

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 70230^{1/2} 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 70230^{1/2}) 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

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 PRTM 60003 Congregational Leadership, WRSP 60003 Christian Worship, 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. It must be completed by the student and the faculty member and approved by 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 you 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.

ACADEMIC CONDUCT POLICY

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)."

Students are encouraged to consider the following precautions against plagiarism noted by J. Raymond Hendrickson in *The Research Paper*:

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 than 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 Coats 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.

"President" refers to Brite's President.

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. Appeal to the Dean. Should the student wish to appeal the decision of the Associate Dean, he or she has the right to request an appeal to the Dean.
- a. The student must submit the appeal in writing to the Dean 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 Dean may request materials from the student, the faculty member, and the Associate Dean.
 - c. The Dean will notify the student, Associate Dean, and faculty member of the decision. A copy of the decision will be kept in the student's permanent academic file.
4. Appeal to the President. A student may appeal the Dean's decision to the President. The appeal should be submitted in writing to the President no later than five (5) days from the date of receiving written notification of the Dean's decision. The decision of the President is final and will be communicated in writing to the student, Dean, Associate Dean, and faculty member,

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 President, the Dean, and the Associate Dean, 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 President, Dean, or Associate Dean:
(Previous academic misconduct will be taken into account when either the Associate Dean, Dean, or President 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 INSTITUTIONAL WITHDRAWAL

Reviewed and Revised:

July 2018

Student-Initiated Institutional Withdrawal

The decision to withdraw from the Divinity School 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT AND CONFIDENTIALITY

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"

- To allow release of personal information after previously restricting the information, click "FERPA OFF" [The default setting for this feature is FERPA OFF]
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:

A+	4.00
A	4.00 Excellent
A-	3.70
B+	3.30
B	3.00 Good
B-	2.70
C+	2.30
C	2.00 Marginal
C-	1.70
D+	1.30
D	1.00 Poor
D-	0.70
F	0.00 Failure
I	Incomplete
P	Pass
NC	No credit
Q	Dropped with Dean's permission
AU	Audit

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 PRTN 65013 Supervised Ministry I, PRTN 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. Further, the "I" is never to be used in the event a student simply does not complete expected work on time (without prior arrangement due to the conditions described in point 2 of the Incomplete form). At the end of a semester, missed work should be given no credit. There can be no extension of time granted the student to complete missed work.

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 or the result of a critical component of a degree requirement (e.g., qualifying exam, oral exam, juried exhibition, thesis, dissertation etc.) must adhere to the following procedures. In the event a student questions the appropriateness of a grade or component of a degree requirement 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 or result given. In the event that the faculty member(s) agree(s) to a change, the normal process for changing a grade or reporting a result shall be followed. If the student wishes to appeal the decision of the faculty after these discussions, the student must follow the formal grade appeal process outlined below. This appeal process must start within thirty calendar days following the conclusion of the term in which the grade or result was given. Normally, 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(s) has affected the grade or result assigned by a faculty member.

1. Appeal to the Associate Dean

If a student has discussed an assigned grade or result with the faculty member(s) 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). 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 the 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 or result.

If the Associate Dean is involved in the appeal as the faculty member, the Dean will assume the Associate Dean's role in the appeal process.

2. Appeal to the Dean

The Associate Dean's position may be appealed in writing by the student or faculty member(s) to the Dean within ten academic days of the Associate Dean's decision. The Dean 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 Dean without the other party or parties present. The Dean will normally notify the student, faculty member, and the Associate Dean of the decision in writing within ten academic days. In the event the Dean upholds the student's appeal, the change of grade or result shall be initiated by the Associate Dean.

3. Appeal to the President

The Dean's decision on the matter may be appealed in writing by the student or faculty member(s) to the President within ten academic days of the Dean's decision. The President will normally notify the student, faculty member, the Associate Dean, and the Dean of the decision in writing within ten academic days. In the event the President upholds the student's appeal, the change of grade or result shall be initiated by the Associate Dean. The decision of the President is final.

The faculty of Brite Divinity School has adopted Guidelines for the Preparation of Term Papers, available in the Forms and Templates section of the *Student Handbook*. For term papers, the official style manual is Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th edition., rev. by Wayne C. Booth, Gregory G. Colomb and Joseph M. Williams and the University of Chicago Press Editorial Staff (Chicago: University of Chicago Press, 2013). In some cases, the Brite "Guidelines," as well as individual faculty, may specify exceptions. Students writing dissertations and theses will follow *The Chicago Manual of Style*, 16th edition (Chicago: University of Chicago Press, 2010) and/or the *APA Style Guide*; see the Ph.D. or D.Min. Manuals for details.

Students may not fax papers in order to meet deadlines or for any other purpose.

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.

Theological Reflection Group Leaders for 2018-2019

Rev. Dr. Michael Bell, Greater St. Stephen Baptist Church, Fort Worth, TX
Rev. Russell Boyd, Ridglea Christian Church, Fort Worth, TX
Rev. Dr. Lucia Kremzar, Flower Mound Presbyterian Church, Flower Mound, TX
Rev. Shannon Moore, University Christian Church, Fort Worth, TX
Rev. Dr. Alphonetta Wines, Union Memorial United Methodist Church, Coolidge, TX

Supervised Ministry Supervisors

2018-2019

Rev. Dr. Katie Hayes, Galileo Christian Church
Rev. Dr. Frederick D. Haynes, III, Friendship West Baptist Church
Rev. Rick Owen, Pathway Church
Rev. Jason Valendy, Saginaw United Methodist Church
Bob Chandler, New Hope Fellowship
Rev. Arnold Nelson, First Christian Church Duncan
Rev. Susan Sytsma Bratt, Northridge Presbyterian Church
Dr. Steve Langford, First United Methodist Church of Arlington
Rev. Percy L. Thompson, Greater Sweethome Missionary Baptist
Rev. John Paul Luft, LGBTQ Saves, Inc
Rev. Sara Beckham, Juliette Fowler Communities

Dr. Patrick Bills, Highland Oaks Church of Christ
Rev. Phillip Heinze, Calvary Lutheran Church
Rev. Russell Fuller, St. James Christian Methodist Episcopal
Rev. Beth Evers, University United Methodist Church
Rev. Tom Plumbley, First Christian Church
Dr. Rev. Chris Schodcraft, Argyle Methodist Church
Rev. Daniel Hawkins, First United Methodist Church
Dr. Tonya Cunningham, New Hope Hospice Care
Rev. Tiffany Wright, Wilshire Baptist Church
Rev. Manda Adams, First Community Church
Josh Carney, University Baptist Church
Rev. John Jacob Clawson, Trinity Presbyterian Church
Rev. John O'Neal, UT Southwestern Medical Center, Chaplain
Rev. Dr. Michael Gregg, Royal Lane Baptist Church
Rev. Lara Whitley Franklin, Wm. C. Martin Methodist Church
Rev. Neil White, Rejoice Lutheran Church
Rev. Deborah Jones, First Christian Church Irving
Dr. Donald Hogg, Westminster Presbyterian Church
Dr. Judy Hunt, White's Chapel UMC
Jeremy Glover, The Hills Church
Rev. Jeremy Skaggs, The Welcome Table Christian Church

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 Chpel 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, Eules 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, Marlon, Voices of Influence, Fort Worth, TX
Kremzar, Lucia, Flower Mound Prebyterian Church, Flower Mound, TX
Lobaugh, Alan, Azle Christian Church, Azle, TX
Lockett, III., 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

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/tcustore/shop/textbooks-and-course-materials> . Textbooks are usually in stock well before the beginning of each term.