or tornado. Although tornadoes can occur at any time during a given year, the typical tornado season for the Brite area is March through September.

Visit the TCU Office of Emergency Preparedness website at http://tcuemergency.tcu.edu for details related to violent weather and shelter information.

Emergency Actions for Severe Weather
• Use your location’s weather alert radio or television weather channel to monitor the approach and severity of the weather:
  • Tornado Watch means weather conditions are favorable to the formation of tornadoes
  • Tornado Warning means a tornado has been sighted in the area.
  • If the Weather Service issues a severe weather or tornado warning for the Tarrant County area, warn employees/students in your immediate area.
  • If the City’s All-Hazard sirens sound, then a tornado is on the ground and you should move to a shelter
  • Close all doors and stay away from windows and other glassed areas.
  • Avoid rooms (lecture halls, auditoriums, etc.) with large ceiling or roof spans, if possible
  • If available, take a battery-powered radio and flashlight into the shelter. Computers in the shelter areas can be used to monitor weather sources over the internet.
  • Remain in the shelter area until an all-clear is given or until you determine the storm system has passed.
  • Reconvene employees/students when the emergency is past to account for all persons.

Shelters - Best areas:
• Lowest floor level, basements if possible
• Interior restrooms, closets, alcoves, etc. without windows
• Interior hallways on the lowest ground floor
• Keep as many inside walls/door between you and the outside wall

At Brite, in case of severe storm, go to the preferred shelter areas of the Divinity School (basement corridors/stairwell of the Moore Building or restrooms/corridor behind the restrooms on the first floor of the Harrison Building).

The official source for information concerning possible or actual severe weather is the U.S. Weather Service. This information is broadcast continuously at 162.550 megahertz VHF-FM radio. TCU Campus Police and HVAC Control Center, along with many departments, have weather radios which are in constant use when severe weather is threatening.

All commercial radio stations are in constant receipt of this information and in turn broadcast the same to their listeners. Local radio stations include:
  WBAP 820 – AM / KRLD 1080 – AM / KLIF 570 – AM

Additional resources for local weather information over the internet and television include:
  KXAS, NBC Channel 5 http://www.nbc5i.com/index
  WFAA, ABC Channel 8 http://www.wfaa.com/
  CBS Channels 11/21 http://cbs11tv.com/

For more weather information, the TCU TV Cable System provides the following sources:
  Channels 87 and 88 / Local Radar Images
  Channel 12 Weather Station
Additional information and guidance available through the TCU office of Environmental Management and Safety website at http://tcusafety.tcu.edu.

**Bomb Threats**
If you receive a bomb threat, notify the TCU Police Department at ext. 7777 or 817/257-7930 immediately. Notify the Dean’s or President’s office only after you have police in route.


**School Closing and Emergency Notification**

Brite participates in the TCU ALERT notification system. This system will send a text message to your cell phone in the event of a campus emergency or weather-related campus closure. Students should follow these steps to sign up for TCU Alert:

- Go to my.tcu.edu
- Click on Student Center Click, then click on Student Center link
- Go to Personal Information
- Click on Home/Permanent phone number link
- Choose “Add a Phone Number”
- Enter cell phone number under the cellular category
- Save changes

**Inclement Weather**

Days the Divinity School is officially closed because of weather conditions are designated as inclement weather days. When the Divinity School is officially closed, all students, faculty and staff members will be excused from reporting.

The decision to close the Divinity School will be made by the Dean on the day in question and will be communicated by a recorded phone message at Brite’s main number (817) 257-7575, by email and on the Brite website. If you are signed up for TCU ALERT, the TCU ALERT Service will send a text message to your cell phone when the University closes due to inclement weather. There will be no notification by television or radio stations regarding Brite School closings. However, if you see or hear through those media that TCU is closed for the day, closing early, or starting classes late, you can be certain that Brite will at least do the same. You should be aware, however, that because Brite has many commuter students, Brite may close on occasions that the University does not.

CONSTITUTION OF THE
BRITE DIVINITY SCHOOL STUDENT ASSOCIATION

We, the members of the Brite Divinity School Student Association, desiring to establish an effective structure of constructive responsibility, with appropriate policies and procedures necessary for the proper conduct of Student Government, in order to provide services to fulfill the needs of the Brite Divinity School Student Body, do hereby establish this Constitution.

ARTICLE I
Purpose

The Brite Divinity School Student Association, hereinafter referred to as the Brite Student Association, shall be composed of those members of the Brite Divinity School Student Body who have paid the Student Association fee as established by the policies of Brite Divinity School.

As such, the Student Association fees are functionally used to achieve the purpose of the Brite Student Association. The purpose of (BSA) is to be an intentional community that helps to form and support a diverse community and to give voice to all persons and concerns so as to create an atmosphere of advocacy, nurture life-long connections, and support the intellectual and spiritual life of the community. This is so we can form an intentional community.

ARTICLE II
Offices

Section 1.
The leadership of the Brite Student Association shall be provided by the Executive Board.

Purpose and Function of Executive Board Offices:

The Executive Board of the Brite Divinity School Student Association, hereinafter referred to as the Executive Board, shall act as a connecting bridge between faculty, staff, administration and the student body by facilitating dialogue. As such, the Executive Board is a governing body that helps a spirit of community flourish. The Executive Board is composed of representatives in the student body who are, as such, voting members. Whereas, any students paying student government fees are invited to participate and attend all regularly scheduled meetings but are not voting members.

To live out said purpose and function, the Executive Board of the Brite Student Association will hold regularly scheduled forums for all student body persons to present formally any issues. Any students paying the student association fee, however, are still given agency in the regularly established meetings and as such are invited to participate and give voice to any discussions, but still remain as non-voting members. In addition, the only official responsibilities to be held by the Executive Board of the Brite Student Association are as such:

1) Planning and executing a Disorientation Lunch or Dinner for all incoming students both Spring and Fall Semesters
2) Helping to facilitate Community Conversation
3) Promote avenues of community building within the student body
4) Other various duties as elected by the governing board of executives

All other duties asked of the association are to be given to the executive board with a right of refusal.

Section 2.
The voting members of the Executive Board shall consist of the elected officers: Moderator, Vice-Moderator, General Secretary, Community Liaison, and at least three (3) General Representatives. In the Spring term of
each year, the person serving as Moderator-Elect shall be a member of the Executive Board of the Brite Student Association. Additionally, the Board may include appointed members including but not limited to the Chairpersons of the Standing Committees or Chairpersons of any Ad Hoc Committees. Appointed members shall serve as ex-officio, non-voting members of the Executive Board for the duration of such committees.

Section 3.
To be eligible to seek election or appointment to any of the positions of the Executive Board, individuals: must be paid in full with regard to their Student Government fees;

A. must be enrolled for all regular (spring and fall) semesters during their term in office;
B. must not be subject to any academic or disciplinary suspension by the Seminary or University. Becoming subject to any such academic or disciplinary suspension at any time during their term of office or appointment will automatically remove individuals from such office or appointment;
C. may not hold the same Executive Board position for more than two consecutive terms, with the exception of both the Moderator and Moderator-Elect positions which may not be held for more than one term;
D. who desire to run for the office of Moderator-Elect while currently holding the position of Vice-Moderator, General Secretary, Community Liaison, and General Representative on the Executive Board, must resign such office prior to seeking election as Moderator-Elect;
E. may also seek simultaneous nomination and appointment as Brite Student Representatives to General Committees; and
F. must be enrolled as full- or part-time students.

Section 4.
The term of the above-elected Executive Board positions, with the exceptions of the Moderator-Elect and Moderator positions, shall run from June through May, with their elections being held the previous March. The Moderator-Elect term shall run from March to May, with its election being held during the February prior. At the end of said elect term, this person shall assume the office of Moderator; the term shall run from June through May concurrently with the other elected positions.

Section 5.
Election and appointment of Brite Student Association Executive Board members shall be as prescribed by the Brite Student Association Election Code, and procedures listed in the Brite Student Handbook.

Section 6.
The duties of the Executive Board shall consist of:

A. proposing issues to the Brite Student Association for discussion and/or action;
B. executing Brite Student Association decisions either institutionally or operationally;
C. presenting a budget as necessary for approval to the Brite Student Association;
D. attending meetings of the Executive Board and any other meetings called by Moderator; and
E. those duties delineated for each Executive Board position under Article III of this Constitution.

ARTICLE III

Officers and Their Duties

Section 1.
The duties of responsibilities of the Moderator of the Brite Student Association shall consist of:

A. presiding over all meetings of the Brite Student Association and the Executive Board;
B. calling all Executive Board meetings as prescribed in the Brite Student Association;
C. maintaining the orderly transaction of Brite Student Association business as prescribed in this Constitution; and
D. serving as the liaison between the Brite Student Association and the Administration, Faculty, and
Section 2.
The duties and responsibilities of the Vice-Moderator of the Brite Student Association shall consist of:

A. assuming all responsibilities of the Moderator in his/her absence;
B. verifying the voting eligibility of those present and voting at all Brite Student Association and Executive Board meetings;
C. performing the traditional tasks of a Parliamentarian (Inquire as to the correct motion - to accomplish a desired result, or raise a point of order);
D. discharging any additional duties and responsibilities as delineated by the Moderator;

Section 3.
The duties and responsibilities of the General Secretary of the Brite Student Association shall consist of:

A. maintaining all Brite Student Association correspondence responsibilities, including but not limited to the official Brite Student Association newsletter On the Brite Side;
B. discharging any additional duties and responsibilities as delineated by the Moderator;
C. maintaining, recording, and publishing of minutes of all meetings.

Section 4.
The duties and responsibilities of the Community Liaison of the Brite Student Association shall consist of:

A. collaborating with the Assistant Dean for Common Life in establishing and planning a schedule of discussions for the Brite Student Association in conjunction with academic, chapel, special events, and liturgical calendars;
B. working in conjunction with the Faculty Representative of the Brite Student Association to assist in providing programming;
C. search for and plan for engagement with the wider city/state/nation in line with Brite’s mission to be witnesses of God’s reconciling and transforming love and justice.
D. discharging any additional duties and responsibilities as delineated by the Moderator.

Section 6.
The duties and responsibilities of the at least three (3) General Representatives of the Brite Student Association shall consist of:

A. acting as voting members as a part of the Brite Student Association;
B. providing assistance to needs as delineated in conversations during Brite Student Association meetings; and
C. discharging any additional duties and responsibilities as delineated by the Moderator

Section 7.
The duties and responsibilities of the Moderator-Elect of the Brite Student Association shall consist of:

A. utilizing his/her term as Moderator-Elect for experiential training and planning of their successional term as Moderator; and
B. discharging any additional duties and responsibilities as delineated by the Moderator.

ARTICLE IV

Vacancies and Succession

Section 1.
Elected positions shall be declared vacant by resignation, non-compliance of academic or disciplinary code, withdrawal from school otherwise, or through resignation to assume duties as Moderator-Elect.
Section 2.
In the event of a vacancy of any position with the exception of Moderator, the Executive Board of the Brite Student Association shall nominate an individual with her/his consent. If the student nominated is unopposed, that student shall be confirmed through a majority vote of the Brite Student Association. If students are nominated for the same position, the student to fill the vacancy will hold the majority of votes through election by the Brite Student Association.

Section 3.
In the event that the Moderator and Vice-Moderator are simultaneously discharged from office, withdraw enrollment, or are in any way unable to serve in their positions, the order of succession to the position of Moderator will be: General Secretary, Community Conversations Coordinator, and At-Awesome members (as voted by the majority remaining).

ARTICLE V

Committees

Section 1.
The Committees of the Brite Student Association may be formed and dissolved at the discretion of the Brite Student Association Executive Board.

Section 2.
The number of Student Representatives to General Committees shall be determined by the Faculty with the concurrence of the Dean of Brite Divinity School.

Section 3.
Student Representatives to General Committees shall be nominated and appointed by the Moderator in conference with the Dean of Brite Divinity School and the Chairperson of each Seminary Committee.

Section 4.
The duties and responsibilities of the Student Representatives to the General Committees shall consist of, but are not limited to, faithfully and honorably representing the students of Brite Divinity School on their respective General Committees.

ARTICLE VI

Resolutions

Section 1.
Any member of the Brite Student Association desiring to make a resolution shall submit a finished document (with all attending documentation) to the Brite Student Association General Secretary at least two days in advance of the Brite Student Association Executive Board and provide a signatory to that Brite Student Association Executive Board meeting to request a public forum to be held.

A. Upon three-fourths (3/4) majority vote of the Executive Board of the Brite Student Association, the proposed statement will be passed for Student Body approval. A copy of the proposed change will be placed in a public place, most preferably the office of the Brite Student Association Advisor, for one week.

B. Within one week of its public display a student-wide ballot will be held requiring a majority endorsement of the proposed statement as a "Brite Student Association Adopted Statement."

C. If, as a result of the public disclosure, substantial additions, corrections and/or revision are made to the proposed statement, then a revised statement must be resubmitted to the Brite Student Association General Secretary within five days of the posting. The Brite Student Association Executive Board will then hold a called meeting, following the procedures outlined above.

Section 2.
A petition to impeach a member of the Brite Student Association Executive Board may be recognized if presented with a statement of offense, signed by at least 20% (twenty percent) of the members of the Brite Student Association. If, after investigation, the charges are sustained, the member will be removed from office by a 70% (seventy percent) vote of the Brite Student Association Executive Board. The impeached member may appeal this impeachment; this appeal will be sustained or overturned by a majority vote of the Brite Student Association in a special referendum.

ARTICLE VII

Ratification

Section 1.
To repeal or amend this Constitution, proposed changes must first be submitted to the Brite Student Association two weeks in advance of the referendum.

Section 2.
This Constitution may be repealed or amended only by a two-thirds (2/3) vote of the Brite Student Association. Quorum for the vote is those votes cast.

Section 3.
All parts of this constitution and responsibilities of said members are to have the right of refusal in which there is a three-fourths (3/4) vote of the Brite Student Association Executive Board.
A student organization seeking to receive recognition as an official Brite student interest group must obtain approval through Brite Divinity School. Any group wishing to be recognized shall prepare an application (Appendix G), faculty advisor letter of agreement (Appendix H), and a constitution (Appendix I) and submit to the Brite Student Association (BSA). The Executive Committee of the BSA, by a 2/3 majority vote, must certify that the interest group meets the following requirements:

a. Fulfills a function that the BSA considers beneficial to the common life of the Brite student body,
b. Has a structure providing for accountability to its members and to the BSA and includes the following:
   i. A name and set of general purposes,
   ii. Democratic procedures in group activities,
   iii. Membership open to all Brite students,
   iv. A list of officers and charter members, and
   v. Agreement to uphold the Brite Divinity School non-discrimination policy.

Upon approval by the BSA, the student liaison to the Community Life and Continuing Education Committee (CLCEC) shall bring the application materials to the Assistant Dean for Common Life and the CLCEC for final approval. Only officially recognized student organizations shall be eligible to reserve Brite Divinity School facilities for its meetings, obtain any funding for activities, or use the Brite name as a part of its group name. Once approved, the student organization may also apply for recognition as a TCU student organization.

To maintain Brite recognition and the associated eligibility described above, each Brite student group must submit a list of officers to the BSA, annually, in the fall semester.
RIGHTS AND RESPONSIBILITIES

Brite Divinity School is committed to educating people for church, academy, and public life in a complex world, while promoting the values of free inquiry, intellectual integrity, ecumenicity, and diversity. The students, staff, and faculty of Brite are called into a community that engages mutual respect and the highest standards of personal, corporate, and academic integrity.

Student Rights

The following student rights are illustrative of Brite’s commitments and are reflected in the policies and procedures of the institution:

- **Nondiscrimination and Inclusion**: In accordance with Brite’s Nondiscrimination and Inclusion Statement all students, faculty and staff of Brite have the right to expect inclusionary policies and processes. Brite’s nondiscrimination and inclusion policy extends to its adherence to Equal Employment Opportunities and is encompassed in the above statements.
- **Freedom from Harassment**: In accordance with Brite’s Nondiscrimination and Inclusion Statement, and alongside expectations of the Federal government through Title IX, Violence Against Women Reauthorization Act and Campus Sexual Violence Elimination Act (VAWA and Campus SaVE), all students, staff, and faculty at Brite have the right to be free from harassment (sexual, racial, gender, able-bodied, etc.). Policies and procedures can be found under the Title IX section in the Codes of Conduct.
- **Open Door and Grievance**: All members of the student community are free to seek information from staff and faculty members responsible for any aspect of community life on any matter that is troubling to them, or to call attention to any condition that may appear to be operating to their disadvantage or the disadvantage of the Divinity School. A list of appropriate staff and faculty members responsible for various aspects of community life can be found on the Brite website (www.brite.edu)
- **Student Records**: Brite Divinity School abides by the Family Educational Rights and Privacy Act of 1974 (FERPA), a federal law which provides that the Divinity School maintain confidentiality or student records. More information can be found under Academic Information and Policies.
- **Students with Disabilities**: Brite Divinity School complies with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities. No otherwise qualified individual shall be denied access to or participation in the services, programs and activities of Brite solely on the basis of a disability. Brite works with Texas Christian University’s Center for Academic Services in assisting students. Their policies can be found at www.acs.tcu.edu. Students who wish to appeal a decision regarding appropriate accommodations shall file a written request for review with the Associate Dean for Academic Affairs of Brite Divinity School. The Coordinator for Student Disabilities Services may be contacted at Sadler Hall, Room 1010, TCU Box 297710, Fort Worth, TX 76129, 817.257.6567.
- **Academic Evaluation**: Students have the right to academic evaluations which are neither prejudiced nor capricious and which are based on stated class requirements. These requirements are place in each individual course syllabus.
- **Written student complaints**: Students have the right to submit written complaints that include: written grade appeals; written concerns or grievances against faculty and staff; written complaints by students against students for non-academic violations of the Code of Conduct; and written complaints related to Title IX (Gender, Sexual Harassment).

Institutional Accountability

Brite Divinity School is accountable to its students, denominational and academic constituencies, as well as to accrediting agencies and the federal government to maintain policies and procedures that reflect academic and institutional integrity. The following are illustrative of Brite’s commitments and are reflected in the policies and procedures of the institution:
• **Policies and Procedures:** Brite Divinity School will maintain, to the best of its abilities, the various policies and procedures that reflect the commitments named in our mission statement as well as our nondiscrimination and inclusion statement. In addition, we seek to remain informed on federal and state mandates related to the educational mission of the institution. All policies and procedures can be found on the website (www.brite.edu). They are available in print, as requested. It is the expectation that every student, staff, and faculty member will abide by the policies of Brite Divinity School as well as by the various policies of Texas Christian University, where applicable. TCU’s policies can be found on the TCU website (www.tcu.edu).

• **Provision of Qualified and Committed Members of the Staff and Faculty:** Brite Divinity School seeks the highest standards of expectations for the members of its faculty and staff. We remain committed to the policies of tenure and promotion, as evidenced in our Governance Manual and to the careful selection, support, and training of adjunct faculty. Likewise, we commit ourselves to the careful selection, support, and training of our staff.

• **Safety and Security:** Brite Divinity School is committed to providing the safest and most secure campus possible for its faculty, staff, students, and guests. Brite’s affiliation with Texas Christian University, along with policies established by the federal government (the Clery Act, for example) require that we report to the TCU police such things as: incidences of verbal or physical violence to self or others, warnings about suicide or homicide, sexual and domestic violence, and other infractions as noted on the TCU website (http://police.tcu.edu). All incidences of crime are reported to the federal reporting agencies through TCU’s collective report. Guests on campus are also expected to abide by TCU and Brite policies.

• **Academic Freedom and Integrity:** The role of academic freedom in an educational institution such as Brite is central to our mission. Students, staff, and faculty exercise the freedom to openly inquire about matters of intellectual concern. Policies related to academic integrity include attention to concerns of plagiarism, inclusive and respectful use of language in the classroom and on campus, and appropriate standards for classroom conduct in order to foster the ongoing activities of education.

**Student Responsibilities**

Brite Divinity School encourages optimal educational opportunities by fostering various standards and policies that contribute to the learning and teaching process in the classroom and on campus. Students are responsible for recognizing not only the above-named institutional accountabilities, but also for attending to individual student responsibilities, such as:

• **Common Life Policies:** Students are expected to know and adhere to the various policies outlined in Brite’s Student Handbook. These policies can also be found online. In addition, students are obligated to adhere to various TCU policies (library usage, use of facilities, involvement in TCU activities, campus safety and security, etc.). Students are also responsible for guests they invite to campus and for their adherence to policies. Violations of policies will be subject to disciplinary action.

• **Financial Obligations:** Students are expected to meet financial obligations in accordance with policies established by Brite Divinity School and Texas Christian University. Students involved in the Federal Loan process shall work with the Office of Financial Aid at TCU and abide by their policies (http://financialaid.tcu.edu/).

• **Academic Conduct:** Maintaining academic integrity rests at the core of the educational process and students are expected to know and abide by Brite’s Code of Academic Conduct as identified in the Student Handbook.

• **Standards of Professional Behavior:** Students at Brite Divinity School are responsible for maintaining appropriate professional behavior. This includes activities conducted in field placement and supervised ministry settings. Brite does not tolerate disruptive behavior and/or harassment. See policies related to Disruptive Behavior, Lack of Academic Progress, and the Brite Student Code of Conduct in Brite’s Student Handbook.
OPEN DOOR AND GRIEVANCE POLICY

The Divinity School expects that every decision made in the management of affairs that pertain to student life and the administration of policies affecting it will take into account the individual interests of students affected by them. Staff, faculty members, and students at all levels are expected at all times to treat one another as they themselves, under the same circumstances, would rightfully expect to be treated.

All members of the student community are free to seek information from the staff members responsible for any aspect of community life on any matter that is troubling them, or call attention to any condition that may appear to be operating to their disadvantage or the disadvantage of the Divinity School. Such informal discussions when a problem first develops can enable many problems to be cleared up without delay.

Some misunderstandings are inevitable, and not every real or imagined cause of personal dissatisfaction can be removed by such discussions. In these circumstances, the following steps are suggested for resolving these problems or concerns:

1) Initiate a discussion with the appropriate or primary staff or faculty member to see if a resolution can be found to the problem or concern (for example, if the problem is related to a housing concern, the student should first speak with the Director of Student Housing for Brite Divinity School);
2) If the above step is not appropriate or fails to arrive at a satisfactory solution, the student (and, as appropriate, primary staff or faculty member) should place their concerns in writing and deliver the document to the office that constitutes the next level of supervision (in most cases, the Assistant Dean for Common Life);
3) The student should then meet with the staff member receiving the written document to see what additional solutions can be developed and discussed with the primary staff member to obtain a satisfactory solution;
4) If the process fails after the above steps have been taken, you may request further review with the President. Within a reasonable period of time, a final decision will be made by the President, or other appropriate Brite Divinity official, and reported to all parties concerned.

Concerns related to possible violations of the Divinity School’s Equal Employment Opportunity and Harassment Policy or Title IX should be addressed by students through the Complaint Procedure set forth in that policy.

A student’s standing at the Divinity School will not be adversely affected in any way by his or her appropriate use of the Open Door Policy.

For the policies and procedures to follow regarding a concern about the conduct of another student, please see the section on Codes of Conduct.
STUDENT CODE OF CONDUCT

When students enter Brite Divinity School, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the philosophy and mission of Brite. Student conduct, therefore, is not considered in isolation within the seminary community but as an integral part of the education process. All students are expected to know and abide by this code of student conduct and to hold their families and guests to this Code of Student Conduct while on TCU or Brite Divinity School premises. Academic Codes of Conduct can be found under the Academic Policies section of this handbook.

This Code of Conduct is not intended to constitute a contract, express or implied, between any applicant, student, staff, or faculty member and Brite Divinity School. The provisions of this Code of Conduct are subject to change without notice. This Code of Conduct is not intended to limit the authority, on the part of any authorized Brite Divinity School employee or staff member, or of its Dean, President, or Board to address behaviors covered under this Code of Conduct in any manner which complies with Brite’s Charter, By-laws, or any other policy or rule of Brite.

In the event a complaint is brought under this Code of Conduct, and another policy or rule of Brite Divinity School likewise may apply to the same conduct, the President may, in the President’s discretion, halt, delay, or limit proceedings under this Code, or take other appropriate action, so as to promote the efficient use of Brite resources, prevent the possibility of inconsistent results/proceedings, or prevent duplicative, unnecessary, or repetitious results/proceedings.

In addition to the expectations listed here, students are expected to abide by the Title IX policy of the institution. For procedures in response to violations of non-academic matters, see the “Non-Academic Withdrawal and Dismissal Policy.”

The following are understood to be violations of the Student Code of Conduct:

- **Infliction of bodily or emotional harm.** Infliction or threat of infliction of bodily or emotional harm, whether done intentionally or through negligence, including threat or action in retaliation for making allegations of misconduct. Assault, sexual assault, verbal harassment, sexual harassment, and stalking are some, but not all, of the behaviors prohibited. This does not preclude one’s right to freedom of speech.

- **Destruction of property.** Actual or threatened damage to or destruction of Brite or University property or property of others, whether done intentionally or otherwise.

- **Weapons or dangerous devices.** Use, storage, carrying, or possession of weapons or dangerous devices including, but not limited to, firearms, ammunition, martial arts devices, sling shots, air powered guns, blow guns, fireworks, or flammable liquid. Use of a weapon or threatened use of a weapon may result in immediate expulsion in addition to the filing of criminal charges.

- **Tampering with Safety Equipment and Arson.** Use of equipment designed for safety or security in a manner inconsistent with the intended use of the equipment or intentional or unintentional use of flame or heat in a dangerous manner. Violators of this policy may also face criminal charges. This includes but is not limited to:
  - the activation of a smoke detector in a non-emergency situation whether done intentionally or by failure to exercise reasonable care;
  - discharging a fire extinguisher in a non-emergency situation;
  - tampering with or activating a building alarm in a non-emergency setting;
  - setting unapproved fires inside a building and on campus;
  - non-emergency or prank use of emergency telephones.

- **Dishonest Conduct.** Dishonest conduct, including, but not limited to:
a. knowingly reporting a false emergency including improper use of emergency notification equipment;
b. knowingly making a false accusation of misconduct;
c. giving false testimony or providing fraudulent evidence at any disciplinary proceeding;
d. misuse or falsification of Brite or University documents, forms, records, or identification cards by actions such as forgery, alteration, or improper transfer;
e. submission, to a Brite or University official, of information known by the submitter to be false;
f. failure to meet financial obligations to the University or Brite, giving a worthless check, or both;
g. possession of a false identification card or possession of another’s identification card.

- **Theft/unauthorized use of property.** Theft or attempted theft, or the unauthorized use or possession of, Brite or University property or services, or the property of others.

- **Unauthorized or abusive use of computer equipment, programs, or data.** Use of computer equipment, programs, or data in a manner that violates the intended use of the equipment, the confidentiality of the information, or the integrity of the computer system’s security including, but not limited to:
  a. unauthorized reproduction of software or use of illegally obtained software (individuals who violate U.S. copyright law and software licensing agreements may be subject to criminal or civil action by the owner of the copyright);
  b. unauthorized use of computing resources or use of computing resources for unauthorized purposes as described in the *Brite Student Handbook* or in the policies of TCU (www.security.tcu.edu);
  c. transporting copies of University programs, records or data to another person or computer site without written authorization;
  d. providing unauthorized security passwords to another person or using another’s password or attempting to breach the security of another user’s account or deprive another user of access to the University’s computing resources;
  e. using the University’s computing resources for personal or financial gain;
  f. attempting to destroy or modify programs, records or data belonging to Brite or the University or another user.

- **Failure to comply with Brite or University authority.** Failure to comply with directives of authorized Brite or University officials, identified as such, in the performance of their duties including, but not limited to, Brite Administration, TCU Administration, University police officers and other officers. Failure to comply with directives includes, but is not limited to:
  a. failure to identify oneself when so requested;
  b. violation of a disciplinary sanction.

- **Drugs.** Use, production, distribution, sale, or possession of drugs in a manner prohibited under state and federal law. Possession of drug paraphernalia is considered the same as possession of drugs.

- **Unauthorized presence.** Unauthorized entrance to or presence in or on Brite or University premises. This includes unauthorized possession or use of a University key or I.D. card.

- **Disorderly conduct.** Conduct that interferes with or obstructs Brite or University-authorized activities, including teaching, research, administration, or other activities conducted, sponsored, or permitted by Brite or the University. Disorderly conduct includes, but is not limited to:
  a. causing a nuisance with noise by talking, yelling, singing, playing a musical instrument, a radio or stereo, etc., sufficiently loud to disturb other members of the University or Brite community;
  b. lewd, indecent, or obscene conduct;
  c. see Section 5.14 Academic Conduct Policy in the *Brite Student Handbook.*
• **Violation of local, state, or federal criminal laws.** Commission of conduct which, if it occurred, would violate any under federal, state, or municipal criminal law.

• **Violation of other published or announced Brite or University rules or regulations.** Violation of other published or announced Brite or University rules or regulations including rules governing residential living, student organizations, traffic regulations, recreational activities, or athletic events.

• **Building Security and Community Safety.**
  a. **Building security.** Activities that jeopardize building security for any Brite facility are expressly prohibited.
  b. **Community safety.** Behaviors that endanger the well-being of any or all of the Brite community are strictly prohibited.

• **Academic misconduct.** Any act that violates the academic integrity of Brite or the University is considered academic misconduct. These policies are covered elsewhere in the *Brite Student Handbook.*

**Violation of Law and University Discipline**

Disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of the *Code* without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this *Code* may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

**Violations to the Code of Conduct**

Violations to the Code of Conduct will be addressed through processes found in the section on the Non-Academic Violations to the Code of Conduct. Processes for addressing violations related to Title IX are found in the Title IX policy.
POLICY ON SEXUAL AND GENDER-BASED HARASSMENT,
SEXUAL ASSAULT, AND OTHER FORMS OF INTERPERSONAL VIOLENCE

Revised: January 2017

I. Statement of Policy

The members of Brite Divinity School (“Brite”) hold each other and the institution to the highest
standards of personal and professional conduct and behavior. Brite does not discriminate on the basis of
sex or gender in its education or employment programs or activities, and seeks to provide a community free
of discrimination, harassment in various forms, abuses of power at personal and institutional levels, and
other behavior that demeans individuals or diminishes human integrity. Sexual harassment, including
sexual assault, is a form of sex discrimination and is prohibited by Title IX of the Education Amendments
of 1972 (“Title IX”). This policy prohibits behavior that violates Title IX and Title VII of the Civil Rights Act
of 1964 (“Title VII”). Brite is also required to fulfill certain obligations when such prohibited behavior occurs
under the Violence Against Women Reauthorization Act of 2013 (“VAWA”) and the Jeanne Clery Disclosure

Brite prohibits Sexual and Gender-Based Harassment, Sexual Assault, Sexual Exploitation,
Intimate Partner Violence, Stalking, and Retaliation as those terms are defined herein. It is also a violation
of this policy to assist or encourage another person in the commission of any act prohibited by this policy.
The conduct prohibited by this policy is unlawful and inconsistent with the mission and values of Brite, and
will not be tolerated.

II. Policy Application

This policy applies to all Brite students, Brite employees, applicants for admission and employment,
and contractors, vendors, visitors, and guests of Brite relating to conduct prohibited by this policy, when
such conduct (1) occurs on Brite’s campus or other property owned or controlled by Brite, (2) occurs in the
context of a Brite employment or education activity or program, or (3) occurs outside the context of a Brite
education or employment program or activity but has continuing negative effects on Brite’s students,
employees, or others while on Brite property or while engaged in a Brite education or employment program
or activity or otherwise affects a substantial interest of Brite.

Brite’s Equal Opportunity and Harassment Policy addresses all other forms of harassment and
discrimination. It is located at 2.013 of the Brite Support Manual, Policy 1.005 in the Appendix of the Brite
Governance Manual, and Section 3.4 of the Student Handbook of General Information.

III. Responsibility

The Title IX Coordinator is responsible for monitoring and overseeing Brite’s compliance with Title
IX, coordinating Brite’s response, investigation and resolution of all reports made under this policy, and
ensuring Brite takes appropriate actions to eliminate, prevent the recurrence of, and remedy the effects of
conduct prohibited by this policy. The Title IX Coordinator is also responsible for ensuring appropriate
education and training.

The Title IX Coordinator at Brite Divinity School is:
Joretta L. Marshall
Executive Vice President and Dean
2925 Princeton St.
Fort Worth, TX 76129
Phone: 817.257.7577
Email: j.marshall@tcu.edu

The Title IX Coordinator is available to meet with any student, employee or third-party to discuss
this policy or the applicable procedures. The Title IX Coordinator may be contacted in person or by
telephone or email during regular office hours.

Codes of Conduct – Title IX
The Title IX Coordinator receives appropriate training to ensure the responsibilities are discharged in compliance with the law. Concerns about Brite’s compliance with Title IX, VAWA, Title VII, or the Clery Act may be addressed to the Title IX Coordinator. Additionally, concerns may also be addressed to the following:

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<tr>
<td>Office for Civil Rights</td>
<td>Dallas Office</td>
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<tr>
<td>207 S. Houston St., 3rd Floor</td>
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<tr>
<td>U.S. Department of Education</td>
<td>Dallas, TX 75202</td>
</tr>
<tr>
<td>1999 Bryan Street, Suite 1620</td>
<td>Tele: 1-800-669-4000</td>
</tr>
<tr>
<td>Dallas, Texas 75201-6810</td>
<td>Fax: 214-253-2720</td>
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<tr>
<td>Telephone: 214/661-9600 or 800-421-3481</td>
<td>TTY: 1-800-669-6820</td>
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<tr>
<td>FAX: 214/661-9587; TDD: 800-877-8339</td>
<td><a href="http://www.eeoc.gov">www.eeoc.gov</a></td>
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<tr>
<td><a href="mailto:OCR.Dallas@ed.gov">OCR.Dallas@ed.gov</a></td>
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IV. Prohibited Conduct

1. Sexual and Gender-based Harassment.

**Sexual Harassment** is any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, physical, visual, or written (in writing or electronically) when (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, academic standing, or participation in a Brite program or activity or is used as the basis for Brite’s decisions affecting the individual (“quid pro quo” harassment) or (2) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile, or offensive environment for work, academics or other participation in a Brite program or activity. Sexual harassment can involve any person(s) regardless of gender or gender identity.

**Gender-based Harassment** is harassment based on an individual’s gender, gender identity, gender expression, or sexual orientation, and may include verbal, non-verbal, physical, visual or written (in writing or electronically) conduct, when (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, academic standing, or participation in a Brite program or activity or is used as the basis for Brite’s decisions affecting the individual (“quid pro quo” harassment) or (2) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile, or offensive environment for work, academics or other participation in a Brite program or activity. Gender-based harassment may include acts of aggression or intimidation, and does not have to include acts of a sexual nature.

Examples of sexual and gender-based harassment that violate this policy include verbal or written conduct (comments about personal behavior, body, jokes, organized hate activity), physical conduct (rape, assault, inappropriate touching), nonverbal conduct (derogatory gestures or facial expressions, stalking), or visual displays (drawings, inappropriate screensavers, epithets or phrases with implicit content of sexual nature). The following are illustrative; this is not an exhaustive list:

- Making offensive, derogatory or degrading comments related to an individual’s gender, gender identity, or sexual orientation
- Touching in a way that may make someone feel uncomfortable, such as patting, pinching, or intentional brushing against another’s body
- Telling sexual jokes or jokes about someone’s gender, gender expression, or sexual orientation
- Sending, forwarding, or soliciting sexually suggestive letters, notes, emails, or images
- Sexually derogatory words, phrases, epithets, characterizations, negative stereotypes
Physical assaults of a sexual nature, such as rape, including acquaintance or date rape, or attempts to commit such an assault, and unwelcome physical conduct or conduct of a sexual nature, such as unwanted touching, impeding or blocking another person’s movements, brushing against, leering at, or making sexual gestures to another person

Threatening or engaging in reprisals or retaliation after such an overture is rejected

Implying or threatening that submission to sexual advances or conduct will have an impact on academic admission, grades, reference letters, participation in any Brite program or activity, employment, salary increase or decrease, or promotion

2. Sexual Assault

Sexual Assault includes (1) Non-consensual sexual contact and (2) Non-consensual sexual intercourse.

Non-consensual sexual contact means any intentional sexual contact, however slight, with any body part or object, by a person upon another person without consent, including instances where that person is incapable of giving consent and/or is by force. Sexual contact includes (1) intentional contact with the breasts, groin, genitals, or buttocks, whether clothed or unclothed, or mouth, or touching another with any of these body parts, or (2) making another touch you or themselves with or on any of these body parts.

Non-consensual sexual intercourse means any sexual intercourse, however slight, with any object by a person upon another person that is without consent and/or by force.

Sexual intercourse includes: Vaginal or anal penetration by a penis, tongue, finger or object, or any contact between the mouth of one person and the genitals of another person, no matter how slight the penetration or contact.

Sexual assault includes an offense that meets the following definitions of rape, fondling, incest, or statutory rape:

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is younger than 17 years of age and is not a spouse of the Respondent.

Consent to sexual activity is defined as knowing, active, and voluntary permission between the participants, clearly expressed by words or by actions, to engage in mutually agreed upon sexual activity. Consent to some sexual acts does not constitute consent to others, nor does past consent constitute present or future consent. Consent can be revoked at any time. Silence by itself cannot constitute consent. Consent cannot be given by a person who the other person knows, or reasonably should know, is asleep, unconscious, or physically unable to resist. Consent cannot be given by a person who, because of a mental disease or defect, or intoxication due to alcohol, drugs, or some other intoxicants, a sedative, or “date-rape” drug, is known by the other person to be incapable of appraising the nature of the act, making informed, rational judgments about whether or not to engage in sexual activity or resisting sexual activity.
Consent cannot be compelled by coercion, intimidation, deception, force, or threat of force. Consent given under such circumstances does not constitute willing and voluntary agreement. Consent cannot be given where an individual has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge. Consent cannot be given if it is coerced by supervisory or disciplinary authority. Consent cannot be given by a person younger than 17 years of age.

3. **Intimate Partner Violence (IPV)** includes any act or threatened act of abuse or violence that occurs between individuals who are or have been involved in a dating, domestic, spousal or other intimate relationship. IPV includes “dating violence” and “domestic violence,” as defined by VAWA:

**Dating Violence** is abuse or violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse, and does not include acts covered under the definition of domestic violence.

**Domestic Violence** is abuse or violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person with whom the Complainant is cohabitating (or has cohabitated) as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws in the State of Texas, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the State of Texas.

IPV may also include other forms of conduct prohibited by this policy, including Sexual Assault and Stalking.

4. **Stalking** occurs if a person engages in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his/her own safety or the safety of others, or 2) would cause that person to suffer substantial emotional distress. A “course of conduct” means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about another person or interferes with a person’s property. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the Complainant. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

5. **Sexual Exploitation** refers to a situation in which a person intentionally takes non-consensual sexual advantage of another. Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed).
- Invasion of sexual privacy.
- Taking pictures or video or audio recording another in a sexual act or in any other private activity without the consent of all involved in the activity, (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person’s consent).
- Administering alcohol or drugs (such as “date rape” drugs) to another person without his or her knowledge or consent (assuming the act is not completed).
- Exposing one’s genitals in non-consensual circumstances.
- Exposing another person to a sexually transmitted infection or virus without the other person’s knowledge.

6. **Retaliation** means any adverse action taken against a person who in good faith makes a report of or opposes conduct of the type prohibited by this policy or who has testified, assisted, or participates in an investigation or proceeding under this policy. Retaliation includes conduct that would
dissuade a reasonable person from making a report of prohibited conduct or otherwise engaging in an activity protected by this policy. Retaliation includes acts of intimidation and threats.

V. Available Resources

There are a number of resources available to provide support and guidance to students and employees who experience incidents of conduct prohibited by this policy, including sexual assault, interpersonal violence, and stalking. These include medical, law enforcement, and counseling resources, as well as other resources provided by Brite.

1. Medical Assistance

An individual who has been sexually assaulted or subject to any other form of interpersonal violence is strongly encouraged to seek immediate medical care.

* John Peter Smith Hospital  
1500 S. Main Street  
Fort Worth, Texas 76104  
(817) 702-3431

* Texas Health Resources – Harris Methodist Hospital  
6100 Harris Pkwy.  
Fort Worth, Texas 76132  
(817) 433-5000

At John Peter Smith Hospital or Texas Health Resources – Harris Methodist Hospital, a certified Sexual Assault Nurse Examiner (SANE Nurse) can provide medical care, assess injuries related to physical and can, within 72 hours after a sexual assault, conduct a forensic exam. The SANE Nurse collects and documents evidence, and may also collect urine and blood samples for toxicology testing. It is not necessary to report an incident to law enforcement or Brite in order to receive medical attention or a forensic exam. A support person can be present throughout the exam. Even if you decide not to contact law enforcement, medical care is important. Regardless of whether a forensic exam is obtained, individuals are encouraged to seek medical care from a medical provider to address any medical concerns, including concerns of sexually transmitted diseases and pregnancy. Brite students may also seek medical assistance at the TCU Health Center.

* These resources are available 24 hours/7 days a week.

2. Law Enforcement

Individuals are encouraged to report any criminal conduct to local law enforcement (the Police) immediately. The Police may be able to obtain and execute search warrants, collect forensic evidence, make arrests if there is probable cause to do so, and assist in seeking protective orders.

For immediate assistance: A person who feels physically threatened or who has been the victim of violence, including sexual assault, intimate partner violence, or stalking, should call 911.

Local police can also be reached at the following numbers:

* Fort Worth Police  
(817) 335-4222

* Tarrant County Sheriff  
(817) 884-3099

* TCU Police  
(817) 257-7777

* The Police are available 24 hours/7 days a week.

Individuals can notify law enforcement but can also decline to do so. Brite will assist any individual with notifying law enforcement if they choose to do so. For additional information about the criminal laws in Texas regarding sexual assault, stalking, dating violence and domestic violence, see Section VII. below.

3. Confidential Support and Counseling Services

Codes of Conduct – Title IX
Students and employees are also encouraged to seek immediate and ongoing emotional support after an incident of sexual assault, interpersonal violence, or stalking. Available resources include the following:

A. **Emergency Support Services:**

* Rape Crisis and Victim Services (817) 972-2737  
  * Safe Haven (877) 701-7233  
  * TCU Counseling Helpline (817) 257-7233

B. **Ongoing Support Services:**

* Rape Crisis and Victim Services (817) 972-2737  
  * Safe Haven (877) 701-7233  
  * TCU Counseling Helpline (817) 257-7233  
  * TCU Counseling Center (817) 257-7863  
  * Certified Confidential Advocate (817) 257-5225  
  * Assistant Dean for Common Life (817) 257-7513

* These resources are available 24 hours/7 days a week.

Confidential counselors can provide trauma-informed support and information about other services and reporting options. Information provided to confidential sources will not be reported to the Title IX Coordinator (or anyone else) for investigation and resolution without consent. However, in some cases, information can be disclosed without consent (for example, when allegations involve abuse of a minor).

4. **Brite Resources, Remedial and Protective Support**

Individuals are strongly encouraged to report violations of this policy to the Title IX Coordinator or to an employee who will report the information to the Title IX Coordinator. All reports of conduct prohibited by this policy should be directed to the Title IX Coordinator by telephone, email or in person during regular office hours. If the report is against the Title IX Coordinator, it should be directed to Brite’s President. If the Title IX Coordinator is not immediately available, the matter should be referred to the President of Brite. Likewise, if the allegation is against the Title IX Coordinator, the President of Brite should be notified immediately and will function as the Title IX officer.

As used in this policy, “Complainant” means a student, employee, or third party who presents as the victim of any conduct prohibited by this policy. “Respondent” means the student, employee, or third party who has been accused of engaging in conduct in violation of this policy.

If a Complainant asks that their identity not be shared with the Respondent, that no investigation be pursued, and that no disciplinary action be taken, Brite will attempt to honor this request unless there is a health or safety risk to the Complainant or any other member of the Brite community.

A. **Remedial and Protective Measures**

Brite offers a number of resources for all students and employees in response to a report of conduct prohibited by this policy. Upon receiving a report of conduct prohibited by this policy, the Title IX Coordinator will determine whether reasonable supportive, remedial (to address a Complainant’s continued access to Brite’s programs and activities) and/or protective (action against a Respondent) measures may be helpful and appropriate. Brite will provide support and guidance throughout the process to students and employees, whether as Complainant or Respondent.

Brite will provide reasonable remedial and protective measures to third parties as available, depending on the nature of the relationship between Brite and the third party.

The availability of remedial and/or protective measures will be determined on a case by case basis, keeping in mind the needs of the individual seeking the remedial and/or protective measures, the severity of the alleged conduct, whether the Complainant and Respondent share any classes, residence hall, dining hall, etc., and whether there are any continuing effects on the Complainant. Brite will attempt to
minimize the burden on the individual the remedial and/or protective measures. When allegations involve employees, the Title IX Coordinator may work with others, including TCU’s HR Department, to determine appropriate supportive, remedial and/or protective measures.

Remedial and protective measures may be temporary or permanent, and may be modified by Brite as appropriate. Brite will maintain the privacy of remedial or protective measures to the extent practicable. Examples of such measures include, but are not limited to:

- issuing a No Contact Order;
- arranging access to counseling or medical services and assisting with setting up the initial appointments;
- academic support;
- modifying housing, transportation, parking and employment arrangements;
- visa and immigration assistance;
- safety planning; and
- imposing interim disciplinary sanctions against a Respondent.

Reports of conduct prohibited by this policy should be made as soon as possible after an incident. While there is no time limit for making a report under this policy, delays in reporting may limit Brite’s ability to respond to a report. If the Respondent is no longer a student or employee, Brite will provide reasonably appropriate remedial measures and take reasonable steps to eliminate the conduct, prevent its recurrence, and remedy its effects.

A Complainant may choose to make a report to law enforcement, to Brite, to both, or to neither. A Complainant may also wish to disclose the incident to a Confidential Employee or seek other available resources.

Bystanders are encouraged to offer help and assistance to others in need.

B. Maintaining Privacy and Confidentiality

It is important to understand that reporting an allegation of conduct prohibited by this policy may trigger a different action based on the status of the person to whom the report is made. Also, privacy and confidentiality have different meanings under this policy.

**Privacy** means that information shared or learned in connection with a report of conduct prohibited by this policy will be shared with a limited number of Brite employees or outside investigators hired by Brite in order to assist in the assessment, investigation and resolution of the report of prohibited conduct. The privacy of records will be protected in accordance with applicable stated and federal privacy laws, including the Family Educational Rights and Privacy Act ("FERPA") and the Health Insurance Portability and Accountability Act ("HIPAA").

**Confidentiality** relates to communications made in the context of certain relationships, including medical care providers, mental health providers, counselors, and ordained clergy, who may engage in confidential communications under the law. Brite has designated individuals who may engage in confidential communications as “Confidential Employees.” When information is shared with a Confidential Employee, he or she will not disclose the information to a third party except as authorized by law or in response to a court order. For example, information may be disclosed if there is concern of serious physical harm to self or others, or the information involves suspected abuse or neglect of a minor.

**Employee’s Responsibility to Report Student Disclosures or Information about Conduct Prohibited by This Policy**

At Brite, an employee’s responsibility to report incidents of conduct prohibited by this policy involving students depends on whether the reporting employee is a Responsible Employee or a Confidential Employee.

A **Responsible Employee** is any Brite employee who is not identified as a Confidential Employee. A Responsible Employee is required to report to the Title IX Coordinator all relevant information and details about an incident of conduct prohibited by this policy that involves a Brite student as a Complainant, Respondent, and/or witness. The information must include names of parties and witnesses, dates, times,
and locations. Responsible Employees are not required to report information disclosed at a public awareness event, such as “Take Back the Night” or other similar events.

A **Confidential Employee** is (1) an employee who is a licensed medical, clinical or mental-health professional (e.g. doctor, nurse, psychiatrist, psychologist, professional counselor and social worker), when acting in his or her professional capacity in the provision of services to a patient who is a student; (2) a certified confidential advocate, (3) the Assistant Dean for Common Life, acting in her or his professional capacity or (4) an ordained clergy member, acting in his or her professional capacity. A Confidential Employee will not disclose information reported to him or her about conduct prohibited by this policy to the Title IX Coordinator without the student’s permission, except as required by law.

**Employee’s Responsibility to Report Conduct Involving an Employee**

Management and supervisors, including department chairs, deans, and other unit administrators, are required to report to the Title IX Coordinator all relevant details about conduct prohibited by this policy. Reporting is required when the person knows, or should have known, of such conduct.

**Clery Act Reporting**

Brite is required by the Clery Act to include statistics about certain offenses in its annual security report and provides those statistics to the United States Department of Education in a manner that does not include any personally identifiable information about individuals involved in an incident. The Clery Act also requires Brite to issue timely warnings to its community about certain crimes that have been reported and may continue to pose a serious or continuing threat to students and employees. In accordance with the Clery Act, Brite does not disclose the names and other personally identifying information of Complainants when issuing timely warnings to Brite’s community.

**VI. Investigation and Resolution Procedures for Reports of Conduct in Violation of this Policy**

The response to both alleged and confirmed fractures of this policy will be guided by pastoral concern for all involved and Brite’s legal obligations. Brite’s efforts to resolve breaches of this policy are intended to be reconciling, restorative, liberating, and healing. At times, this can be accomplished by listening sympathetically and responding with apology, forgiveness, understanding, and a pledge to change behaviors not in keeping with Brite’s ethos. In other instances, reconciliation, restoration to the community, and the liberation and healing of individuals and community can occur only through confession and actions that demonstrate remorse, contrition, repentance and a desire to learn from mistakes. Some matters, however, require resolution in ways that call for accountability to an individual, or to the institution and to the community as a whole.

Upon receipt of a complaint or report alleging conduct prohibited by this policy committed by a student, Brite will take prompt, thorough, equitable and impartial action consistent with Brite’s policies and applicable laws and regulations.

Reports of conduct prohibited by this policy may be resolved by Alternate Resolution, which includes a variety of means for resolving reports and Formal Resolution, which involves an investigation, review and findings by a Hearing Committee, and imposition of sanctions, if appropriate. In cases where the Complainant requests anonymity, does not want to pursue an investigation and does not want to pursue disciplinary charges, Brite will determine if it can honor the Complainant’s request after determining whether there is a continuing danger to the Complainant or the Brite community.

**PROCEDURES IF THE RESPONDENT IS A STUDENT**

**A. Initial Response**

Upon receipt of a report alleging conduct in violation of this policy, the Title IX Coordinator will make an initial assessment to address any health or safety concerns for the Complainant and the Brite community. If the complaint has arisen in the context of a Field Education or Supervised Ministry setting, or if there is concern for the safety of persons in the setting, the Director of Field Education and Supervised Ministry will be alerted to the process and kept apprised of the decisions that emerge from the Hearing. The Title IX Coordinator, in consultation with the Director of Field Education and Supervised Ministry, will determine whether a student needs to be removed from the placement. Appropriate communication with
the supervising field supervisor will be the responsibility of the Title IX Coordinator, in consultation with the Director of Field Education and Ministry. If there is any concern for the safety and well-being of persons in the placement, the student may be removed from the placement until the matter is resolved.

The Title IX Coordinator will inform the Complainant of the right to seek medical treatment, of the importance of obtaining and preserving evidence, of the Complainant’s right to contact law enforcement or decline to contact law enforcement, and/or to seek a protective order. The Title IX Coordinator will also inform the Complainant about available resources through Brite or available in the community, and about the right to seek appropriate and reasonable remedial and protective measures.

The Title IX Coordinator will also obtain sufficient information to commence an investigation, including the identity of the Complainant and Respondent and the date, time (if known), location and nature of the alleged conduct committed in violation of this policy. The Title IX Coordinator will inform the Complainant of the procedures for resolution, discuss any concerns the Complainant may have about participating in an investigation and resolution of a complaint, and explain that Brite prohibits retaliation against any person who makes a report of conduct prohibited by this policy or who participates in an investigation or proceeding under this policy.

The Title IX Coordinator will also determine if either party is a minor, and if so, will contact the appropriate child protective agency. The Title IX Coordinator will communicate with other Brite officials and/or the TCU police to determine whether the report triggers any Clery Act obligations. If a person chooses to file a complaint, he/she can pursue an alternate resolution process, when permissible, or a formal resolution process.

B. Resolution Process

The Title IX Coordinator and the Associate Dean for Academic Affairs will consult to make an initial determination of whether this policy applies. If a determination is made that this policy does not apply, the Title IX Coordinator will discuss other available options or resources with the Complainant and Respondent if appropriate.

1. If the Complainant wants to remain anonymous and does not want to pursue an investigation or disciplinary action against the Respondent. In such cases, the Title IX Coordinator and the Associate Dean for Academic Affairs will consider the following factors in determining whether the Complainant’s request can be honored: (1) the totality of the circumstances, (2) whether the Respondent poses a health or safety risk to the Complainant or the Brite community, including consideration of the Respondent’s prior arrest record, whether the Respondent has threatened violence, whether the allegations involve physical violence, use of a date-rape drug or other intoxicants, whether the Respondent has failed in the past to comply with Brite’s protective measures or a protective order, whether the allegation involved multiple Respondents, whether the report reveals a pattern, whether the Complainant was a minor at the time of the alleged conduct, and other aggravating circumstances, (3) the potential impact on the Complainant, (4) evidence of admission or acceptance of responsibility by the Respondent, (5) independent information or evidence regarding the alleged conduct, and (6) other available and relevant information. Brite will attempt to honor the Complainant’s request if it is possible to do so while protecting the health and safety of the Complainant and the Brite community.

If it is determined that Brite can honor the Complainant’s requests, Brite may still take other appropriate measures to eliminate the reported conduct, prevent its recurrence, and remedy its effects on the Complainant the Brite community. This may include, without limitation, remedial measures and/or targeted training or prevention programs. The Complainant, at any time, can request to pursue formal or alternate resolution (if available) and likewise, the Title IX Coordinator can reopen a report and pursue resolution under these procedures based on new or additional information.

If it is determined that Brite cannot honor the Complainant’s requests, the Complainant will be notified, and the Title IX Coordinator will take appropriate actions, which may include, without limitation, interim protective measures and/or initiating an investigation and resolution under these procedures. In such case, Brite will
make reasonable efforts to protect the privacy of the Complainant; however, it may be necessary to speak with the Respondent and/or other witnesses, in which case the Complainant’s identity may be disclosed. If the Complainant does not participate in an investigation, in the absence of independent evidence, Brite’s ability to meaningfully investigate and respond may be limited.

2. Alternate Resolution Process

In lieu of an investigation and the Formal Resolution Process, the Complainant may request that an alternate resolution process be used to resolve the report of conduct prohibited by this policy. Brite has the discretion to determine whether the reported conduct is appropriate for the alternate resolution and what form of alternate resolution is appropriate. If Brite determines the complaint is appropriate for alternate resolution, the Title IX Coordinator will notify the Respondent of the allegation and that the Complainant has elected to use the alternate resolution process to resolve the matter. If it is determined that the alternate resolution process is appropriate, the Title IX Coordinator, in consultation with the Associate Dean for Academic Affairs, will determine the type of alternate resolution process that is appropriate in the specific case. There are a variety of response options for resolving reports under this policy. For example, it may be determined that a particular allegation might be resolved through one-on-one communication or extended conversation with those involved. This may include situations where the Complainant feels like a situation is clearly a matter of misunderstanding or differing interpretation. In this case, a guided conversation between the two persons may occur with a third party. The third party might be someone from the Dean’s office. At this level, the Assistant Dean for Common Life may be involved in navigating the conversation. Brite will not require a Complainant to directly face a Respondent.

In cases where the Complainant is a student and the Respondent is an Employee in a position of authority over the Complainant and in cases involving any form of violence, including allegations of Sexual Assault, Intimate Partner Violence, or Stalking, forms of alternate resolution that include use of face to face meetings such as mediation between the Complainant and Respondent is not available.

Alternate resolution is voluntary. At any time, the Complainant or Respondent can withdraw from the alternate resolution process or Brite can cease the alternate resolution process. Pursuing an alternate resolution process does not preclude use of the Formal Resolution process if the alternate resolution process does not reach a resolution satisfactory to the parties or Brite. If the alternate resolution is terminated, any statements or disclosures made by the parties can be used during a later investigation and Formal Resolution.

During the alternate resolution process, each party can consult with an advisor of their choice. The advisor may be any person, including an attorney, who is not a party or witness to the reported incident. The parties may be accompanied by their respective advisor of choice to any meeting or proceeding. An advisor may offer support and advice to the party, but may not speak for the party or otherwise participate in, or disrupt the meetings and/or proceedings.

If a resolution acceptable to the Complainant, Respondent and Brite is reached, the terms of the Resolution Agreement will be implemented and the matter will be closed. If a resolution is not reached, the Title IX Coordinator will determine whether formal action is necessary. If a resolution is reached but the Respondent fails to comply with the Resolution Agreement, the matter may be referred for an investigation and Formal Resolution Process.

The Title IX Coordinator will maintain records of all reports and Resolution Agreements. Most forms of alternate resolution will be completed within thirty (3) days.

3. Formal Resolution Process

The Formal Resolution Process will be used when (a) a Complainant requests an investigation and disciplinary action against the Respondent, (b) the Alternate Resolution Process does not resolve a reported incident of conduct prohibited by this policy and/or in the Title IX Coordinator’s discretion, an
A. Investigation

Upon commencement of a Formal Resolution, the Title IX Coordinator will designate two investigators from Brite’s Investigation Committee and/or an experienced external investigator (“Investigator”) to conduct a prompt, thorough, fair, and impartial investigation. All Investigators will be trained to on issues of sexual and gender-based harassment, sexual assault, interpersonal violence and how to conduct an investigation and hearing process that protects the safety of Complainants and the Brite community and promotes accountability.

a. Notice. The Title IX Coordinator will notify the Complainant and the Respondent that an investigation has been commenced. The notice will identify the parties to the complaint, the date, time (if known), location, and nature of the alleged conduct, the potential policy violation(s), the Investigator, information about this policy and these procedures, explain that retaliation is prohibited, instruct the parties to preserve potential evidence, inform the parties how to object to an Investigator due to bias or a conflict of interest, and will include a copy of this policy and these procedures.

b. Investigation Overview. During the investigation, both parties will have equal opportunities to be heard, to submit information and evidence, to identify witnesses with relevant information, and to submit questions to be directed to the other party or to a witness. The Investigator will meet separately with each party and witness, and will attempt to gather other relevant available information and evidence, including but not limited to electronic or other communications, photographs, and medical records, subject to the consent of the applicable party. The Investigator may also visit relevant sites, consult experts when expertise on a topic is needed for a complete understanding of the issues under investigation, and coordinate with law enforcement.

The Investigator should ordinarily schedule interviews promptly unless the report is received shortly before or while Brite is closed for holidays. Interviews are usually scheduled in one of Brite’s building, and preferably in a more-secluded space (i.e., not a classroom, a faculty member’s office on a main floor, etc.).

c. Timing. The investigation will typically be completed within forty-five (45) days, unless extended for good cause. The parties will be notified if the investigation will be delayed and will be provided the reasons for the delay. The time from commencement of an investigation through resolution will ordinarily not exceed sixty (60) days. This time frame may be extended for good cause, which may include a delay at the request of law enforcement if an external law enforcement agency is gathering evidence, and the Investigator will notify the parties in writing of any extension of this time frame and the reason for any extension.

d. Advisors. During the process, the Complainant and the Respondent may each consult with an advisor of their choice, which may be an attorney. The advisor may be a friend, spouse, relative, co-worker, or a faculty or staff person not on the committee. These individuals are not there to provide legal advice or counseling, but to be supportive and present during the process. They cannot answer questions during any meetings, nor can they provide any information to the Investigator. The Assistant Dean for Common Life cannot be an advisor because of the confidential nature of that position within the institution.

If persons involved in the situation choose to have legal counsel, Brite Divinity School also has the right to have legal counsel present if it so chooses. The Title IX Coordinator should be notified as soon as possible if anyone chooses to involved legal counsel. Legal counsel is not to communicate directly with the Investigator. Neither party, witnesses, advisors, nor legal counsel may attend the interviews of others involved in conversation with the Investigators.

e. Presumption and Standard of Proof. The investigation is a neutral fact-finding process. The presumption is that the Respondent is not responsible, and this presumption may only be overcome.
when the Investigator concludes there is a preponderance of the evidence to support a finding that the Respondent violated the policy. Neither party is required to participate in the investigation or in any resolution proceeding. No negative inference will be drawn from a decision by either party not to participate.

f. **Relevancy of Evidence.** The Investigator will determine whether evidence presented is relevant and whether to include or exclude certain types of evidence. Typically, statements of reputation or character will not be considered. Prior or subsequent conduct of the Respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. The Investigator will determine the relevance of this information and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant. The sexual history of either party will never be considered to prove character or reputation. However, in limited circumstances, the prior sexual history may be relevant. The Investigator will determine if such information is considered relevant and will notify the parties if evidence of prior sexual history is deemed relevant.

g. **Conduct Violates Other Policies.** If a report under this policy also implicates other forms of discriminatory or harassing behavior or other conduct in violation of Brite’s other policies, the Title IX Coordinator will determine whether the allegations should be investigated and resolved together. In such a case, the investigation and resolution will be conducted in accordance with these procedures.

h. **Draft Investigation Report.** The Investigator will prepare a draft investigation report following the investigation summarizing the factual information gathered and outlining the contested and uncontested information. The draft investigation report will not contain the Investigator’s findings. The Complainant and Respondent will have a chance to review the draft investigation report, meet with the Investigator, submit additional information, identify additional witnesses, and submit additional questions they believe should be asked of the other party or any witness. A reasonable time, not to exceed five (5) calendar days will be designated by the Investigator for this review period. No additional information will be considered after this period in the absence of good cause.

i. **Final Investigation Report.** Provided significant additional investigation is not required, within a reasonable period not to exceed five (5) calendar days following the end of the review period, the Investigator will provide a written Final Investigation Report to the Title IX Coordinator. The Final Investigation Report will include whether the Investigator found sufficient evidence, based on a preponderance of the evidence, to support a finding that the Respondent is responsible for a violation of this policy and/or other policies, if applicable. A “preponderance of evidence” means that it is more likely than not based on the evidence that a violation occurred. The Final Investigation Report should also cite the information considered in support of the findings and the information the Investigator excluded from consideration and why.

j. **Notice of Outcome.** Within three (3) days from receiving the Final Investigation Report and recommended sanctions, if applicable, from the Investigators, the Title IX Coordinator will make a final determination as to the appropriate sanctions to be taken, if any and will inform the parties in of the final determination – both the findings of responsibility and the applicable sanctions. Notification to the parties will be in writing and may be delivered in person, mailed to the local or permanent address of the parties as indicated in official Brite records, or emailed to the parties’ Brite-issued email address. Notice will be considered delivered upon mailing, emailing, or delivering the notice in person. The notification will include the finding on each alleged violation, any sanction Brite can share according to state or federal law, and the rationale supporting the essential findings to the extent Brite can share the information under state or federal law. The notice will also include information on the availability of appeals. The results will become final ten (10) days from the date of the Notice of Outcome letter unless either party appeals.

k. **Sanctions.** Sanctions are designed to eliminate the conduct prohibited by this policy, prevent the recurrence of such conduct, and remedy its effects, while supporting Brite’s mission and legal obligations. Sanctions may include any of the sanctions available for violations of Brite’s Code of Student Conduct for Brite Divinity School, including expulsion, suspension, suspension in abeyance, disciplinary probation, restitution, warning notice, and other sanctions as deemed appropriate.
Sanctions are effective immediately, unless otherwise specified by the Title IX Coordinator. In the event of an appeal, the Title IX Coordinator will determine whether the sanctions will be imposed during the time of the appeal.

Even when no sanctions are imposed, the Title IX Coordinator may determine that remedial measures should remain in effect to support a Complainant.

B. Appeals.

Either party may appeal the decision by sending notice of the appeal, in writing, to the Title IX Coordinator.

a. Time to File an Appeal. All appeals should be made within 10 days of the delivery of the written findings described in Paragraph j above, except in the case of new evidence.

b. Available grounds for appeal. Appeals are limited to the following grounds:

- A determination of whether substantial doubt exists as to the thoroughness, fairness and/or impartiality of the investigation
- A determination as to whether there is sufficient evidence to support the Investigator’s findings of responsibility or no responsibility based on a preponderance of the evidence.
- To consider new relevant evidence, unknown or unavailable during the original investigation, that could substantially impact the original finding or sanction. Appeals based on new evidence may be considered at any time.

c. Notice of Appeal and Response. The Title IX Coordinator will provide the non-appealing party with a copy of the appeal, and that party may file a response within three (3) days or raise their own appeal within the original time period for appeals. If new grounds are raised, the original appealing party will have three (3) days to submit a written response.

d. Determination. If an appeal is not timely or is based on grounds other than that listed above, the Title IX Coordinator will dismiss the appeal and notify the parties. If an appeal is timely and is based on one or more grounds listed above, the Title IX Coordinator will forward the appeal and all responses to the President of Brite for determination. If the accusation concerns the President, the Chair of Brite’s Board of Trustees will be notified at each step of the process and has the sole authority to hear an appeal.

In considering the appeal, the President may meet with and interview the Investigator, the parties, and/or any of the witnesses. The Complainant and Respondent may be accompanied to any meeting by an advisor of their choice, including an attorney, so long as the advisor is not a party or witness. The advisor may only provide support and advice to a party, but cannot otherwise participate in any meeting with the President.

If the President determines that substantial doubt exists as to the thoroughness, fairness and/or impartiality of the investigation and/or that the evidence is insufficient to support the finding, he may refer the matter back to the Title IX Coordinator for further action or reject the original findings and make alternative findings. If the President determines new evidence exists that was unknown or unavailable during the investigation that could substantially impact the finding or sanction, he will refer the matter to the Title IX Coordinator for further handling. If the President rejects the appeal, the matter will be closed.

e. Final Outcome Letter Following Appeal.

The President will simultaneously issue a final written decision to both the Complainant and the Respondent, with a copy to the Title IX Coordinator. Generally, the President will conclude the appeal and issue the letter within ten (10) days from receiving the appeal from the Title IX Coordinator. This time period
may be extended for good cause, and the parties will notified of any extension. The letter will include the finding on each alleged violation, any changes made to the original findings, any sanction Brite can share according to state or federal law, and the rationale supporting the essential findings to the extent Brite can share the information under state or federal law. In cases involving allegations of sexual assault, dating or domestic violence, or stalking, the results will include any sanctions imposed and the rationale for the findings and sanctions.

4. Records

Records of official action taken against a person, as a result of an investigation, will become part of that persons' student, faculty, or staff personnel files, and subject to applicable confidentiality and record retention policies of those files.

All other records pertaining to investigations, including the notes of the committee, will be confidentially retained in the office of the Dean until the later of the following: a) a period of five years after the conclusion of a process, or b) until the student(s), staff, or faculty members involved in the process are no longer part of Brite’s community. These records are confidential and not open to other entities except where provided otherwise by law.

PROCEDURES IF THE RESPONDENT IS AN EMPLOYEE

A. Initial Response

Upon receipt of a report alleging conduct in violation of this policy, the Title IX Coordinator will make an initial assessment to address any health or safety concerns for the Complainant and the Brite community. If the complaint has arisen in the context of a Field Education or Supervised Ministry setting, or if there is concern for the safety of persons in the setting, the Director of Field Education and Supervised Ministry will be alerted to the process and kept apprised of the decisions that emerge from the Hearing. The Title IX Coordinator, in consultation with the Director of Field Education and Supervised Ministry, will determine whether a student needs to be removed from the placement. Appropriate communication with the supervising field supervisor will be the responsibility of the Title IX Coordinator, in consultation with the Director of Field Education and Ministry. If there is any concern for the safety and well-being of persons in the placement, the student may be removed from the placement until the matter is resolved.

The Title IX Coordinator will inform the Complainant of the right to seek medical treatment, of the importance of obtaining and preserving evidence, of the Complainant’s right to contact law enforcement or decline to contact law enforcement, and/or to seek a protective order. The Title IX Coordinator will also inform the Complainant about available resources through Brite or available in the community, and about the right to seek appropriate and reasonable remedial and protective measures.

The Title IX Coordinator will also obtain sufficient information to commence an investigation, including the identity of the Complainant and Respondent and the date, time (if known), location and nature of the alleged conduct committed in violation of this policy. The Title IX Coordinator will inform the Complainant of the procedures for resolution, discuss any concerns the Complainant may have about participating in an investigation and resolution of a complaint, and explain that Brite prohibits retaliation against any person who makes a report of conduct prohibited by this policy or who participates in an investigation or proceeding under this policy.

The Title IX Coordinator will also determine if either party is a minor, and if so, will contact the appropriate child protective agency. The Title IX Coordinator will communicate with other Brite officials and/or the TCU police to determine whether the report triggers any Clery Act obligations. If a person chooses to file a complaint, he/she can pursue an alternate resolution process, when permissible, or a formal resolution process.

B. Resolution Process
The Title IX Coordinator and the Associate Dean for Academic Affairs will consult to make an initial determination of whether this policy applies. If a determination is made that this policy does not apply, the Title IX Coordinator will discuss other available options or resources with the Complainant and Respondent if appropriate.

1. **If the Complainant wants to remain anonymous and does not want to pursue an investigation or disciplinary action against the Respondent.** In such cases, the Title IX Coordinator and the Associate Dean for Academic Affairs will consider the following factors in determining whether the Complainant’s request can be honored: (1) the totality of the circumstances, (2) whether the Respondent poses a health or safety risk to the Complainant or the Brite community, including consideration of the Respondent’s prior arrest record, whether the Respondent has threatened violence, whether the allegations involve physical violence, use of a date-rape drug or other intoxicants, whether the Respondent has failed in the past to comply with Brite’s protective measures or a protective order, whether the allegation involved multiple Respondents, whether the report reveals a pattern, whether the Complainant was a minor at the time of the alleged conduct, and other aggravating circumstances, (3) the potential impact on the Complainant, (4) evidence of admission or acceptance of responsibility by the Respondent, (5) independent information or evidence regarding the alleged conduct, and (6) other available and relevant information. Brite will attempt to honor the Complainant’s request if it is possible to do so while protecting the health and safety of the Complainant and the Brite community.

If it is determined that Brite **can** honor the Complainant’s requests, Brite may still take other appropriate measures to eliminate the reported conduct, prevent its recurrence, and remedy its effects on the Complainant the Brite community. This may include, without limitation, remedial measures and/or targeted training or prevention programs. The Complainant, at any time, can request to pursue formal or alternate resolution (if available) and likewise, the Title IX Coordinator can reopen a report and pursue resolution under these procedures based on new or additional information.

If it is determined that Brite **cannot** honor the Complainant’s requests, the Complainant will be notified, and the Title IX Coordinator will take appropriate actions, which may include, without limitation, interim protective measures and/or initiating an investigation and resolution under these procedures. In such case, Brite will make reasonable efforts to protect the privacy of the Complainant; however, it may be necessary to speak with the Respondent and/or other witnesses, in which case the Complainant’s identify may be disclosed. If the Complainant does not participate in an investigation, in the absence of independent evidence, Brite’s ability to meaningfully investigate and respond may be limited.

2. **Alternate Resolution Process**

In lieu of an investigation and the Formal Resolution Process, the Complainant may request that an alternate resolution process be used to resolve the report of conduct prohibited by this policy. Brite has the discretion to determine whether the reported conduct is appropriate for the alternate resolution and what form of alternate resolution is appropriate. If Brite determines the complaint is appropriate for alternate resolution, the Title IX Coordinator will notify the Respondent of the allegation and that the Complainant has elected to use the alternate resolution process to resolve the matter. If it is determined that the alternate resolution process is appropriate, the Title IX Coordinator, in consultation with the Associate Dean for Academic Affairs, will determine the type of alternate resolution process that is appropriate in the specific case. There are a variety of response options for resolving reports under this policy. For example, it may be determined that a particular allegation might be resolved through one-on-one communication or extended conversation with those involved. This may include situations where the Complainant feels like a situation is clearly a matter of misunderstanding or differing interpretation. In this case, a guided conversation between the two persons may occur with a third party. The third party might be someone from the Dean’s office. At this level, the Assistant Dean for Common Life may be involved in navigating the conversation. Brite will not require a Complainant to directly face a Respondent.

In cases where the Complainant is a student and the Respondent is an Employee in a position of authority over the Complainant and in cases involving any form of violence, including allegations of Sexual Assault, Intimate Partner Violence, or Stalking, forms of alternate resolution
that include use of face to face meetings such as mediation between the Complainant and Respondent is not available.

Alternate resolution is voluntary. At any time, the Complainant or Respondent can withdraw from the alternate resolution process or Brite can cease the alternate resolution process. Pursuing an alternate resolution process does not preclude use of the Formal Resolution process if the alternate resolution process does not reach a resolution satisfactory to the parties or Brite. If the alternate resolution is terminated, any statements or disclosures made by the parties can be used during a later investigation and Formal Resolution.

During the alternate resolution process, each party can consult with an advisor of their choice. The advisor may be any person, including an attorney, who is not a party or witness to the reported incident. The parties may be accompanied by their respective advisor of choice to any meeting or proceeding. An advisor may offer support and advice to the party, but may not speak for the party or otherwise participate in, or disrupt the meetings and/or proceedings.

If a resolution acceptable to the Complainant, Respondent and Brite is reached, the terms of the Resolution Agreement will be implemented and the matter will be closed. If a resolution is not reached, the Title IX Coordinator will determine whether formal action is necessary. If a resolution is reached but the Respondent fails to comply with the Resolution Agreement, the matter may be referred for an investigation and Formal Resolution Process.

The Title IX Coordinator will maintain records of all reports and Resolution Agreements. Most forms of alternate resolution will be completed within thirty (3) days.

3. Formal Resolution Process

The Formal Resolution Process will be used when (a) a Complainant requests an investigation and disciplinary action against the Respondent, (b) the Alternate Resolution Process does not resolve a reported incident of conduct prohibited by this policy and/or in the Title IX Coordinator’s discretion, an investigation and/or formal resolution is required, or (3) despite a Complainant’s request for anonymity, that no investigation be undertaken and/or no disciplinary action be pursued, it is determined that an investigation is necessary to ensure the health and safety of the Complainant and/or the Brite community.

A. Investigation

Upon commencement of a Formal Resolution, the Title IX Coordinator will designate two Investigators from Brite’s Investigation Committee and/or an experienced external Investigator (“Investigator”) to conduct a prompt, thorough, fair, and impartial investigation. All Investigators will be trained to on issues of sexual and gender-based harassment, sexual assault, interpersonal violence and how to conduct an investigation and hearing process that protects the safety of Complainants and the Brite community and promotes accountability.

a. Notice. The Title IX Coordinator will notify the Complainant and the Respondent that an investigation has been commenced. The notice will identify the parties to the complaint, the date, time (if know), location, and nature of the alleged conduct, the potential policy violation(s), the Investigator, information about this policy and these procedures, explain that retaliation is prohibited, instruct the parties to preserve potential evidence, inform the parties how to object to an Investigator due to bias or a conflict of interest, and will include a copy of this policy and these procedures.

b. Investigation Overview. During the investigation, both parties will have equal opportunities to be heard, to submit information and evidence, to identify witnesses with relevant information, and to submit questions to be directed to the other party or to a witness. The Investigator will meet separately with each party and witness, and will attempt to gather other relevant available information and evidence, including but not limited to electronic or other communications, photographs, and medical
records, subject to the consent of the applicable party. The Investigator may also visit relevant sites, consult experts when expertise on a topic is needed for a complete understanding of the issues under investigation, and coordinate with law enforcement.

The Investigator should ordinarily schedule interviews promptly unless the report is received shortly before or while Brite is closed for holidays. Interviews are usually scheduled in one of Brite’s building, and preferably in a more-secluded space (i.e., not a classroom, a faculty member’s office on a main floor, etc.).

c. **Timing.** The investigation will typically be completed within forty-five (45) days, unless extended for good cause. The parties will be notified if the investigation will be delayed and will be provided the reasons for the delay. The time from commencement of an investigation through resolution will ordinarily not exceed sixty (60) days. This time frame may be extended for good cause, which may include a delay at the request of law enforcement if an external law enforcement agency is gathering evidence, and the Investigator will notify the parties in writing of any extension of this time frame and the reason for any extension.

d. **Advisors.** During the process, the Complainant and the Respondent may each consult with an advisor of their choice, which may be an attorney. The advisor may be a friend, spouse, relative, co-worker, or a faculty or staff person not on the committee. These individuals are not there to provide legal advice or counseling, but to be supportive and present during the process. They cannot answer questions during any meetings, nor can they provide any information to the Investigator. The Assistant Dean for Common Life cannot be an advisor because of the confidential nature of that position.

If persons involved in the situation choose to have legal counsel, Brite Divinity School also has the right to have legal counsel present if it so chooses. The Title IX Coordinator should be notified as soon as possible if anyone chooses to involved legal counsel. Legal counsel is not to communicate directly with the Investigator. Neither party, witnesses, advisors, or legal counsel may attend the interviews of others involved in conversation with the Investigators.

e. **Presumption and Standard of Proof.** The investigation is a neutral fact-finding process. The presumption is that the Respondent is not responsible, and this presumption may only be overcome when the Investigator concludes there is a preponderance of the evidence to support a finding that the Respondent violated the policy. Neither party is required to participate in the investigation or in any resolution proceeding. No negative inference will be drawn from a decision by either party not to participate.

f. **Relevancy of Evidence.** The Investigator will determine whether evidence presented is relevant and whether to include or exclude certain types of evidence. Typically, statements of reputation or character will not be considered. Prior or subsequent conduct of the Respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. The Investigator will determine the relevance of this information and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant. The sexual history of either party will never be considered to prove character or reputation. However, in limited circumstances, the prior sexual history may be relevant. The Investigator will determine if such information is considered relevant and will notify the parties if evidence of prior sexual history is deemed relevant.

g. **Conduct Violates Other Policies.** If a report under this policy also implicates other forms of discriminatory or harassing behavior or other conduct in violation of Brite’s other policies, the Title IX Coordinator will determine whether the allegations should be investigated and resolved together. In such a case, the investigation and resolution will be conducted in accordance with these procedures.

h. **Draft Investigation Report.** The Investigator will prepare a draft investigation report following the investigation summarizing the factual information gathered and outlining the contested and uncontested information. The draft investigation report will not contain the Investigator’s findings. The Complainant and Respondent will have a chance to review the draft investigation report, meet with the Investigator, submit additional information, identify additional witnesses, and submit additional questions they believe should be asked of the other party or any witness. A reasonable time, not to exceed five (5)
calendar days will be designated by the Investigator for this review period. No additional information will be considered after this period in the absence of good cause.

i. **Final Investigation Report.** Provided significant additional investigation is not required, within a reasonable period not to exceed five (5) calendar days following the end of the review period, the Investigator will provide a written Final Investigation Report to the Title IX Coordinator. The Final Investigation Report will include whether the Investigator found sufficient evidence, based on a preponderance of the evidence, to support a finding that the Respondent is responsible for a violation of this policy and/or other policies, if applicable. A “preponderance of evidence” means that it is more likely than not based on the evidence that a violation occurred. The Final Investigation Report should also cite the information considered in support of the findings and the information the Investigator excluded from consideration and why.

If the Investigator finds there is sufficient evidence to find the Respondent violated this policy and/or other policies, the Investigator will also recommend in a separate report to the Title IX Coordinator appropriate sanctions, if any.

j. **Notice of Outcome.** Within three (3) days from receiving the Final Investigation Report and recommended sanctions, if applicable, from the Investigators, the Title IX Coordinator will make a final determination as to the appropriate sanctions to be taken, if any and will inform the parties of the final determination – both the findings of responsibility and the applicable sanctions. Notification to the parties will be in writing and may be delivered in person, mailed to the local or permanent address of the parties as indicated in official Brite records, or emailed to the parties' Brite-issued email address. Notice will be considered delivered upon mailing, emailing, or delivering the notice in person. The notification will include the finding on each alleged violation, any sanction Brite can share according to state or federal law, and the rationale supporting the essential findings to the extent Brite can share the information under state or federal law. The notice will also include information on the availability of appeals. The results will become final ten (10) days from the date of the Notice of Outcome letter unless either party appeals.

k. **Sanctions.** Sanctions are designed to eliminate the conduct prohibited by this policy, prevent the recurrence of such conduct, and remedy its effects, while supporting Brite’s mission and legal obligations. Sanctions may include any of the sanctions available for violations of Brite’s Code of Student Conduct for Brite Divinity School, including expulsion, suspension, suspension in abeyance, disciplinary probation, restitution, warning notice, and other sanctions as deemed appropriate.

Sanctions are effective immediately, unless otherwise specified by the Title IX Coordinator. In the event of an appeal, the Title IX Coordinator will determine whether the sanctions will be imposed during the time of the appeal.

Even when no sanctions are imposed, the Title IX Coordinator may determine that remedial measures should remain in effect to support a Complainant.

B. **Appeals.**

Either party may appeal the decision by sending notice of the appeal, in writing, to the Title IX Coordinator.

a. **Time to File an Appeal.** All appeals should be made within 10 days of the delivery of the written findings described in Paragraph j above, except in the case of new evidence.

b. **Available grounds for appeal.** Appeals are limited to the following grounds:
   - A determination of whether substantial doubt exists as to the thoroughness, fairness and/or impartiality of the investigation
   - A determination as to whether there is sufficient evidence to support the Investigator’s findings of responsibility or no responsibility based on a preponderance of the evidence.

Codes of Conduct – Title IX
• To consider new relevant evidence, unknown or unavailable during the original investigation, that could substantially impact the original finding or sanction. Appeals based on new evidence may be considered at any time.

c. Notice of Appeal and Response. The Title IX Coordinator will provide the non-appealing party with a copy of the appeal, and that party may file a response within three (3) days or raise their own appeal within the original time period for appeals. If new grounds are raised, the original appealing party will have three (3) days to submit a written response.

d. Determination. If an appeal is not timely or is based on grounds other than that listed above, the Title IX Coordinator will dismiss the appeal and notify the parties. If an appeal is timely and is based on one or more grounds listed above, the Title IX Coordinator will forward the appeal and all responses to the President of Brite for determination.

If the accusation concerns the President, the Chair of Brite’s Board of Trustees will be notified at each step of the process and has the sole authority to hear an appeal.

In considering the appeal, the President may meet with and interview the Investigator, the parties, and/or any of the witnesses. The Complainant and Respondent may be accompanied to any meeting by an advisor of their choice, including an attorney, so long as the advisor is not a party or witness. The advisor may only provide support and advice to a party, but cannot otherwise participate in any meeting with the President.

If the President determines that substantial doubt exists as to the thoroughness, fairness and/or impartiality of the investigation and/or that the evidence is insufficient to support the finding, he may refer the matter back to the Title IX Coordinator for further action or reject the original findings and make alternative findings. If the President determines new evidence exists that was unknown or unavailable during the investigation that could substantially impact the finding or sanction, he will refer the matter to the Title IX Coordinator for further handling. If the President rejects the appeal, the matter will be closed.

e. Final Outcome Letter Following Appeal.

The President will simultaneously issue a final written decision to both the Complainant and the Respondent, with a copy to the Title IX Coordinator. Generally, the President will conclude the appeal and issue the letter within ten (10) days from receiving the appeal from the Title IX Coordinator. This time period may be extended for good cause, and the parties will notified of any extension. The letter will include the finding on each alleged violation, any changes made to the original findings, any sanction Brite can share according to state or federal law, and the rationale supporting the essential findings to the extent Brite can share the information under state or federal law. In cases involving allegations of sexual assault, dating or domestic violence, or stalking, the results will include any sanctions imposed and the rationale for the findings and sanctions.

4. Records

Records of official action taken against a person, as a result of an investigation, will become part of that persons’ student, faculty, or staff personnel files, and subject to applicable confidentiality and record retention policies of those files.

All other records pertaining to investigations, including the notes of the committee, will be confidentially retained in the office of the Dean until the later of the following: a) a period of five years after the conclusion of a process, or b) until the student(s), staff, or faculty members involved in the process are no longer part of Brite’s community. These records are confidential and not open to other entities except where provided otherwise by law.

**PROCEDURES IF THE RESPONDENT IS A THIRD PARTY**
If the Respondent is a third party, Brite’s ability to take corrective action will be determined by the Title IX Coordinator based on the relationship between Brite and the third party, consistent with federal law, federal guidance, and this policy.

VII. Texas Criminal Laws

If an individual would like to press criminal charges for alleged dating violence, domestic violence, sexual assault, or stalking, the definitions found in the Texas Family Code or the Texas Penal Code would apply.

**Dating violence:** “an act, other than a defensive measure to protect oneself, by an actor that is committed against a victim or applicant for a protective order with whom the actor has or has had a dating relationship; or because of the victim's or applicant's marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim or applicant in fear of imminent physical harm, bodily injury, assault, or sexual assault. 'Dating relationship' means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of the length of the relationship; the nature of the relationship; and the frequency and type of interaction between the persons involved in the relationship. A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a ‘dating relationship.’” Texas Family Code Section 71.0021.

**Domestic (Family) violence:** “an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself; abuse, as that term is defined by Sections 261.001 (1) (C), (E), (G), (H), (I), (J), and (K), by a member of a family or household toward a child of the family or household; or dating violence.” Texas Family Code Section 71.004.

**Sexual assault:** “Occurs if a person (1) intentionally or knowingly causes the penetration of the anus or sexual organ of another person by any means, without that person's consent; causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or (2) intentionally or knowingly causes the penetration of the anus or sexual organ of a child by any means; causes the penetration of the mouth of a child by the sexual organ of the actor; causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

A sexual assault is without the consent of the other person if: the actor compels the other person to submit or participate by the use of physical force or violence; the actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat; the other person has not consented and the actor knows the other person is unconscious or physically unable to resist; the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it; the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring; the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge; the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat; the actor is a public servant who coerces the other person to submit or participate; the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor; the actor is a clergyman who causes the other person to submit or participate by exploiting the other person's emotional dependency on the clergyman in the clergyman's professional character as spiritual adviser; or the actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other.

Codes of Conduct – Title IX

88
other. ‘Child’ means a person younger than 17 years of age. ‘Spouse’ means a person who is legally married to another.” Texas Penal Code Section 22.001.

**Stalking:** “A person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that (1) constitutes an offense of harassment under Texas Penal Code Section 42.07 or that the actor knows or reasonably should know the other person will regard as threatening bodily injury or death for the other person; bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship; or that an offense will be committed against the other person's property; and (2) causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person's property; or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and (3) would cause a reasonable person to fear bodily injury or death for himself or herself; fear bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship; fear that an offense will be committed against the person's property; or feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended. A trier of fact may find that different types of conduct described above, if engaged in on more than one occasion, constitute conduct that is engaged in pursuant to the same scheme or course of conduct.” Texas Penal Code Section 47.072.

**Harassment:** “A person commits an offense if, with intent to harass, annoy, alarm, abuse, torment, or embarrass another, the person: (1) initiates communication and in the course of the communication makes a comment, request, suggestion, or proposal that is obscene; (2) threatens, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property; (3) conveys, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury; (4) causes the telephone of another to ring repeatedly or makes repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another; (5) makes a telephone call and intentionally fails to hang up or disengage the connection; (6) knowingly permits a telephone under the person's control to be used by another to commit an offense under this section; or (7) sends repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another. ‘Electronic communication’ means a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic, or photo-optical system, and includes a communication initiated by electronic mail, instant message, network call, or facsimile machine; and a communication made to a pager. ‘Obscene’ means containing a patently offensive description of or a solicitation to commit an ultimate sex act, including sexual intercourse, masturbation, cunnilingus, fellatio, or anilingus, or a description of an excretory function. ‘Household’ means a unit composed of persons living together in the same dwelling, without regard to whether they are related to each other.” Texas Penal Code Section 42.07
ELECTRONICS AND COMPUTER INFORMATION AND POLICIES

Audio and Video Recording

Professors will generally grant permission for students to record class lectures for use in personal studies only. Before recording lectures, students should ask permission of the professor and obtain a Recording Agreement form (to be signed by both the professor and the student) from the Office of the Associate Dean for Academic Affairs (see Appendix B). Lectures recorded by the student may not be shared with other people outside the classroom setting without the written consent of the lecturer.

Information contained in the recorded lectures is protected under federal copyright laws and may not be published or quoted outside the classroom setting without the expressed consent of the lecturer and without giving proper identity and credit to the lecturer. Students agree to abide by these guidelines with regard to any lectures they record while enrolled as students at Brite Divinity School, Texas Christian University.

Student Photocopier

Photocopiers, available to students, are located in MOR 115D and HAR 217. Using the Student ID card, copies are charged to the student’s account.

Computer and Internet Access

Students may access computer and Internet resources using: wireless network service with registered devices, Brite computer lab pods, most TCU computer labs, or by a library laptop loaner.

Wireless access is available throughout campus. A wireless network card that supports WPA2 is required in order to use the StuWireless network. Additional guidelines and requirements for device registration may be found at https://it.tcu.edu/support/student-computing/stuwireless-setup/.

Brite has some Brite-use-only computers, a network printer, and a scanner available in Moore, room 115D (access through Weatherly Hall on the first floor of the Moore building). There are graduate student lab options in the Mary Couts Burnett Library. There is a network printer and photocopier in Harrison 217 (General Studies) for use by Brite Divinity School students. The TCU campus public computer labs are located in the Library and in the Writing Center Lab in Reed Hall. A network printer is available in the Mary Couts Burnett Library labs. In addition, TCU offers students the option of checking out a laptop to use within the Library. The computers in MOR 115D are to be used by Brite Divinity School students only. Please report any computer problem(s) in writing (e-mail is acceptable) to the Brite Director of Technology Resources first. As a contingency, students are able to register a problem with TCU Information Technology through their my.tcu.edu account under the heading Information Technology / Create/Track Ticket at https://it.tcu.edu/support/self-service/.

Computer Policies

All members of the Brite Divinity School follow the Computing Resources Policy established by the University. Even though all computers at Brite are owned by the Divinity School, these computers are linked to the University network.

For more information on computer policies, see www.security.tcu.edu. It is the responsibility of every person who uses Brite and University computing resources to read and abide by these

TCU and Brite consider user accounts to be the private property of those who have opened them, and as a result will never ask users to reveal their passwords. However, users who request assistance from
Computer Services or the Technology Resources staff at Brite give the staff implicit permission to view specific data in their accounts that is necessary to investigate, diagnose, or correct the problem.

Cases of misconduct will be addressed through the processes outlined in the Non-academic Violations of Code of Conduct policy. Issues of plagiarism will be addressed through the Academic Conduct Policies.
PARKING AND TRAFFIC REGULATIONS

Students, faculty, and staff of Brite Divinity School are expected to abide by the policies of Texas Christian University as they pertain to campus behavior, parking rules and regulations, and other matters within the oversight of TCU police.

Traffic rules are an official part of University regulations and are to be observed by all campus community members. Receipt of a traffic citation from the TCU Police Department indicates that a university traffic regulation has been violated and instructions on the citation, including those regarding payment of fines, must be followed.

Students are required to register their vehicle(s) driven and/or parked on campus with the TCU Police Department and to properly display the appropriate parking decal as indicated in the permit instructions. New parking permit decals are issued at the beginning of each school year or as required.

Beginning August 15 each year, a non-refundable registration fee is charged to allow parking on campus property during the specified year. Students, faculty and staff are not eligible to park in zones reserved for visitors. A complete edition of the rules and regulations will be distributed with each parking permit and may also be found on the TCU Police Department website at www.police.tcu.edu. It is the responsibility of the student to familiarize themselves with these regulations and to abide by them. Any questions regarding parking on campus should be directed to the TCU Police Department.

A limited number of visitor parking spaces are available for guests of Brite Divinity School. To reserve a guest pass, visit the Office of Admissions.
PROCEDURES IN RESPONSE TO VIOLATIONS OF STUDENT CODE OF CONDUCT

Policy Reviewed and Revised: January 2017

Brite Divinity School is committed to the well-being of its community members and the integrity of the learning environment. The institution's primary mission is the education of women and men to lead in the ministry of Christ's church, the academy, and public life as witnesses to God's reconciling and transforming love and justice. This mission is only achieved with the cooperation of the Brite community in maintaining an academic environment conducive to safety and learning. The Divinity School expects students to manage themselves responsibly and to comply with the Code of Student Conduct. Language and/or behavior which threaten the health, safety, or academic purpose of the Brite Community may be addressed through the disciplinary process, as appropriate. In some circumstances, behavior may be linked to a student's health and well-being. In these cases the Divinity School policy regarding withdrawal for non-academic reasons may be considered.

Successfully responding to physical, behavioral or emotional health concerns generally requires a student’s full attention and withdrawal from enrollment, student housing, or non-curricular activities may be necessary. The Office of the Dean (including the Assistant Dean of Common Life and the Associate Dean for Academic Affairs) is designated by the Divinity School to assist students in the withdrawal process; when appropriate, the Dean may act on Brite’s behalf to withdraw a student who is determined to be a direct threat to self or others.


This policy and associated procedures do not take the place of appropriate disciplinary action in response to breaches in the Student Code of Conduct, other Brite policies related to Title IX or harassment, or other regulations. Students voluntarily withdrawing may be subject to disciplinary procedures if conduct violations are shown to have occurred. The administrative withdrawal policy may be applied at the discretion of the Dean in extreme circumstances in which, at the discretion of the Dean, the regular disciplinary system cannot be applied or is not appropriate.

Procedures Related To Violations Of The Code Of Conduct Due To Harm To Others, Mission, Or Disruptive Behavior

Definitions

Harm to others—including but not limited to verbal threats or behaviors indicative of disruption, intimidation or violence toward other persons; behavior that places other students at risk or exposure to any reasonable threat to their health/safety or academic pursuits; behavior which may be unintentional or indirect but which impacts the rightful expectation of each student to an academic and/or living environment that is conducive to academic pursuit.

Harm to the academic mission—including but not limited to threats or behaviors which would cause significant damage to any Divinity School property; behavior that disrupts the academic and/or residential living communities and impedes the educational mission; and behaviors that impede the lawful activities of the Brite community members or which interfere with the orderly functioning of the Divinity School. This may include disruptive behaviors in classes or during Brite-related activities.

Disruptive Behavior – including but not limited to conduct that substantially interferes with or obstructs the teaching or learning process. Civil expression of disagreement with the course instructor, during times when the instructor permits discussion, is not itself disruptive behavior and is not prohibited. When any student, acting individually or in concert with others, obstructs or disrupts, or attempts to obstruct or...
disrupt any teaching, research, administrative, disciplinary, or public service activity, the student may be asked to stop the disruptive behavior by an instructor or staff of the Divinity School. If the student continues, an instructor/staff member is authorized to tell the student to leave the area or classroom and, if the student will not leave, to call campus police. The incident should be reported to the Dean’s office as soon as possible.

Procedures

If a student, staff or faculty member believes that a threat of harm to self or others is imminent, immediately contact the TCU Police Department, or call 911. Do not take time to notify others; proceed directly to contact with the Police. Once the Police have been called, please contact the Dean’s office as soon as possible.

If the threat is less imminent, the Dean may advise a student to withdraw. If in the discretion of the Dean, information or circumstances show that the student may pose a direct threat to self or other members of the Brite community, the Dean is empowered administratively to withdraw a student in the immediate interim, pending a medical assessment, and any other relevant information. In such cases, the Dean will move expeditiously to meet with the student in a timely manner regarding a final determination.

Upon learning of allegations of disruptive, threatening, or harmful behavior, the Dean will initiate the following procedures in order to determine the facts:

- The Dean will notify the student of the general concern, and will then schedule a mandatory meeting with the student.

- In the meeting, the student will be apprised of the specific nature of the Divinity School’s concerns and afforded the opportunity to discuss the reported behavior and/or circumstances at issue.

- The Dean may confer with other resources (i.e., health care providers, Campus Police, housing director, academic colleagues, etc.) or others as appropriate to the circumstances.

- Upon consultation, the Dean may require an evaluation of the student’s behavior and any relevant physical/mental conditions by an appropriate medical professional if the Dean believes that an evaluation will facilitate an informed decision. This evaluation may be done by physicians/counselors from Texas Christian University, or by outside health professionals, including the student’s treating health professional, as indicated and appropriate in the Dean’s judgment. If so required, the Dean may further require the student waive confidentiality in writing.

- After a careful review of all the relevant information, the Dean will notify the student of his or her findings and may, at his or her discretion withdraw the student.

- The Dean may, however, conclude that with specific support, a student can continue enrollment, attend academically-related activities and/or live in residential housing. In this case, the Dean will indicate, based on the best professional advice, specific conditions or expectations that must be met in order to remain enrolled. These include, but are not limited to required treatment, damage charges (whether fines or restitution), education and/or counseling when there is a question of self-care or risk to the student community. Non-compliance with such conditions/requirements will result in an administrative withdrawal from the Divinity School or disciplinary action.

When after careful review of all relevant information the Dean concludes that an administrative withdrawal is in the best interests of the student and/or the Brite community, and the student has refused the option of a voluntary withdrawal, the Dean may impose an administrative withdrawal based on information gained during the inquiry.
• The Dean will inform the student of her/his decision and give the student written notice of an administrative withdrawal, including the beginning date and duration of the withdrawal.

• The Dean will also discuss the procedures for submitting any documentation that may be required for return to the Divinity School, including the requirement for clearance procedures for hospitalizations and/or withdrawals relating to medical or behavioral health issues.

• The student will leave campus within the time frame established by the Dean in the written notice. If the student refuses to comply with an administrative withdrawal, the Dean may consider immediate disciplinary action and/or request that the student be escorted from the Divinity School property by an appropriate party.

• Decisions about campus security will be done in collaboration with the TCU Police, including the possibility of issuing a "no trespass warrant." In such cases, the student may not visit the Brite or TCU campuses without the prior authorization of the TCU Police.

• Students withdrawn for medical and/or behavioral health issues must receive clearance before returning to Brite, which may include medical clearance.

At any time in the process, the student may elect to withdraw voluntarily. Decisions under this policy may be appealed to the President of the Divinity School

Appeals Process

A student may appeal the Dean’s decision under this policy to the President of the Divinity School. A withdrawal may remain in effect during the appeal, pending a decision from the President.

In the event a student wishes to appeal, the following steps apply:

• The student must submit a written letter of appeal to the President within five business days of receipt of the Dean's withdrawal decision.

• The appeal must state the following:
  a. The specific reason for the appeal, i.e. lack of due process, procedural error, etc.
  b. Any evidence supporting the grounds for the appeal, i.e., contrasting medical or professional opinion, etc.

• After reviewing the written appeal, the President of the Divinity School may meet with the student to gain further understanding of the situation, and/or clarify any questions the student may ask.

• The President will consult with the Dean and/or other officials and review all pertinent information utilized in the withdrawal decision. The President may require a waiver of confidentiality from the student if deemed necessary.

• The student will be notified in writing of the President’s decision within ten business days of receipt of the appeal.

• The President will notify the Dean of the decision, indicating any modifications or amendments to the initial finding, if any.

• The decision of the President will be final.

The President of the Divinity School has purview over the appeal process. If the President is unavailable to decide any appeal, he or she may appoint an appropriate professional to act in his or her absence.
GENERAL ACADEMIC INFORMATION AND POLICIES

School Terms

The school is organized for the long term (fall and spring) on a semester basis. The summer school consists of a three-week term in May followed by a five-week term and then a four-week term. Individual classes in these terms vary in length between one week and the entire term. A limited number of courses may take place over the entire summer. Students may take one course in the May term and no more than twelve hours over the course of the summer terms. Normally, a student must complete all course requirements prior to the first day of any subsequent course(s) in the summer.

On-campus elements of the Doctor of Ministry and Doctor of Philosophy programs consist of fall and spring terms and, for the D.Min., specially-designed one-week or two-week courses in October and May.

Academic Load

The normal load for a student giving full-time to academic work is nine to twelve hours per semester (exclusive of WRSP 702301/2 Choir). A student serving as minister of a church or doing other equivalent outside work should not register for more than twelve hours per semester. On the basis of excellent grades and by special permission of the Associate Dean for Academic Affairs, a student may enroll for a total of fifteen hours per semester. Students on a two-day schedule must limit their course load to eleven hours (exclusive of WRSP 702301/2) unless, on the basis of a grade point average of 3.50 or above, the Associate Dean for Academic Affairs grants permission for a registration of more than eleven hours.

A student serving a church or doing other equivalent outside work may complete the requirements for the Master of Divinity degree in three years by attending at least one session each summer. A student who wishes to serve as minister of a church or to do other equivalent outside work while in the seminary, and who does not wish to take summer session work regularly, should plan to devote four years to the Master of Divinity degree. Although a heavy summer load is not recommended, students may take up to fifteen hours per summer by taking a maximum load in each segment of the summer schedule.

First-Year Program Courses – Masters Students

Courses at the 60000 level provide a critical foundation for later study in the M.Div., M.A.T.M., and M.T.S. programs. As a result, students in these programs are strongly encouraged to complete 60000 level courses during their initial years of study at Brite Divinity School. In their first year, entering M.Div. students should enroll, at a minimum, in:

- CHTH 60003 Introduction to Christian Theology I
- CHTH 65003 Introduction to Christian Theology II

The following courses are also appropriate first year courses:

- HEBI 60003 Interpreting the Hebrew Bible and Apocryphal/Deuterocanonical Books
- NETE 60003 Interpreting the New Testament
- CHHI 60013 History of Christianity I, Early and Medieval and/or CHHI 60023 History of Christianity II, Reformation and Modern
- CHET 60013 Introduction to Contemporary Theological Ethics
- Practical theology courses such as PRTH 60003 Congregational Leadership, WRSP 60003 Christian Worship, REED 60003, The Church’s Educational Ministry, or PTPC 60003 The Ministry of Pastoral Care

Students who do not take required 60000 level courses as early as possible in their programs risk future schedule conflicts and delay of graduation.

Course Offerings
Each faculty member is responsible for cycling required and elective course offerings described in the Bulletin. Projections of course offerings are requested and reviewed by the Associate Dean for Academic Affairs' office.

**Course Prospectus**

Prior to advance registration, the Associate Dean for Academic Affairs requests a prospectus from the faculty for each course offered. The prospectus includes basic information on the following: course number and title, prerequisites, outline of course content, class procedures, summary of requirements, required book list, and grading procedures.

**Travel Courses**

Occasionally, faculty at Brite Divinity School may teach a course that involves travel. In these cases, such courses receive normal academic credit. Students who participate in travel courses led or taught by persons who have no formal academic association with Brite Divinity School, or with other ATS accredited seminaries, will not normally receive academic credit for such courses. However, recognizing the value inherent in many such trips, members of the faculty express a general willingness to consider offering specialized reading courses in their areas of expertise relevant to the travel engaged in by the student. In this way, a travel course could be used to enhance independent study that results in academic credit, even though students would not receive academic credit for the travel itself.

**Audit Enrollment**

At Brite Divinity School occasional visitation of classes by students is allowed with the consent of the instructor. In all cases, attendance of more than one-third of the class sessions requires official enrollment as an auditor. Auditors are admitted to classes on space-available basis only. Interested returning students should consult the instructor and the Associate Dean for Academic Affairs. New students should consult Brite’s Office of Admissions. An audit fee is charged, and written permission of the instructor and the Associate Dean for Academic Affairs is required. Full-time students enrolled in a program other than the PhD program, and faculty spouses, are eligible for grants equivalent to the audit fee. Brite will pay audit fees for up to two courses audited by PhD students. Normally, no more than one course per semester may be audited.

The only period during which students may register for an audit or change a credit class to audit is from the second day of late registration as published in the Divinity School calendar up to the end of the time period covered by the first one-third of the class sessions. Students wishing to audit courses must be admitted for graduate study through the Admissions Office and have written approval of either the instructor of the course for which they wish to register or the Associate Dean for Academic Affairs. Classroom recitation and participation may be restricted at the discretion of the instructor; no grade is assigned and no credit is awarded. If credit is desired, the student must register for and repeat the regular course after paying regular tuition. If a student switches from credit to audit enrollment for a class, that too may be done no later than the time period covered by the first one-third of the class sessions. The student’s name will appear on the instructor’s class roll. In order for “AU” to appear on the transcript, however, the instructor must certify at the end of the semester that the student has attended as an auditor. Audits not approved by the instructor as a final grade will be omitted from the student record.

**Simultaneous Enrollment in Other Degree Programs**

Students at Brite Divinity School may only be enrolled in one degree program at a time unless they have been admitted to Brite’s dual degree program with the TCU Department of Social Work or Brite’s program with the Neeley School of Business. Students enrolled in a program at Brite may not be enrolled in any other degree program outside of Brite Divinity School or the TCU programs listed above. Exceptions are
granted only in cases where undergraduate students at TCU are within nine hours of receiving their undergraduate degrees.

Add/Drop Period

If adding a course during the ADD/DROP period, check with the Office of the Associate Dean for Academic Affairs for space availability. Usually no additions are permitted after classes begin.

Course Prerequisite Waiver

A professor may, for cause, waive the stated prerequisite for his or her course. However, if the prerequisite is a required course, that course must still be taken before completion of program.

Advanced Standing

When a student takes an advanced course in an area, whether it had a prerequisite or not, the student may upon satisfactory completion of the course, petition to have the course satisfy the basic course requirement in the area. This requires approval of the faculty member who taught the advanced course and the Associate Dean for Academic Affairs.

Change in Program Requirements

Requests for a waiver of a required course or any other change in program requirements must be submitted in writing by the student to the Office of the Associate Dean for Academic Affairs for decision. The request should include a rationale for the change in program. Changes in program requirements are rare and made only due to extraordinary circumstances.

Independent Study Courses

Normally, independent studies will not be granted apart from exceptional circumstances. The guidelines for completion of the course are given to the student by the faculty member offering the course and must be approved by the Associate Dean for Academic Affairs. Reading courses are not normally used to meet basic (core) requirements. The Independent Study Approval Form is available in the Office of the Associate Dean for Academic Affairs. The form requires a statement of the exceptional circumstances that justify the independent study course.

M.Div., M.A.T.M., M.T.S., Enrollment in D.Min. --Specific Courses

Doctor of Ministry program-specific courses are open to a limited number of M.Div., M.T.S., and M.A.T.M. students who meet the following requirements: a 3.4 GPA, 35 hours completed in program at the time of application, and the written permission of the instructor and the Associate Dean for Academic Affairs. In addition, certain courses may require prerequisites. The number of M.Div., M.T.S., and M.A.T.M. students in any D.Min.-specific course may be limited at the discretion of the instructor and the Associate Dean for Academic Affairs.

M.Div., M.A.T.M., M.T.S., Enrollment in Ph.D. --Specific Courses

Th.M. students are eligible to take Ph.D.-specific courses. Ph.D.-specific courses are normally closed to M.Div., M.T.S., and M.A.T.M. students. Exceptions are allowed in the area of Biblical Interpretation when students possess proven ability to work at the level of the Ph.D. class. Students must obtain the written permission of the instructor and the Associate Dean for Academic Affairs. The number of M.Div., M.T.S., and M.A.T.M. students in any Ph.D.-specific course may be limited at the discretion of the instructor and the Associate Dean for Academic Affairs. Enrollment of M.Div., M.T.S., and M.A.T.M. students will normally be handled through a different course number.
Courses Taken Outside Brite and TCU

Courses taken outside Brite/TCU

A student wishing to take an elective course outside Brite should petition the Associate Dean in writing. The Associate Dean may approve a graduate level course that reasonably contributes to the student’s academic program. Approval to take a course outside Brite to satisfy a Brite degree program requirement is rarely granted and only for exceptional circumstances. A student wishing to take a course outside Brite to satisfy a Brite degree program requirement should petition the Office of the Associate Dean. Departmental approval is normally required in advance. The student should consult the Brite department involved and request a supporting letter to be included with the petition to the Associate Dean.

Courses taken in TCU units

A Brite student who wishes to take a course offered in another unit of Texas Christian University must obtain the appropriate form in the Office of the Associate Dean. The original is signed by a departmental advisor in TCU and returned to the Associate Dean. A duplicate copy of the form should be completed and left at the departmental office. This procedure insures that there is space available for the Brite student in the class and that all course prerequisites have been satisfied (see Appendix E). M.Div. students may take up to 12 elective semester hours of graduate course work in other TCU units; M.T.S. and M.A.T.M. students may take up to 6 elective semester hours and C.T.S. students may not take graduate course work in TCU units for credit toward the certification. Master of Liberal Arts (MLA) courses, however, do not count toward degree programs at Brite. Normally, courses from TCU divisions may be taken following the completion of twenty-one (21) hours of Brite courses.

For students who transfer from another institution to Brite Divinity School, courses taken in TCU units will not count toward the number of semester hours that must be completed at Brite Divinity School for that masters degree.

Transcripts of Academic Records

Students and former students may request official transcripts of their academic record at Brite Divinity School from the TCU Office of the Registrar for a transcript processing fee. All transcript requests must be made by the student and can be requested in writing or via the Registrar’s website. Official transcripts can be obtained electronically as a pdf file or traditional paper copies can be mailed. Walk-in service is also provided. The Office of the Registrar works to satisfy the transcript request on the day it is received. Electronic pdf requests normally take ½ business day to receive. Transcripts cost $10.00 each. Transcripts will not be released unless the student has satisfied all financial obligations to the University. Please see www.reg.tcu.edu for further details.

Final Examinations

Each semester the Associate Dean for Academic Affairs’ office publishes a schedule for final examinations.

No student will be required to take more than two final exams in a 24-hour period. It will be the student's choice as to which exam is changed and the new time of the exam will be mutually agreeable to the student and the professor but must be taken during the final examination period. Arrangements to change exam times must be made one week prior to the last day of regular class sessions before final examinations begin. Unless the student is graduating, the exam must be taken during final examination week. Rescheduling of final examinations is permitted only for graduating seniors and to meet the 24-hour rule.
Students graduating in May and December must make arrangements to have examinations completed 72 hours prior to commencement exercises.

In recognition of spring and fall final examination schedules and the requirement that grades for graduating students must be reported to the registrar no later than 72 hours prior to graduation, study days will be available for faculty to reschedule final examinations for GRADUATING STUDENTS ONLY. Only final examinations originally scheduled the last two days of final examination week may be rescheduled on the corresponding study day, at the same time of day as originally scheduled.

Final examinations for graduating students originally scheduled for the last two days of final examination week may be rescheduled at times other than on study days. However, if such a rescheduled examination (e.g., rescheduled during first three days of exam week) violates the “two examinations in 24-hours” rule, the rescheduled examination must be the one changed; the student does not have the option to change either of the other two regularly scheduled examinations.

**Dean’s List**

Each fall and spring semester, M.Div., M.T.S., and M.A.T.M. students who achieve a grade point average of 3.80 or above in a given semester on a minimum of nine completed graded credit hours are honored by being named to the Dean’s List. Students with one or more grades designated as “Incomplete” are ineligible for the Dean’s List that semester.

**Hooding Ceremony for Graduates**

Brite graduates receive diplomas at the Texas Christian University commencement ceremonies in May and December. Prior to the TCU commencement all Brite graduates participate in a worship service during which graduates receive academic hoods.

**Readmitted Students and Credit Hours**

Students who fail to register for two or more full semesters in succession must file an application for readmission, and be officially readmitted, before permission to register may be granted. Course work at Brite Divinity School that is more than seven years old for the M.Div., M.A.T.M., M.T.S., and Ph.D. programs, or more than five years old for the C.T.S., Th.M., and D.Min. programs, by the filing of the degree program for graduation, normally will not be counted toward the degree. Grades for these courses will not be counted in the cumulative grade point average.
ADVISORS, PROGRAM RESPONSIBILITY, AND ADVANCE REGISTRATION

All entering students are assigned a faculty advisor with whom they are required to meet as part of orientation. Advisor’s assist students in reflection on vocational direction, degree program requirements, and course electives. Entering students are expected to meet with their Advisor either during new student orientation or within the first two weeks of their first semester.

After their first semester, students have an opportunity to indicate their preference for a permanent academic advisor. There are limits, however, to the number of students a faculty member can advise and the availability of a faculty advisor based on research leaves. Further, students following certain academic programs and certificates will be assigned specific advisors.

Students wishing to change advisors should first be in conversation with their current advisor to alert them to their desire to change. Following this conversation, students should contact the Associate Dean for Academic Affairs to formally request a change in advisor.

During the Fall and Spring semesters, the Divinity School holds an advising week immediately prior to advance registration week for the following semester. Returning students are strongly encouraged to see their advisor, but advising will be optional. Advising sign-up sheets will be posted on faculty office doors one week before advising week, and all students will have the option to see their faculty advisor.

Students with a GPA of 2.70 or below will be required to see either the Associate Dean for Academic Affairs or the Assistant Dean for Common Life (who may also request faculty assistance with this advising). This advising will be a requirement for advance registration.

All masters level students are encouraged to complete 60000 level course requirements early in their programs. Students who leave requirements until their last year of study run the risk of not being able to graduate on time because required courses may not be offered or because of conflicts in scheduling. Final responsibility for choice of academic program and for successful completion of all program requirements rests with the student and not with the advisor.

During the Fall and Spring semesters, the Divinity School holds advance registration for the following semester. Only students registered and attending classes at the time of advance registration are eligible to participate in advance registration. E-mail messages will be sent to students’ TCU mail accounts announcing registration dates. Advance registration may be completed by the student through use of my.tcu.edu.

MY.TCU.EDU

MY.TCU.EDU is TCU’s Student Web Services application. With my.tcu.edu you can:

- Enroll in classes
- Add/drop classes
- Check your schedule
- Check holds and enrollment appointment
- Check your grades
- Browse available classes
- Change your email password, address, and telephone number information

To access my.tcu.edu, go to: http://my.tcu.edu.

How to Enroll Online

To enroll on the internet, you will need to log in to MY.TCU.EDU. In order to log in you will need your User Name and Password. If you know your TCU ID number:
• Go to https://newuser.tcu.edu/
• Fill in the blanks for Student (TCU) ID number, birthdate (i.e. 04/15), and last name
• Click on "Continue"
• The system will allow you to choose your user name. Once you are satisfied with your user name you can click "Continue"
• The system will then ask you to select a password. The password is case sensitive, and must be at least 7 characters that is a combination of numbers, letters, and special characters.
• The system will then ask you to select a couple of password verification questions and provide the appropriate answers. You can select from the questions provided or customize your own questions.
• Click on "Finish"
• The system will tell you are now ready to log on to my.tcu.edu and ask you to "Click here to go to my.tcu.edu
• Log in to my.tcu.edu using your User Name and password

If you have forgotten either your User Name or Password you will need to click on the link on the MY.TCU.EDU log in page to get that information. Passwords may be reset or accounts unlocked by accessing https://password.tcu.edu/ from a web browser.

Finding a Computer

Students who do not own a device with internet access may utilize the Brite or TCU computer labs. Brite computer labs are located in Moore, room 115D (access through Weatherly Hall in the basement of the Moore building) and in the Harrison General Studies room (217). The TCU campus public computer labs are located in the Library or the Writing Center Lab in Reed Hall. If you experience difficulty enrolling, consult the “Enrollment” section of the Registrar’s Home Page for troubleshooting tips. The link to that section is http://www.reg.tcu.edu/enrollfaq.asp#.

Searching for Classes

There are several ways to access class information. One way that gives you flexibility in planning is to use the CLASS SEARCH page which you can access from the Registrar's Home Page or from MY.TCU.EDU. This program allows you to search by subject, class days, class times and class status (Any, Open, Closed). You can define your search as broadly or narrowly as you choose to design your "perfect schedule." For example, if you want to see all the New Testament classes offered for the term, click the down arrow by Subject Code, scroll down and select NETE and click on SEARCH. You will see a listing of all courses offered by the New Testament department for the term. Open classes will be listed in black, closed in red, and permit-only classes in blue. This listing will also show class sizes and number of students currently enrolled, professor name, meeting days and times, subject name, course number, section number, and the five-digit class number you need to know for enrollment purposes. If you do not want any classes before 10:00 a.m. or after 2:00 p.m., you can enter that time criteria into the search boxes and click on SEARCH and the computer will list all classes available during those times. Just remember, the more information you give the computer, the more you can narrow your search.

Logging On

• Log in to my.tcu.edu and click on the Student Center button in the “Student Quick Links…” section.
• Once in Student Center, click on “Enroll” under Academics.
• Select the desired term. Click “Continue.”
• Above your schedule you will see tabs labeled “My Class Schedule,” "Add ", "Drop," “Swap,” “Edit,” and “Term Information.”
• When you click on any of these buttons you will get specific instructions on how to update your schedule.
Adding a Class

- To add a class to your schedule, enter the Class Number in the “Enter Class Nbr” field.
- If you do not know the five digit class number, click the TCU Class Search button to view the schedule of classes.
- To add another class, follow the same steps.
- After you have selected all the classes you want to add, click the GREEN “Proceed to Step 2 of 3” button.
- Verify your addition(s) was successful by checking the GREEN “Finish Enrolling” button. You will then see the status report for enrollment confirmations and errors.

Permission Numbers

- To use a permission number to enroll in a class, after you enter the class number for the class on the ADD CLASSES page, enter a permission number in the “Permission Nbr” field, then click on the “Next.”

Wait list

- If a class is full and you place your name on the waiting list, you are placed on the list in whatever order you made the request. If someone drops the course, the computer automatically goes to the first person on the wait list and places him/her in the class. However, if being placed in the class would take your over 14 hours, the request to place you in the class will fail and the computer will go to the next person on the wait list. If you place yourself on a wait list for a class, be sure to keep checking to see if you have been placed in the class. You can be placed in the class anytime through midnight on the Last Day to Add Classes. You will be billed for the class if your status changes from "FULL" to “ENROLLED” so it is very important for you to check your schedule daily.

Dropping a class

- To drop a class, select the Drop tab.
- To drop the class, select the class and press the GREEN “Drop Selected Classes” button.
- To modify a class’s units, grading option, requirement designation option or instructor, select Update from the Action column.
- Confirm your selection by clicking on the GREEN “Finish Dropping” button.

Printing your Schedule

- When you have enrolled in all the classes you desire, you can print a copy of your schedule. You can also access your class schedule on the Student Center page in the Academics section. Your current class schedule should be visible, and underneath it you can click “weekly schedule” to view your current schedule in more detail or see the schedule of a different term.

Logging Off

- YOUR FINAL STEP IS TO CLICK THE SIGN OUT BUTTON IN THE TOP RIGHT CORNER OF THE SCREEN – THIS IS VERY IMPORTANT!
- When using a computer in a Brite/TCU lab, also be sure to log off of your user account.

For information on accessing e-mail, contact the Help Desk at x5855.
ATTENDANCE POLICIES

The Divinity School attendance policy is that regular and punctual class attendance is essential and no assigned work is excused because of absence, no matter what the cause. Records of class attendance are kept by faculty. When an accumulation of absences reaches the point of endangering a student’s academic status, the faculty member should report this situation to the Dean and the Associate Dean for Academic Affairs. An instructor should not assume that continued absence from class indicates an official withdrawal until notified by the Registrar of the University that the student has withdrawn.

When a student is absent to represent the Divinity School, then official Divinity School absence may be granted by the Office of the Dean or the Associate Dean for Academic Affairs. Faculty and staff who wish to have an activity sanctioned for official Divinity School absence status must submit the names of all students, including date and hours absent from campus, to the Associate Dean for Academic Affairs no later than one week prior to the date of the activity. The Associate Dean for Academic Affairs reviews and approves the request as appropriate and forwards the names for publication and distribution to all Brite faculty. Faculty members are required to permit students to make up work missed because of official Divinity School absences.

Serious illness or family emergencies may be verified by the Office of the Associate Dean for Academic Affairs but are not considered official absences. Illnesses that will be verified are those involving hospitalization, or catastrophic accidents or illness. When a serious illness or emergency has been verified, each instructor should assist the student to make up any missed work. Time lost through such absences should not prejudice class standing. Faculty members should specify the appropriate time frame for making up missed work.

Students who miss an instructional experience are expected to meet with faculty to discuss their absence as soon as possible. Faculty may permit a student to make up missed work or assess a penalty for class absence.

Class Cancellations

When a faculty member is unable to meet a class in order to carry out other professional duties, the faculty member may cancel the class or arrange the work of the class in advance, such as the administration of a test or the use of an audio-visual presentation.
An academic community requires the highest standards of honor and integrity in all of its participants if it is to fulfill its missions. In such a community faculty, students, and staff are expected to maintain high standards of academic conduct. The purpose of this policy is to make all aware of these expectations. Additionally, the policy outlines some, but not all, of the situations which can arise that violate these standards. Further, the policy sets forth a set of procedures, characterized by a “sense of fair play,” which will be used when these standards are violated. In this spirit, this policy outlines below: (1) Academic Misconduct; (2) Procedures for Dealing with Academic Misconduct, and (3) Sanctions. These are not meant to be exhaustive.

I. Academic Misconduct

Any act that violates the spirit of the academic conduct policy is considered academic misconduct. Specific examples include, but are not limited to:

A. Cheating, includes, but is not limited to:

1. Copying from another student’s test paper, laboratory report, other report, or computer files and listings.

2. Using in any academic exercise or academic setting, material and/or devices not authorized by the person in charge of the exercise or setting.

3. Collaborating with or seeking aid from another student during an academic exercise without the permission of the person in charge of the exercise.

4. Knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release.

5. Substituting for another student, or permitting another student to substitute for oneself, in a manner that leads to misrepresentation of either or both students’ work.

B. Plagiarism

The appropriation, theft, purchase, or obtaining by any means another’s work, and the unacknowledged submission or incorporation of that work as one’s own offered for credit. Appropriation includes the quoting or paraphrasing of another’s work without giving proper credit. Webster's New Collegiate Dictionary defines “plagiarize” as “to steal or purloin and pass off as one’s own (the ideas, words, writings, etc. of another).”

Attention is called to the following excerpt from J. Raymond Hendrickson, The Research Paper:

Plagiarism may be conveniently divided into an "intentional" and an "unintentional" variety. The intentional plagiarist—who is, happily, rather rare—simply copies someone else's work and turns it in as his own; he is held in universal contempt—by his teachers, by his fellow students and, one suspects, by himself. The unintentional plagiarist, although he does not really intend to cheat, is also acting dishonestly, perhaps through a misunderstanding of what is required of him, perhaps through distrust of his own powers, perhaps merely through haste and carelessness in taking and transcribing notes. Even a well-intentioned student may be led to borrow unduly and illegitimately from one or more of his sources. When he follows the outline of an article or paper dealing with his topic, when he quotes without using quotation marks or paraphrases closely, when he puts any information or idea into his paper without an acknowledgment of the source from which he obtained it, the student is committing this kind of plagiarism (p. xii).

Hendrickson offers the following precautions against plagiarism:
1. **Your paper should be largely in your own words.** You get information from your sources, but the expression of it should be your own. Normally not more that 10% of your paper should be direct quotation. If the proportion is higher than this, you should have some exceptional reason.

2. **It is not sufficient to credit only long direct quotations.** Even short quotations of two or three words should be set off by quotation marks.

3. **Do not make merely verbal changes...** a few omissions, a few substitutions of synonyms, a few changes in the tense of verbs. If you are so near to quoting, it would be better to give an exact quotation and to use quotation marks. But, in doing so, do not forget the first rule.

4. **You must credit the source from which you took every fact, idea, or argument which is not your own.**

5. **You must credit the source from which you actually got the material,** not the original source from which your source got it. As much as possible, you should verify the material in the original source; when you have done so, you may cite the original source as your own (pp. xiv-xv).

C. Copyright Infringement and Fair Use Laws

**Copyright infringement** is the unauthorized duplication of copyrighted information or data and software packages as defined by federal law. Copyright infringement is discussed in more detail in this Handbook in section 3.6 Computing Resources Policy.

**Fair Use Laws.** The fair use of copyrighted material is not an infringement of copyright. Section 107 of U.S. Copyright law lists four factors in determining fair use in specific instances. These factors include the purpose of the use, the nature of the copyrighted work, the amount of the work used, and the effect of the use upon the work being utilized. The Mary Couts Burnett Library website states: “You may, as a faculty member or student, make a single copy of a chapter, article, short story, short essay, short poem, chart, graph, diagram, drawing, cartoon, or picture for your private study and research without seeking permission.” For more specific information about fair use and copyright law, ask the Brite Librarian or a reference librarian.

D. Collusion

The unauthorized collaboration with another in preparing work offered for credit.

E. Abuse of Resource Materials

Mutilating, destroying, concealing, or stealing such materials.

F. Computer Misuse

Unauthorized or illegal use of computer software or hardware through the TCU Computer Center or through any programs, terminals, or freestanding computers owned, leased, or operated by Brite or TCU or any of their academic units for the purpose of affecting the academic standing of a student.

G. Fabrication and Falsification

Unauthorized alteration or invention of any information or citation in an academic exercise or academic setting. Falsification involves altering information for use in any academic exercise or academic setting. Fabrication involves inventing or counterfeiting information for use in any academic exercise or academic setting.

H. Multiple Submission

The submission by the same individual of substantial portions of the same academic work (including oral reports) for credit more than once in the same or another class without authorization.
I. Complicity in Academic Misconduct
   Helping another to commit an act of academic misconduct.

J. Bearing False Witness
   Knowingly and falsely accusing another student of academic misconduct.

II. Procedures for Dealing with Academic Misconduct

A. Definitions
   1. “Day” refers to a school day on which classes are meeting.
   2. “Dean” refers to the Brite Dean.
   3. “Associate” Dean refers to the Brite Associate Dean for Academic Affairs.
   4. “Faculty” refers to the instructor of the course in which the suspected academic misconduct occurred.
   5. “Advisor” refers to any person selected by the student who accompanies the student during formal hearings. The advisor may speak with the student but may not actively participate in the hearings.
   6. “The Program Committee” refers to the program committee which has responsibility for the degree or certificate program in which the student is enrolled (Masters, Certificate, D.Min., or Ph.D.).

B. Investigation and Initiation
   1. Students who know of an act of academic misconduct should report the incident to the faculty member teaching the course. The faculty member will obtain the basic facts of the allegation and ask the student reporting the misconduct to write and sign a statement of facts. The name(s) of the student(s) reporting suspected academic misconduct will remain confidential during the informal faculty/student meeting, but must be revealed to the accused student if the resolution proceeds beyond the faculty member and the accused student.
   2. Faculty who suspect academic misconduct or who have academic misconduct reported to them must initiate an investigation and meet with the accused student within five (5) days of becoming aware of the incident. A faculty member who is made aware by another person of an act of academic misconduct has the responsibility to investigate the allegation, and, if warranted, pursue the issue as outlined below (C. 1).
   3. In instances where the suspected academic misconduct is discovered during an academic exercise, the faculty member has the right to suspend immediately the student involved in the alleged activity from further work on the academic exercise.
   4. A student, once accused of academic misconduct, will proceed in the course without restriction until resolution of the issue or until the Dean has taken an action as specified in III.B that removes the student from the course.
   5. An “I” grade should be given by the instructor if the alleged misconduct occurs near the end of a semester, for example, during finals, and a sanction outlined in section III has not been applied by the instructor or the Dean.
   6. If more than one student is accused of the same act of misconduct (e.g., giving and receiving aid), each individual student is guaranteed the right to have the cases heard separately. With
each student’s permission, the cases can be combined. The faculty/student conference (C.1) is excepted from this requirement.

C. Resolution
Faculty members will report in writing to the Associate Dean all cases of academic misconduct. This written report will be placed in the student’s file. This is the first step to be taken in resolving an incident of suspected academic misconduct. The Associate Dean may increase the severity of faculty sanctions based upon knowledge of previous academic misconduct.

1. Meeting between Faculty Member and Student.
   a. Within five (5) days of suspecting misconduct, the faculty member will hold a meeting with the student. At this meeting, the faculty member will inform the student of all allegations against him or her and present any information supporting the allegations.
   b. The student will be given the opportunity to respond to the allegations. The student has the right not to respond.
   c. The faculty member will decide whether or not academic misconduct has occurred, and if warranted, apply any combination of sanctions in III.A below, or refer the matter to the Dean for more severe sanctions (probation, suspension, or expulsion). Findings of academic misconduct are based on the preponderance of the evidence.
   d. The faculty member will notify the student in writing of his or her decision and will send copies to the Dean. Any such copies of the findings will be kept on file in the Dean’s office.

2. Meeting with Associate Dean. This meeting takes place when the student wishes to appeal either the findings of the faculty member or the severity of the sanction(s). It also takes place in cases where the faculty member recommends sanctions in addition to those listed in III.A.3 and 4 or if the student has been found guilty of academic misconduct previously.
   a. Within five (5) days of being notified by the faculty member of the disposition of the incident of academic misconduct, the student may request a meeting with the Associate Dean.
   b. The Associate Dean will become acquainted with the facts and meet with the parties involved in the case. All parties possess the right to meet with the Associate Dean without others being present.
   c. The Associate Dean may either support or reverse the findings of the faculty member, and may lessen the sanction(s) imposed by the faculty member even while supporting the findings. The Associate Dean may also increase the severity of the sanction(s).
   d. The Associate Dean will notify the student and faculty member of his or her decision in writing and may send copies to the faculty member and the Dean. Any such copies of the findings will be kept on file in the student’s permanent academic file.

3. Program Committee (Masters or Advanced Programs, whichever is appropriate). Should the student wish to appeal the decision of the Associate Dean, he or she has the right to request a hearing before the appropriate program committee in the Divinity School.
   a. The student must request this hearing by submitting an appeal letter to the chair of the appropriate committee no later than five (5) days from the date of receiving written notification of the Associate Dean’s finding.
   b. Upon receipt of the appeal letter, the chair of the appropriate committee may request materials from the student, the faculty member, and the Associate Dean.
c. The appealing student has the right to appear before the appropriate program committee. The student may bring one person with him or her as an advisor. The advisor may not speak for the student or to the committee. The advisor may only speak with the student. The student must inform the Dean’s office five (5) class days in advance if his or her advisor is an attorney in order for the Divinity School also to have an attorney present. Each party shall bear the expense of his or her legal counsel. Legal counsel is to provide counsel only and may not participate directly in the meeting. The meeting is an administrative hearing, not a court proceeding, and is not subject to the procedures or practices of a court of law.

d. The members of the program committee will examine the evidence and interview those parties they deem appropriate, and render a final recommendation to the Dean. Generally, the Dean will accept the committee’s recommendation. The recommendation should be implemented in a timely manner. If the Dean rejects the conclusions or declines to implement all aspects of the recommendation of the committee, a written statement giving reasons for the rejection shall be issued to both parties and the committee. This rejection shall be delivered as soon as possible.

III. Sanctions

In cases of academic misconduct, the faculty member may elect any one or more of the actions specified in this Academic Conduct Policy, III.A. 2-4. In cases of academic misconduct, the Dean, the Associate Dean, and the Program Committee may elect any one or more of the actions specified in the Academic Conduct Policy, III.B. 2-5.

A. By the faculty member:
   1. Grant no credit for the examination or assignment in question (treated as a missed assignment).
   2. Assign a grade of F for the examination or assignment in question.
   3. Recommend to the Associate Dean that the student be dropped immediately from the course with a grade of F.
   4. Recommend to the Associate Dean that the student be placed on probation, suspended or expelled from the Divinity School.

B. By the Dean, Associate Dean, or Program Committees:
   (Previous academic misconduct will be taken into account when either the Associate Dean, appropriate Program Committee, or Dean considers sanctions for academic misconduct.)
   1. Apply sanctions in III.A.
   2. Drop student from the course with a grade of F. This grade cannot be changed by student-initiated withdrawal and the grade will be included in the computation of the GPA even if the course is repeated.
   3. Place the student on disciplinary probation at the Divinity School for a specified period of time.
   4. Place the student on suspension from the Divinity School for a specified period of time.
   5. Expel the student from the Divinity School.
   6. In a case where the Associate Dean or Dean as defined above is not the Dean of the college in which the student is primarily enrolled, he or she shall normally recommend to the Vice Chancellor for Academic Affairs that the student be placed on probation, suspended or expelled.
ACADEMIC PROBATION AND ACADEMIC DISMISSAL

Brite Divinity School’s probation and academic dismissal policy is composed of the following policies:

1. If a student’s cumulative GPA falls below 2.50, or if a student receives a grade of “F” in any three- or four-credit hour course, the student will be placed on academic probation.

2. All students on academic probation are limited to an enrollment of nine hours per semester.

3. If a student’s cumulative GPA falls below 2.50 for two consecutive semesters, or if a student receives a grade of “F” in any three- or four-credit hour course for two consecutive semesters, the student will receive notice of academic dismissal from Brite Divinity School.

4. If a student’s cumulative GPA falls below 2.50, or if a student receives a grade of “F” in any three- or four-credit hour course three times while in program (non-consecutive semesters), the student will receive notice of academic dismissal from Brite Divinity School.

5. Normally, if a student receives a grade of “F” in any two courses that meet core or distributive requirements in any masters program, the student will receive notice of academic dismissal from Brite Divinity School.

6. Students who enter a Brite degree program on probation must complete nine graded semester hours work with a cumulative GPA of 2.50 or above before they will be removed from probationary status.

7. Students on academic probation are not usually allowed to register for courses taught by adjunct faculty (whether during a regular semester or during the summer).

8. Students on academic probation are not usually allowed to register for Independent Study Courses.

9. If a student completes at least two summer modules of work (six semester hours or more), the summer’s work will count, for academic probation purposes, as the equivalent to a fall or spring semester of work at Brite Divinity School (the Summer Semester includes work taken during the May module).

10. Students who are admitted to Brite Divinity School on academic probation may be denied tuition grants. Students placed on academic probation after completing at least one semester’s work are normally subject to an immediate reduction in student aid to no more than 50% tuition.

11. Normally, if students who enter on probation do not achieve a 2.50 GPA their first semester, they will not be allowed to continue in program.

Students may be withdrawn from individual courses for lack of academic progress on the recommendation of the faculty member and the approval of the Dean or Associate Dean for Academic Affairs. Students who fail to make satisfactory academic progress toward degree completion may also be denied tuition grants or have current tuition grants reduced. Students may be dismissed from the Divinity School at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress.
STUDENT INITIATED WITHDRAWAL

Reviewed and Revised: January 2017

Student-Initiated Withdrawal

The decision to withdraw is significant academically and financially. Therefore, the Divinity School urges students to consult with the Associate Dean for Academic Affairs prior to taking action. In all cases of withdrawal related to physical or mental health concerns, students are subject to clearance procedures related to the medical/behavioral health issues that must be addressed prior to returning to academic or residential life. It is important to inform the Associate Dean for Academic Affairs if a withdrawal is medically-related so the student can be assisted appropriately upon returning to the Divinity School.

Concerns about the safety, health, or well-being of any individual may be referred to the Assistant Dean for Common Life, or the Dean. This includes, but is not limited to threats, verbal references, or behaviors indicative of the possibility of suicide and/or self-mutilation; behaviors indicating purging, self-starvation or withdrawal of sustenance, chronic and/or serious abuse of alcohol or other drugs; demonstrated inability to satisfy reasonable expectations of self-care; and/or a serious medical condition for which a licensed physician recommendations indicate in-patient or specialized treatment. Students who wish to withdraw in order to seek attention, can initiate the process with either the Assistant Dean for Common Life, or the Associate Dean for Academic Affairs. There is no retribution or punishment for seeking care of self. The institution reserves the right to institute processes as noted at the end of this policy statement.

Students who withdraw voluntarily sever their connection with the Divinity School. Students may withdraw by notifying the Dean or Associate Dean for Academic Affairs. Students are responsible for dropping all classes in which they are enrolled.

Students who fail to register for two consecutive semesters without notifying the Divinity School will be considered withdrawn.

Clearance Procedures For Hospitalizations And/or Withdrawals Relating To Medical Or Behavioral Health Issues

Students who withdraw voluntarily or who are withdrawn administratively from the Divinity School for medical or behavioral health issues may request to return. The Divinity School, however, reserves the right to require sufficient documentation indicating the student’s ability and readiness to resume studies and/or residency. In cases of hospitalization or any withdrawal related to a physical or mental health condition, the following is required:

- The student must submit written letters from her or his health care provider(s); this may include a physician, psychiatrist, clinical social worker or licensed therapist, clearly indicating treatment, prognosis and an informed professional recommendation as to:
  a. whether the student is qualified and ready to resume academic work, and/or live in Divinity School housing;
  b. any specific recommendations necessary for academic success.

- A current waiver of confidentiality form will be required, allowing the Dean to discuss the student’s return and matters related to treatment compliance with Divinity School officials, or other clinical or mental health professionals with whom the student has or is currently working with, in order to assess whether the student is qualified and ready to return to Brite Divinity School.

- An on-campus interview with the Dean and/or University health professional(s) may be required.
After consulting with health professionals and/or other appropriate Brite officials, the Dean will make a decision and notify the student in writing of the decision. Decisions under this policy may be appealed to the President of the Divinity School.
Brite Divinity School abides by The Family Educational Rights and Privacy Act of 1974. This Act, as amended, is a federal law that states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. Texas Christian University accords all the rights under the law to students who are declared independent.

**Institutional Policy and Statement of Procedures:**

1. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students with the following exception permitted under the act:

   - personnel within the institution*
   - officials of other institutions in which students seek to enroll
   - persons or organizations providing student financial aid
   - accrediting agencies carrying out their accreditation function
   - persons in compliance with a judicial order
   - persons in an emergency in order to protect the health or safety of students or other persons

   *Within the Brite Divinity School and Texas Christian University community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include all Brite Divinity School and Texas Christian University personnel including University Police, faculty, advisors, administrative staff, clerical staff and student employees within the limitations of their need to know.

At its discretion, the institution may provide directory information in accordance with the provisions of the acts to include the following:

- name
- home address
- home telephone number
- major field(s) of study
- dates of attendance
- degrees and awards received (including Dean's List)
- participation in officially recognized activities and sports
- weight and height of members of athletic teams

Under the regulations defined by the Family Education Rights and Privacy Act, you can choose to restrict the information listed above from release. Please note that unless otherwise indicated, this information will not be made available to any oral or written request nor will it appear in any publication. You can elect this option on my.tcu.edu by taking the following steps:

- Log in to my.tcu.edu
- Click on Student Center
- Click on Student Center
- Scroll down to Personal Information
- Click on drop down and choose Privacy Setting
- Click on arrow
- To restrict release of personal information, click "FERPA ON"
2. The law provides students with the right to inspect and review information contained in their education records. The Registrar at Texas Christian University has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic, cooperative education, and placement records. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest. Only records covered by the act will be made available within forty-five (45) days of the request. Students may have copies made of their records with certain exceptions (e.g. a copy of the academic record for which a financial "hold" exists, or a transcript of an original, or source document which exists elsewhere). Their copies would be made at the students' expense at prevailing rates. Education records do not include records of instructional, administrative, and educational personnel, which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

3. Students may not inspect and review the following as outlined by the act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

4. Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the registrar, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable.

If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Registrar of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Office of the Registrar who, within a reasonable period of time after receiving such requests, will inform students of the date, place and time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense.

Decisions of the hearings will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearings, if the decisions are in favor of the students. If the decisions are unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearings. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

5. Students who believe that the adjudication of their challenges were unfair or not in keeping with the provisions of the act may request, in writing, assistance from the Chancellor of the institution.
or his designee and have the right to file complaints with the U.S. Department of Education. Complaints should be sent directly to the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

Revisions and clarifications to this policy will be published as experience with the law and institution’s policy warrants.

**Personal Data and Changes in Data**

1. **Address changes:** Address or telephone number changes should be reported to the Office of the Associate Dean for Academic Affairs. In addition, it is the student’s responsibility to see that addresses and phone numbers are kept current through my.tcu.edu.

2. **New students are requested to have photographs taken during Orientation.**

3. **Brite Divinity School and Texas Christian University use the Social Security card as the documentation to allow an individual to change his or her name of record (also known as the primary name). The Office of Human Resources, the Office of the Registrar, and the Office of Career Services are authorized to change an individual’s name of record. A Social Security card bearing the new name must be presented to one of these offices.**

   In an effort to provide better customer service to all of our community, these offices will also inquire as to whether the individual has a preferred name different from the name of record, in which case the data entry operator will override the defaulted preferred name with the preference. (Photo ID is necessary for preferred name changes.)

   The original documentation for all current or former students will be retained in the Office of the Registrar. An audit notification of changes in name of record will be available for the authorizing office (Human Resources Office, Office of the Registrar, or Career Services) periodically as well as on request.
COURSE NUMBERING SYSTEM

Course numbers consist of five digits.

Courses in the 60000-69999 series will normally be taken by first-year M.Div., M.A.T.M., M.T.S. and C.T.S. students. These courses satisfy basic theological studies requirements.

Courses with an initial number in the 70000s do not satisfy basic theological studies requirements for M.Div. students. Courses in the 70000s include some lecture courses, denominational requirements, biblical language and seminar courses. These courses are available to M.Div., M.A.T.M., M.T.S., C.T.S., and Th.M. students. (Th.M. students must take 90000 level courses in their Area of Specialization and related areas.)

Courses with an initial number in the 80000-89999 series are for Doctor of Ministry students. DOMI courses are D.Min.-specific.

Courses with an initial number in the 90000-99999 series are for Master of Theology (Th.M.) and Ph.D. students.

Courses with a second digit that is a five (5) have a Masters-level prerequisite.

The last digit in each course number indicates semester hour value. A zero designates a course that may be repeated for degree program credit and/or is offered with varying semester hour value. The minimum and total maximum semester hour value of such courses is indicated in the course description.
Grading and Point System

The definitions of grades and the grade point system at Brite Divinity School are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00 Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00 Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>2.00 Marginal</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>1.00 Poor</td>
</tr>
<tr>
<td>D-</td>
<td>0.70</td>
</tr>
<tr>
<td>F</td>
<td>0.00 Failure</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>NC</td>
<td>No credit</td>
</tr>
<tr>
<td>Q</td>
<td>Dropped with Dean's permission</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
</tbody>
</table>

Pass/No Credit

Brite students may not elect the Pass/No Credit grading option. Certain courses may be designated by Brite faculty and administration as Pass/No Credit. These include PRTH 65013 Supervised Ministry I, PRTH 65023 Supervised Ministry II, SPIR 70023/80023 Spiritual Resources and Disciplines, PTPC 75053 Clinical Pastoral Education, and WRSP 70230 Choir. Pass/No Credit courses are disregarded in the calculation of the student’s GPA.

Grade Reports

The Registrar’s Office requires faculty to report grades on-line using the internet (MY.TCU.EDU). Final grades are reported no later than 48 hours after the final exam; the office also places final grade reports on my.tcu.edu. In reporting grades directly to students, faculty members are to keep grade information confidential. If graded material is left for students to pick up in the absence of the instructor, it must be placed in sealed envelopes or returned by some other method that preserves confidentiality. Normally, faculty should always complete all grade evaluations before this time period expires. The “I” should never be reported when students have finished all required work.

The Registrar’s Office also provides online report forms for faculty to record mid-semester unsatisfactory progress for any student. Directions accompany the form. The faculty member will also want to inform the student of such unsatisfactory progress.

Incompletes

The grade of “I” (Incomplete) may be granted by faculty members and the Associate Dean only in cases of truly exceptional circumstances beyond the control of the student that prevent the completion of course work by the end of the semester. A student may request the grade of “I” from the course instructor by obtaining a form from the Office of the Associate Dean for Academic Affairs. The student will complete the form listing reasons for the “I” grade request, secure the approval signature of the instructor and submit the approved form to the Office of the Associate Dean for his/her signature. The official time limit for completing work for the course, and thereby changing the “I” to a final grade, is within sixty calendar days.
of the completion of the course (last day of final exams). This means that the work must be submitted to
the course instructor well in advance of this date to allow for course evaluation and processing of the
grade change. To remove an "I" from a student's transcript, the instructor must access the Faculty Center
and post the replacement grade. The system will forward the grade change to the Associate Dean for
Academic Affairs for online approval. Upon that approval, the grade will automatically be changed on the
student's transcript. Failure to remove the "I" within 60 days of the completion of the course (last day of
final exams) will result in a grade of "F" to be recorded on the student's transcript. Any extension of the
official time limit (the "official time limit" refers to the date by which the student is to have submitted the
course work) must also be for truly exceptional circumstances beyond the control of the student and is by
student request to the instructor combined with the completion of a form provided by the Office of the
Associate Dean for Academic Affairs. No extension shall be granted beyond the end of the semester in
which the grade is to be removed.

Repeating a Course

If a course taken at Brite Divinity School is repeated at Brite, the official grade is the last letter grade
received. All grades for any one course, if taken more than once, at Brite Divinity School will be listed on
the transcript and will be counted for the purpose of computing a GPA. However, only three hours credit
will be extended toward degree completion, no matter how many times the course is taken. Only grades
earned at TCU and Brite Divinity School may be used in GPA calculations. Financial aid restrictions may
apply to Brite Divinity School students repeating courses.

Grade Appeals

Faculty members are expected to provide information at the start of each semester on how the final grade
will be determined. Questions about an assigned grade should be directed to the instructor of the class.
Should a question arise, it is usually best to make an appointment for an office visit.

If you feel that your concerns have not been addressed, you can speak with the Associate Dean or the
Dean, in that order.

Grade Appeals Procedure

Students who wish to appeal a grade must adhere to the following grade appeal procedures. In the event
a student questions the appropriateness of a grade assigned for a course or the results of another critical
component of a degree requirement (e.g., oral exam, juried exhibition, thesis, etc.) the student must first
discuss the matter with the faculty member(s). These discussions between the faculty member and the
student should occur as early as possible after the grade is assigned. In the event that the faculty
member agrees to change the grade, the normal process for changing a grade shall be followed. If the
student wishes to appeal the faculty member’s decision after these discussions, he or she must follow the
formal grade appeal process outlined below. This appeal process must start prior to the final drop date of
the subsequent fall or spring semester. Normally, grade appeals may be made based upon a decision of
a faculty member that varies with the syllabus descriptions, or a weight attached to a particular
assignment that is different than that described in the syllabus, or a mistake in calculation as described in
the syllabus. Grade appeals outside these categories must provide a preponderance of evidence that
unprofessional behavior or prejudice on the part of the faculty member has affected the grade assigned
by a faculty member.

1. Appeal to the Associate Dean

If a student has discussed an assigned grade with the professor as outlined above and is not
satisfied with the outcome, the student may appeal the faculty member’s decision in writing to the
Associate Dean (see exceptions in next paragraph). A grade appeal to the Associate Dean must be
initiated prior to the final drop date of the subsequent fall or spring semester. Exceptions to deadlines set
forth herein for students in unusual circumstances (for example, studying abroad) may be granted in
writing by the Dean. The Associate Dean will become familiar with the facts of the case by communicating
with the student and the faculty member(s). The parties have the right to meet with the Associate Dean
without the other party present. The faculty member will respond in writing to the Associate Dean
concerning the student’s appeal. The Associate Dean may either accept or deny the student’s appeal.
The Associate Dean will normally notify the student and faculty member(s) of his or her decision in
writing within ten academic days. In the event the Associate Dean accepts the student’s appeal, the
Associate Dean will initiate the change of grade through the Dean’s office.

If the Associate Dean is involved in the appeal as the faculty member, the chair of the Faculty
Advisory committee will assume the Associate Dean’s role in the appeal process.

2. Appeal to the Appropriate Program Committee

The Associate Dean’s position may be appealed in writing by the student or faculty member(s) to
the appropriate program committee (Masters, Advanced Programs) within ten academic days of the
Associate Dean’s decision. The Committee will become familiar with the facts of the case by reading the
prior appeal documents and by communicating with the student, faculty member(s), and the Associate
Dean. The parties have the right to meet with the Committee without the other party or parties present.
The decision of the appropriate program may be appealed to the Dean.

3. Appeal to the Dean

The Program Committee’s position on the matter may be appealed in writing by the student or
faculty member(s) to the Dean within ten academic days of the committee’s decision.

The Dean will normally notify the student, faculty member, and the Associate Dean of his or her
decision in writing within ten academic days. In the event the Dean upholds the student’s appeal, the
change of grade shall be reported by the Dean to the Registrar’s office.
GUIDELINES FOR THE PREPARATION OF TERM PAPERS

REVISED AUGUST 2014
INTRODUCTION

These guidelines represent some of the more basic style features that all term papers written to fulfill class requirements at Brite Divinity School should follow. They provide instruction concerning only some of the more general issues that students typically encounter and are not intended to replace the need to become familiar with the appropriate style guides.¹

Style Guide for Term Papers

The official style manual for all written assignments is the seventh edition of Kate L. Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* (TM).² Commonly known as "Turabian," this style manual is designed for students and others whose written work is not intended for publication. Students should refer to Turabian for questions that are not addressed in this guide as well as questions about (but not limited to): formatting, mechanics (i.e., spelling, punctuation, capitalization, etc.), and documentation (i.e., citation of sources used in the preparation of the paper).

Other Resources on Style


¹ Many of the principles in these guidelines have been adopted from the February 2009 revised version of the *Student Supplement for The SBL Handbook of Style* that was compiled and edited by the Society of Biblical Literature. It is available in PDF format at http://www.sbl-site.org/assets/pdfs/SBLHSrevised2_09.pdf (accessed July 22, 2011).

volume from which Turabian is derived, may be consulted for specific questions regarding style (students should consult the most recent edition when utilizing this source). ³ In addition, students preparing papers within biblical studies and related fields should refer to *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies* (SBLHS).⁴ Students in the Pastoral Theology and Pastoral Counseling program may also have the option of writing papers in APA style using the sixth edition of the *Publication Manual of the American Psychological Association* (PMAPA).⁵

For convenience, copies of Turabian, *The Chicago Manual of Style*, *The SBL Handbook of Style*, and the *Publication Manual of the American Psychological Association* are held at the Mary Couts Burnett Library at TCU.⁶ Students who require more assistance with Turabian style may consult the Brite Librarian.

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BASIC INFORMATION ON FORMATTING AND CITATION

Becoming familiar with and applying conventional rules of formatting is an important feature of a paper that makes the preserved copy, bound or electronic, as accessible as possible for future readers. Likewise, properly citing sources that are consulted is an essential part of producing a quality term paper. Close attention to these elements should be evident in all assigned term papers.

Basic Formatting Information for Student Papers

- Paper should be quality bond, white in color, and 8½ × 11 inches in size (§A.1.1).7
- Printing should be on one side of the paper only and be letter quality.
- All text should be black in color; typeface should be Times New Roman; type size should be twelve-point for the text of the main body and ten-point for footnotes, table titles, and figure captions (§A.1.2).
- All text should be double-spaced except the following items: block quotations, table titles, and figure captions. The following should be single-spaced internally but with a blank line between items: table of contents, footnotes, captions, glossary, appendices, and bibliography (§A.1.3).
- Any prose quotation of five or more lines should be presented as a block quotation. Block quotations should be single-spaced with a blank line before and after it. Indent the entire quotation one-half inch from the left margin. Do not use quotation marks in the block quote except for quotations nested within the block (§25.2.2).
- Tabulations should be one-half inch. Use tabs instead of spaces for indentation, columns of text, and other content that should be consistently aligned (§A.1.3).
- Text should be justified to the left margin (i.e., flush left) with a ragged right margin (do not justify text to the right margin) (§A.3.1).

7 All parenthetical citations refer to the appropriate section(s) in Turabian’s Manual for Writers unless otherwise noted.
• One space, not two, should be placed after the terminal punctuation of a sentence (§A.1.3).

• Document margins should be set as follows:
  • Left Margin         1 inch
  • Right Margin        1 inch
  • Bottom Margin       1 inch
  • Top Margin          1 inch
  • Top Margin for any page with a primary heading         2 inches

• All front matter (i.e., title page, table of contents, etc.) should be counted and numbered differently from the main body and back matter (i.e., bibliography, appendices, etc.). Front matter should be numbered consecutively with lowercase roman numerals (i, ii, iii, etc.) in the center of the footer. Though the title page should be counted in the numbering of the front matter, it should not contain a displayed page number (§A.1.4).

• The main body and any back matter should be consecutively numbered with arabic numbers (1, 2, 3, etc.) beginning with the first page of the main body. Pages that contain a primary heading should begin on a new page with the page number centered in the footer; all other page numbers should be displayed in the upper right corner (i.e., flush right) in the header of each page (§A.1.4).

• Papers should be stapled in the upper left corner. Covers, folders, or bindings should not be used unless specified by the professor.

**Basic Citation Information for Student Papers**

Students should use the *notes-bibliography style*, also known as *bibliography style* or *notes and bibliography style*, for citing sources in term papers (exceptions for some term papers and class assignments are noted below). This style is widely used among writers in the humanities and some of the social sciences. Refer to TM 16.1–17.10 for more information concerning the notes-bibliography style of citation. When consulting TM, citations preceded by “N” are examples of footnotes and citations preceded by “B” are examples of bibliographical entries.

For further discussion concerning the notes-bibliography style of documentation, refer to *CMOS* 14.1–14.316, “Documentation I: Notes and Bibliography.”
Footnotes should be placed at the bottom of the page on which the reference is cited (§16.3.4). Parenthetical references ("in-text citations") are acceptable only for scripture references. Refer to SBLHS 8.2–8.3 for proper format and abbreviations of ancient (including biblical) texts. Do not use CMOS or TM for biblical text abbreviations.

Care must be taken to ensure accuracy of quotation and citation so that resources may be verified. The bibliography must indicate only materials actually used for a particular term paper including the specific edition of a work (if it is other than the first edition).

**Exceptions for Particular Class Assignments**

For particular class assignments, professors may stipulate the use of endnotes instead of footnotes (§16.3.1). Some professors may stipulate the use of the parenthetical citations—reference list style, also known as reference list style and author-date style. This style uses "parenthetical citations," which place the author’s last name, the date of publication, and the appropriate page numbers in parentheses. These citations are part of the running text of the paper as can be seen in the example citation at the end of this sentence (Turabian 2007, 216–26). The use of parenthetical references requires the use of a reference list, which has a different format than that used for a bibliography. Under no circumstances are styles to be mixed or combined. Unless specifically directed to use endnotes or parenthetical references by their professor, students should use the notes-bibliography style for citing references in term papers and class assignments.

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8 Please note that although TM, CMOS, and SBLHS call for footnote reference numbers to be non-superscript numbers followed by a period, these guidelines depart from this standard by calling for superscripted reference numbers without a period due to limitations in many word processing programs (see note 2 in the examples section below for more information).
EXAMPLES

The following pages provide visual examples for aid in formatting a term paper. The examples used, however, are far from exhaustive. For particular issues not covered in this document, students should consult the resources listed above.
CONTENTS

LIST OF ABBREVIATIONS ........................................................................................................... iii

INTRODUCTION .............................................................................................................................. 1

First-level subheading should be indented three spaces without dotted leader. Titles that exceed one line should be indented for subsequent lines

Second-level subheadings should be indented three spaces without dotted leader

THE FIGURE OF MOSES IN EARLY RABBINIC TRADITION: A PRELIMINARY ASSESSMENT ................................................................................................................................. 6

THE EXODUS IN EARLY CHRISTIAN INTERPRETATION .................................................................. 14

CONCLUSION ................................................................................................................................. 16

APPENDIX A .................................................................................................................................. 19

BIBLIOGRAPHY ............................................................................................................................. 20

Note: A contents page should be used for papers that exceed fifteen pages in length. It should list every element of the paper that follows the contents pages. Front matter should be numbered with roman numerals and the main text and back matter should be numbered with arabic numbers.
The top margin on pages containing primary headings is two inches. Leave two blank lines between the primary heading and the text. On all pages that do not have primary headings, the left, right, top, and bottom margins are all one inch. Leave two blank lines between subheadings and text. The first line of a new section or subsection should be justified to the left margin.

Indent the first line of all subsequent paragraphs. All text should be set in Times New Roman typeface. All text should be set to twelve-point type size except in footnotes, which should be ten-point type size.

First-Level Subheading

Keep two blank lines between the text of the preceding section and a subheading regardless of level. A first-level subheading should be bold, centered, and capitalized headline style.

Second-Level Subheading

Keep two blank lines between the text of the preceding section and a subheading regardless of level. A second-level subheading should be centered and capitalized headline style.

Third-Level Subheading

Third-level subheadings should be justified on the left margin, in bold, italics, and capitalized headline style. A heading should never be the last text on a page. Apply your word processor’s “widow/orphan” controls or, if necessary, add blank lines to the end of a page and begin the
Fourth-Level Subheading

Fourth-level subheadings should be justified on the left margin, capitalized headline style.

The main body and any back matter should be consecutively numbered with arabic numerals (1, 2, 3, etc.) beginning with the first page of the main body. Pages that contain a primary heading should begin on a new page with the page number centered in the footer; all other page numbers should be displayed in the upper right corner (i.e., right justified) in the header of each page. The text of the body of the paper is double-spaced except for block quotations:

This is a block quotation, which consists of any prose quotation of five or more lines. Block quotations should be single-spaced with a blank line before and after it. Indent the entire quotation one-half inch from the left margin and leave the right margin as “ragged right.” Do not use quotation marks in the block quote except for quotations nested within the block.¹

After a block quotation, return to double-spaced text justified to the left margin until you finish the paragraph.²

Footnotes at the bottom of the page are single-spaced, ten-point Times New Roman font, with a blank line separating each note. Maintain subsequent numbering in notes. Indent the first line of the footnote with a superscripted number. Make sure a footnote and the text to which it refers are on the same page.

¹ Footnote reference numbers in the main text should be twelve-point superscript, and should stand after any punctuation, preferably after a full punctuation stop.

² All text in the footnotes should be ten-point in size and be separated from the main text by a short rule of two inches. Footnotes should be single-spaced internally with a blank line in between each footnote with the first line of each footnote indented one-half inch. Superscript arabic numbers should appear before each footnote. One space should separate each number from the text of the note.
APPENDIX A

APPENDIX TITLE

There should be two blank lines between the title of an appendix and the text and/or image that constitutes the appendix.

Term papers rarely require appendices, though in cases where supporting material cannot easily be worked into the body of a paper, appendices may be used. Each appendix should be numbered with either arabic numerals or capital letters and contain a title (a single appendix need not be numbered). Every appendix requires a heading, thus a preexisting document or image will need a typed heading (i.e., the appendix number and title) on that document to conform to the numbered appendixes.

If the appendix is already numbered, put those page numbers in square brackets. Page numbering for the appendixes is consecutive with the rest of the paper. Page number placement follows the same guidelines as the text of the main body.
BIBLIOGRAPHY


Notes on bibliographies: Leave two blank lines between the title and the first entry. Justify the first line of each entry to the left margin; indent subsequent lines one-half inch using a “hanging indent.” A bibliography should contain an alphabetized list of all works that were used in the production of the paper. Separate the entries with one blank line. The entries themselves are single-spaced. The bibliography follows the appendixes (if any) and is numbered consecutively.

The examples above attempt to demonstrate some of the more commonly used types of references within the fields of biblical studies, theology, and/or religion. Though never included in an actual bibliography, the type of citation is indicated after each note in brackets for reference.

When dealing in specialized disciplines, occasions will arise when TM, CMOS, and SBLHS all suggest different preferences on a point of style and/or citation that are irreconcilable. In such cases, a logical solution should be developed and used consistently throughout the paper.
CITING ONLINE SOURCES AND OTHER ELECTRONIC MEDIA

The Turabian manual addresses the problem of citing electronic resources in section 15.4. However, resources obtained through online databases, CD-ROM databases, or the Internet do not always provide all the bibliographic information required for citing a similar source in print. Basically, the goal of citation is to provide enough information so the resource may be retrieved again and to ensure proper credit is given to the author(s) of the source cited. According to TM 15.4.1, online sources fall into two categories: those that are more formal and are similar to print sources except for the medium (online books, journals, public documents, etc.) and less formal sources unique to the medium, such as personal websites, mailing lists, and blogs.

**Formal Electronic Sources**

If the resource is an electronic or online version of a print resource, all bibliographic information required for the print resource must be included in addition to the bibliographic information necessary for the electronic version. If possible the citation should include: author, title of the page (enclosed in quotation marks), title or owner of the site, access date, URL. Consult TM for specific examples (§§ 17.1.10, 17.4.2, 17.5.3, 17.5.4, 17.5.6, 17.5.8, 17.5.9, and 17.6.1).

**Examples of Bibliographic Entries for Electronic Formal Sources**


**Informal Sources**

For the second, more informal type of online source, the citation should include as much information as possible in addition to the URL and access date. Examples may be found in TM 17.7.

Examples of Bibliographic Entries for Electronic Formal Sources


BIBLIOGRAPHY


LIBRARY CONDUCT POLICY

Students of Brite Divinity School are expected to be familiar with and adhere to the published academic policies, rules, regulations, and procedures of Brite Divinity School and Texas Christian University. This is a reminder that personal conduct in the Library is subject to the “Standards of Professional Behavior” published in this handbook. In addition, the “Academic Conduct Policy” published in this handbook includes all resources of the Mary Couts Burnett Library.

Please be aware of the following:

- Students are advised not to loan borrowed Library resources to others for use. Likewise, students may not give their Student Identification Cards to others—including spouses, children, siblings, or friends—for the purpose of borrowing resources from the Mary Couts Burnett Library. In all cases, the student is responsible for the return or replacement of items charged to the student’s account.

- Writing notes or comments in materials, highlighting, removing contents, or marking contents by folding corners or pages is considered an abuse of resource materials. Likewise, students are not to hide, conceal, or otherwise make unavailable for use any reference, reserve, or circulating material. No resource is to be removed from the Library or stored in lockers or carrels unless properly processed by Library Circulation Staff.

- Unless designated as a public access terminal, all computers in the Library are for the sole use of current students, faculty, and staff of Texas Christian University. Use of such equipment is restricted to activities associated with the academic process as outlined by the “Computing Resources Policy” of Brite and Texas Christian University. Students may not loan their TCU identification numbers, passwords, or PINs to others—including spouses, children, siblings, or friends—for the purpose of accessing restricted University computer accounts or Library databases. Students assume full responsibility for the appropriate use of computing resources accessed with their TCU identification numbers. In some cases, students may be required to reimburse the University for electronic services or data delivery fees associated with unauthorized or non-University related computer use.
FIELD EDUCATION AND SUPERVISED MINISTRY

Field Education is a learning/serving experience. It produces growth in professional skills, and personal and vocational identity with students functioning in supervised ministerial settings. Through reflection, academic studies are integrated with ministerial practice. The supervised year is based on an action/reflection model with experience in ministry being a key factor. Most students receive a stipend that helps offset the expenses of graduate study.

Students may choose to serve in field settings in their first year in seminary. The supervised year in ministry (PRTH 65013 and PRTH 65023, which must be taken sequentially in the fall and spring semesters) is normally undertaken by M.Div. and M.A.T.M. students in the second academic year along with regular academic courses. The program requires close supervision in an approved field setting (confirmed by a learning covenant signed by the supervisor, the student and the Director of Field Education and Supervised Ministry) and participation in a theological reflection group.

While encouraged to experience the total work of ministry, the student may concentrate in one or more specific areas such as parish ministry, chaplaincy, youth ministry or Christian education. The supervised year in ministry carries a total of six semester hours credit. A student must have satisfactorily completed twenty-one semester hours of seminary credit before enrollment in the supervised year.

Arrangements for field settings are made in cooperation with the Office of Field Education and Supervised Ministry. The director of the program is responsible for training approved field supervisors and for nominating theological reflection group leaders to the full faculty for confirmation. The director consults with field supervisors, theological reflection group leaders, and students on matters pertaining to supervised ministry.

Theological Reflection Group Leaders

The Theological Reflection Groups are regularly scheduled meetings of small groups of students (7 or less) with a pastoral leader and a faculty consultant. These conferences are reflective and integrative in nature. Aspects of ministerial practice are presented during the conference for analysis and evaluation, utilizing, and integrating the various theological disciplines. The student is expected to be able to share (communicate) his/her theological perspective.

(Since 2015)
Rev. Fred Barber, Church of the Transfiguration, Dallas, TX
Rev. Dr. Michael Bell, Greater St. Stephen Baptist Church, Fort Worth, TX
Rev. Russell Boyd, University Christian Church, Fort Worth, TX
Rev. Page Hines, First Street Methodist Mission, Fort Worth, TX
Rev. Andy Shelton, Director of Chapel at Brite, First Christian Church, Durant, OK

Supervised Ministry Supervisors

2017-2018
Jeremy Albers, Slumber Falls Camp - South Central Conference UCC, New Braunfels, TX
Nick Billardello, Abiding Grace Lutheran Church, Southlake, TX
Jim Bowden, Trinity United Methodist Church, Denton, TX
Russ Boyd, Ridglea Christian Church, Fort Worth, TX
Kathy Campbell, VITAS Healthcare, Fort Worth, TX
Diana Casteel, Presiding Elder of the Greenville/Texarkana District CME Church, Dallas, TX
Jim Conner, First United Methodist Church, Mansfield, TX
Danny Couch, Central Christian Church, Weatherford, TX
Brian Dierolf, Wesleyan Campus Ministry/FUMC Commerce, Commerce, TX
Ann Dotson, First Christian Church Rowlett, Rowlett, TX
Beth Evers, University United Methodist Church, Fort Worth, TX
Christal Fisher, First Christian Church, Lewisville, TX
David Grebel, Agape Meal, Broadway Baptist Church, Fort Worth, TX
Robert Herzig, First United Methodist Church, Cleburne, TX
Jo Hudson, New Church UCC, Dallas, TX
Judy Hunt, White's Chapel UMC, Southlake, TX
Ginger Jarman, Northwest Christian Church, Interim Minister, Arlington, TX
Angela Kaufman, TCU Office of Religious & Spiritual Life, Fort Worth, TX
Paul Klaus, Richland Hills Christian Church, Richland Hills, TX
Scot McComas, St. Martin in the Fields, Keller, TX
Donna McKee, First United Methodist Church of Hurst, Hurst, TX
Brian McPherson, Good Shepherd United Methodist Church, Lucas, TX
Shannon Moore, University Christian Church, Fort Worth, TX
Patrick Moses, First Missionary Baptist Church, Fort Worth, TX
Joseph Nader, UTA Wesley Foundation & CTC Campus Ministries, Arlington, TX
Peter Nichols, St. Paul's Evangelical & Reformed UCC, Dallas, TX
James Pledger, Arlington Heights United Methodist Church, Fort Worth, TX
Caroline Poe, University Baptist Church, Fort Worth, TX
M. Katy Reed, First Baptist Church Arlington, Arlington, TX
Victoria Robb Powers, Highland Park UMC, Dallas, TX
Bruce Ruiz, VITAS Healthcare, Fort Worth, TX
Jeremy Skaggs, The Welcome Table Christian Church, Arlington, TX
Bishop Kenneth Spears, First St. John Cathedral, Fort Worth, TX

2016-2017
Boyd, Bill, Edge Park United Methodist Church, Fort Worth, TX
Boyd, Russ, University Christian Church, Fort Worth, TX
Cazares-Thomas, Neil G., Cathedral of Hope UCC, Dallas, TX
Cook, Dottie, South Hills Christian Church, Fort Worth, TX
Dickerson, Sonjia, Dayspring Family Church, Irving, TX
Disney, Ben, Arborlawn United Methodist Church, Fort Worth, TX
Ellis, Kathleen, Unitarian Universalist Ministers Association, Austin, TX
Godbold, Betsy, Whites Chapel United Methodist Church, Southlake, TX
Hays, Katie, Galileo Christian Church DOC, Fort Worth, TX
Hays, Katie, Galileo Church, Fort Worth, TX
Henry, Nichole, Director of Crisis and Outreach, Fort Worth, TX
Heyduck, Steve, Euless First United Methodist Church, Euless, TX
Hopper Klatzkin, Lindsay, Volunteer Coordinator, Fort Worth, TX
Humphrey, Johnny, Resource Center Youth First, Dallas, TX
Hunter, Mike, First Christian Church Midland, Midland, TX
Jones, Marion, Voices of Influence, Fort Worth, TX
Kremzar, Lucia, Flower Mound Presbyterian Church, Flower Mound, TX
Lobaugh, Alan, Azle Christian Church, Azle, TX
Lockett, Ill., Conrell J., Jones Chapel United Methodist Church, Fairfield, TX
McDonald, Walter, Baker Chapel AME Church, Fort Worth, TX
Moore, Glenn E., Harmony Fellowship of Fort Worth, Fort Worth, TX
Rigoulot, Kenny, United Presbyterian Church, Cleburne, TX
Schwarz Harari, Laura, Temple Rodef Shalom, Waco, TX
Seamster, Ervin D., Light of the World Church of Christ, Dallas, TX
White, Linda, Heart to Heart Hospice, Fort Worth, TX

2015-2016
Lyle Benson, Aldersgate United Methodist Church, Carrollton, TX
David Brower, Arborlawn United Methodist Church, Fort Worth, TX
Alex D. Byrd, Living Faith Covenant Church, Dallas, TX
Jim Conner, First United Methodist Church, Fort Worth, TX
Danny Couch, Central Christian Church (DOC), Weatherford, TX
Ben Disney, Arborlawn United Methodist Church, Fort Worth, TX
Christal Fisher, First Christian Church (DOC), Lewisville, TX
James Fitzgerald, Friendship West Baptist Church, Dallas, TX
Cara Gilger, First Christian Church (DOC), McKinney, TX
Chuck Graff, First United Methodist Church, Fort Worth, TX
Lian Jiang, First Chinese Christian Church of Texas, Plano, TX
Kevin A. Johnson, Sr., Alban's Episcopal Church, Arlington, TX
James McClurg, Alliance United Methodist Church, Fort Worth, TX
Walter McDonald, Baker Chapel AME Church, Fort Worth, TX
Wayne Menking, Texas Health Resources, Department of CPE, Fort Worth, TX
Rob Morris, Ridglea Christian Church, Fort Worth, TX
Trey Posey, New Hope Fellowship, Fort Worth, TX
Chad Presley, Westside Presbyterian Church, Fort Worth, TX
Marvin T. Roberts, Living Faith Covenant Church, Dallas, TX
Douglas Shaffer, White Rock Community Church, Dallas, TX
Doug Skinner, Northway Christian Church, Dallas, TX
Arthur Stewart, Midway Hills Christian Church, Dallas, TX
Michael Waschevski, First Presbyterian Church, Fort Worth, TX
Jim Witherow, Faith Presbyterian Church, Aledo, TX
Bruce Wood, Retired Ordained Elder United Methodist Church, College Station, TX
Yizong Xie, The Welcome Table Christian Church, Arlington, TX

2014-2015
David Alexander, First United Methodist Church, Mansfield, TX
Coleman Baker, Soul Repair Center, Fort Worth, TX
Brent Beasley, Broadway Baptist Church, Fort Worth, TX
Russ Boyd, University Christian Church (DOC), Fort Worth, TX
Suzanne Castle, Sanctuary, Fort Worth, TX
Christal Fisher, First Christian Church (DOC), Lewisville, TX
Vernon Gotcher, St. Stephen's Episcopal Church, Hurst, TX
Page Hines, First Street Methodist Mission, Fort Worth, TX
Donald Hogg, Westminster Presbyterian Church, Fort Worth, TX
Judy Hunt, White's Chapel United Methodist Church, Southlake, TX
Mark Loewen, First Christian Church (DOC), Gainesville, TX
Nathan Loewen, First Christian Church (DOC), Cleburne, TX
Walter R. McDonald, Baker Chapel AME Church, Fort Worth, TX
Chris Mesa, Acton United Methodist Church, Granbury, TX
Deborah Morgan-Stokes, East Dallas Christian Church (DOC), Dallas, TX
Sean Reed, Crossroads Church, Fort Worth, TX
Thomas Reeder, First Christian Church (DOC), Granbury, TX
Douglas Shaffer, White Rock Community Church, Dallas, TX
Arthur Stewart, Midway Hills Christian Church, Dallas, TX
Cyndy Twedell, University Christian Church, Fort Worth, TX
Andrew Wright, Trinity Episcopal Church, Fort Worth, TX
GRADUATE ASSISTANTSHIPS

As a part of the Financial Aid package, many students are given a Graduate Assistantship, and assigned to work with one or more faculty or staff members. Each faculty member may request a student assistant for the fall and spring semesters of each year. Assistants enrolled in Brite’s M.Div., M.T.S. or M.A.T.M. programs receive a $580 stipend per semester while students in the Th.M., D.Min. or Ph.D. programs receive a $750 stipend per semester. The stipend is paid out over the course of the semester’s eight pay periods. Five hours of work per week is expected. Should a faculty member’s schedule for student hours vary significantly from the normal routine, he or she should work out an agreement with his or her assistant in writing.

The faculty member has the right to recommend to the Associate Dean for Academic Affairs’ office the appointment of his or her assistant and to recommend the termination of that assistant, should the latter’s work prove unacceptable. Likewise, a student assistant may resign from the position by providing two weeks’ notice to both the professor and the Associate Dean’s office. The faculty member may then choose another assistant. In all cases, the request should be directed to the Associate Dean’s office for action. Only with special permission of the Dean may a student assistant use workspace outside the faculty member’s office.

At the discretion of the faculty member, a student assistant may be assigned a key to that faculty member’s office. No other person is authorized to have a key. A key must be returned to the building deputy when the assistantship ends. Outside keys are not to be distributed to student assistants for reasons of security and protection of files.

As a Graduate Assistant, students may have access to confidential files, student grades, examinations, and other materials which require careful handling. This involves not only special responsibility, but the exercise of a high level of integrity and self-discipline. As in many other areas of student life, confidentiality is a particular concern, and it is expected that what is said and done within the boundaries of the Graduate Assistantship will be held in confidence. Any breach of this confidentiality can result in the revocation of the Assistantship and the implementation of other disciplinary procedures.
Policy for Teaching Assistants

A teaching assistant (TA) who is not the Instructor of Record/Faculty person teaching the course, may have an ongoing instructional role within a course.¹ A teaching assistant (TA)

- will normally be a PhD student at any stage in her or his program;
- will have regular supervision throughout the course from the faculty instructor;
- and may contribute to some course evaluation processes (if so, under supervision with clear evaluation criteria and grading processes, with the instructor of record retaining final accountability).²

Normally the course will be the introductory course in their department of admission. Involvement in a course outside the student’s major area but related to the course of study may be possible if resources (people and funding) are available and if no other PhD students are registered for the course or, in multiple level courses, in the section/s to which the TA contributes.³

In the semester prior to the course being taught, after consultation with other members of the Department, the Faculty Instructor of Record will invite the student to take up this role of TA. The invited person will be advised of their duties and expected time commitment. Such roles will normally be compensated as part of a PhD stipend or, in special circumstances,⁴ by the payment of the current rate (see the Associate Dean for the current rate). This obligation assumes a minimum stipend of $3000, the likelihood of a one-semester TA opportunity, and will be set in place by PhD admission letters in 2015 and thereafter.⁵

In the semester prior to the teaching of the course, the Faculty person responsible for the course will send a recommendation to the Faculty Committee verifying the person’s expertise (CV and statement of eligibility under this policy to be attached), and indicating duties, regular supervision, and the course’s evaluation criteria and processes (if the person’s duties involve some evaluation work). Upon the Faculty Committee’s review and motion to approve, final approval rests with the full Faculty.⁶

¹ A Teaching Assistant (TA) as defined in this policy is not to be confused with a Student Assistant (SA). The latter assist faculty in a variety of non-instructional tasks.
² This policy does not pertain to PhD students employed to teach Introductory language courses.
³ This policy does not pertain to the occasional visit by a PhD student to a class for the purpose of making a one-off presentation.
⁴ Special circumstances include a student who, because of their own resources, chooses not to accept financial aid.
⁵ This commitment assumes the admission of students who, given appropriate instruction in their PhD program and supervision by faculty, will be able to carry out the duties of a TA as described by this policy.
⁶ The rationale for this process is that all instructional appointments should be approved not only by the Faculty Committee but by the full Faculty including "non-adjunct instructional appointments" for Brite Choir, assistants for the Foundations for Preaching course, and Theological Reflection Group leaders for Supervised Ministry.
TEXTBOOKS

Normally, textbooks for Brite courses are found at the TCU Book Store at 2950 West Berry, Fort Worth, TX 76109, Telephone (817/257-7844), or online at http://www.bkstr.com/tcstore/shop/textbooks-and-course-materials. Textbooks are usually in stock well before the beginning of each term.
MASTER OF DIVINITY

The Master of Divinity degree is the basic graduate degree in theological education. The eighty-one hour program of study leading to this degree is designed to prepare students for various forms of ministry in the church. In recognition of the great diversity of students' undergraduate preparation and vocational goals, the M.Div. curriculum is flexible and allows much freedom in the selection of courses. Certificates in Biblical Studies, Black Church Studies, History, Theology, and Ethics, Military Chaplaincy, Pastoral Care, and Sexual and Gender Justice are available within the structure of the program.

Curriculum
I. Basic Theological Studies - 57 hours
Requirements for Basic Theological Studies are normally satisfied by courses in the 60003-69999 series. However, a student with a special background in a subject matter may, with approval, substitute an advanced course for a 60003-69999 series course.

A. **Bible** - 9 hours, of which 3 must be in Hebrew Bible (HEBI 60003 Interpreting the Hebrew Bible and Apocryphal/Deuterocanonical Books) and 3 in New Testament (NETE 60003 Interpreting the New Testament). Once the appropriate introductory course is completed, the 3 hours of an exegesis course (650xx) may be chosen from the wide range of upper level courses in either HEBI or NETE.

B. **History** - 6 hours:
1. CHHI 60013 History of Christianity I, Early and Medieval
2. CHHI 60023 History of Christianity II, Reformation and Modern

C. **Theology and Ethics** - 12 hours, distributed in the following ways:
1. CHTH 60003 Introduction to Christian Theology I
2. CHTH XXXX Three additional hours chosen from specified course options. (Students should consult their academic advising sheets for courses that meet this requirement.)
3. CHET 60013 Introduction to Contemporary Theological Ethics
4. One course selected from the following:
   - CHTH 65033 Black Theologies
   - CHET 65013 History of Christian Ethics
   - RECU 65013 Seminar: Social Ethics
   - RECU 65033 Religion and Violence
   - RECU 65053 African-American Experiences and Perspectives in Social Ethics
   - Modern Christian Political Thought
   - Womanist Theology and Ethics

D. **Practical Theology** - 24 hours
1. HOML 65003 Foundations for Preaching
2. One course selected from the following:
   - PRTH 60003 Congregational Leadership
   - PRTH 60033 The Church's Mission and the Minister's Vocation
     - The Person as Leader
     - Leadership in Nonprofit Organizations
3. PRTH 65013 Supervised Ministry I
4. PRTH 65023 Supervised Ministry II
5. PTPC 60003 The Ministry of Pastoral Care
6. REED 65003 The Church's Educational Ministry
7. SPIR 60003 Spiritual Life and Leadership
8. WRSP 60003 Christian Worship

E. **Contextualization** - 6 hours
Three hours chosen from any of the following:
1. JWST 60003 Introduction to Judaism
2. RECU 60013 Religious Plurality: Theologies and Geopolitics of Religion
3. RECU 60023 Christian Theology of Religion
4. RECU 60033 Religious Fundamentalism
5. RECU 60043 Interreligious Dialogue
6. RECU 60063 World Religions and Gender

Three additional hours chosen from a course addressing oppressive forms of difference OR Ministry in Public Contexts. Students should consult their academic advising sheets for courses that meet this requirement.

II. Denominational Requirements for Ordination (required of all Baptist, Disciples of Christ, Episcopal, Metropolitan Community Church, Presbyterian, and United Methodist students) - 0 to 18 hours

A. CHHI 70113 The Christian Church (Disciples of Christ) is required of Disciples students.
B. United Methodist students are required to take CHHI 70134 History and Doctrine of the United Methodist Church, PRTH 70212 United Methodist Polity, PRTH 70223 Evangelism, and a course on Mission. Students should consult their Annual Conference for any additional requirements unique to their Conference.
C. Baptist students are required to take CHHI 70133 Baptist History and CHTH 70113 Survey of Christian Theology from Baptist Perspectives.
D. Presbyterian students are required to take NETE 70013 Basics of Biblical Greek, NETE 75013 Biblical Greek II, HEBI 70013 Biblical Hebrew I, HEBI 75033 Biblical Hebrew II, Reformed Theology, Presbyterian Polity, and an exegesis course in both Testaments (one of the exegesis courses may be used to satisfy requirements under I,A Basic Theological Studies, Bible requirements).
E. Episcopal students are required to take Anglican History, Anglican Thought, Episcopal Polity, and The Book of Common Prayer.
F. Metropolitan Community Church students are required to take MCC Polity, PTPC 75053 Clinical Pastoral Education, a Sexual Studies course, and a course on LGBTQ History.

III. Electives - 4 to 24 hours

The remaining hours—4 to 24—are to be selected in consultation with the student’s faculty advisor. Graduate courses from TCU divisions normally do not receive credit toward the M.Div. degree. Exceptions are considered on a case-by-case basis by the Office of the Associate Dean for Academic Affairs. Master of Liberal Arts (MLA) courses, however, do not count toward a degree at Brite.

Degree Requirements

1. Eighty-one semester hours of credit must be completed with a grade point average of at least 2.50, based on a four-point grading system.
2. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.
3. All entering students are required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.
4. Entering students should work to complete courses at the 60000 series level. For detailed suggestions, please refer to the paragraph entitled “First Year Courses” in the section of this bulletin entitled “Divinity School Program.”
5. Entering students should complete required courses early in their program.
6. A student who transfers from another institution must take at least forty-one semester hours in Brite Divinity School to receive the degree.
7. Students who give evidence of special deficiencies will be required to do remedial work in the areas of their deficiencies.
8. The student is required to participate in an approved program of Supervised Ministry which in the judgment of the student and Director of Field Education and Supervised Ministry meets the needs of the individual student, viewed in the light of the student’s past experience and stated goals. This program shall be developed on the initiative of the student in consultation with the Director of Field Education and Supervised Ministry and may be amended from time to time with the approval of the Director of Field Education and Supervised Ministry. A minimum program shall include the following:
   A. Two semesters of work in a church or institution under approved supervision.
B. Concurrent with these semesters in Supervised Ministry the student shall successfully complete PRTH 65013 and PRTH 65023.

C. Work done before enrollment in the seminary does not count toward this requirement, although previous experience shall be given consideration making field assignments. Work undertaken without consultation with the Director of Field Education and Supervised Ministry shall not count toward this requirement.

D. Any variation from the above must be with the counsel and approval of the Director of Field Education and Supervised Ministry.

9. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and the approval of the Dean. Students may be dismissed from the Divinity School at the discretion of the Dean at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress. Likewise, the Dean has both the authority and the responsibility to take action, including dismissal from a program of study or the Divinity School itself, if a student’s conduct is determined to be contrary to the professional and ethical standards of the field of ministry.

10. Normally students must complete the last nine semester hours at Brite.

11. All degree requirements must be completed within seven years from the date of the earliest credit counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the Masters Programs Committee. Additional course work may be required.
Brite Divinity School’s Master of Divinity degree program educates ministerial leaders who engage in effective, critically imaginative ministry as pastors and as public theologians seeking to increase the love of God and neighbor and justice in a diverse church and culture and to secure the well-being of the planet entrusted to our care.

Brite’s Master of Divinity degree has the following four outcomes. Each outcome has prominent characteristics that, though not exclusive, elaborate or clarify Brite’s understanding of the corresponding outcome.

1. Students will demonstrate knowledge of and skills for constructive theological analysis and articulation for ecclesial and public contexts
   a. knowledge of the Bible and Christian traditions across history and the ability to engage these critically and constructively;
   b. critical and constructive appreciation of the contributions and issues of contemporary, worldwide Christianity with its diverse contexts and priorities;
   c. skills for intelligent, articulate analysis and engagement of public issues which intersect with faith;
   d. sufficient self-understanding of their own particular Christian tradition to allow openness to the ideas and experiences of other Christian traditions and to opportunities for an ever-widening experience of God in contemporary life; and
   e. critical and constructive knowledge of other religions.

2. Students will demonstrate knowledge of and skills for engaging social and religious diversity in the human family as evidence of God’s creativity and vision
   a. a value for and knowledge of the social and cultural diversity in the human family;
   b. cross cultural fluency that includes a deep self-understanding of various aspects of their own social and religious identities; and
   c. a capacity to engage critically and respectfully other religions.

3. Students will demonstrate knowledge of and skills for effective, ethical, and wise ministerial leadership
   a. an understanding of and critically constructive engagement with the history of the office of ministry and the evolving contemporary understanding of ministerial leadership;
   b. an understanding of and a readiness to make use of intellectual, spiritual and social resources for ministry that will nurture and lead congregants in their faith journeys and in effective witness;
   c. an understanding of strategies and practices for ethical behavior as ministerial leaders;
   d. an understanding of multiple practices and disciplines that support ministerial leaders; and
   e. A capacity to reflect critically and theologically upon religious experience and practice.

4. Students will demonstrate growing knowledge and skills to engage in advocacy for the justice and love promised in Christian tradition for all God’s creation
   a. constructive and imaginative theological resources for recognizing the interconnectedness and value of every human life and a readiness to confront and resist forces that would undermine the fullness of all God’s people;
   b. resources for contextual analysis and skills for engaging social justice in a range of diverse contexts;
   c. skills to be effective agents of change for enlarging social justice in ecclesial and cultural contexts;
   d. recognition of the interconnectedness of the ecological web and a readiness to confront and resist forces that would undermine the fullness of all God’s creation;
   e. resources for contextual analysis and skills for engaging planetary justice in a range of diverse contexts;
   f. skills to be effective agents of change for enlarging ecological justice in ecclesial and cultural contexts; and
g. Engage spiritual practices to sustain ministries of social and ecological justice.

5. **Students will demonstrate integrative capacities**
   a. Students will draw on content, methods, and/or skills from multiple disciplines (viz. fields of theological studies);
   b. Students will advance in more complex analyses through the degree program; and
   c. Students will interrelate two or more of the other four outcomes of the MDiv Curriculum.
The Master of Arts in Theology and Ministry (M.A.T.M.) degree is a forty-eight semester hour degree with two tracks: Congregational Ministry and Social Transformation. This degree is designed for persons who serve (or plan to serve) vocationally or bi-vocationally as specialized ministers or leaders in community agencies of non-profit networks. The degree provides a basic understanding of theological disciplines with a mixture of practical coursework in order to focus on Christian service in various church and community settings. For example, the United Methodist students preparing for deacons’ ordination may fulfill, with assistance from the Office of the Associate Dean for Academic Affairs, UMC expectations and utilize this degree to meet specific educational requirements. Normally those pursuing ordination in a vocation other than deacon pursue the M.Div. degree. Similarly, persons interested in non-profit agency work or service in a community organization might find the M.A.T.M. a degree that provides theological education alongside experience in a chosen context of service. Certificates in Biblical Studies, Black Church Studies, History, Theology, and Ethics, Pastoral Care, and Sexual and Gender Justice are available within the structure of the program.

Curriculum

I. Distributive Requirements - 27 hrs.
   A. Religious Heritage - 12 hrs.
      2. History - choose one from CHHI 60013 History of Christianity I, Early and Medieval, CHHI 60023 History of Christianity II, Reformation and Modern, or CHHI 70013 History of Christianity in America
      3. Theology - CHTH 60003 Introduction to Christian Theology I

   B. Cultural/Global Context - 6 hrs.
      1. Choose one from CHET 60013 Introduction to Contemporary Theological Ethics, or CHET 65013 History of Christian Ethics
      2. Choose one from CHHI 70023 The Church in the Midst of Pluralism, CHHI 70533 The Black Religious Experience in America, CHTH 70013 Postcolonial Theologies, CHTH 70043 Feminism and Theology, JWST 60003 Introduction to Judaism, RECU 60013 Religious Plurality: Theologies and Geopolitics of Religion, RECU 60023 Christian Theology of Religions, RECU 60033 Religious Fundamentalism, RECU 60043 Interreligious Dialogue, RECU 60063 World Religions and Gender, RECU 60073 Introduction to U.S. Latina/o Christianity, RECU 65053 African-American Experiences and Perspectives in Social Ethics, RECU 70003 Intro to Black Church Traditions and Culture, or RECU 70053 Studies in World Christianity

   C. Personal and Spiritual Formation - 9 hrs.
      1. Choose one from CHHI 70403 History of Christian Spirituality, SPIR 60003 Spiritual Life and Leadership, SPIR 65013 Spirituality and Ecological Justice SPIR 70013 Themes and Perspectives in American Spirituality, SPIR 70023 Spiritual Resources and Disciplines, or SPIR 70213 Spiritual Themes in Literature
      2. Supervised Ministry (6 semester hours in congregational or non-profit settings): PRTH 65013 Supervised Ministry I and PRTH 65023 Supervised Ministry II

II. Specialization - 9 hrs.
   Track 1: Congregational Ministry: Any combination of three courses chosen from among PRTH, WRSP, REED, PTPC, SPIR, and HOML. All prerequisites for desired courses must be met.

   Track 2: Social Transformation: Any combination of three additional courses in Cultural/Global Context (see I.B.2 above), religion and culture, social ethics, or leadership. All prerequisites for desired courses must be met.
Course plans for specializations are developed in consultation with an advisor and other appropriate faculty members. The plan is to be sent to the Office of the Associate Dean prior to the completion of 18 hours. The Associate Dean, in consultation with the advisor and other appropriate faculty members will approve the plan.

III. Electives - 12 hrs.
Specialization and elective hours are to be selected in consultation with the student’s faculty advisor. Graduate courses from TCU divisions normally do not receive credit toward the M.A.T.M. degree. Exceptions are considered on a case-by-case basis by the Office of the Associate Dean for Academic Affairs. Master of Liberal Arts (MLA) courses, however, do not count toward a degree at Brite.

Master of Arts in Theology and Ministry Degree Requirements
1. Forty-eight semester hours of credit must be completed with a grade point average of at least 2.50, based on a four-point grading system.
2. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.
3. All entering students are required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.
4. Except for approved transfer credit, M.A.T.M. students will normally fulfill all their course requirements through courses taught by Brite faculty or adjunct faculty.
5. Normally the degree requires two academic years of full-time study or the equivalent. A student who transfers from another institution must complete the final twenty-five semester hours of the M.A.T.M. program at Brite Divinity School directly under the supervision of the Brite faculty.
6. Students who give evidence of special deficiencies may be required to do remedial work in the areas of their deficiencies.
7. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and with the approval of the Dean. Students may be dismissed from the Divinity School at the discretion of the Dean or the Associate Dean for Academic Affairs at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress.
8. All degree requirements must be completed within seven years from the date of the earliest credit counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the Masters Programs Committee. Additional course work may be required.
9. Normally, students transferring from the Brite Divinity School M.Div program to the M.A.T.M. program must complete at least 12 hours while enrolled in the program.
The Master of Theological Studies degree is a general theological degree designed for persons who want to explore disciplines related to theology and religion. The degree requires forty-nine semester hours and provides a basic understanding of theology, biblical studies, history and ethics. Certificates in Biblical Studies, Black Church Studies, History, Theology, and Ethics, and Sexual and Gender Justice are available within the structure of the program.

The M.T.S. is an appropriate degree program for (1) lay persons who seek to enrich their theological understanding; (2) persons who wish to examine and develop religious and theological perspectives on their life situations; or (3) persons who plan to use the M.T.S. degree as preparation for further graduate study such as a Master in Theology.

The degree is not designed for those who want to pursue vocations such as ordained ministry. Normally those seeking to prepare for ministerial vocations pursue the M.Div. or M.A.T.M. degrees at Brite.

### Curriculum

#### I. Distributive requirements - 24 hours

Six hours (two courses) from each of the following areas:


B. **Historical Studies** (must choose at least one 60000 level course)–CHHI 60013 History of Christianity I, Early and Medieval, CHHI 60023 History of Christianity II, Reformation and Modern, CHHI 70013 History of Christianity in America, or any other CHHI 70000 level course

C. **Theological/Ethical Studies** (70000s as approved by advisor and the Associate Dean for Academic Affairs)–CHTH 60003 Introduction to Christian Theology I, CHET 60013 Introduction to Contemporary Theological Ethics, or CHET 65013 History of Christian Ethics

D. **Cultural/Global Context**–CHHI 70023 The Church in the Midst of Pluralism, CHHI 70533 The Black Religious Experience in America, CHTH 70013 Postcolonial Theologies, CHTH 70043 Feminism and Theology, JWST 60003 Introduction to Judaism, RECU 60003 Religious Pluralism: Theologies and Geopolitics of Religion, RECU 60023 Christian Theology of Religions, RECU 60033 Religious Fundamentalism, RECU 60043 Interreligious Dialogue, RECU 60063 World Religions and Gender, RECU 60073 Introduction to U.S. Latino/a Christianity, RECU 60503 African-American Experiences and Perspectives in Social Ethics, RECU 70003 Intro to Black Church Traditions and Culture, or RECU 70053 Studies in World Christianity

#### II. Electives - 21 hours

Concentration and elective hours are to be selected in consultation with the student’s faculty advisor. Graduate courses from TCU divisions normally do not receive credit toward the M.T.S. degree. Exceptions are considered on a case-by-case basis by the Office of the Associate Dean for Academic Affairs. Master of Liberal Arts (MLA) courses, however, do not count toward a degree at Brite.

#### III. Colloquium/Final Exercise - 4 hours

Students will participate in a three-hour MTS Colloquium, normally in the penultimate semester of study, which provides students with a foundation in theological research and writing and lays a substantive foundation for a final exercise. Following completion of the colloquium, students will complete a final exercise. The final exercise consists of a one-hour independent research study course in one of the appropriate departments, as listed in the above Distributive requirements taken in the final semester of the program. The student will work closely with a professor to integrate material covered in coursework and produce a final paper, normally 20-30 pages in length.
Degree Requirements

1. Forty-nine semester hours of credit must be completed with a grade point average of at least 2.50, based on a four-point grading system.

2. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.

3. All entering students are required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.

4. Except for approved transfer credit, M.T.S. students will normally fulfill all their course requirements through courses taught by Brite faculty or adjunct faculty.

5. Normally the M.T.S. requires two academic years of full-time study or the equivalent. A student who transfers from another institution must complete the final twenty-five semester hours of the M.T.S. program at Brite Divinity School directly under the supervision of the Brite faculty.

6. Students who give evidence of special deficiencies may be required to do remedial work in the areas of their deficiencies.

7. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and with the approval of the Dean. Students may be dismissed from the Divinity School at the discretion of the Dean or the Associate Dean for Academic Affairs at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress.

8. All degree requirements must be completed within seven years from the date of the earliest credit counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the Masters Programs Committee. Additional course work may be required.

9. Normally, students transferring from the Brite Divinity School M.Div. program to the M.T.S. program must complete at least 12 hours and the 4-hour Colloquium and Final Exercise courses while enrolled in the M.T.S. program.
CERTIFICATE OF THEOLOGICAL STUDIES

A Certificate of Theological Studies is offered by Brite Divinity School to persons who do not project the completion of a degree program, but engage in a twenty-one semester hour program of graduate theological studies in order to enhance the quality of their lay leadership within the church and broaden their perspectives on contemporary faith and life.

Curriculum

I. **Distributive requirements** - six semester hours (one course from any two of the following areas):
   
   
   B. **Historical Studies** – CHHI 60013 History of Christianity I, Early and Medieval, CHHI 60023 History of Christianity II, Reformation and Modern, CHHI 70013 History of Christianity in America
   
   C. **Theological/Ethical Studies** – CTHH 60003 Introduction to Christian Theology I, CHET 60013 Introduction to Contemporary Theological Ethics, or CHET 65013 History of Christian Ethics
   
   D. **Cultural/Global Context** – CHHI 70023 The Church in the Midst of Pluralism, CHHI 70533 The Black Religious Experience in America, CHTH 70013 Postcolonial Theologies, CHTH 70043 Feminism and Theology, JWST 60003 Introduction to Judaism, RECU 60013 Religious Plurality: Theologies and Geopolitics of Religion, RECU 60023 Christian Theology of Religions, RECU 60033 Religious Fundamentalism, RECU 60043 Interreligious Dialogue, RECU 60063 World Religions and Gender, RECU 60073 Introduction to U.S. Latina/o Christianity, RECU 65053 African-American Experiences and Perspectives in Social Ethics, RECU 70003 Intro to Black Church Traditions and Culture, or RECU 70053 Studies in World Christianity

II. **Electives** - fifteen semester hours selected in consultation with the advisor in relation to the educational goals of the individual student.

Certificate of Theological Studies Requirements

1. Twenty-one semester hours of credit must be completed with a grade point average of at least 2.50, based on a four-point grading system.
2. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.
3. All entering students are required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.
4. Students who give evidence of special deficiencies will be required to do remedial work in the areas of their deficiencies.
5. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and the approval of the Dean. Students may be dismissed from the Divinity School at the discretion of the Dean at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress. Likewise, the Dean has both the authority and the responsibility to take action, including dismissal from a program of study or the Divinity School itself, if a student’s conduct is determined to be contrary to the professional and ethical standards of the field of ministry.
6. All degree requirements must be completed within five years from the date of the earliest credit counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the Masters Programs Committee. Additional course work may be required.

For information about Certificate of Theological Studies graduation rates, the median debt of students who completed the program, and other important information, please visit [http://webforms.tcu.edu/fam/tsc/Gedt.html](http://webforms.tcu.edu/fam/tsc/Gedt.html).
CERTIFICATES

Masters students who wish to concentrate their studies in a particular area may pursue a certificate in Biblical Studies, Black Church Studies, History, Theology, and Ethics, Military Chaplaincy, Pastoral Care, or Sexual and Gender Justice. These certificates may be taken alongside the M.Div., M.A.T.M. and M.T.S. degrees or on their own.

Brite cooperates with TCU graduate departments and schools in offering a Women and Gender Studies Certificate Program. This program is currently open to Brite Th.M. and Ph.D. students and to others on a case-by-case basis. To earn the Certificate, students must complete twelve hours of course work: BRIT 90003: Graduate Colloquium in Feminist Methodology and Theory, and three additional Brite courses approved for the program. For further details, contact the Associate Dean for Academic Affairs.

Certificate requirements

1. Current masters degree program students interested in also pursuing a certificate in Biblical Studies, Black Church Studies, History, Theology, and Ethics, Military Chaplaincy, or Sexual and Gender Justice may obtain an application form from the Office of the Associate Dean for Academic Affairs after completion of six hours of coursework in the relevant area(s). Degree program students interested in pursuing the Pastoral Care certificate may obtain an application after 9 semester hours of PTPC courses taught by at least two permanent faculty members in PTPC. Criteria for admission and continuance in the Pastoral Care certificate include: a minimum 3.25 overall GPA, and in each PTPC course, a minimum B+ grade and demonstrated competence in pastoral care practice. Decisions regarding admission to any certificate will be made by faculty in the area in consultation with the Associate Dean for Academic Affairs.

2. Fifteen semester hours of credit (the six concentrated certificates open to masters students) must be completed with a grade point average of at least 2.50, based on a four-point grading system with the exception of the Pastoral Care certificate which requires at least a grade point average of 3.25.

3. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.

4. All entering students are required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.

5. Normally, transfer credit will not count toward a certificate.

6. Students who give evidence of special deficiencies may be required to do remedial work in the areas of their deficiencies.

7. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and with the approval of the Dean. Students may be dismissed from the Divinity School at the discretion of the Dean or Associate Dean for Academic Affairs at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress.

8. All certificate requirements must be completed within five years from the date of the earliest credit counted toward the degree. Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the appropriate degree program committee. Additional course work may be required.

Biblical Studies

A certificate in Biblical Studies is available to students who seek to deepen their engagement with historical and contemporary Biblical scholarship to enhance their preparation for ministry or to prepare for further graduate study in Biblical Studies.

Certificate Courses – 15 hours

A. Either HEBI 60003 or NETE 60003 (degree program students will take this course as part of their basic theological studies requirement).
B. Either HEBI 70013 Biblical Hebrew I and HEBI 75033 Biblical Hebrew II OR NETE 70013 Basics of Biblical Greek and NETE 75013 Biblical Greek II.
C. Six hours of advanced coursework in Hebrew Bible, Jewish Studies, and/or New Testament.

Black Church Studies

A certificate in Black Church Studies is available to (1) seminarians of all races interested in shaping their ministerial preparation and theological reflection to be inclusive of a wider knowledge of, deeper appreciation for, and increased sensitivity to the issues and exigencies of Black life within American Christianity; and (2) individuals interested in preparing for ministry within a Black church context and/or tradition as leaders (pastors, preachers, lay leaders, chaplains, pastoral counselors, campus ministers, etc.).

Certificate Courses - 15 hours
A. RECU 70003 Introduction to Black Church Traditions and Culture. This course should be taken in the first year of study.
B. Four three-hour courses in Black Church Studies chosen with reference to vocational goals and in consultation with the Black Church Studies director.

Note: M.Div. students pursuing this certificate in conjunction with their degree may count RECU 65053 African-American Experiences and Perspectives in Social Ethics to satisfy both the three-hour Basic Theological Studies Requirement in area C.4. (Theology and Ethics) or the second half of the Contextualization requirement in area E and three hours of the concentration in Black Church Studies

History, Theology, and Ethics

A certificate in History, Theology and Ethics is available to students who seek to deepen their engagement with one or more of these fields to enhance their preparation for ministry or to prepare for further graduate study.

Certificate Courses – 15 hours of coursework in History, Theology, and/or Ethics (degree program students may count six hours of Basic Theological Studies coursework in History, Theology, and/or Ethics toward the fifteen hours of coursework required for the certificate).

Military Chaplaincy

A certificate in Military Chaplaincy provides the Chaplain Candidate of any branch of the United States Armed Forces with an academic and practical foundation rooted in the progressive theological traditions of excellence, faithfulness, respect for religious and spiritual variety, and service to all people. The core commitments that Brite's Military Chaplaincy Concentration embodies are to free and diverse religious expression, and to “provide or perform” for the spiritual needs of all service members, their families, and dependents.

Those interested in this concentration should be aware that in order to serve as a Chaplain in a branch of the U.S. Armed Forces, eligible candidates must fulfill the current requirements of the respective Services.

Certificate Courses – 15 hours
A. PTPC 60003 The Ministry of Pastoral Care (M.Div. students pursuing the certificate in conjunction with their degree may also count this course toward their basic theological studies requirement).
B. Three hours of coursework in military chaplaincy.
C. Nine hours of additional coursework in Pastoral Care or courses related to war and peace.
Note: M.Div. students pursuing this concentration can negotiate with the Director of Field Education and Supervised Ministry to coordinate the Supervised Ministry requirement (6 semester hours in basic theological studies) with a candidate’s Military Chaplaincy Training Program in one of the Services.

**Pastoral Care**

A certificate in Pastoral Care is available for (1) individuals interested in local church ministry with a pastoral care focus; and (2) M.Div. students interested in preparing for ministry as pastoral care specialists (chaplains, pastoral counselors, campus ministers, etc.). If accepted into the concentration, the individual will be assigned an advisor from among the PTPC faculty.

PTPC 60003 The Ministry of Pastoral Care is a required course for all M.Div. students in Practical Theology and also meets a Pastoral Care Concentration requirement.

**Certificate Courses** - 15 hours

A. PTPC 60003 The Ministry of Pastoral Care (M.Div. students pursuing the certificate in conjunction with their degree may also count this course toward their basic theological studies requirement).

B. PTPC 75023 Short-Term Pastoral Counseling or PTPC 75043 Pastoral Conversation and Collaboration. Students in the certificate are strongly encouraged to take both courses and may apply one of these courses to the additional courses outlined in C below.

C. Two additional PTPC courses to be chosen with reference to vocational goals and in consultation with the student’s advisor.

D. Hospital-based Clinical Pastoral Education (PTPC 75053). Clinical Pastoral Education programs may be completed at any training center accredited by the Association for Clinical Pastoral Education. CPE offers students first-hand experience in ministry to individuals and families confronting illness, surgery, dying, grief, etc. (see PTPC 75053). Students entering a CPE program must register prior to the course at Brite Divinity School.

**Sexual and Gender Justice**

A certificate in Sexual and Gender Justice is available to those students who seek a critical engagement with issues of gender and sexual justice to enhance ministry contexts in the church and wider community or who intend to pursue further graduate study focusing on sexual and gender justice.

**Certificate Courses** – 15 hours of coursework in any discipline with a primary focus on sexual and/or gender justice (degree program students may, with the approval of the Associate Dean for Academic Affairs, count three hours of coursework in the certificate toward the second half of the Contextualization requirement in the M.Div. program or the Cultural/Global Studies requirement in the M.T.S. and M.A.T.M. programs).
COLLABORATIVE DEGREE PROGRAMS

Brite Divinity School and Texas Christian University have joined together to offer students the opportunity to earn masters degrees from each institution. These programs allow students to integrate advanced learning across professional fields and to prepare to serve in a wide variety of ministerial settings and non-profit organizations.

Brite Divinity School-Neeley School of Business
M.Div./M.B.A., M.A.T.M./M.B.A. and M.T.S./M.B.A. Degree Programs

These programs are designed to help graduates apply managerial, financial, operational, and marketing skills as well as diverse theological fields of study and practice to religious and non-profit organizations and bi-vocational careers.

Degree Requirements
Candidates must be admitted to Neeley’s M.B.A. program and to Brite’s Master of Arts in Theology and Ministry (M.A.T.M.), Master of Theological Studies (M.T.S.) or Master of Divinity (M.Div.) programs. Before taking any business courses, the candidate must participate in a START Workshop, which is held every August. In the event a student elects to complete only one degree after having been admitted to both programs, previously allowed course substitutions will be honored and he/she must then meet all remaining requirements at the degree granting institution.

The M.B.A./M.A.T.M. and M.B.A./M.T.S. degrees require 33 credit hours from the Neeley School of Business and 39-40 credit hours from Brite Divinity School. The M.B.A./M.Div. requires 33 credit hours from the Neeley School of Business and 69 hours from Brite Divinity School. Students will transfer nine hours of coursework completed at the Neeley School of Business to meet elective hours toward the M.A.T.M. and M.T.S. degrees and twelve hours of coursework toward electives in the M.Div. program. Students in Neeley’s full-time M.B.A. program will transfer 21 hours from coursework completed at Brite toward their electives. Students in the Professional M.B.A. program will transfer 15 hours from coursework completed at Brite toward their electives. The full-time M.B.A. program will be completed in 3 semesters, while the professional program would normally require 6 semesters.

Full-Time M.B.A. curriculum
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<tr>
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<th>Credits</th>
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<tr>
<td>ACCT 60010</td>
<td>Financial Reporting</td>
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<td>INSC 60010</td>
<td>Statistical Models</td>
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<td>FINA 60010</td>
<td>Financial Management I</td>
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<td>MARK 60010</td>
<td>Marketing Management</td>
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<td>INSC 60600</td>
<td>Supply Chain Concepts</td>
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</tr>
<tr>
<td>MANA 60330</td>
<td>Engaging &amp; Empowering People</td>
<td>1.5</td>
</tr>
<tr>
<td>MANA 60340</td>
<td>Leading &amp; Guiding Organizations</td>
<td>1.5</td>
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<tr>
<td>BUSI 60050</td>
<td>Global Environment of Business</td>
<td>1.5</td>
</tr>
<tr>
<td>INSC 60020</td>
<td>Managing Operations &amp; Processes</td>
<td>1.5</td>
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<td>BUSI 60070</td>
<td>Business Simulation</td>
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<td>MANA 60460</td>
<td>Business Ethics</td>
<td>1.5</td>
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<tr>
<td>ACCT 60020</td>
<td>Accounting for Managerial Planning &amp; Control</td>
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<td>MANA 60230</td>
<td>Legal Environment of Business</td>
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<td>FINA 60020</td>
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Professional Curriculum: M.B.A. courses taught in the evening
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<td>Financial Reporting</td>
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<tr>
<td>INSC 60013</td>
<td>Data Analysis for Managerial Decisions</td>
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Degree Program Requirements – Collaborative Degree Program – Neeley School of Business
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<td>FINA 60013</td>
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<td>Supply Chain Concepts</td>
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<td>MANA 60350</td>
<td>Competitive Advantage through People</td>
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<td>BUSI 60050</td>
<td>Global Environment of Business</td>
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<tr>
<td>INSC 60020</td>
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<td>MANA 60670</td>
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COLLABORATIVE DEGREE PROGRAMS

Brite Divinity School and Texas Christian University have joined together to offer students the opportunity to earn masters degrees from each institution. These programs allow students to integrate advanced learning across professional fields and to prepare to serve in a wide variety of ministerial settings and non-profit organizations.

Brite Divinity School-Texas Christian University Department of Social Work
Dual M.S.W./M.Div., M.S.W./M.A.T.M, M.S.W./M.T.S. Degree Programs

The purpose of these dual degree offerings is to equip graduates to assume leadership positions in a wide variety of ministry and social service agencies and organizations that promote human rights and social and economic justice.

Admissions/Degree Requirements
Candidates must be admitted to the Department of Social Work’s M.S.W. Program and Brite Divinity School’s Master of Arts in Theology and Ministry (M.A.T.M.), Master of Theological Studies (M.T.S.) or Master of Divinity (M.Div.) program. In the event a student elects to complete only one degree after having been admitted to both programs, previously allowed course substitutions will be honored and he/she must then meet all remaining requirements at the degree granting institution. Students must apply for dual degree status prior to completing 21 hours in either program (Advanced Standing M.S.W. students will need to declare at admission into the program).

The M.S.W./M.A.T.M. Dual Degree
The M.S.W./M.A.T.M. dual degree requires 45 credit hours from the TCU Department of Social Work and 33 credit hours from Brite Divinity School. Students will transfer 15 credit hours from Social Work to satisfy the M.A.T.M. Specialization, Global/Cultural Context requirement, and three credit hours of electives. This coursework will normally be drawn from Social Work courses in Diversity and Social Justice, Administration and Management, Professional Foundations, and Social Welfare Policy. Students will register conjointly at both institutions for 6 hours of Field Work but will only pay the tuition at Brite for those hours. Students will transfer nine hours from Brite toward electives in Social Work. A student’s field placement must be approved by administrators from both programs.

M.S.W./M.T.S. Dual Degree
The M.S.W./M.T.S. dual degree requires 49 credit hours from Social Work and 34 credit hours from Brite Divinity School. Students will transfer 15 credits hours from Social Work to satisfy M.T.S. elective hours at Brite Divinity School. Students will transfer 9 credit hours from Brite to satisfy elective hours in Social Work.

M.S.W./M.Div. Dual Degree
The M.S.W./M.Div. dual degree requires 45 credit hours from Social Work and 66 hours from Brite. Students will transfer 15 credit hours from Social Work to satisfy requirements in Congregational Leadership, The Ministry of Care, Contextualization, Ethics, and 3 hours of electives at Brite. Students will register conjointly at both institutions for 6 hours of Field Work but will only pay the tuition at Brite for those hours. Students will transfer nine hours from Brite toward electives in Social Work. A student’s field placement must be approved by administrators from both programs.

A full-time student in the Traditional M.S.W. Program would have coursework that looks like the following:

M.S.W. Foundation – Year 1

| Fall: Professional Foundation | Spring: Social Welfare Policies and Services |

Degree Program Requirements – Collaborative Degree Programs – Social Work
**Micro Practice** | **Macro Practice**
---|---
HBSE 1 | HBSE II
Research 1 | Diversity & Social Justice
Field 1 | Field 2

**M.S.W. Concentration – Year 2**

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<th><strong>Spring</strong></th>
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<tr>
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<td>Advanced Macro Practice</td>
</tr>
<tr>
<td>Advanced Micro Practice</td>
<td>Administration and Management</td>
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<tr>
<td>Elective*</td>
<td>Elective*</td>
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<tr>
<td>Research 2</td>
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<tr>
<td>Field 3</td>
<td>Field 4</td>
</tr>
</tbody>
</table>

*9 hours of electives are chosen from courses at Brite Divinity School.

List of Approved Elective Courses in the dual degree with Brite Divinity School:

1. Christian Social Ethics and Economic Justice
2. African-American Experiences and Perspectives in Social Ethics
3. Contemporary Ethics in Theological Perspective
4. Ministry in the Lesbian, Gay, Bisexual, Transgender, and Queer Community
5. Sexuality and Pastoral Practice
6. The History of Christian Spirituality
7. Pastoral Theology: Selected Issues – Gender, Race, and Class in Pastoral Practice
8. Spiritual Life and Leadership
9. Religious Plurality: Theologies and Geopolitics of Religion
10. Interreligious Dialogue

Students in the Advanced Standing M.S.W. Program that decide to enter the dual degree program will be able to complete the requirements of the M.S.W. by taking their elective courses from a departmentally approved list of courses offered at Brite Divinity School. Choices of field placement will be made on an individual basis through consultation with both the Department of Social Work and Brite Divinity School.

A full-time student in the Advanced Standing M.S.W. Program would have coursework that looks like the following:

**M.S.W. Concentration Year**

<table>
<thead>
<tr>
<th><strong>Fall</strong></th>
<th><strong>Spring</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Analysis</td>
<td>Advanced Macro Practice</td>
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<tr>
<td>Advanced Micro Practice</td>
<td>Administration and Management</td>
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<tr>
<td>Elective*</td>
<td>Elective*</td>
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<tr>
<td>Research 2</td>
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<td>Field 3</td>
<td>Field 4</td>
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</tbody>
</table>

*9 hours of electives are chosen from courses at Brite Divinity School.

List of Approved Elective Courses in the dual degree with Brite Divinity School:

1. Christian Social Ethics and Economic Justice
2. African-American Experiences and Perspectives in Social Ethics
3. Contemporary Ethics in Theological Perspective
4. Ministry in the Lesbian, Gay, Bisexual, Transgender, and Queer Community
5. Sexuality and Pastoral Practice
6. The History of Christian Spirituality
7. Pastoral Theology: Selected Issues – Gender, Race, and Class in Pastoral Practice
8. Spiritual Life and Leadership
9. Religious Plurality: Theologies and Geopolitics of Religion
10. Interreligious Dialogue

Courses approved for transfer can be changed at the discretion of the chair of the Department of Social Work or the chair’s designate and the Executive Vice President and Dean of Brite Divinity School or the Dean’s designate.
Master of Theology (Th.M.)

The Master of Theology degree is an advanced masters degree program at Brite Divinity School. The twenty-four hour program leading to this degree is designed to provide students with a more complete mastery of a particular area of theological study than is normally provided at the M.Div. level. Students who enter the program may seek a variety of objectives: to prepare for further graduate study at the doctoral level, to prepare for some forms of teaching (in institutions, public or private, where masters preparation is expected for entry level positions), to use scholarly study to enhance ministerial practice, or to engage in disciplined and critical reflection upon a specialized form of ministry. By the end of the program, students will be expected to demonstrate an advanced understanding of their chosen area of study through the completion of a thesis project.

Degree Requirements
This degree requires the completion of twenty-four semester hours, and a thesis. All courses require approval of the student’s advisor.

I. Areas of Study
   C. Pastoral Theology and Pastoral Care. The theory and practice of ministry in pastoral theology and pastoral care.
   D. History and Theology. Preparation in theological analysis and constructive formulation, including study in history, theology, historical theology, and ethics.

II. Language and Research Methodology
Work in the biblical areas will require knowledge of both biblical Hebrew and Greek. Students will take a diagnostic test in both languages upon matriculation. If the results are not acceptable to faculty in the field, students must then demonstrate competence in the languages through appropriate course work. Knowledge of one modern language other than English (typically French, German, Italian, Korean, or Spanish) is also required. The modern language requirement is met by passing a two hour exam normally prepared and graded by a Brite faculty member. Exams will be graded Pass/No Pass. The two-hour exam will require a translation of no more than two pages from a book or journal article. Students may make use of a dictionary. Students should be in conversation with the faculty member conducting the examination for particular instructions.

Work in the area of History and Theology requires knowledge of one modern language other than English (typically French, German, Italian, Korean, or Spanish). The modern language requirement is met by passing a two hour exam normally prepared and graded by a Brite faculty member. Exams will be graded Pass/No Pass. The two-hour exam will require a translation of no more than two pages from a book or journal article. Students may make use of a dictionary. Students should be in conversation with the faculty member conducting the examination for particular instructions.

Brite occasionally offers BRLN 90000 to provide a foundation from which students can prepare for a modern language exam. This course, while beneficial, does not satisfy the modern language requirement. Students who have completed BRLN 90000 are encouraged to continue to develop their translation skills before taking an exam with a faculty member.

Students in the area of Pastoral Theology and Pastoral Care will need to demonstrate competence in both quantitative and qualitative research methodologies. This requirement can be met by passing an
acceptable graduate level course, approved by the faculty, at an accredited college or university with a grade of "B" or better.

III. Curriculum
   A. The program requires 24 hours of course work.
   B. Course work will typically include twelve hours at the 90**3 level in the area of one’s specialization, or related areas. The remaining nine hours of courses will be at the 70000-90000 level. Courses are to be planned in consultation with the student’s advisor.
   C. In the final semester of program, students must complete a three-hour independent research study course (****94013) including the writing of a thesis, normally 40-50 pages in length. Students must pass an oral examination based upon the thesis project, which will be conducted by the student’s advisor and a faculty member chosen, in consultation with the student, by the student’s advisor.

Additional Degree Requirements
   1. Twenty-four semester hours of credit must be completed with a cumulative grade point average of at least 3.25, based on a four-point grading system.
   2. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.
   3. All entering students are required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.
   4. Except for approved transfer credit, Th.M. students will normally fulfill all their course requirements through courses taught by Brite faculty.
   5. The Th.M. requires at least two semesters of academic study.
   6. Master of Theology students who are not enrolled in any class during a fall or spring semester will be charged a fee for continuation in program by enrolling in BRLB 90001 Dissertation or Thesis Research in Library. This fee will allow use of the Mary Couts Burnett Library. If a student is enrolled in BRLB 90001 or any other courses in the spring semester and is advance registered for BRLB 90001 or any other courses in the fall semester, library access will continue during the summer without enrolling in BRLB 90001. Library copy cards function in the summer only if the student is enrolled in a summer semester course (either BRLB 90001 or any other summer semester course). BRLB 90001 will not count toward the twenty-four credit hours required by the degree.
   7. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and with the approval of the Dean. Students may be dismissed from the Divinity school at the discretion of the Dean or Associate Dean for Academic Affairs at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress.
   8. All degree requirements must be completed within four years from the date of the earliest credit counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the Advanced Programs Committee.
DOCTOR OF MINISTRY
TRANSFORMING PRACTICES: SPIRITUALITY, LEADERSHIP, AND JUSTICE

Purpose of the Degree

The Doctor of Ministry is a twenty-seven hour advanced professional degree designed to enhance the practice of ministry and leadership in the church and other public settings. It is available to persons who hold the M.Div. degree or its equivalent, who have worked in a ministerial context for at least three years after earning the M.Div. degree, and who continue in the tasks and responsibilities of ministry during the course of their doctoral study. The D.Min. offers opportunities for professional, spiritual, intellectual, and personal growth through the rigorous academic study of theology, careful contextual analysis, and deepened engagement with the Spirit in the world. In a community of co-learners, the D.Min. helps practitioners engage the complex issues they face every day by developing capacities for theological reflection, creative leadership, and critical awareness of the important issues that demand prophetic witness. The degree is suitable for pastors, chaplains, educators, and leaders of faith-based agencies.

Program Goals and Outcomes

The Doctor of Ministry in “Transforming Practices: Spirituality, Leadership, and Justice” is an advanced professional degree that seeks to:

Goals:
- Familiarize students with theories of leadership and social change that will enhance their abilities to effect change for social justice.
- Increase students’ abilities to conduct skillful contextual analysis that contributes to effective leadership in communities of faith and in society.
- Increase learners’ capacities for theological reflection on the practice of leadership in communities of faith and in society.
- Contribute to learners’ professional growth as leaders in communities of faith and in society.

Outcomes:
- Learners will demonstrate an understanding of leadership for social change that is theologically substantive and contextually appropriate.
- Learners will demonstrate advanced capacities for integrative theological reflection on the practice of leadership in communities of faith and in society.
- Learners will contribute new knowledge and understanding to the practice of ministry through the completion of a written project.

Curriculum

All instruction takes place on the Brite campus at TCU in Fort Worth although engagement with instructors, classmates, and course material is required prior to and after times on campus. If their ministry situation allows, students may also enroll in the Divinity School’s regularly scheduled semester-long courses.

Required Courses (9 hours)
Transforming Practices: Spirituality, Justice, and Leadership (3 credit hours)
This is the foundational course for Brite’s D.Min. program. In this course, we introduce the core concepts of the program, considering spirituality, leadership, and justice as integrated practices and essential foundations of Christian ministry.

Leadership (3 credit hours; may be repeated to fill out elective hours)
Students will be required to take at least one course in leadership during their program. Several different courses in leadership are offered at Brite, allowing students to choose one or more course(s) that address
various aspects of leadership. The goals of these courses include: becoming familiar with theories of organizational leadership and change; increasing the self-awareness of leaders regarding gifts, strengths and weaknesses, and leadership style; learning about leadership in diverse contexts; understanding the nature of prophetic leadership for social change; increasing effectiveness in congregational and/or institutional leadership. Some examples of leadership courses offered to D.Min. students include “Person as Leader,” “Theories and Practices of Leadership,” “The Ministerial Leader as Practical Theologian,” “Cosmopolitan Leadership,” and “Leadership in the Midst of Conflict.”

**Methods and Models for Research and Project Development (3 credit hours)**

In this course, students will explore various methods and models for doing research and writing about theological reflection on ministry. This course provides the opportunity to develop a plan for formulating and completing the ministry project.

**Elective Courses (15 hours)**

To be selected from Brite’s many offerings in spirituality, leadership, and justice according to student interests and needs.

**Doctoral Project (3 hours)**

For additional information on the doctoral project proposal and final project, please see the project guidelines below.

**Additional Degree Requirements**

1. Twenty-seven semester hours of credit must be completed with a cumulative grade point average of at least 3.25, based on a four point grading system.

2. All entering students are required to participate in an orientation session conducted during their first week of intensive courses.

3. All entering students are required to submit evidence of completion of a Seminar on Healthy Boundaries. Students who cannot show evidence of completion of such training should plan to participate in one of Brite’s trainings in August or January. Students who do not complete this requirement will be subject to the cancellation of their registration.

4. All students are required to submit a brief (2-4 page) paper after each term reflecting on the courses taken. The reflection paper should articulate how the course(s) taken during that term contribute to the learning goals established at the beginning of the program, and how the course(s) inform the student’s practice of ministry. Papers will be due on September 1 (for May Term) and February 1 (for October Term).

5. All students are required to keep a portfolio of their academic work that will serve as a basis for a mid-program review. The portfolio should consist of all major papers written for courses, reflection papers (described in d above), and any other materials deemed relevant by the student in consultation with the director of the program.

6. After completion of 12-15 hours a mid-program review will be scheduled. The mid-program review materials should consist of the following: a sample of the student’s written work from DMin courses (that is, 3 or 4 major papers), the reflection paper submitted after each elective course, and a cover letter (1 or 2 pages) that provides the students’ rationale for their choices of papers included along with reflections about their learning, their progress, and issues they might need to address in the final stages of their coursework. The cover letter should also identify the topic of the DMin final project. Depending on the student’s progress, these mid-program reviews are generally due either September 31st or January 31st. Students will not be able to register for courses beyond 15 hours until their mid-program review is completed. Students will submit their
portfolio in electronic form to the D.Min. Director. The D.Min. Committee will review the portfolio. The D.Min. Director will communicate the results of the review and any recommendations to the student in writing, after which a student may schedule an interview with the D.Min. Director to discuss any concerns.

7. Except for approved transfer credit, D.Min. students will normally fulfill all their course requirements through courses taught by Brite faculty.

8. The D.Min. requires at least three years of academic study.

9. After six semesters (Fall and Summer) D.Min. students will be charged a fee for continuation in program by enrolling in BRLB 80001 Project Thesis Research in Library. This fee will be charged regardless of whether the student has completed coursework. The fee will allow use of the Mary Couts Burnett Library. If a student is enrolled in BRLB 80001 or any other courses in the spring semester and is advance registered for BRLB 80001 or any other courses in the fall semester, library access will continue during the summer without enrolling in BRLB 80001. Library copy cards function in the summer only if the student is enrolled in a summer semester course (either BRLB 80001 or any other summer semester course).

10. All degree requirements must be completed within six years from the date of the earliest credit to be counted on the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the D.Min. Director and Doctor of Ministry Committee.

Doctoral Project Guidelines

The Doctor of Ministry program culminates with a final project. The Association of Theological Schools (ATS) D.Min. accreditation standards stipulate that:

The program shall include the design and completion of a written doctoral-level project that addresses both the nature and the practice of ministry. The project should be of sufficient quality that it contributes to the practice of ministry as judged by professional standards and has the potential for application in other contexts of ministry.

The project should demonstrate the candidate’s ability to identify a specific theological topic in ministry, organize an effective research model, use appropriate resources, and evaluate the resources, and evaluate the results. It should also reflect the candidate’s depth of theological insight in relation to ministry.

This standard emphasizes that projects should directly address questions about the practice of ministry. In other words, the project offers students the opportunity to integrate practice and theory through the enactment of some specific project within the context of ministerial practice, and to produce a written reflection upon that project which draws on relevant scholarly literature to interpret it. In the project, a candidate for the degree will demonstrate the ability to identify some issue or situation in the practice of ministry, to develop a research model for testing, to analyze the situation from a variety of critical perspectives, to evaluate the results of the research project, and to interpret the situation theologically.

As distinguished from most Ph.D. theses or dissertations, we emphasize the project aspect of the D.Min. That is, students are asked to develop a project to carry out within the living context of a ministry setting and then reflect on it in written form. By definition the project will include some form of grounded research. Rather than calling the written piece of the project a “thesis” or “dissertation,” it can be viewed as a substantive critical analysis that describes and evaluates the project and its implications for the practice of ministry.
D.Min. projects may take any one of a number of forms. The following are examples of various forms that projects may take. These are suggestive, only, and should not preclude other possibilities. A particular project may also combine elements of more than one of the following:

- Congregational or organizational analysis (this may be accomplished through surveys, interviewing, or other types of data gathering common in sociological research.)
- Evaluation of a ministry practice (for example: an analysis of sermons, a liturgical analysis, evaluation of a judicatory program, etc.)
- Development of a ministry resource (for example: an education curriculum, a retreat curriculum, etc.)
- Application of a theory found in literature to a ministry practice

Steps in the process:
a. Upon completing 21-24 hours of coursework a student, in consultation with a faculty member (project director), will propose a final project that integrates scholarship and the practice of ministry. The proposal should be approximately 15 pages long. The proposal will be presented to the project director, a second reader, and the Director of the D.Min. program for approval. These three faculty members will constitute the D.Min. Project Committee.

b. Project committees should normally consist of faculty representing the areas of disciplinary expertise addressed by the project.

A proposal should include the following elements:

1. **Title:** Indicate a tentative title for your project. Include your name and the proposed director for your project.
2. **The issue:** Describe the ministry issue, situation, problem or question to be addressed. This section should include a clear and well-developed research question that will guide the student’s investigation.
3. **The context:** Describe the setting within which your project will be carried out.
4. **Project Design:** Describe the type of project you intend to undertake and describe precisely what you intend to do (e.g., an analysis of sermons, develop a retreat curriculum, conduct interviews with a group of persons, etc.) to address the issue identified above.
5. **Theological analysis:** Establish a theological framework for addressing your issue. What biblical and theological resources inform your interpretation of the situation? Identify a theological concept, school of theology, or theologian/s that will inform your perspective on the issue. Explain the reasons for your choices: why and how are they appropriate to carrying out your project?
6. **Method:** Explain how you will carry out your project. Describe in detail your methodology emerging out of the Research Methods and Models course. If your method for analysis includes scholarly resources outside the theological disciplines (e.g., social or behavioral sciences, natural sciences, critical theory, etc.) describe them, identifying a concept or author/s that will inform your method. Indicate whether your project will involve human subjects and how you will address the ethical issues involved with human subjects research (see letter B below for additional information on research with human subjects).
7. **Evaluation:** How will you evaluate the project? Indicate your intended outcomes and how you will know if they have been reached or not. Describe the data and resources you will use to record and interpret your findings. Indicate who will be involved in gathering and interpreting data and evaluating the project.
8. **Statement of significance:** Describe the contribution that your project will make to the understanding and practice of ministry. Indicate why and how this project is important to you and to other ministry practitioners.
9. **Outline:** Provide a tentative outline of your project report with brief summaries of each chapter.
10. **Resources:** Provide a list of 25-50 resources which you will draw upon as you carry out your project in ministry and write your report.
c. Once the proposal has been approved by the Project Committee the student will normally be asked to meet with the Doctor of Ministry Committee to offer a brief oral presentation of her or his proposal and address questions raised by the Doctor of Ministry Committee. The project director will also typically be present for the conversation. The Doctor of Ministry Committee will vote whether to certify that the proposal meets minimal acceptable standards. Any advice or suggestions from Doctor of Ministry Committee members will be communicated directly to the student and the project director.

Projects involving human participants must also receive approval from the Texas Christian University Institutional Review Board (IRB). Proposals to the IRB must conform to the policy and procedure, as stated in the Brite Governance Handbook (sections 3.5 and 3.6) and Appendix Q “Research Proposal and Consent Format for Review” in the Brite Support Manual. The requirements include IRB approval in advance of commencing any research with human participants. Additional information on the IRB can be found online at www.research.tcu.edu.

d. Following approval of the proposal by the Doctor of Ministry Committee and, if applicable, the Institutional Review Board, the D.Min. candidate shall complete the doctoral project within two academic years. During the final semester of study, the student enrolls in DOMI 80913. An oral examination of the completed project will be held in the final semester of study with the student and the Project Committee.

e. The project director, in consultation with the other members of the Project Committee, and the candidate will set the date and time of the defense. The candidate is encouraged to prepare a defense date as early as possible to allow for corrections and filing of final copy. For May graduation, the project must be approved, signed by the project director, second reader, and D.Min. Director and submitted to the Associate Dean for Academic Affairs no later than April 10. For December graduation, the project must be approved, signed by the project director, second reader, and D.Min. Director and submitted to the Associate Dean for Academic Affairs no later than November 10.

f. When it has been determined that the project requires no further written revisions, the text must be sent electronically to UMI for filing. Instructions for submitting the text to UMI can be found on line at http://lib.tcu.edu/howto/thesis.asp. The appropriate fees must be paid online. Care should be taken to ensure compliance with May and December graduation deadlines. The text should be submitted and all fees paid no later than April 10 for May graduation or November 10 for December graduation.

g. Proposal/Project Style Guidelines

Students must use The Chicago Manual of Style (latest edition) or APA Style. The same manual of style is to be used for both the proposal and dissertation.

Students are to:
1. Follow the list of abbreviations for biblical books in The SBL Handbook of Style.
2. Tailor the title page and signature page as established by Brite (Forms BDMin-5 and BDMin-6).
3. Printing must be on one side of the paper only and be letter quality. Font size must be 12 point. Font style must be Times New Roman. Text color must be black.
4. Typed lines must be double-spaced, except for table of contents, footnotes, captions, glossary, appendices, and bibliography, which are single-spaced.
5. Block quotations (quotations over five lines) are single-spaced. Block quotations must be indented four spaces from the left margin or eight spaces if the quotation begins a paragraph. Do not use quotation marks in the block quotation except for quotations nested within the block. Double-space before and after a block quotation.
6. Tabulation must be five spaces.
7. The text is justified on the left margin, but is not justified on the right margin.
8. All margins should be one inch.

The project director will determine when form and content are ready for an oral defense.

Projected Course Schedule
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<th>May</th>
<th>October</th>
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<tr>
<td>2016</td>
<td>*Transforming Practices: Spirituality, Leadership, and Justice</td>
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<td>*Theories and Practices of Leadership</td>
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<td>*Ministries of Advocacy and Action</td>
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<td>*Methods and Models for Research and Project Development</td>
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<td>*The Bible and Immigration</td>
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<tr>
<td>2017</td>
<td>*Transforming Practices: Spirituality, Leadership, and Justice</td>
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<td></td>
<td>*Moral Injury and Soul Repair</td>
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<td>*Leadership course, tba</td>
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<td>*Sexuality, Race, and Class in Pastoral Practice</td>
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<td>*Eco-justice and Spirituality</td>
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<td>2018</td>
<td>*Transforming Practices: Spirituality, Leadership, and Justice</td>
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<td>*Person as Leader</td>
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THE BIBLICAL INTERPRETATION PH.D. PROGRAM

The Ph.D. Program in Biblical Interpretation (BIIN) is an advanced academic degree designed to prepare the student for independent research and vocations of teaching biblical interpretation and related historical and hermeneutical areas, or for the scholarly enhancement of ministerial practice. The Ph.D. Program provides opportunities for study of the Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism; New Testament and Literature of Early Christianity; Themes and Issues in Biblical Theology; the History of Biblical Interpretation; and Theological Hermeneutics. The Program is designed to guide the student to develop competence that advances theological understanding for the sake of church, academy, and society, as well as in pedagogical skills to convey this body of knowledge to others.

A. Degree Requirements

The BIIN Ph.D. includes successful completion of 48 semester hours, qualifying examinations leading to candidacy, and a dissertation. A cumulative minimum grade point average (GPA) of 3.25 or better is required. All courses, an area of concentration in either Hebrew Bible or New Testament, and a second area of study must be selected in collegial dialogue with the student's advisor. Successful completion of 48 semester hours means that a student who receives a grade lower than "B-" in any course will not receive credit for that course. The student is directed to fill out Form BPhD-3, Advising Form, and to schedule an appointment with a faculty member who will serve as the student's advisor for the Program.

All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters. Entering students are also required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.

A student wishing to take a TCU course to satisfy a Brite Ph.D. Program requirement should consult the Brite department involved and petition the Associate Dean for Academic Affairs. Departmental approval is normally required in advance (see Form BPhD-4).

B. Areas of Study

1. Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism

The history, literature, religion, and language of ancient Israel and Early Judaism in ancient Near Eastern and Jewish settings, including contemporary methods of biblical interpretation.


The history, literature, religion, and language of early Christianity in Graeco-Roman and Jewish settings, including contemporary methods of biblical interpretation.

3. Themes and Issues in Biblical Theology

The theology of the Old and New Testaments as both distinctive, separate collections and as two related parts of the larger Christian Bible, including contemporary models of approaching biblical theology.

4. History of Biblical Interpretation
The major historical interpretations of the Bible: beginning with biblical writers’ interpretations of earlier texts and traditions and continuing through the major periods of Christianity (Patristic, Medieval, Renaissance and Reformation, and Modern and Contemporary).

5. **Theological Hermeneutics**

The major models of modern and contemporary theology, their interpretation, and their use of the Bible in constructive work.

C. **Graduate Seminars and Courses**

Course work will include at least twenty-five hours of 90000 Ph.D. specific courses. Up to twenty-three hours, including at least three hours in advanced biblical language may be selected from 90000 HEBI, NETE, CHHI, and CHTH course offerings.

D. **Languages**

1. **Modern Languages (Form BPhD-5)**

In addition to English, reading knowledge of two other modern languages (typically French, German, Italian, Korean, or Spanish) is required. At least one of these modern languages is encouraged prior to matriculation. Reading knowledge in the second modern language is encouraged before beginning the second year of residence.

The modern language requirement is met by passing a two hour exam normally prepared and graded by a Brite faculty member. Exams will be graded Pass/No Pass. The two-hour exam will require a translation of no more than two pages from a book or journal article. Students may make use of a dictionary. Students should be in conversation with the faculty member conducting the examination for particular instructions.

Brite occasionally offers BRLN 90000 to provide a foundation from which students can prepare for a modern language exam. This course, while beneficial, does not satisfy the modern language requirement. Students who have completed BRLN 90000 are encouraged to continue to develop their translation skills before taking an exam with a faculty member.

Students whose first language is not English and who have submitted scores on the TOEFL of not less than 600 (computer-based 250 or internet-based 100) or superior GRE scores for Writing Assessment may choose to demonstrate proficiency in English as a modern language. Normally, the professor teaching the Ph.D. Critical Introduction (HEBI 95713 or NETE 95713) will write a letter at the end of the course for the student's academic file certifying the student’s English research competence. English will then be counted as one of the two required modern languages for students who so elect, though reading knowledge in two other modern languages is encouraged.

2. **Ancient Languages (Form BPhD-6)**

Reading knowledge of both Biblical Hebrew and Biblical Greek is required for matriculation. During the first week of the semester, entering students will take brief diagnostic tests in both biblical languages (thirty minutes allowed for translation in each testament, with the aid of a dictionary). The translations will be evaluated by two faculty members and the results shared with the student and the Associate Dean for Academic Affairs.

3. **Special Language Proficiency**
Special proficiency in either Biblical Hebrew or Greek will be demonstrated later through a more comprehensive written examination. The BIIN Ph.D. Biblical Hebrew or Greek Examination, which can be scheduled any time after admission to the Ph.D. Program, must be completed before qualifying examinations are scheduled. Students should peruse the guidelines for Hebrew and Greek Examinations and their accompany forms (BPhD-7, BPhD-8). Examination results will be filed in the student’s academic file.

E. Extensive Research

Ph.D. students are required to do extensive research following ATS guidelines. During both their course of studies and their dissertation research, students shall be required to use competently the language(s) in which relevant primary texts are written, as well as those in which there is important secondary material. This should include at least one ancient and one or more modern languages. Students engaged in theological disciplines that use behavioral or social scientific research methods shall be required to demonstrate competence in these research methods.

F. Research Methodology

Competence in research methodology is demonstrated by seminar papers, qualifying examinations, and the dissertation. In addition, two methodological courses are required: HEBI 95713 Critical Introduction to the Hebrew Bible and NETE 95713 Critical Introduction to the New Testament.

G. Pedagogy

Students will learn to teach by means of mentoring relationships with faculty and classroom instruction under the supervision of faculty through teaching assistantships. Some students will serve as teaching assistants to the biblical faculty and some will occasionally teach Hebrew or Greek language courses at Brite or an introductory level undergraduate course in the TCU Religion Department.

H. Annual Review of Student’s Academic Progress

Annual written review of the student’s progress is conducted by the Associate Dean for Academic Affairs, in consultation with the faculty. Progress in the Program is contingent upon positive academic performance, successful completion of qualifying examinations, competency in original research and writing, and development of pedagogical skills. No grade below B- is accepted for credit and a minimum cumulative 3.25 grade point average is required for graduation.

I. Fee for Continuation

Ph.D. students who are not enrolled in any class during a fall or spring semester will be charged a fee for continuation in Program by enrolling in BRLB 90001, Dissertation or Thesis Research in Library. This fee will allow use of the Mary Couts Burnett Library. If a student is enrolled in BRLB 90001 or any other courses in the spring semester and is advance registered for BRLB 90001 or any other courses for the fall semester, library access will continue during the summer without enrolling in BRLB 90001. Library copy cards function in the summer only if the student is enrolled in a summer semester course (either BRLB 90001 or any other summer semester course).

J. Ph.D. Program Timeline

A minimum of two full years of residency is required. The degree is to be completed within seven years of the earliest credit granted toward the degree. A candidate may petition for an annual
extension, but the total time in program must not exceed ten years. Extensions are considered by submitting a written request to the Office of the Associate Dean for Academic Affairs. Following consultation with the Dissertation Director, the Associate Dean for Academic Affairs and the Advanced Programs Committee will determine whether to grant an extension. Appeals of the decision of the Associate Dean and Advanced Programs Committee may be made in writing to the Dean.

K. Qualifying Examinations

Following the completion of course work and modern and ancient language requirements, students will elect qualifying examinations in two of the areas listed below. Students should follow the guidelines for these areas and fill out the appropriate accompanying forms.

(a) Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism (Form BPhD-9)
(b) New Testament and Literature of Early Christianity (Form BPhD-10)
(c) Themes and Issues in Biblical Theology
(d) History of Biblical Interpretation
(e) Theological Hermeneutics

These examinations are administered three times a year. Applications for qualifying examinations are available from the Associate Dean for Academic Affairs. BIIN qualifying examinations are graded pass with distinction, pass, or no pass (Form BPhD-11). Upon successful completion of qualifying examinations, the student is admitted to candidacy. Request for extension of time to take qualifying exams requires the appropriate form be submitted to and approved by the Associate Dean for Academic Affairs (see Form BPhD-12).

L. Dissertation

1. Dissertation Proposal Timeline and Approval

The candidate must conduct original research and write a dissertation that contributes new knowledge to the field. Typically, within six months following the successful completion of qualifying examinations, the candidate will present the dissertation proposal (15-20 pages) to the Dissertation Committee appointed by the Dissertation Director in consultation with the student, the area, and the student’s advisor. A request for extension beyond six months to submit a dissertation proposal can be made by completing the appropriate form and acquiring the approval of the Associate Dean for Academic Affairs (BPhD-13).

The dissertation proposal will first be approved by the Dissertation Director and Dissertation Committee and then submitted to the Advanced Programs Committee for final approval. The student should tailor the approval page as shown in Form BPhD-14. The Advanced Programs Committee will vote whether to certify that the proposal meets minimal acceptable standards: demonstrates an understanding of the research methodology and subject matter, illustrates an understanding of the body of knowledge in the discipline or disciplines involved, and meets the standards of scholarly creation, writing, and general readability. The proposal must describe the research question, outline the procedures to be followed, and discuss the significance of the proposed dissertation. When Institutional Review Board (IRB) approval is needed, the proposal needs to be approved before related IRB materials are submitted to the IRB by the Director. No data may be collected before the proposal has been approved and the Subjects Review has been granted. Any advice or suggestions from Advanced Programs Committee members will be communicated directly to the student and the Dissertation Director.
Revised dissertation proposals need to have changes approved only by the Dissertation Director, not by the Advanced Programs Committee. It is the student’s responsibility to adhere to the Proposal and Dissertation Guidelines.

2. Dissertation Manual of Style

Students in the BIIN Program must use *The Chicago Manual of Style* (16th ed.) supplemented by *The SBL Handbook of Style*. They are to use the same manual of style for both the Proposal and Dissertation. In addition, the student must follow the list of abbreviations for biblical books as shown in *The SBL Handbook of Style*.

3. Dissertation Proofread/Copy Edited

The dissertation will be professionally proofread/copy edited, and the Dissertation Director will determine when both the form and content are ready for an oral defense. Pre-approved proofreaders/copy editors are available for consultation (see the Associate Dean for Academic Affairs for a list and cost).

4. Dissertation Committee

The Dissertation Committee will be composed of three to five members. The Dissertation Director must be a Hebrew Bible, New Testament, or Jewish Studies faculty member of Brite or TCU.

If during the process of developing the dissertation proposal, it becomes clear to the Dissertation Director and student that there is a need for a committee member with particular expertise not available from Brite and TCU faculty, they will identify such a scholar and petition the Advanced Programs Committee making a case for the addition of the scholar and requesting approval to invite the scholar to join the committee. The Advanced Programs committee will consider the matter expeditiously and approve such a petition only if it can be shown that the topic and/or method of the dissertation warrant it. Brite will remunerate the scholar $300 when the dissertation is completed. Normally outside members will participate in the oral defense through web-based video teleconferencing. Students who wish to have the outside member present for the defense must be willing to assume financial responsibility for expenses associated with bringing the outside member to campus for the dissertation defense.

5. Dissertation Approval

Final approval of the dissertation requires the signatures of the Dissertation Committee, Associate Dean for Academic Affairs, and the Dean. No dissertation will be accepted for library archiving without acquiring the appropriate signatures. The student should tailor the signature page as shown on Form BPhD-15a, and the dissertation title page as shown on Form BPhD-15.

M. Oral Defense of Dissertation

Before a student may graduate an oral defense of dissertation shall occur. The parameters below will be followed.

1. Scheduling of Oral Defense

   The Dissertation Director in consultation with the Dissertation Committee, the Associate Dean for Academic Affairs, and the candidate will set the date and time of the defense. The candidate is encouraged to prepare a defense date as early as possible to allow for
corrections and filing of final copy. Timeline for the oral defense may be found in the Proposal and Dissertation Guidelines.

2. Oral Defense Protocol

The oral defense will be approximately one hour, including time for the Dissertation Committee to meet privately to determine their response. The oral defense is open to the student’s Dissertation Committee, the Associate Dean for Academic Affairs, and faculty at Brite. The Chair of the Dissertation Committee in consultation with the student defending the dissertation can invite other Ph.D. students to attend the defense. The Dissertation Committee members are the only ones who may speak or ask questions at the orals.

3. Evaluation of Oral Defense

At the end of the oral defense, the Dissertation Committee votes on one of the following grades: pass with distinction, pass, conditional pass, or no pass. A grade of pass is given when the dissertation requires no further written revisions, apart from minor corrections stipulated by the Committee. A conditional pass may require either (1) written revisions and/or (2) a second oral defense. No more than two public oral defenses may be made. A grade of no pass will result in termination from the Ph.D. Program. Students are directed to read the Proposal and Dissertation Guidelines to determine the effect of a conditional pass grade and the bearing subsequent work may have on graduation deadlines (also see Form BPhD-17).

4. Final Dissertation Compliance

When it has been determined that the dissertation requires no further written revisions, the text must be sent electronically to UMI for filing. Detailed instructions for submitting the text to UMI can be found online at http://lib.tcu.edu/howto/thesis.asp. The appropriate fees must be paid online. Care should be taken to ensure compliance with May and December graduation deadlines. The text should be submitted and all fees paid no later than April 10 for May graduation or November 10 for December graduation.

N. Travel Grants

A limited amount of money is available each year to support Ph.D. students' travel expenses for dissertation related work and to enhance student programs by attending professional meetings or by participating in archaeological expeditions, course-workshops, and similar events. If you wish to apply for such funds, please fill out application form BPhD-21. You should describe the event you wish to attend and if possible attach a published description of the event with your application. Students usually receive only one grant during their time in program. The maximum grant that can be awarded is $1000; and lesser amounts may be given depending on the number of applicants and need. Preference may be given to those closest to the end of their program. The Advanced Programs Committee will consider applications for the period from June through May 31 of the following year at its March meeting.

In addition to the total dollar amount requested, the Committee must have an estimate of how the money will be spent by category, e.g., approximately $xxx airline travel; $yyy conference fee; approximately $xxx food and accommodations.

Funds are awarded in March for use in the next fiscal year (June 1 through May 31). This means that any plane flight, conference, course or expedition that a travel grant is awarded to help support must actually have occurred during this period.
The deadline for submitting applications is 5:00 p.m. on February 15. The form should be delivered to the Office of the Associate Dean for Academic Affairs.

**BIIN Ph.D. Hebrew Examination**

The BIIN Ph.D. Hebrew Examination can be scheduled any time after admission to the Ph.D. Program. Ph.D. students majoring in Hebrew Bible, Apocryphal/Deuterocanonical Books, and the Literature of Early Judaism must complete the Hebrew Examination before the Qualifying Examinations can be scheduled.

The Hebrew Examination will be available in the Office of the Associate Dean for Academic Affairs at 8:00 a.m. on the day selected for the exam. The exam must be returned to that office by 5:00 p.m. of that day.

To schedule the examination, the student must complete the following steps:

1. Obtain the BIIN Ph.D. Hebrew Examination Application from the Office of the Associate Dean for Academic Affairs (see Form BPhD-7);
2. Set the date for the examination and agree upon its content by securing the signatures of the two Hebrew Bible/Jewish Studies faculty members who will prepare and grade the Hebrew Examination;
3. Return the completed Hebrew Examination Application to the Associate Dean for Academic Affairs at least two weeks prior to the scheduled date for the Hebrew Examination.

The BIIN Ph.D. Hebrew Examination will contain the following:

- Reading and translating at least three passages (up to 80 total verses) in the Hebrew Bible, using critical resources, pointing out grammatical phenomena, and interpreting the BHS textual apparatus as required. Texts will be selected in dialogue between the Ph.D. student and Hebrew Bible/Jewish Studies faculty examiners.

**Grading the BIIN Ph.D. Hebrew Examination**

1. The Hebrew Bible/Jewish Studies faculty members will read the examination and assign one of three grades: Pass with Distinction, Pass, or No Pass.

The Hebrew Bible/Jewish Studies faculty examiners will provide written notification to both the student and the Associate Dean for Academic Affairs of the examination results within three weeks following completion of the examination.

**BIIN Ph.D. Greek Examination**

The BIIN Ph.D. Greek Examination can be scheduled any time after admission to the Ph.D. Program. Ph.D. students majoring in New Testament and Literature of Early Christianity must complete the Greek Examination before the Qualifying Examinations can be scheduled. The examination will consist of 4.5 hours in three 1.5 hours sessions on the same day.

To schedule the examination, the student must complete the following steps:

1. Obtain the BIIN Ph.D. Greek Examination Application from the Office of the Associate Dean for Academic Affairs (see Form BPhD-8);
2. Set the date for the examination and agree upon its content by securing the signatures of the two New Testament faculty members who will prepare and grade the Greek Examination;
2. Return the completed Greek Examination Application to the Office of the Associate Dean for Academic Affairs at least two weeks prior to the scheduled date for the Greek Examination.

The BIIN Ph.D. Greek Examination will contain three elements:

1. Reading and translating two of three passages (up to 50 total verses) in the Greek New Testament at sight, without dictionaries or other aids. The student is required to point out grammatical phenomena and to interpret the Nestle-Aland textual apparatus;

2. Reading a prepared passage (approximately 15 total verses) with a dictionary. Texts will be selected in dialogue with the Ph.D. student and New Testament faculty examiners;

3. Reading a prepared non-biblical Greek text (approximately 15 total verses) with a dictionary. Texts will be selected in dialogue with the Ph.D. student and New Testament faculty examiners.

Grading the BIIN Ph.D. Greek Examination

1. The New Testament faculty members will read the examination and assign one of three grades: Pass with Distinction, Pass, or No Pass.

2. The New Testament faculty examiners will provide written notification to both the student and the Associate Dean for Academic Affairs of the examination results within three weeks following completion of the examination.

BIIN Ph.D. Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism

Qualifying Examinations

The BIIN Ph.D. Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism Major Qualifying Examination can be scheduled after successful completion of course work and modern and ancient language requirements.

In addition to the Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism Major Qualifying Examination, the student must select one of the following four areas for the Minor Qualifying Examination:

- b. Themes and Issues in Biblical Theology
- c. History of Biblical Interpretation
- d. Theological Hermeneutics

Procedure to Schedule Qualifying Examinations

1. Qualifying Examinations are administered during the fourth week of September and January and the second full week of April. The student chooses one of these weeks to take the Qualifying Examinations.

2. To record and file plans for taking the Qualifying Examinations, the student must obtain the BIIN Ph.D. Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism Qualifying Examinations form (BPhD-9) from the Associate Dean for Academic Affairs. Form BPhD-9 requires the signatures of the student, all faculty members involved with the Major and Minor Qualifying Examinations, and final approval of the Associate Dean for Academic Affairs.
3. In preparation for the Qualifying Examinations, the student will meet with all faculty members involved in order to discuss the particular areas of the doctoral examinations, bibliographies, and the content of the two examinations and to secure each faculty member’s signature.

4. The student must adhere to the deadlines in returning the completed Qualifying Examinations form to the Office of the Associate Dean for Academic Affairs. The form must be filed with the Associate Dean for Academic Affairs by May 1 for September Qualifying Examinations, September 15 for January Qualifying Examinations, or by January 15 for April Qualifying Examinations.

Qualifying Examinations Procedure

1. If the Minor Qualifying Examination is in Themes and Issues in Biblical Theology, History of Biblical Interpretation, or Theological Hermeneutics, it is included in the one-week take-home examination along with the Major Qualifying Examination. Resources of any sort may be used for these examinations. A personal computer is to be used for taking these examinations. The student will pick up the examinations from the Office of the Associate Dean for Academic Affairs on Monday at 8:00 a.m. and return the completed examinations on Friday by 5:00 p.m.

2. If the Minor Qualifying Examination is in New Testament and Literature of Early Christianity, the student will select a day from the week chosen for a six-hour examination at Brite Divinity School, with a lunch break that is not counted as part of the six hours. No texts or other materials are to be brought to this examination (except an unmarked copy of the Greek NT). The examination will be typed, using a computer and workspace provided by Brite Divinity School. No help will be available during the testing period.

3. In the Major Qualifying Examination, the student will answer three of five questions that will test competence in the Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism, drawn from Pentateuch, Historical Books, Poetry and Wisdom, Major and Minor Prophets, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism.

4. In the Minor Qualifying Examination, the student will answer two of four questions in a selected second area of biblical interpretation (see areas listed in b.-d. and the exceptions for a. above). The Minor Qualifying Examination will be designed collaboratively by Hebrew Bible faculty and faculty from the area of examination, in conversation with the student.

Grading the Qualifying Examinations

1. Hebrew Bible faculty members with any other faculty who have prepared a particular area examination will read the respective examinations and assign one of three grades: Pass with Distinction, Pass, or No Pass (see Form BPhD-11).

2. The Hebrew Bible faculty will provide written notification to the student and the Associate Dean for Academic Affairs of the examination results within three weeks following completion of the examinations.

3. The exams of each area will be read by at least two members of the permanent faculty in the applicable area. If both faculty members agree that the exam or paper does not meet passing standards, then the exam does not pass. If the two readers disagree on whether the paper or exam is of passing quality, a third member of the BIIN permanent faculty will read it. The decision of the majority of readers will stand. A student who fails more than two of the exam questions will fail the exams as a whole and will not be allowed to re-take them. The student will be dismissed from the program. If a student fails one or two of the exam questions, she or he will be allowed to re-take that exam/those exams (usually with a revised set of questions) or re-write the failed paper. If the re-taken
exam(s) is judged to be of passing quality by two members of the BIIN permanent faculty, then the student will be said to have passed the exam(s). If both faculty members agree that the exam or paper does not meet passing standards, then the exam does not pass. If the two readers disagree on whether the paper or exam is of passing quality, a third member of the BIIN permanent faculty will read it. The decision of the majority of readers will stand. A student may only re-take failed exam(s) one time. There will be no exceptions to this policy.

**BIIN Ph.D. New Testament and Literature of Early Christianity**

**Qualifying Examinations**

The Ph.D. BIIN New Testament and Literature of Early Christianity Qualifying Examinations can be scheduled after successful completion of two modern language examinations, the Ph.D. BIIN Greek Examination, and 48 hours of coursework.

In addition to the New Testament and Literature of Early Christianity Qualifying Examination, the student must select one of the following four areas for the Minor Qualifying Examination:

a. Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism
b. Themes and Issues in Biblical Theology
c. History of Biblical Interpretation
d. Theological Hermeneutics

**Procedure to Schedule Qualifying Examinations**

1. Qualifying Examinations are administered during the fourth week of September and January and the second full week of April. The student chooses one of these weeks to take the Qualifying Examinations.

2. To record and file plans for taking the Qualifying Examinations, the student must obtain the BIIN Ph.D. New Testament and Literature of Early Christianity Qualifying Examinations form (BPhD-10) from the office of the Associate Dean for Academic Affairs. Form BPhD-10 requires the signatures of the student, all faculty members involved with the Major and Minor Qualifying Examinations, and final approval of the Associate Dean for Academic Affairs.

3. In preparation for the Qualifying Examinations, the student will meet with all faculty members involved in order to discuss the particular areas of the doctoral examinations, bibliographies, the content of the two examinations, and to secure each faculty member’s signature.

4. The student must adhere to the deadlines in returning the completed Qualifying Examinations form to the Office of the Associate Dean for Academic Affairs. The form must be completed and filed with the Office of the Associate Dean for Academic Affairs by May 1 for September Qualifying Examinations, by September 15 for January Qualifying Examinations, or by January 15 for April Qualifying Examinations.

**Qualifying Examinations Procedure**

1. Each of the two Qualifying Examinations (with the exception of Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism, which is described below) must be completed within six hours, with a lunch break that is not counted as part of the six hours. No texts or other materials are to be brought to the Qualifying Examinations (except an unmarked copy of the
Greek NT). The Qualifying Examinations will be typed, using a computer and workspace provided by Brite Divinity School. No help will be available during the testing period.

2. The student selects a day from the week chosen to take the Major Qualifying Examination in New Testament and Literature of Early Christianity.

On the day selected for the New Testament and Literature of Early Christianity Qualifying Examination, the student will answer three of five questions that will test competence in the content of the New Testament; the historical and cultural setting of the New Testament documents in the Jewish and Hellenistic world; the history of interpretation of the New Testament books through Irenaeus; introductory issues to each New Testament book (authorship, date, source, provenance, etc.); major themes and methods of NT theology. The questions themselves will be direct and simple sounding, designed to allow the student to formulate appropriate issues and categories and then elaborate with a breadth, depth, and sophistication sufficient to show that the student is now in adequate command of data, resources, and skills to permit teaching at the graduate level and to begin independent work on a dissertation.

3. The student selects a second day during this week if the Minor Qualifying Examination is in Themes and Issues in Biblical Theology, History of Biblical Interpretation, or Theological Hermeneutics.

On this day, the student will answer three of five questions in the selected second area of biblical interpretation. The Minor Qualifying Examination will be designed collaboratively by New Testament faculty and faculty from the area of examination, in conversation with the student.

4. The student who elects the Minor Qualifying Examination in Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism will receive a one-week take-home examination administered during the examination week. The student will pick up the examination from the Office of the Associate Dean for Academic Affairs on Monday at 8:00 a.m. and return it on Friday by 5:00 p.m. Resources of any sort may be used for this examination. A personal computer is to be used to take this examination.

Grading the Qualifying Examinations

1. New Testament faculty members with any other faculty who have prepared a particular area examination will read the respective examinations and assign one of three grades: Pass with Distinction, Pass, or No Pass (see Form BPhD-11).

2. The New Testament faculty will provide written notification to the student and to the Associate Dean for Academic Affairs within three weeks following completion of the examinations of the results.

3. The exams of each area will be read by at least two members of the permanent faculty in the applicable area. If both faculty members agree that the exam or paper does not meet passing standards, then the exam does not pass. If the two readers disagree on whether the paper or exam is of passing quality, a third member of the BIIN permanent faculty will read it. The decision of the majority of readers will stand. A student who fails more than two of the exam questions will fail the exams as a whole and will not be allowed to re-take them. The student will be dismissed from the program. If a student fails one or two of the exam questions, she or he will be allowed to re-take that exam/those exams (usually with a revised set of questions) or re-write the failed paper. If the re-taken exam(s) is judged to be of passing quality by two members of the BIIN permanent faculty, then the student will be said to have passed the exam(s). If both faculty members agree that the exam or paper does not meet passing standards, then the exam does not pass. If the two readers disagree on whether the paper or exam is of passing quality, a third member of the BIIN permanent faculty will read it. The decision of the majority of readers will stand. A student may only re-take failed exam(s) one time. There will be no exceptions to this policy.

PROPOSAL AND DISSERTATION
BIBLICAL INTERPRETATION (BIIN)

I. PH.D. DISSERTATION TOPIC

Possible areas and topics for the Ph.D. dissertation should be considered from the beginning of residency. Seminar and course papers may be chosen to explore such possibilities. As a first step toward the dissertation proposal, the student must select a dissertation topic in consultation with his/her Academic Advisor (or Dissertation Director, if different).

II. DISSERTATION PROPOSAL

Typically, within six months following successful completion of qualifying examinations, the candidate will present the Dissertation Proposal (15-20 pages) to a Dissertation Committee appointed by the Dissertation Director in consultation with the student, the department, and the student's advisor.

The Dissertation Proposal will normally address the following matters:

- **Statement of Thesis**
  What is the original proposition or point of view that you plan to argue?
  What is the hypothesis or major question that you are attempting to answer?

- **Brief History of Research**
  How will your study fit into other scholarly research on the topic?
  How will your research contribute to study of this topic?

- **Hermeneutical Perspective**
  Which interpretive models are operative in your study?
  Why is this perspective appropriate to your study?

- **Methodology**
  Describe the practices and procedures you will employ to develop your thesis.
  Explain your rationale for the selection(s)
  If the dissertation involves human participants, include your rationale for selecting the procedure and participants for this research including a description of the specific manner in which the practices and procedures conform to policy. See Brite Governance Handbook 3.5 Research Involving Humans: Policy & Procedure, and Brite Support Manual Appendix Q “Research Proposal and Consent Formats for Review” for information regarding Brite’s policy, and adherence to policies and procedures of the TCU Institutional Review Board. The requirements include IRB approval in advance of commencing any research with human participants. Additional information about research with human subjects can be found online at [www.research.tcu.edu](http://www.research.tcu.edu).

- **Proposed Outline**
  Describe the chapters and the content of each.

- **Working Bibliography**
  List primary and secondary sources.

III. PROPOSAL/DISSERTATION CONTENT AND FORM

Students in the BIIN Program must use *The Chicago Manual of Style* (16th edition) supplemented by *The SBL Handbook of Style*. They are to use the same manual of style for both the Proposal and Dissertation.
Students are to:

- Follow the list of abbreviations for biblical books in *The SBL Handbook of Style*.
- Tailor the title page and signature page as established by Brite (Forms BPhD-15 and -15a).

The Dissertation Director will determine when form and content are ready for an oral defense.

**IV. DISSERTATION COMMITTEE**

The Dissertation Committee will be composed of three to five members. The Dissertation Director must be a Hebrew Bible, New Testament, or Jewish Studies faculty member of Brite or TCU.

If during the process of developing the dissertation proposal, it becomes clear to the Dissertation Director and student that there is a need for a committee member with particular expertise not available from Brite and TCU faculty, they will identify such a scholar and petition the Advanced Programs Committee making a case for the addition of the scholar and requesting approval to invite the scholar to join the committee. The Advanced Programs committee will consider the matter expeditiously and approve such a petition only if it can be shown that the topic and/or method of the dissertation warrant it. Brite will remunerate the scholar $300 when the dissertation is completed. Normally outside members will participate in the oral defense through web-based video teleconferencing. Students who wish to have the outside member present for the defense must be willing to assume financial responsibility for expenses associated with bringing the outside member to campus for the dissertation defense.

**V. APPROVAL OF DISSERTATION PROPOSAL**

The student should tailor the approval page as shown in Form BPhD-14. The dissertation proposal will first be approved by the Dissertation Director and Dissertation Committee and then submitted to the Advanced Programs Committee as directed by the Associate Dean for Academic Affairs for final approval.

Normally, the student will be asked to meet with the Advanced Programs Committee to offer a brief oral presentation of her or his proposal and address questions raised by the Committee. The Dissertation Director will also typically be present for the conversation. The Advanced Programs Committee will vote whether to certify that the proposal meets minimal acceptable standards: demonstrates an understanding of the research methodology and subject matter, illustrates an understanding of the body of knowledge in the discipline or disciplines involved, and meets the standards of scholarly creation, writing, and general readability. The proposal must describe the research question, outline the procedures to be followed, and discuss the significance of the proposed dissertation. When Institutional Review Board (IRB) approval is needed, the proposal needs to be approved before related IRB materials are submitted to the IRB by the Director. No data may be collected before the proposal has been approved and the Subjects Review has been granted. Any advice or suggestions from Advanced Programs Committee members will be communicated directly to the student and the Dissertation Director.

Revised dissertation proposals need to have changes approved only by the Dissertation Director, not by the Advanced Programs Committee. It is the student’s responsibility to adhere to the Proposal and Dissertation Guidelines.

1. **Student Responsibility**

   The candidate’s initiative is important at every stage of the Ph.D. Proposal and Dissertation process. The candidate must clarify the process and procedures for the completion of the work (e.g. reading of drafts) by collaborating with the Dissertation Director and the Dissertation Committee.
2. Extension of Time

A request for an extension beyond six months to submit a dissertation proposal can be made by completing the appropriate form and acquiring the approval of the Dissertation Director and the Associate Dean for Academic Affairs (BPhD-13).

VI. DISSERTATION

Students are encouraged to submit dissertations under 300 pages in length (including bibliography and appendices). Permission to exceed this page limitation should be obtained in advance from the Dissertation Director and Dissertation Committee.

1. Dissertation Timeline

In order to meet the March 1 oral defense deadline, the following timeline must be followed (all dates are “no later than” and are based on a May graduation. If a December graduation is necessary, timelines must be arranged with the Dissertation Committee.):

**November 1**
Completed first draft of dissertation submitted to Dissertation Committee

**January 10**
Dissertation Committee returns draft to candidate with suggestions

**February 10**
Student has revised draft professionally proofread/copy edited and submits sufficient copies for all Committee members

**March 1**
Oral defense is held no later than March 1, but an earlier date is recommended. (See Section VII, 3. (b) for oral defense timeline.)

**April 10**
Clean, Final copy must be submitted to the Associate Dean for Academic Affairs

2. Format

The following format must be adhered to—there are no exceptions:

- Paper must be acid free, white in color.

- Printing must be on one side of the paper only and be letter quality. Font size must be 12 point. Font style must be Times New Roman. Text color must be black.

- Typed lines must be double-spaced, except for table of contents, footnotes, captions, glossary, appendices, and bibliography, which are single-spaced.

- Block quotations (quotations over five lines) are single-spaced. Block quotations must be indented four spaces from the left margin or eight spaces if the quotation begins a paragraph. Do not use quotation marks in the block quotation except for quotations nested within the block. Double-space before and after a block quotation.

- Tabulation must be five spaces.
VII. ORAL DEFENSE

1. Scheduling of Oral Defense

Public oral defense of the dissertation is required. The Dissertation Director in consultation with the Dissertation Committee, the Associate Dean for Academic Affairs, and the candidate will set the date and time of the defense. The candidate is encouraged to prepare a defense date as early as possible to allow for corrections and filing of final copy.

2. Oral Defense Protocol

The oral defense will be approximately one hour, including time for the Dissertation Committee to meet privately to determine their response. The oral defense is open to the student’s Dissertation Committee, the Associate Dean for Academic Affairs, and faculty at Brite. The Chair of the Dissertation Committee in consultation with the student defending the dissertation can invite other Ph.D. students to attend the defense. The Dissertation Committee members are the only ones who may speak or ask questions at the orals.

3. Evaluation of Oral Defense

(a) Grading

The Dissertation Committee will give the public oral defense a grade of pass with distinction, pass, conditional pass, or no pass. A grade of pass is given when the dissertation requires no further written revisions apart from minor corrections stipulated by the Committee. A conditional pass may require either (1) written revisions and/or (2) a second oral defense. No more than two public oral defenses may be made. A grade of no pass will result in termination from the Ph.D. Program (see Form BPhD-17).

(b) Revisions and Graduation Postponement

Two Weeks After Orals

In the event the oral examination results in a pass, requiring minor revisions, or a conditional pass requiring substantial written revisions, the candidate has two weeks from date of orals to make the needed changes.

Graduation Deadline and Postponement

If a second oral defense is required, it must be scheduled in time to meet graduation deadlines. Major revisions and a second oral defense will normally postpone graduation.

VIII. FINAL DISSERTATION COMPLIANCE

1. Electronic Filing and Fees

When it has been determined that the dissertation requires no further written revisions, the text must be sent electronically to UMI for filing. Detailed instructions for submitting the text to UMI can be found online at http://www.lib.tcu.edu/howto/thesis.asp. The appropriate fees must be paid online. Care should be taken to ensure compliance with May and December graduation deadlines. The text should be submitted and all fees paid no later than April 10 for May graduation or November 10 for December graduation.
Additionally, the student must employ Form BPhD-15, Dissertation Title Page with its accompanying Form BPhD-15a, Final Approval Signature Page, and Form BPhD-16, Copyright Acknowledgment. Students should note that while it is not a requirement, Brite strongly encourages students to copyright dissertations.

2. May Graduation

For May graduation, the dissertation must be approved, signed by the Dissertation Director and Dissertation Committee, and submitted to the Associate Dean for Academic Affairs no later than April 10.

3. December Graduation

For December graduation, the dissertation must be approved, signed by the Dissertation Director and Dissertation Committee, and submitted to the Associate Dean for Academic Affairs no later than November 10.
THE PH.D. PROGRAM IN PASTORAL THEOLOGY: TRANSFORMING PERSONS, COMMUNITIES, AND PRACTICES

The Ph.D. program in Pastoral Theology: Transforming Persons, Communities, and Practices is designed to prepare scholars and practitioners in the academic discipline of pastoral theology and in practices with individuals, communities and wider publics. In keeping with the mission of Brite Divinity School, graduates of this program will make significant contributions to academy, church, and community through scholarship, original research, and reflective practice. Graduates will serve as teachers and researchers, pastoral care specialists, chaplains and leaders in intellectual and public contexts.

A. Degree Requirements

The Pastoral Theology Ph.D. degree requires successful completion of 48 semester hours, qualifying examinations leading to candidacy, and a dissertation. Successful completion of 48 semester hours means that a student who receives a grade lower than "B-" in any course will not receive credit for that course.

All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters. Entering students are also required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.

A student wishing to take a TCU course to satisfy a Brite Ph.D. Program requirement should consult the Brite department involved and petition the Associate Dean for Academic Affairs. Departmental approval is normally required in advance (see Form BPhD-4).

B. Graduate Seminars and Courses

Course work will include 7 classroom seminars, 1 directed study, and 8 other 90000 level courses (at least 3 in PTPC). The student should obtain a Doctor of Philosophy (Ph.D.) in Pastoral Theology: Transforming Persons, Communities, and Practices Advising Form (BPhD-18) and meet with an advisor to assure degree requirements will be fulfilled.

C. Language

Demonstrated competence in a modern language that supports the student’s work in the field, usually one of the following: French, German, or Spanish. Competency can be achieved by passing a one-semester/three-hour graduate course or two one-semester/three-hour undergraduate courses with a grade of B or better. This requirement may be met before matriculation or by taking a course at Brite during the first year of Ph.D. studies, and no later than beginning the second year of coursework.

D. Extensive Research

Ph.D. students are required to do extensive research following ATS guidelines. During both their course of studies and their dissertation research, students shall be required to use competently the language(s) in which relevant primary texts are written, as well as those in which there is important secondary material. This should include at least one ancient and one or more modern languages. Students engaged in theological disciplines that use behavioral or social scientific research methods shall be required to demonstrate competence in these research methods.

E. Research Methodology
Competence in both quantitative and qualitative research methodologies appropriate to Pastoral Theology is demonstrated through successful completion of the required Ph.D. seminars: Methods in Pastoral Theology and Research Projects in Pastoral Theology.

**F. Pedagogy**

Through mentoring relationships, formal coursework, teaching assistantships, and seminars, the students will learn pedagogical skills to teach and supervise within the guidelines of the American Association of Pastoral Counselors and the Association for Clinical Pastoral Education. Graduate students, mentored by the faculty, will participate in the administrative, research, and teaching work of the department.

**G. Annual Review of Student's Academic Progress**

Annual written review of the student’s progress is conducted by the Associate Dean for Academic Affairs, in consultation with the faculty. Progress in the Program is contingent upon positive academic performance, successful completion of qualifying examinations, competency in original research and writing, and development of pedagogical skills. No grade below B- is accepted for credit and a minimum cumulative 3.25 grade point average is required for graduation.

**H. Fee for Continuation**

Ph.D. students who are not enrolled in any class during a fall or spring semester will be charged a fee for continuation in Program by enrolling in BRLB 90001, Dissertation or Thesis Research in Library. This fee will allow use of the Mary Couts Burnett Library. If a student is enrolled in BRLB 90001 or any other courses in the spring semester and is advance registered for BRLB 90001 or any other courses for the fall semester, library access will continue during the summer without enrolling in BRLB 90001. Library copy cards function in the summer only if the student is enrolled in a summer semester course (either BRLB 90001 or any other summer semester course).

**I. Ph.D. Program Timeline**

Three full years of residency are normally required. The degree is to be completed within seven years. A candidate may petition for an annual extension, but the total time in program must not exceed ten years. Extensions are considered by submitting a written request to the Office of the Associate Dean for Academic Affairs. Following consultation with the Dissertation Director, the Associate Dean for Academic Affairs and the Advanced Programs Committee will determine whether to grant an extension. Appeals of the decision of the Associate Dean and Advanced Programs Committee may be made in writing to the Dean.

**J. Qualifying Examinations**

Following completion of course work, language, and research methodology requirements, qualifying examinations will be designed collaboratively to assess knowledge and integrative perspectives in pastoral theology and pastoral care. These examinations are administered three times a year. The student is directed to read the Guidelines for Pastoral Theology Ph.D. Qualifying Examinations and fill out the Application for Pastoral Theology Qualifying Examinations available from the Associate Dean for Academic Affairs (Form BPhD-19). PT qualifying examinations are graded as pass with distinction, pass, or no pass (Form BPhD-20). Upon successful completion of qualifying examinations, the student is admitted to candidacy. Request for extension of time to take qualifying exams requires the appropriate form submitted to and approved by the Associate Dean for Academic Affairs (Form BPhD-12).
The student must submit a brief description of the anticipated dissertation topic to the faculty advisor as part of the Qualifying Examinations process.

K. Dissertation

The PT department chooses the director of the dissertation based upon the student’s interest, faculty load, research leave schedule, etc.

1. Dissertation Proposal Timeline and Approval

The candidate must conduct original research and write a dissertation that contributes new knowledge to the field. Typically, within six months following the successful completion of qualifying examinations, the candidate will present the dissertation proposal (15-20 pages) to the Dissertation Committee appointed by the Dissertation Director in consultation with the student, the area, and the student’s advisor. A request for extension beyond six months to submit a dissertation proposal can be made by completing the appropriate form and acquiring the approval of the Associate Dean for Academic Affairs (BPhD-13).

The dissertation proposal will first be approved by the Dissertation Director and Dissertation Committee and then submitted to the Advanced Programs Committee for final approval. The student should tailor the approval page as shown in Form BPhD-14. The Advanced Programs Committee will vote whether to certify that the proposal meets minimal acceptable standards: demonstrates an understanding of the research methodology and subject matter, illustrates an understanding of the body of knowledge in the discipline or disciplines involved, and meets the standards of scholarly creation, writing, and general readability. The proposal must describe the research question, outline the procedures to be followed, and discuss the significance of the proposed dissertation. When Institutional Review Board (IRB) approval is needed, the proposal needs to be approved before related IRB materials are submitted to the IRB by the Director. No data may be collected before the proposal has been approved and the Subjects Review has been granted. Any advice or suggestions from Advanced Programs Committee members will be communicated directly to the student and Dissertation Director.

Dissertations involving human participants must also receive approval from Texas Christian University’s Institutional Review Board. Proposals must conform to the policy and procedure, as stated in the Brite Governance Handbook (sections 3.5 and 3.6). Additional information can be found online at www.research.tcu.edu.

Revised dissertation proposals need to have changes approved only by the Dissertation Director, not by the Advanced Programs Committee. It is the student’s responsibility to adhere to the Guidelines for Proposal and Dissertation.

2. Dissertation Manual of Style

Students in the PT Program must use The Chicago Manual of Style (16th ed.) or APA Style. The same manual of style is to be used for both the proposal and dissertation. In addition, the student must follow the list of abbreviations for biblical books as shown in The SBL Handbook of Style.

3. Dissertation Proofread/Copy Edited

The dissertation will be professionally proofread/copy edited, and the Dissertation Director will determine when both the form and content are ready for an oral defense. Pre-approved proofreaders/copy editors are available for consultation (see the Associate Dean for Academic Affairs for a list and cost).
4. Dissertation Committee

The Dissertation Committee will normally consist of three members, two of whom are in the PT department. The Dissertation Director must be a full-time PT faculty member of Brite.

If during the process of developing the dissertation proposal, it becomes clear to the Dissertation Director and student that there is a need for a committee member with particular expertise not available from Brite and TCU faculty, they will identify such a scholar and petition the Advanced Programs Committee making a case for the addition of the scholar and requesting approval to invite the scholar to join the committee. The Advanced Programs committee will consider the matter expeditiously and approve such a petition only if it can be shown that the topic and/or method of the dissertation warrant it. Brite will remunerate the scholar $300 when the dissertation is completed. Normally outside members will participate in the oral defense through web-based video teleconferencing. Students who wish to have the outside member present for the defense must be willing to assume financial responsibility for expenses associated with bringing the outside member to campus for the dissertation defense.

5. Dissertation Approval

Final approval of the dissertation requires the signatures of the Dissertation Committee, Associate Dean for Academic Affairs, and the Dean. No dissertation will be accepted for library archiving without acquiring the appropriate signatures. The student should tailor the signature page as shown on Form BPhD-15a, and the dissertation title page as shown on Form BPhD-15.

L. Oral Defense of Dissertation

Before a student may graduate an oral defense of dissertation shall occur. The parameters shown below will be followed.

1. Scheduling Oral Defense

The Dissertation Director in consultation with the Dissertation Committee, the Associate Dean for Academic Affairs, and the candidate will set the date and time of the defense. The candidate is encouraged to prepare a defense date as early as possible to allow for corrections and filing of final copy. Timeline for the oral defense may be found in the Proposal and Dissertation Guidelines.

2. Oral Defense Protocol

The oral defense will be approximately one hour, including time for the Dissertation Committee to meet privately to determine their response. The oral defense is open to the student’s Dissertation Committee, the Associate Dean for Academic Affairs, and faculty at Brite. The Chair of the Dissertation Committee in consultation with the student defending the dissertation can invite other Ph.D. students to attend the defense. The Dissertation Committee members are the only ones who may speak or ask questions at the orals.

3. Evaluation of Oral Defense

At the end of the oral defense, the Dissertation Committee votes on one of the following grades: pass with distinction, pass, conditional pass, or no pass. A grade of pass is given when the dissertation requires no further written revisions, apart from minor corrections.
stipulated by the Committee. A conditional pass may require either (1) written revisions and/or (2) a second oral defense. No more than two public oral defenses may be made. A grade of no pass will result in termination from the Ph.D. Program. Students are directed to read the Proposal and Dissertation Guidelines to determine the effect of a conditional pass grade and the bearing subsequent work may have on graduation deadlines (also see Form BPhD-17).

4. Final Dissertation Compliance

When it has been determined that the dissertation requires no further written revisions, the text must be sent electronically to UMI for filing. Instructions for submitting the text to UMI can be found on line at http://lib.tcu.edu/howto/thesis.asp. The appropriate fees must be paid online. Care should be taken to ensure compliance with May and December graduation deadlines. The text should be submitted and all fees paid no later than April 10 for May graduation or November 10 for December graduation.

M. Travel Grants

A limited amount of money is available each year to support Ph.D. students’ travel expenses for dissertation related work and to enhance student programs by attending professional meetings or by participating in archaeological expeditions, course-workshops, and similar events. If you wish to apply for such funds, please fill out application form BPhD-21. You should describe the event you wish to attend and if possible attach a published description of the event with your application. Students usually receive only one grant during their time in program. The maximum grant that can be awarded is $1000; and lesser amounts may be given depending on the number of applicants and need. Preference may be given to those closest to the end of their program. The Advanced Programs Committee will consider applications for the period from June through May 31 of the following year at its March meeting.

In addition to the total dollar amount requested, the Committee must have an estimate of how the money will be spent by category, e.g., approximately $xxx airline travel; $yyy conference fee; approximately $xxx food and accommodations.

Funds are awarded in March for use in the next fiscal year (June 1 through May 31). This means that any plane flight, conference, course or expedition that a travel grant is awarded to help support must actually have occurred during this period.

The deadline for submitting applications is 5:00 p.m. on February 15. The form should be delivered to the Office of the Associate Dean for Academic Affairs.

Pastoral Theology: Transforming Persons, Communities, and Practices Ph.D.

Qualifying Examinations

The Pastoral Theology Ph.D. Qualifying Examinations can be scheduled after completion of 48 hours of coursework. The following guidelines are to be followed to assure a successful completion of Qualifying Examinations:

Timeline for Filing Qualifying Examinations Application

Qualifying Examinations are administered during the fourth week of September and January, and the second full week of April. The student must complete the Qualifying Examinations Application (see...
Form BPhD-19) and file it with the Associate Dean for Academic Affairs by June 1 for September examinations, September 15 for January examinations, and January 15 for April examinations. This application will stipulate the date for the Qualifying Examinations, the student’s agreement to use a computer with no additional files, notes, or outside books, and description of any other special arrangement.

Five Qualifying Exam Topics

The following topics will be covered in five qualifying exams in Pastoral Theology:

1. Pastoral Theology: Theory and Implications for Practice
2. Understanding the Human Being: Engaging Theological and Theoretical Sources
3. Histories and Horizons of Pastoral Theology
4. Method in Pastoral Theology and in Research
5. Paper focused by Student’s interest in possible dissertation topic and which will demonstrate skills in constructive pastoral theological reflection and its implications (due two weeks before exams).

The student and faculty advisor will discuss, in broad terms, questions appropriate for each examination. The PT permanent faculty will determine final examination questions.

Student and Faculty Members’ Conversations

In addition to meeting with the Faculty Advisor, the student is encouraged to meet with other PT faculty members to discuss the content of the examinations and the construction of pertinent bibliographies.

Qualifying Examinations Schedule

The student must turn in their “Fifth area exam paper” at least two weeks prior to sitting for their first set of exam questions. Students may take their remaining four Qualifying Exams within a two-week period, the specific days to be determined in consultation with their advisor and approved by other PT faculty and the Associate Dean for Academic Affairs. They may begin sitting for the day’s exam at 8:00 a.m. and must complete their work by 4:00 p.m. of the same day. Eight hours will be allowed for the completion of each written examination, with the obvious exception of the Fifth Area Paper.

Provision of a Dissertation Topic from Pastoral Theology Students

Pastoral Theology students must submit a brief description of the anticipated dissertation topic to their respective faculty advisor as part of the Qualifying Examinations process.

Grading the Qualifying Examinations

The Faculty Advisor and other faculty members who read the written examinations will assign one of three grades: Pass with Distinction, Pass, or No Pass (Form BPhD-20). The Faculty Advisor will provide written notification to the Associate Dean for Academic Affairs and the student of the examination results within three weeks following completion of the examinations.

Qualifying Examinations Failure and Re-Take Options

Ph.D. students in Pastoral Theology take five exams, one of which is an essay relevant to their dissertation research. Each exam will be read by two PT permanent faculty. If both faculty members agree that the exam or paper does not meet passing standards, then that exam does not pass. If the two readers disagree on whether the paper or exam is of passing quality, a third member of the PT permanent faculty will read it. The decision of the majority of readers will stand. A student who fails
more than two of the exams will fail the exams as a whole and will not be allowed to re-take them. The student will be dismissed from the program. If a student fails one or two of the exams, she or he will be allowed to re-take that exam/those exams (usually with a revised set of questions) or re-write the failed paper. If the re-taken exam(s) is judged to be of passing quality by two members of the PT permanent faculty, then the student will be said to have passed the exam(s). If any exam re-take is judged to be of failing quality by two permanent PT faculty members, then the qualifying exams as a whole will have been failed and the student will be dismissed. If the two readers disagree on whether the re-taken exam(s) is of passing quality, a third member of the PT permanent faculty will read it. The decision of the majority of readers will stand. A student may only re-take a failed exam(s) one time. There will be no exceptions to this policy.

Ph.D. Exams for Pastoral Theology Area

Exam 1  Pastoral Theology: Theory and Implications for Practice

Students should be prepared to:
- Trace the relation of theory, theology, and practice in pastoral theology across a variety of global contexts.
- Explore influences of various theologies (e.g. systematics, womanist) on pastoral theology and the implications for practice.
- Discuss pastoral theological contributions to pastoral ministries broadly defined.

Exam 2  Understanding the Human Being: Engaging Theological and Theoretical Sources

Students should be prepared to:
- Analyze and discuss the relationships between the social and physical sciences to the theory and practices of pastoral theology.
- Describe specific personality and psychotherapeutic approaches that have been encountered in the student’s program and their contributions/limitations. Discuss their underlying assumptions and foundations. Identify and describe the contributions of key persons in various guilds (e.g. clinical and academic) in relation to understanding human being.
- Describe specific theological approaches to understanding human being that have been encountered in the student’s program and their contributions/limitations. Discuss their underlying assumptions about human being.
- Discuss the importance of contextual factors in theological anthropologies, and implications for future understandings of the human person.
- Discuss the role of personality theory and theologies in the larger cultural realm (not just in the care of individuals) and how it might be relevant to the care of systems, institutions, societies, etc.

Exam 3  Histories and Horizons of Pastoral Theology

Students should be prepared to:
- Trace key historical trends and shifts in the field across a variety of global contexts, including key figures, the development of fundamental themes, and cultural influences in that development.
- Identify some of the contributions and limitations of significant historical moments in pastoral theology.

Exam 4  Methods in Pastoral Theology and in Research

Students should be prepared to:
- Discuss what makes pastoral theology unique methodologically
- Articulate various historical shifts in the primary methods used in pastoral theology and their contributions/limitations.
• Survey the development of contemporary qualitative methods and how they might inform and benefit pastoral theology. What might pastoral theology offer methodologies being developed and/or used beyond our field?

Exam 5  Fifth Area Exam Essay

Goal for the 5th Area Exam:

The goal of the exam is to demonstrate competence in defining and developing a research question and demonstrating competence in constructively engaging that research as a pastoral theologian. The exam should allow the faculty to access a student’s emerging capacities as a pastoral theologian to develop a dissertation project that will contribute to the field of pastoral theology.

Faculty will provide students with more detail of the expectations and protocol for this exam when appropriate.

PROPOSAL AND DISSERTATION
PASTORAL THEOLOGY: TRANSFORMING PERSONS, COMMUNITIES, AND PRACTICES

I. PH.D. DISSERTATION TOPIC

Possible areas and topics for the Ph.D. dissertation should be considered from the beginning of residency. Seminar and course papers may be chosen to explore such possibilities. As a first step toward the dissertation proposal, the student must select a dissertation topic in consultation with his/her Academic Advisor (or Dissertation Director, if different).

II. DISSERTATION PROPOSAL

Typically, within six months following successful completion of qualifying examinations, the candidate will present the Dissertation Proposal (15-20 pages) to a Dissertation Committee appointed by the Dissertation Director in consultation with the student, the area, and the student’s advisor.

Develop the dissertation proposal around answers to the following questions, keeping in mind that coherence among the answers is crucial:

Thesis
• What is the thesis that you plan to develop? (A thesis is a hypothesis to be demonstrated, a question or problem to be explored, a contention or argument to set forth.)
• How does the thesis advance the purposes of pastoral theology as a credible account of human experience, an adequate theological description of God and God’s activity, and a constructive proposal for action, pastoral response, or practice of ministry?

Literature Review
• What is the history of the question or main point in the pastoral theology literature, and in other relevant fields of study?
• How will your project add to the conversation around this topic contributing new knowledge to the field of pastoral theology?

Sources and Norms
• What biblical and theological perspectives inform your study, and why are they appropriate to your project?
• What experiences, practices, or communities will serve as the empirical source, context, or particular situation that you engage in the project?
• What social/behavioral sciences or interdisciplinary resources will help you understand, analyze, and interpret the theology and experience?
• What hermeneutical perspectives, criteria, or interpretive strategies influence your selection and structure your critical engagement of these sources?

Methodology
• What is the methodology or “unifying” logic to be employed in the development of your thesis, connecting the various components of the project (i.e., traditionally understood as inductive, deductive, or aesthetic)?
• If the sources you use are not congruent in the overarching logic or philosophical assumptions they represent, how will you account for the dissonance among them throughout the project without resorting to reductionism or syncretism?
• How will you carry the thesis forward as you engage the selected sources and empirical research, culminating in a constructive pastoral theological response in the concluding chapter?
• What empirical research (i.e., interviews, case studies, and the like) will you bring into conversation with the theological and social science perspectives? What is your rationale for selecting the procedures and participants for this research?*

*See Brite Governance Handbook 3.5 Research Involving Humans: Policy & Procedure, and Brite Support Manual Appendix Q “Research Proposal and Consent Formats for Review” for information regarding Brite’s policy, and adherence to policies and procedures of the TCU Institutional Review Board. The requirements include IRB approval in advance of commencing any research with human participants. Additional information about research with human subjects can be found online at www.research.tcu.edu.

Outline
The Outline should provide a brief, preliminary representation of chapter titles and 3 or 4 subheadings under each.

Working Bibliography
The proposal needs to include sufficient bibliographic research to demonstrate that the project has not already been done, and how the project relates to, and is distinct from, other research in the field.

Comments on the Process of Proposal Development:
• Meet with your advisor very soon after exams in order to confirm your dissertation topic.
• Once the Dissertation Director and readers are identified by the PT department, in consultation with the student, establish a time frame for completion of the dissertation proposal within six months following the exams. (Normally, several drafts of the thesis and the proposal itself are required).
• Focus on the thesis as the first step in proposal development, working toward a very brief, concise statement of the question or hypothesis that represents your energy and interest, narrow enough to be accomplished, and creative enough to engage your passion.
• Once the thesis statement is clear and strong, the student meets with the dissertation committee as a whole for additional conversation about the thesis, and a shared understanding for reading drafts of the proposal and later, the dissertation itself.
• Limit the proposal to 15-20 pages so that the “scaffold” or “idea tree” is evident and comprehensible as a whole.
• The dissertation committee members must read and approve the proposal before it goes to the Advanced Program Committee.

III. PROPOSAL/DISSERTATION CONTENT AND FORM

Students in the Pastoral Theology Program must use The Chicago Manual of Style (16th edition) or APA Style. The same manual of style is to be used for both the proposal and dissertation.
Students are to:

- Follow the list of abbreviations for biblical books in *The SBL Handbook of Style*.
- Tailor the title page and signature page as established by Brite (Forms BPhD-15 and -15a).

The Dissertation Director will determine when form and content are ready for an oral defense.

IV. DISSERTATION COMMITTEE

The Dissertation Committee will normally consist of three members, two of whom are in the PT department. The Dissertation Director must be a full-time PT faculty member of Brite.

If during the process of developing the dissertation proposal, it becomes clear to the Dissertation Director and student that there is a need for a committee member with particular expertise not available from Brite and TCU faculty, they will identify such a scholar and petition the Advanced Programs Committee making a case for the addition of the scholar and requesting approval to invite the scholar to join the committee. The Advanced Programs Committee will consider the matter expeditiously and approve such a petition only if it can be shown that the topic and/or method of the dissertation warrant it. Brite will remunerate the scholar $300 when the dissertation is completed. Normally outside members will participate in the oral defense through web-based video teleconferencing. Students who wish to have the outside member present for the defense must be willing to assume financial responsibility for expenses associated with bringing the outside member to campus for the dissertation defense.

V. APPROVAL OF DISSERTATION PROPOSAL

The student should tailor the approval page as shown in Form BPhD-14. The dissertation proposal will first be approved by the Dissertation Director and Dissertation Committee and then submitted to the Advanced Programs Committee as directed by the Associate Dean for Academic Affairs for final approval.

Normally, the student will be asked to meet with the Advanced Programs Committee to offer a brief oral presentation of her or his proposal and address questions raised by the Committee. The Dissertation Director will also typically be present for the conversation. The Advanced Programs Committee will vote whether to certify that the proposal meets minimal acceptable standards: demonstrates an understanding of the research methodology and subject matter, illustrates an understanding of the body of knowledge in the discipline or disciplines involved, and meets the standards of scholarly creation, writing, and general readability. The proposal must describe the research question, outline the procedures to be followed, and discuss the significance of the proposed dissertation. When Institutional Review Board (IRB) approval is needed, the proposal needs to be approved before related IRB materials are submitted to the IRB by the Director. No data may be collected before the proposal has been approved and the Subjects Review has been granted. Any advice or suggestions from Advanced Programs Committee members will be communicated directly to the student and the Dissertation Director.

Revised dissertation proposals need to have changes approved only by the Dissertation Director, not by the Advanced Programs Committee. It is the student’s responsibility to adhere to the Proposal and Dissertation Guidelines.

1. Student Responsibility

   The candidate’s initiative is important at every stage of the Ph.D. Proposal and Dissertation process. The candidate must clarify the process and procedures for the completion of the work (e.g. reading of drafts) by collaborating with the Dissertation Director and the Dissertation Committee.
2. Extension of Time

A request for an extension beyond six months to submit a dissertation proposal can be made by completing the appropriate form and acquiring the approval of the Dissertation Director and the Associate Dean for Academic Affairs (BPhD-13).

VI. DISSERTATION

Students are encouraged to submit dissertations under 300 pages in length (including bibliography and appendices). Permission to exceed this page limitation should be obtained in advance from the Dissertation Director and Dissertation Committee.

1. Dissertation Timeline

In order to meet the March 1 oral defense deadline, the following timeline must be followed (all dates are "no later than" and are based on a May graduation. If a December graduation is necessary, timelines must be arranged with the Dissertation Committee.):

November 1
Completed first draft of dissertation submitted to Dissertation Committee

January 10
Dissertation Committee returns draft to candidate with suggestions

February 10
Student has revised draft professionally proofread/copy edited and submits sufficient copies for all Committee members

March 1
Oral defense is held no later than March 1, but an earlier date is recommended. (See Section VII, 3. (b) for oral defense timeline.)

April 10
Clean, Final copy must be submitted to the Associate Dean for Academic Affairs

2. Format

The following format must be adhered to—there are no exceptions:

- Paper must be acid free, white in color.

- Printing must be on one side of the paper only and be letter quality. Font size must be 12 point. Font style must be Times New Roman. Text color must be black.

- Typed lines must be double-spaced, except for table of contents, footnotes, captions, glossary, appendices, and bibliography, which are single-spaced.

- Block quotations (quotations over five lines) are single-spaced. Block quotations must be indented four spaces from the left margin or eight spaces if the quotation begins a paragraph. Do not use quotation marks in the block quotation except for quotations nested within the block. Double-space before and after a block quotation.

- Tabulation must be five spaces.
VII. ORAL DEFENSE

1. Scheduling of Oral Defense

Public oral defense of the dissertation is required. The Dissertation Director in consultation with the Dissertation Committee, the Associate Dean for Academic Affairs, and the candidate will set the date and time of the defense. The candidate is encouraged to prepare a defense date as early as possible to allow for corrections and filing of final copy.

2. Oral Defense Protocol

The oral defense will be approximately one hour, including time for the Dissertation Committee to meet privately to determine their response. The oral defense is open to the student’s Dissertation Committee, the Associate Dean for Academic Affairs, and faculty at Brite. The Chair of the Dissertation Committee in consultation with the student defending the dissertation can invite other Ph.D. students to attend the defense. The Dissertation Committee members are the only ones who may speak or ask questions at the orals.

3. Evaluation of Oral Defense

(a) Grading

The Dissertation Committee will give the public oral defense a grade of pass with distinction, pass, conditional pass, or no pass. A grade of pass is given when the dissertation requires no further written revisions apart from minor corrections stipulated by the Committee. A conditional pass may require either (1) written revisions and/or (2) a second oral defense. No more than two public oral defenses may be made. A grade of no pass will result in termination from the Ph.D. Program (see Form BPhD-17).

(b) Revisions and Graduation Postponement

Two Weeks After Orals
In the event the oral examination results in a pass, requiring minor revisions, or a conditional pass requiring substantial written revisions, the candidate has two weeks from date of orals to make the needed changes.

Graduation Deadline and Postponement
If a second oral defense is required, it must be scheduled in time to meet graduation deadlines. Major revisions and a second oral defense will normally postpone graduation.

VIII. FINAL DISSERTATION COMPLIANCE

1. Electronic Filing and Fees

When it has been determined that the dissertation requires no further written revisions, the text must be sent electronically to UMI for filing. Detailed instructions for submitting the text to UMI can be found online at http://www.lib.tcu.edu/howto/thesis.asp. The appropriate fees must be paid online. Care should be taken to ensure compliance with May and December graduation deadlines. The text should be submitted and all fees paid no later than April 10 for May graduation or November 10 for December graduation.
Additionally, the student must employ Form BPhD-15, Dissertation Title Page with its accompanying Form BPhD-15a, Final Approval Signature Page, and Form BPhD-16, Copyright Acknowledgment. Students should note that while it is not a requirement, Brite strongly encourages students to copyright dissertations.

2. May Graduation

For May graduation, the dissertation must be approved, signed by the Dissertation Director and Dissertation Committee, and submitted to the Associate Dean for Academic Affairs no later than April 10.

3. December Graduation

For December graduation, the dissertation must be approved, signed by the Dissertation Director and Dissertation Committee, and submitted to the Associate Dean for Academic Affairs no later than November 10.
### Recent Courses of Instruction

**Numbering System.** Course numbers consist of five digits. Courses in the 60000-69999 series will normally be taken by first-year M.Div., M.A.T.M., M.T.S. and C.T.S. students. These courses satisfy basic theological studies requirements. Courses with an initial number in the 70000s do not satisfy basic theological studies requirements for M.Div. students. Courses in the 70000s include some lecture courses, denominational requirements, biblical language and seminar courses. These courses are available to M.Div., M.A.T.M., M.T.S., C.T.S., and Th.M. students. (Th.M. students must take 90000 level courses in their Area of Specialization and related areas.) Courses with an initial number in the 80000-89999 series are for Doctor of Ministry students. DOMI courses are D.Min.-specific. Courses with an initial number in the 90000-99999 series are for Master of Theology (Th.M.) and Ph.D. students. Courses with a second digit that is a five (5) have a Masters-level prerequisite. The last digit in each course number indicates semester hour value. A zero designates a course that may be repeated for degree program credit and/or is offered with varying semester hour value. The minimum and total maximum semester hour value of such courses is indicated in the course description.

### Courses Offered By Departments

<table>
<thead>
<tr>
<th>Department</th>
<th>Courses Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bible</strong></td>
<td>Faculty: Warren Carter, Ariel Feldman, Wil Gafney, Francisco Lozada, Shelly Matthews, Timothy Sandoval</td>
</tr>
</tbody>
</table>
| Hebrew Bible | HEBI 60003 - Interpreting the Hebrew Bible and Apocryphal/Deuteronomical Books  
*Prerequisite: None*  
A selective survey of the history, literature, and religion of Ancient Israel. Pentateuch, historical books, prophetic writings, poetry and wisdom. Not open to Th.M., D.Min. or Ph.D. students.  
HEBI 65013/85013/95013 - Exegesis in the Hebrew Bible  
*Masters prerequisite: HEBI 60003 or equivalent*  
Methods and resources in critical study of selected passages or book in the Hebrew Bible, with attention to literary, historical, and theological considerations. May be repeated for credit under different topics.  
HEBI 65023/85023/95023 - Exegesis in Apocryphal/Deuterocanonical Books and Pseudepigrapha  
*Masters prerequisite: HEBI 60003 or equivalent*  
Method and practice in exegesis of selected literature in the Apocryphal/Deuterocanonical Books and Pseudepigrapha. Literary, historical, and theological considerations. May be repeated for credit under different topics.  
HEBI 70013 - Biblical Hebrew I  
*Prerequisite: None*  
Grammar and exercises.  
HEBI 75033 - Biblical Hebrew II  
*Prerequisite: HEBI 70013 or its equivalent*  
Continuation of grammar, syntax, and reading of selected Hebrew Bible passages. |
HEBI 75043/85043/95043 - Readings in Biblical Hebrew
Masters prerequisite: HEBI 75033 or equivalent
Practice in reading selections from the Hebrew Bible, with emphasis on syntax and text criticism. May be repeated for credit under different topics.

HEBI 75053 - The Interpretation of the Major Prophets
Masters prerequisite: HEBI 60003 or equivalent
The Interpretation of the Major Prophets (First Isaiah, Jeremiah, and Ezekiel). The course focuses on the historical background, literary structure, sociocultural features, and religious themes of each of these prophets.

HEBI 75063 - The Interpretation of the Minor Prophets
Masters prerequisite: HEBI 60003 or equivalent
The Interpretation of one or more of the Minor Prophets. Methods and resources in the critical study of the Minor Prophets with attention to literary, historical, and theological considerations.

HEBI 75091 - M.T.S. Final Exercise
Prerequisite: Admittance to the M.T.S. degree program
An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

HEBI 75903 - Final Exercise
Prerequisite: Admittance to the M.T.S. degree program
An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

HEBI 75970/85970/95970 - Special Topics in Hebrew Bible and Literature of Early Judaism
Masters prerequisite: HEBI 60003 or equivalent
May be repeated for credit under different topics. (1-3 semester hours)

HEBI 94013 - Independent Research Study and Thesis
Prerequisite: Admittance to the Th.M. program and completion of required academic seminars
Independent research study and writing of the Master of Theology thesis.

HEBI 95713 - Critical Introduction to the Hebrew Bible
Prerequisite: Admittance to the Th.M. or Ph.D. program or special permission from the Office of the Associate Dean for Academic Affairs
Selected examination of methods of biblical interpretation.

HEBI 95963 - Issues in Hebrew Bible and Literature of Early Judaism
Prerequisite: Admittance to the Th.M. or Ph.D. program or special permission from the Office of the Associate Dean for Academic Affairs
Study of a selected issue related to the literature, theology, history, or exegesis of the Hebrew Bible or Literature of Early Judaism. This course may be repeated for credit.
New Testament

NETE 60003 - Interpreting the New Testament
*Prerequisite: None*
An introductory and survey course of the New Testament for graduate students preparing for ministry. Students will become familiar with the content of the New Testament, with the introductory issues of each New Testament book, with several methods of ancient and contemporary interpretation, and with the basic theological ideas at work in the formation of the New Testament.

NETE 65013/85013 - Exegesis in the Gospels and Acts
*Masters prerequisite: NETE 60003 or equivalent*
Method and practice in English exegesis of the Gospels, or the Acts of the Apostles. May be repeated for credit under different topics for up to 9 hours.

NETE 65023/85023 - Exegesis in the New Testament Epistles and Revelation
*Masters prerequisite: NETE 60003 or equivalent*
Method and practice in English exegesis of the Epistles. May be repeated for credit under different topics for up to 9 hours.

NETE 65033/85033/95033 - Exegesis in the Gospels and Acts (Greek)
*Masters prerequisite: NETE 60003 and NETE 70013 or equivalent*
Method and practice in Greek exegesis of the Gospels or the Acts of the Apostles, including use of concordances, Bible dictionaries, and commentaries that NETE 70013 has made possible. May be repeated for credit under different topics for up to 9 hours.

NETE 65043/85043/95043 - Exegesis in the New Testament Epistles and Revelation (Greek)
*Masters prerequisites: NETE 60003 and NETE 70013*
Method and practice in Greek exegesis of the epistles, including use of concordances, Bible dictionaries, and commentaries that NETE 70013 has made possible. May be repeated for credit under different topics for up to 9 hours.

NETE 70013 - Basics of Biblical Greek
*Prerequisite: None*
This course is a graduate-level introduction to New Testament Greek which will facilitate the student’s learning sufficient vocabulary and grammar to enable her/him to study the New Testament in the Greek exegesis course offered the second semester. It presupposes that the student will continue into the exegesis course.

NETE 70970/80970/90970 - Special Topics in New Testament Studies
*Prerequisite: None*
May be repeated for credit under different topics. (1-3 semester hours)

NETE 75013 - Biblical Greek II
*Prerequisite: NETE 70013 or equivalent*
Continuation of grammar and syntax with focus on reading early Christian texts.

NETE 75093/85093/95093 - Seminar in New Testament Literature
*Masters prerequisite: 3 hours of New Testament or instructor’s permission*
Selected problems in the literary study of the New Testament. May be repeated for credit under different topics for up to 9 hours.

NETE 75113/85113/95113 - Seminar in the History of New Testament Research
*Masters prerequisites: One 60000 level course in NETE and one 60000-level course in CHHI or equivalent*
An examination of selected major periods, issues, trends and scholars in the history of New Testament research from the Enlightenment to the present. See CHHI 75023.

NETE 75123/85123/95123 - Readings in the Greek Bible (Septuagint)
*Masters prerequisite: NETE 70013 or equivalent*
Practice in reading the Septuagint, the Bible of many New Testament authors. The goals are simply to read Greek more rapidly than we do in an exegesis course and to expand our experience of scriptures that were generative for New Testament authors. May be repeated for credit under different topics.

NETE 75901 - M.T.S. Final Exercise
Prerequisite: Admittance to the M.T.S. degree program
An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

**NETE 75903 - Final Exercise**
*Prerequisite: Admittance to the M.T.S. degree program*
An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

**NETE 94013 - Independent Research Study and Thesis**
*Prerequisites: Admittance to the Th.M. program and completion of required academic seminars*
Independent research study and writing of the Master of Theology thesis.

**NETE 95713 - Critical Introduction to the New Testament**
*Prerequisite: Admittance to the Th.M. or Ph.D. program or special permission from the Office of the Associate Dean for Academic Affairs*
A selected examination of methods of biblical interpretation.

**NETE 95963 - Issues in New Testament Studies**
*Prerequisite: Admittance to the Th.M. or Ph.D. program or special permission from the Office of the Associate Dean for Academic Affairs*
An issue related to the literature, theology, history, or exegesis of the New Testament will be selected. May be repeated for credit under different topics for up to 9 hours.

**Jewish Studies**
*Faculty: Ariel Feldman*

**JWST 60003 - Introduction to Judaism**
*Prerequisite: None*
An introduction to the many forms of Jewish observance, ritual, literature, thought and political determination that have appeared (and disappeared) over the historical span of Judaism. The course provides an overview of Jewish history, a broad knowledge of Jewish customs, beliefs and culture, direct exposure to an array of Jewish religious writings (all in translation), and an understanding of the fundamental issues of contemporary Jewish practice and belief.

**JWST 70023/80023/90023 - Jewish Biblical Interpretation**
*Masters prerequisite: None, Doctoral prerequisite: One year of Biblical Hebrew, or permission of instructor*
Examination of the many ways and methods employed by Jewish communities to reinterpret the Hebrew Bible over thousands of years. The goal is to understand how the Hebrew Bible is a multivalent document, containing many meanings for different people at different times.

**JWST 70970/80970/90970 - Special Topics in Jewish Studies**
*Prerequisite: None*
May be repeated for credit under different topics. (1-3 semester hours)

understand these types of midrashic texts, but also to think critically and creatively about them. We shall also give in-depth consideration to the scholarly usefulness of a comparative approach to midrash.

**JWST 75901 - M.T.S. Final Exercise**
*Prerequisite: Admittance to the M.T.S. degree program*
An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

**JWST 75903 - Final Exercise**
*Prerequisite: Admittance to the M.T.S. degree program*
An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.
# History

*Faculty: James Duke, Timothy Lee, D. Newell Williams, Jeffrey Williams*

## History of Christianity

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHHI 60013</td>
<td>History of Christianity I, Early and Medieval</td>
<td>None</td>
<td>Christian life and thought to 1400 C.E.</td>
</tr>
<tr>
<td>CHHI 60023</td>
<td>History of Christianity II, Reformation and Modern</td>
<td>None</td>
<td>Christian life and thought since 1400 C.E.</td>
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<tbody>
<tr>
<td>CHHI 70013</td>
<td>History of Christianity in America</td>
<td>None</td>
<td>Christianity in the United States from the 17th century to the present.</td>
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<tr>
<td>CHHI 70023</td>
<td>The Church in the Midst of Pluralism: Theology and Context</td>
<td>None</td>
<td>Examination of selected issues in the historical, cultural, socio-economic, and religious realities of certain racial-ethnic Christian groups (e.g. African, African-American, Asian, and Latina/o) in and/or outside the United States.</td>
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<tr>
<td>CHHI 70113/80113</td>
<td>Christian Church (Disciples of Christ)</td>
<td>None</td>
<td>History and thought of the Christian Church (Disciples of Christ).</td>
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<tr>
<td>CHHI 70133/80133</td>
<td>Baptist History</td>
<td>None</td>
<td>This course involves a study of Baptist life and thought from the 17th century to the present. Some attention will be given to Baptists in England and Europe, but the major emphasis will fall upon Baptists in the United States.</td>
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<tr>
<td>CHHI 70134/80134</td>
<td>History and Doctrine of the United Methodist Church</td>
<td>None</td>
<td>Origin and development of the United Methodist Church and its doctrine. Required of United Methodist students for ordination.</td>
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<tr>
<td>CHHI 70203/80203/90203</td>
<td>Unity and Diversity in the Early Church</td>
<td>None</td>
<td>Impulses toward unity and diversity of religious expression in early Christianity, especially the issues of orthodoxy, heresy and schism.</td>
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<tr>
<td>CHHI 70253/80253/90253</td>
<td>The Reformation Era and Its Aftermath</td>
<td>None</td>
<td>A study of the causes, nature and consequences of the reformation in the 16th and 17th centuries.</td>
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<tr>
<td>CHHI 70293/80293/90293</td>
<td>Issues in American Religious Life and Thought</td>
<td>None</td>
<td>Treatment of a significant topic in the history of American Christianity, e.g., Puritanism, the Transcendentalist movement, the Fundamentalist-Modernist conflict. (May be repeated for credit under different topics for up to 9 credit hours.)</td>
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<td>CHHI 70403/80403/90403</td>
<td>History of Christian Spirituality</td>
<td>None</td>
<td>An examination of the development of Christian spiritual traditions, attitudes, and practices from the 1st century to the present day. This course will center around the question, “What has been the shape of the Christian quest for God and godliness?”</td>
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<td>CHHI 70504/80504/90504</td>
<td>The U.S. Borderlands: Theology and Context</td>
<td>CHHI 70023 or equivalent</td>
<td>An immersion course that will take the student from the classroom to the Borderlands along the Texas/Mexico border. The focus will be on the historical, socio-economic, ethical, and racial issues that impact daily life in this region.</td>
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<tbody>
<tr>
<td>CHHI 70533/80533/90533</td>
<td>The Black Religious Experience in America</td>
<td>None</td>
<td>An overview treatment of the subject of race and its role in American religious history.</td>
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</tbody>
</table>
CHHI 70970/80970/90970 - Special Topics in Church History  
Prerequisite: None  
May be repeated for credit under different topics. (1-3 semester hours)

CHHI 75013/85013/95013 - Seminar in Christian Thought  
Masters prerequisite: CHHI 60013, CHHI 60023, or equivalent  
Intensive study of some pivotal figure or theme in the history of Christian thought. Representative topics: Augustine, Aquinas, Luther, Edwards, Schleiermacher; “views of Jesus,” “the essence of Christianity.” (May be repeated for credit under different topics for up to 9 credit hours.)

CHHI 75033/85033/95033 - Seminar in History and Hermeneutics  
Masters prerequisite: CHHI 60013, CHHI 60023, or equivalent  
Intensive study of some issue relating to the theory and methodology of church history as a theological discipline, e.g., historiography, theology of history, theory of interpretation, phenomenology of tradition. (May be repeated for credit under different topics for up to 9 credit hours.)

CHHI 75901 - M.T.S. Final Exercise  
Prerequisite: Admittance to the M.T.S. degree program  
An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

CHHI 75903 - M.T.S. Final Exercise  
Prerequisite: Admittance to the M.T.S. degree program  
An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

CHHI 94013 - Independent Research Study and Thesis  
Prerequisite: Admittance to the Th.M. program and completion of required academic seminars  
Independent research study and writing of the Master of Theology thesis.

CHHI 95103 - Issues in Church History  
Prerequisite: Admittance to the Th.M. or PhD. program or special permission from the Office of the Associate Dean for Academic Affairs  
An issue related to the history of the church’s understanding of the Hebrew Bible, Literature of Early Judaism, or New Testament will be selected. (May be repeated for credit under different topics for up to 9 credit hours.)

Theology and Ethics  
Faculty: Charles Bellinger, Namsoon Kang, Ed Waggoner

Christian Theology  

CHTH 60003 - Introduction to Christian Theology I  
Prerequisite: None  
An introduction to theological methods and language and to the central teachings of the Christian faith. Attention is given to both doctrinal development and major contemporary theologians and theological movements. Covers prolegomena and the doctrines of God, the Trinity, Creation, and Theodicy.

CHTH 60313/80313/90313 - Theologies of Militarization  
Prerequisite: None  
A critical examination of the phenomenon of militarization and the various ways that Christian communities understand the use of national power. Seminar participants will explore frameworks for constructing theologies that publicly address the effects of militarization on topics such as politics, economics, education, gender, and race.
CHTH 65033/85033/95033 - Black Theologies  
*Masters prerequisite: CHET 60013, CHTH 60003, or equivalent*

This course will review the historical development of the Black Theology movement. Through a close reading of early texts of the movement and a review of the social context within which it arose, the seminar participants will be invited to a full engagement with this theological tradition. It will be our purpose to identify not only the discrete contours of the movement, but also to identify its place in late twentieth century theological discourse.

CHTH 70013/80013/90013 - Postcolonial Theologies  
*Prerequisite: None*

This course is to explore the intellectual and historical background of postcolonial discourse and to examine the ways in which theologians address issues of postcolonialism and the theological issues in their thinking. By the end of this course, the students will normally understand different approaches to issues of postcolonialism, be able to investigate conceptions of theological issues in postcolonialism, and understand how religion and its theological discourse are implicated in geopolitical and cultural strategies of postcolonialism.

CHTH 70033/80033/90033 – Derrida and Theopolitical Issues  
*Prerequisite: None*

Jacques Derrida (1930-2004) was one of the few thinkers, in the latter half of the twentieth century, who profoundly and radically transformed our understanding of writing, reading, con/texts, and textuality. The scope of Derrida’s thinking is incomprehensible. As a person of prayers and tear, Derrida was a prominent philosopher-theologian/theologian-philosopher who never kept his political and ethical passion separate from the uninterrupted theological, philosophical reflections. Derrida audaciously fought against all form of apartheid and exclusion, wherever they took place; and passionately and consistently spoke out for justice, compassion, and hospitality. This course examines several theopolitical issues in Derrida’s thinking such as deconstruction, justice, religion, hospitality, cosmopolitanism, and forgiveness.

CHTH 70023/80023/90023 – Cosmopolitan Theology  
*Prerequisite: None*

Cosmopolitan discourse has recently reemerged, especially in the areas of political and social philosophies, which seeks global justice and solidarities in an era of neo-empire, globalization, and identity politics. This course takes cosmopolitan ethos primarily from Greek philosophy, St. Paul, Immanuel Kant, Hannah Arendt, and Jacques Derrida as significant theological, philosophical grounds for global justice and human rights, and planetary hospitality and solidarity. This course thoroughly examines significant issues in cosmopolitan discourse such as its philosophical and theological grounds, major characteristics, various types and views, theopolitical implication and application, justice, hospitality, neighbor-love, and solidarity.

CHTH 70043/80043/90043 – Feminism and Theology  
*Prerequisite: None*

Feminist theological discourse emerged in the 1960s as an aspect of Second Wave feminism, bringing gender issues to the attention of Christian communities and theological education. This course will give attention to the major themes and intersections of how feminism has addressed the institutions of the Christian religion and re/constructed theological discourses and practices in more egalitarian and just ways.

CHTH 70113/80113/90113 - Survey of Christian Theology from Baptist Perspectives  
*Prerequisite: None*

An exploration of Christian theology with special reference to the faith statements, confessions, and contemporary writings of Baptist traditions.

CHTH 70253/80253/90253 - Postmodernism and Theology  
*Prerequisite: None*

Postmodernism has been exerting considerable influence upon contemporary theology. The questions that this course will address are: How do we tell the Christian story in a postmodern, pluralistic world?
How do we theologically address the postmodern world? How do we do postmodern theology? This course is for students to explore the philosophical and intellectual background of postmodernism, to articulate a critical perspective on postmodernism, and to examine the ways in which theologians address issues of postmodernism and the theological issues in their thinking.

CHTH 70970/80970/90970 - Special Topics In Christian Thought
Prerequisite: None
May be repeated for credit under different topics. (1-3 semester hours)

CHTH 75053/85053/95053 - Main Themes in the History of Christian Doctrine
Masters prerequisite: one 60000-level Christian Theology course or Church History course or equivalent
An examination of the key issues in the development of Christian doctrine: Trinity, Christology, Sin and Grace, Sacraments, Justification and Sanctification, Encounter with the Modern World.

CHTH 75063/85063/95063 - Major Issues in Contemporary Theology
Masters prerequisite: one 60000-level Christian Theology course or equivalent
Current movements, areas of controversy and fresh thinking in the life and thought of the church.

CHTH 75093/85093/95093 - Major Figures in Christian Theology
Masters prerequisite: one 60000-level Christian Theology course or equivalent
A systematic study of a major Christian theologian, such as Augustine, Calvin, Kierkegaard, Barth, Tillich, or the Niebuhrs. (May be repeated for credit under different topics for up to 9 credit hours.)

CHTH 75901 - M.T.S. Final Exercise
Prerequisite: Admittance to the M.T.S. degree program
An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

CHTH 75903 - M.T.S. Final Exercise
Prerequisite: Admittance to the M.T.S. degree program
An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

CHTH 94013 - Independent Research Study and Thesis
Masters prerequisites: Admittance to the Th.M. program and completion of required academic seminars
Independent research study and writing of the Master of Theology thesis.

CHTH 95103 - Issues in Theology
Prerequisite: Admittance to the Th.M. or Ph.D. program or special permission from the Office of the Associate Dean for Academic Affairs
An issue related to Christian theology and the Hebrew Bible, Literature of Early Judaism, or New Testament will be selected. (May be repeated for credit under different topics for up to 9 credit hours.)

Christian Ethics

CHET 60013 - Introduction to Contemporary Theological Ethics
Prerequisite: None
This course will survey the major methodological questions of theological ethics since the early 20th century, its thematic subdivisions, and the schools of thought and individual authors who have shaped the discussion of ethical questions within the theological world.

CHET 65013 - History of Christian Ethics
Masters prerequisites: CHET 60013, CHTH 60003, or equivalent
An examination of some of the major themes within the history of Christian ethical thought and an introduction to some of the key theologians who addressed those themes from the beginnings of the Church through the 19th century.
CHET 65073/85073/95073 - Feminist Theology and Ethics
Masters prerequisites: CHET 60013, CHTH 60003, CHET 65013 or equivalent
Seminar examining the models of God, human nature, Christ, ethics, and spirituality offered by women of diverse backgrounds and perspectives.

CHET 70970/80970/90970 - Special Topics in Christian Ethics
None
May be repeated for credit under different topics. (1-3 semester hours)

CHET 75033/85033/95033 - Seminar: Contemporary Issues in Theological Ethics
Masters prerequisite: CHET 60013, CHET 65013 or equivalent
A critical examination of a contemporary social or political issue in light of theological, ethical and empirical insights. Representative topics: Relationships between Church and State, Human Sexuality, Medical Ethics. (May be repeated for credit under different topics for up to 9 credit hours.)

CHET 75053/85053/95053 - Seminar: Major Figures in Christian Ethics
Masters prerequisite: CHET 60013, CHET 65013 or equivalent
A critical examination of the theology and ethics of major figures in Christian thought, such as Augustine, Luther, Calvin, Wesley, H.R. Niebuhr, Reinhold Niebuhr, Barth or Bonhoeffer. (May be repeated for credit under different topics for up to 9 credit hours.)

CHET 75063/85063/95063 - Seminar: Contemporary Themes in Theological Ethics
Masters prerequisite: CHET 60013, CHET 65013 or equivalent
A critical examination of a current methodological issue in theological ethics, such as context vs. principles, liberation, love and justice. (May be repeated for credit under different topics for up to 9 credit hours.)

CHET 75901 - M.T.S. Final Exercise
Prerequisite: Admittance to the M.T.S. degree program
An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

CHET 75903 - M.T.S. Final Exercise
Prerequisite: Admittance to the M.T.S. degree program
An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

CHET 94013 - Independent Research Study and Thesis
Masters prerequisites: Admittance to the Th.M. program and completion of required academic seminars
Independent research study and writing of the Master of Theology thesis.

CHET 95103 - Issues in Ethics
Prerequisite: Admittance to the Th.M. or Ph.D. program or special permission from the Office of the Associate Dean for Academic Affairs
An issue related to ethics and the Hebrew Bible, Literature of Early Judaism, or New Testament will be selected. This course may be repeated for credit up to 9 hours.

Religion and Culture

RECU 60013 - Religious Plurality: Theologies and Geopolitics of Religion
Prerequisite: None
The recognition of religious plurality could be the antidote to tensions, conflicts, genocide, and religious annihilation based on the religious superiorism by a dominant religion in today’s world. Affirming the existence of “other” religions requires one to fundamentally re-examine and re-conceptualize the nature and vision of Christian ministries and theologies. The primary expectation for students in this course is that students will finish the course with an in-depth understanding of the discourses and practices of other religions than Christianity. This course deals with such complex issues as religious
orientalism, a geopolitical dimension of multiple realities of "world religions," some understanding and Christian theological discourses on "other" religions, which are interconnected to the conceptual frameworks of Theology, Christology, and soteriology in Christian theological and ministerial formation and practice.

RECU 60023 - Christian Theology of Religions  
*Prerequisite: None*  
The course will examine various models of theological approaches to other religions and deal with some of the essential differences and similarities of Christian theology of religion among different Christian churches.

RECU 60033/80033/90033 - Religious Fundamentalism  
*Prerequisite: None*  
The surge of religious fundamentalism since the 1970s in culturally distinct areas of the globe has raised concern and interest among scholars and citizens. It is necessary to acknowledge that religious fundamentalism is not just within Islam or Christianity. All religions are based on 'fundamentals' and all have their fundamentalists. This course is first to examine the theological/theoretical and historical sources, and the nature and rhetoric of fundamentalism in Christianity, Judaism, Hinduism, Islam and Buddhism, and further to explore its theological and socio-political implications and practice.

RECU 60043/80043/90043 - Interreligious Dialogue  
*Prerequisite: None*  
Religions have always interacted with each other, but in modern times explicit and intentional dialogue has become more widespread and sustained. This course explores some key reasons for, approaches to, issues in and outcomes of Christian encounter with other religions.

RECU 60063/80063/90063 - World Religions and Gender  
*Prerequisite: None*  
Religion is an enormously powerful force in human society, shaping the ideals, hopes, desires and needs of humanity. Because religion has played such a significant role in human society, it is very important to examine religion from multiple angles. The aim of the course is to develop familiarity with the issues and methodology of gender analysis with reference to the study of world religions. The approach is theoretical, phenomenological, comparative, and interdisciplinary.

RECU 60073 Introduction to U.S. Latino/a Christianity  
*Prerequisite: None*  
This course serves as a general introduction to the study of the history, experiences, and faith of U.S. Latino/a Christians. The course will focus on developing critical interpretative skills in understanding the analyzing a variety of Latino/a historical and cultural contexts, religious expressions, and theologies.

RECU 65013/85013/95013 - Seminar: Social Ethics  
*Masters prerequisites: CHET 60013, CHTH 60003, or equivalent*  
Alternative philosophical and theological perspectives on the principles and methods of social ethics. (May be repeated for credit under different topics for up to 9 credit hours.)

RECU 65033/85033/95033 - Religion and Violence  
*Masters prerequisites: CHET 60013, CHTH 60003, or equivalent*  
Surveys recent efforts to comprehend violence as a cultural phenomenon, from psychological, historical, and theological perspectives.

RECU 65053 - African-American Experiences and Perspectives in Social Ethics  
*Masters prerequisites: CHET 60013, CHTH 60003, or equivalent*  
This course explores the ways in which African-American religious, theological, and cultural thinkers articulate traditions of justice, flourishing, and fulfillment in North America from the 1700s to present. This course maintains that African-American experiences have been historically shaped by interlocking oppressions in America, particularly racial injustice. Because of such oppressions, black religious and cultural thought continues to fashion liberative...
traditions of social ethics as critique to American hegemony and domination. This course explores both 1) interlocking oppressions that shape African-American experiences in America and 2) liberative black traditions of social ethics that castigate such hegemony and exploitation.

**RECU 70003 - Introduction to Black Church Traditions and Culture**  
*Prerequisite: None*  
This course introduces students to the historical legacies and social witness of black churches in North America. This course uncovers the textures, traditions, and practices of black churches from slavery to post-civil rights era. This course is interdisciplinary as it draws on black theology, black religion, and black cultural studies in the articulation of how black church traditions have historically related to culture and how black churches might continue its social relevancy, particularly when turning to the new cultural politics of difference within America.

**RECU 70053/80053/90053 - Studies in World Christianity**  
*Prerequisite: None*  
“World Christianity,” as an independent area of study, has recently emerged in the academia. This course seeks to understand Christian faith and practice in various regions of the world, which are expressed through diverse ecclesiastical traditions and theological discourses and constructed by the complex historical, socio-cultural, and geopolitical contexts.

**RECU 70970/80970/90970 - Special Topics in Religion and Culture**  
*Prerequisite: None*  
May be repeated for credit under different topics. (1-3 semester hours)

**RECU 75901 - M.T.S. Final Exercise**  
*Prerequisite: Admittance to the M.T.S. degree program*  
An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

**RECU 75903 - M.T.S. Final Exercise**  
*Prerequisite: Admittance to the M.T.S. degree program*  
An independent research study course, taken in the final semester in program, that integrates material covered in earlier coursework and produces a final paper, normally 20-30 pages in length.

**RECU 94013 - Independent Research Study and Thesis**  
*Prerequisite: Admittance to the Th.M. program and completion of required academic seminars*  
Independent research study and writing of the Master of Theology thesis.

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**Ministry**

*Faculty: Russell Dalton, Timothy H. Robinson, Lance Pape, Stephen Sprinkle*

**Practical Theology**

**PRTH 60003 - Congregational Leadership**  
*Prerequisite: None*  
An introduction to leadership and administration in the local congregation, with attention to leadership styles, congregational dynamics, administering congregations of varying sizes and organizing for mission.

**PRTH 60033 - The Church’s Mission and the Minister’s Vocation**  
*Prerequisite: None*  
An orientation to the vocation of ministry as it relates to the mission and nature of the church; historical, theological, and sociological aspects of church and ministry.

**PRTH 65013 - Supervised Ministry I**  
*Prerequisite: 21 hours and instructor’s permission*  
An intensive group experience aimed at the integration of theology and practice. (Offered Pass/No Credit)

**PRTH 65023 - Supervised Ministry II**  
*Prerequisites: PRTH 65013 and instructor’s permission*

Course Listing – Recent Courses of Instruction
An intensive group experience aimed at the integration of theology and practice. (Offered Pass/No Credit)

PRTH 70123/80123 - Minister as Practical Theologian
Prerequisite: None
A study of Practical Theology as a discrete discipline, situated as the third great moment in theology; methodological approaches to questions of ecclesial praxis and practice; reassessment and reappropriation of lex orandi, lex credendi et agendi, as a means of recovering the liturgy as an integral source for practical theology; shared experience of participating students.

PRTH 70163/80163 - Ministry in the Lesbian, Gay, Bisexual and Transgendered Community
Prerequisite: None
This class is designed for ministers-in-training who will likely participate in conversations about homosexuality in their churches and communities, provide ministry and pastoral care to Lesbian/Gay/Bisexual/Transgendered persons, or assume leadership roles in hermeneutical/theological debates about homosexuality. Given this likelihood, this course seeks to equip ministers with a base of essential material about LGBT experience, including literature and videography in the field, biblical criticism, and theological constructions. The voices of LGBT persons themselves will be the primary sources for this course.

PRTH 70212 - United Methodist Polity
Prerequisite: None
The organization, polity and comprehensive program of the United Methodist Church. Required of United Methodist students for ordination.

PRTH 70223/80223 - Evangelism
Prerequisite: None
An exploration into the theology and methods of evangelism in mainline Protestantism, with focus on the development of a congregation’s evangelism ministry.

PRTH 70333/80333 - Conflict and Reconciliation
Prerequisite: None
The identification of conflicts, and means of their prevention, containment and resolution.

PRTH 70443/80443 - Stewardship
Prerequisite: None
Biblical, historical and theological perspectives on the Christian as “steward,” with analyses of stewardship programs and emphases in the congregation, and coverage of such related topics as congregational budgeting, personal fiscal management and estate planning.

PRTH 70970/80970 - Special Topics in Practical Theology
Prerequisite: None
May be repeated for credit under different topics. (1-3 semester hours)

Spirituality

SPIR 60003 - Spiritual Life and Leadership
Prerequisite: None
This course introduces the practice of the Christian spiritual life and the work of spiritual formation in Christian community. Attention will be given to both classical and contemporary expressions of Christian spirituality, the integration of spirituality, theology, and ethics, and to the role of spiritual discipline in the lives of seminarians and religious leaders. Significant class time will be devoted to experimentation with and practice of spiritual disciplines, and reflection on those experiences.

SPIR 65013/85013 – Spirituality and Ecological Justice
Prerequisite: Any course in SPIR or CHTH or CHET
An advanced elective in spirituality, this course explores Christian spirituality, theology and ethics in light of our current ecological context. The course explores spiritual foundations for ecojustice, the practice of ecojustice as an expression of faith, and the role of ecojustice in ministerial practice and church life.

SPIR 70970/80970 - Special Topics in Spirituality
Prerequisite: None
May be repeated for credit under different topics. (1-3 semester hours)
Worship

WRSP 60003 - Christian Worship
Prerequisite: None
An introduction to the theology, history and liturgical construction of Christian worship, with an emphasis on practical worship preparation and leadership.

WRSP 70013 - History of Sacred Music
Prerequisite: None
An historical survey of sacred music from ancient times to the twentieth century.

WRSP 70230 - Choir
Prerequisite: None
A laboratory for the study, rehearsal and performance of choral music. A maximum of three hours may be earned. (1/2 semester hour. Offered Pass/No Credit)

WRSP 70970/80970 - Special Topics in Worship
Prerequisite: None
May be repeated for credit under different topics. (1-3 semester hours)

Homiletics

HOML 65003 - Foundations for Preaching
Prerequisite: HEBI 60003 or NETE 60003 or equivalent
Rationale for the preaching ministry. Types of preaching. Preparation and delivery of sermons. Practice preaching.

HOML 70970/80970 - Special Topics in Preaching
Prerequisite: None
May be repeated for credit under different topics. (1-3 semester hours)

HOML 75043/85043 - Advanced Preaching Workshop
Masters Prerequisite: HOML 65003 or equivalent
Different foci are chosen for intensive study and practice preaching (exegesis for preaching, doctrinal preaching, pastoral preaching, ethical/social preaching, new preaching forms). May be repeated for credit under different topics.

Religious Education

REED 65003 - The Church’s Educational Ministry
Prerequisite: Any 60000 level CHTH course
An introduction to the church’s education ministry, with emphasis on the formulation of a theory of Christian education, the practice of Christian education in a congregational setting, and the role of the minister as an educator.

REED 70323/80323 - Christian Education of Youth
Prerequisite: None
Students will work on developing an overall approach and strategy for youth ministry. The first half of this course focuses more on understanding today’s adolescents and their needs than on techniques for youth group meetings or youth socials. In the latter part of the course students will go on to explore a number of aspects of working with youth, including approaches to teaching youth in traditional Sunday School settings, pastoral care and spiritual direction of youth, designing youth mission projects, youth group meetings, and working with families of teenagers.

REED 70970/80970 - Special Topics in Christian Education
Prerequisite: None
May be repeated for credit under different topics. (1-3 semester hours)

REED 75013/85013 - Christian Education of Children
Masters prerequisite: REED 60003 or equivalent
Purpose, structures, and resources for congregational education of children, with particular emphasis on child development.

REED 75023/85023 - Christian Education in the Black Church
Masters prerequisite: REED 60003 or equivalent
This course will explore a variety of issues in Christian education and formation in relation to the special opportunities and challenges existing in the context of the Black church.

REED 75033/85033 - Seminar: Current Issues in Christian Education
Masters prerequisite: REED 60003 or equivalent
Seminar on a current issue in Christian education, such as church membership education, human sexuality education, religion and public education, etc.

Pastoral Theology and Pastoral Care
Faculty: Joretta Marshall, Barbara McClure, Nancy Ramsay

PTPC 60003 - The Ministry of Pastoral Care
Prerequisite: None
Defines and describes the field of pastoral care with attention to understanding pastoral identity, roles and functions; developing relevant skills in pastoral assessment and pastoral conversation; identifying pastoral resources; utilizing pastoral theological methods; and learning how to provide pastoral care during developmental stages, transitions and crises.

PTPC 70013/80013/90013 - Forgiveness, Justice, and Community in Pastoral Theology and Pastoral Care
Prerequisite: None
This course examines the intersection of forgiveness, justice, and community in the context of pastoral theology, care, and counseling. A primary assumption of this course is that the issues of justice, community, and forgiveness are integrally related. This course draws upon a variety of disciplines during the semester, including pastoral theology, theological and biblical studies, narratives, and psychosocial interpretations.

PTPC 70953 - Advanced Supervised Pastoral Counseling, Unit I
Prerequisites: PTPC 75023 and three additional PTPC courses normally including PTPC 75053, 75083 and PTPC Permanent Faculty approval
Counseling experience for a minimum of two consecutive semesters (Units I and II), supervised by the PTPC department and consultants.

PTPC 70963 - Advanced Supervised Pastoral Counseling, Unit II
Prerequisite: PTPC 70953
Counseling experience supervised by the PTPC department and consultants.

PTPC 75013/85013 - Sexuality and Pastoral Practice
Prerequisite: PTPC 60003
Sexuality is central to our identity and a pervasive dimension of any human interaction. The influence of sexuality on the practice of ministry is equally significant though complicated by the church's ambivalence about or distrust of it as God's good gift and the politicization of sexuality in church and culture. In this seminar we will review matters related to sexuality through physiological, developmental, relational, ethical, and biblical/theological perspectives relevant for ministerial leadership in congregational and chaplaincy contexts.

PTPC 75023/85023/95023 - Short-Term Pastoral Counseling
Masters prerequisite: PTPC 60003 or equivalent
Discussion, demonstration, and practice of a number of specific pastoral counseling methods.

PTPC 75033/85033/95033 - Caring Community: Issues of Health and Justice
Masters prerequisite: PTPC 60003 or equivalent
Exploration of health-related ministries in the local church from a pastoral care perspective. Emerging definitions of health and community illustrate multiple viewpoints from biblical and pastoral theological sources, as well as social service and medical practices.

PTPC 75043/85043/95043 - Pastoral Conversation and Collaboration
Masters prerequisite: PTPC 60003 or equivalent
Students will explore the "art" and skill of pastoral conversation across a range of pastoral care situations. Class members will increase awareness of their current practices of listening and responding, and learn to use pastoral authority in a collaborative manner. The influence of context and difference in shaping pastoral responses will be assessed.

PTPC 75053 - Clinical Pastoral Education
Masters prerequisites: PTPC 60003 or equivalent, acceptance into a basic unit of CPE in a program accredited by the Associate of Clinical Pastoral Education, and departmental approval
Supervised clinical training related to ministry in human crises. Students serve as chaplains at hospitals and other institutions. Learning through didactic seminars, self-awareness groups, case conferences, and individual supervision. Offered in ten-week courses during the summer, fourteen-week courses during semesters, and in extended units from October to April. (3 semester hours; offered Pass/No Credit)

PTPC 75073/85073/95073 - Pastoral Care and the Aging
Masters prerequisite: PTPC 60003 or equivalent
The contributions of gerontology and geriatric research to the physiological, sociological and psychological understanding of aging. Emphasis on theological issues which inform spiritual guidance, pastoral care and counseling with the elderly.

PTPC 75083/85083/95083 - Pastoral Counseling with Couples and Families
Masters prerequisite: PTPC 60003 or equivalent
Discussion of the principles of family systems and presentation of the methods of marriage and family counseling for pastors.

PTPC 75103/85103 - Sexuality, Race, and Class in Pastoral Practice
Prerequisite: None
The construction of gender, gender identity, and sexual orientation, the "rules" and practices of diverse racial and cultural groups, and the differences shaped by socioeconomic class illustrate the cultural relativity of personal, family, and relational life. In this course we will critique our own internalization of these "rules" and practices and pursue perspectives that encourage and affirm respect for diversity in various relational systems. We will explore the way sexism, heterosexism, genderism, racism, and classism function oppressively limiting possibilities for well-being in relationships as well as structurally and systemically and shaping the context for care, and we will develop personal and professional strategies for resisting their destructive effects. Using the lenses of gender, sexual orientation, gender identity, race, and class we will explore appropriate clinical interventions and continuing care strategies.

PTPC 75423/85423/95423 - Pastoral Theology: Selected Issues
Masters prerequisite: PTPC 60003 or equivalent
An analysis of the correlations between the classical field of theology and the clinical field of pastoral care, paying attention to theological issues commonly encountered in pastoral care situations. (3-6 semester hours)

PTPC 75443/85443/95443 - Pastoral Care in Grief and Loss
Masters prerequisite: PTPC 60003 or equivalent
A study of the process of grief in various types of loss with special attention to effective pastoral care responses.

PTPC 75970/85970/95970 - Special Topics in Pastoral Care
Masters prerequisite: PTPC 60003 or equivalent
Advanced research focused on contemporary issues in the field of pastoral care and counseling. May be repeated for credit under different topics. (1-3 semester hours)

PTPC 81503 - Clinical Pastoral Education, Unit I
Prerequisites: Admittance to the D.Min. program and acceptance into a CPE program accredited by the Association for Clinical Pastoral Education

Course Listing – Recent Courses of Instruction
Supervised clinical training related to ministry in human crises. Students serve as chaplains at hospitals and other institutions. Learning through didactic seminars, self-awareness groups, case conferences, and individual supervision. Offered in ten-week courses during the summer, fourteen-week courses during semesters, and in extended units from October to April. (Offered Pass/No Credit)

PTPC 81513 - Clinical Pastoral Education, Unit II
Prerequisites: Admittance to the D.Min. program, PTPC 81503 and acceptance into a CPE program accredited by the Association for Clinical Pastoral Education
Continuation of PTPC 81503. (Offered Pass/No Credit)

PTPC 81523 - Advanced Clinical Pastoral Education
Prerequisites: Admittance to the D.Min. program, PTPC 81513 and acceptance into an Advanced CPE program accredited by the Association for Clinical Pastoral Education
An advanced unit of training approved by standardized consultation procedures with the Association for Clinical Pastoral Education. (Offered Pass/No Credit)

PTPC 90703 - Clinical Pastoral Education, Unit I
Prerequisites: Admittance to the Th.M. or Ph.D. program and acceptance into a CPE program accredited by the Association for Clinical Pastoral Education
Supervised clinical training related to ministry in human crises. Students serve as chaplains at hospitals and other institutions. Learning through didactic seminars, self-awareness groups, case conferences, and individual supervision. Offered in ten-week courses during the summer, fourteen-week courses during semesters, and in extended units from October to April. (Offered Pass/No Credit)

PTPC 90713 - Clinical Pastoral Education, Unit II
Prerequisites: Admittance to the Th.M. or Ph.D. program, completion of PTPC 90703 and acceptance into a CPE program accredited by the Association for Clinical Pastoral Education
Continuation of PTPC 90703. (Offered Pass/No Credit)

PTPC 90723 - Advanced Clinical Pastoral Education
Prerequisites: Admittance to the Ph.D. program, completion of PTPC 90713 and acceptance into an advanced CPE program accredited by the Association for Clinical Pastoral Education
An advanced unit of training approved by standardized consultation procedures with the Association for Clinical Pastoral Education. (Offered Pass/No Credit)

PTPC 94013 - Independent Research Study and Thesis
Prerequisites: Admittance to the Th.M program and completion of required academic seminars
Independent research study and writing of the Master of Theology thesis.

PTPC 95123 – Theological Anthropologies: Critical Conversation for Pastoral Theology
Prerequisite: Admittance to the Ph.D. program or special permission of the Office of the Associate Dean for Academic Affairs
A study of human beings from theological, psychological, and contextual perspectives for the purpose of critically assessing the contribution of personality theory and theories of self to pastoral assessment and intervention. Students will develop a pastoral theological anthropology for discussion in the seminar.

PTPC 95173 - Current Issues in Pastoral Theology and Pastoral Counseling
Prerequisite: Admittance to the Ph.D. program or special permission of the Office of the Associate Dean for Academic Affairs
A study of current issues in the disciplines of pastoral theology and pastoral counseling. May be repeated for credit under different topics.

PTPC 95223 - Sexuality, Race, and Class: Implications for Pastoral Theology
Prerequisite: Admittance to the Ph.D. program
This seminar will focus on current theoretical and theological resources for critically and imaginatively engaging gender, race, and class in contemporary, constructive pastoral
theology in ecclesial and cultural contexts. We will explore the particularities and intersecting dynamics of gender, sexual orientation, gender identity, race, and class as they arise and endure in relationships and as matters of debate in larger systemic contexts. Participants in the seminar will also explore the ways in which these aspects of social location inform their own self-understanding. We will also address pedagogical and clinical strategies for confronting oppressive aspects of these forms of social location.

PTPC 95233 - Teaching and Learning in Pastoral Theology, Care, and Counseling
Prerequisite: Admittance to the Ph.D. program
Intentional reflection on teaching and learning is important for doctoral programs who train teachers in pastoral theology, care, and counseling. This course explores critical issues for the teaching of pastoral theology in multiple contexts, including philosophical, theological, and practical commitments. Students create a variety of documents for a teaching portfolio, such as an introductory course syllabus, a philosophy of teaching statement, a lesson plan and class presentation, and a research presentation on a pedagogical issue of particular interest to them.

PTPC 95243 - Historical and Contemporary Perspectives in Pastoral Theology, Care, and Counseling
Prerequisites: Admittance to the Ph.D. or Th.M. program
This course examines the historical development of the fields of pastoral theology, care, and counseling. In addition, the course connects historical developments with current and future trajectories in the field.

PTPC 95253 - Pastoral Theological Methods in Context
Prerequisites: Admittance to the Ph.D. or Th.M. program
An investigation of the role of context and method in Pastoral Theology will be central to this course. This is the first of a two-part course in which students are engaged in a context where they are responsible for some aspect of pastoral care or counseling. While reflecting on their context, students will be involved in a general examination of pastoral theological methods, assessing their relevance, limitations, and potential. This course is a prerequisite for the second course, Methods in Constructive Pastoral Theology.

PTPC 95263 - Methods in Constructive Pastoral Theology
Prerequisites: Admittance to the Ph.D. or Th.M. program; PTPC 95253 Pastoral Theological Methods in Context
Building on work in the previous semester’s course, Pastoral Theological Methods in Context, students will design a project built around a pastoral theological research question that arises out of the context in which they are working. The project will be designed, implemented, and evaluated during the semester.

Additional Courses
BRIT 70970/80970/90970 - Special Topics: Brite Interdepartmental Course
Prerequisite: None
May be repeated for credit.

BRIT 75013 - Master of Theological Studies Colloquium: Advanced Theological Research and Writing
Prerequisite: MTS students must be in next-to-last (or last) semester; other students with instructor's permission
Ensures that students have advanced skills in research, bibliographic documentation, and writing in different genres. Will lay a substantive foundation for the MTS final project.

BRIT 90003 - Graduate Colloquium in Feminist Methodology and Theory
Prerequisite: None
This is the required course in the Women's Studies Certificate program. It is open to Ph.D. and Th.M. students and others on a case by-case basis. It aims to give graduate students from a variety of disciplines a thorough grounding in the basics of feminist theory and methodology since the early modern period.

BRLB 80001/90001 - Dissertation or Thesis Research in Library
Prerequisite: Special permission from the Office of the Dean or the Office of the Associate Dean for Academic Affairs
Enables access to research in the Mary Couts Burnett Library for Ph.D., Th.M. or D.Min. students working on doctoral dissertations or theses, or for students in those programs who are not enrolled in classes in a given semester. (Offered Pass/No Credit)

BRLN 70000 - Spanish Language In Theological Context
Prerequisite: None
1-3 semester hours; may be repeated for credit under different topics for up to six credit hours.

BRLN 70970/80970/90970 - Special Topics in Theological Languages
Prerequisite: None
(1-3 semester hours, may be repeated for credit under different topics for up to six credit hours.)
This course is designed for students who wish to gain a reading knowledge of one of the languages used in advanced theological studies. Special attention will be paid to the mastery of biblical, historical and theological terminology.

BRLN 90000 - Theological Languages
Special permission from the Office of the Dean or the Office of the Associate Dean for Academic Affairs
This course is available on an audit basis only. All auditors are required to do all assignments related to the course. The course offers no academic credit but enables preparation for doctoral language exams. For part-time students, an audit fee will be associated with this course.

DOMI 80023 - Directed/Independent Study
Prerequisite: Admittance to the D.Min. program
May be repeated for credit under different topics for up to twelve credit hours.

DOMI 80033 - Pastoral Identity
Prerequisite: Admittance to the D.Min. program
This course assists students in developing a better understanding of their past-present-future Pastoral Identity within the broader context of their life and ministry.

DOMI 80043 - The Pastor and the Context of Ministry
Prerequisite: Admittance to the D.Min. program
This course assists students in enhancing their understanding of their social location as minister and how social and economic issues affect the experiences of believers within Christian communities.

DOMI 80053 – Transforming Practices: Spirituality, Leadership, and Justice
Prerequisite: Admittance to the D.Min. program
This is the foundational seminar for Brite’s Doctor of Ministry Program. The course will introduce students to Brite’s ethos and to the core concepts of the program: spirituality, leadership, and justice. Students will explore models for integrating theology and practice, and for doing research and writing in ministry and theology.

DOMI 80063 – Methods and Models for Research and Project Development
Prerequisite: Admittance to the D.Min. program
This course is one of three courses required in the Doctor of Ministry program. In this course, students will explore various methods and models for doing research and writing about theological reflection on ministry. This course provides the opportunity to develop a plan for formulating and completing the ministry project. Since the intent of the course is to assist with the development of a research proposal for the
Doctor of Ministry project, the course is most helpful to participants after they have taken at least 1/3 of their course work.

**DOMI 80913 – Doctoral Project**  
*Prerequisite: Admittance to the D.Min. program and completion of 24 hours of course work*  
Design of the D.Min. project, initial writing of project proposal, and preparation for writing the D.Min. thesis at the completion of the project.

**DOMI 80916 - Doctoral Project/Thesis Seminar**  
*Prerequisite: Admittance to the D.Min. program and completion of 27 hours of course work*  
Design, writing, and oral defense of the D.Min. project/thesis.