

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

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>. 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> 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

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.
9. A non-refundable application fee of \$75, made payable to Brite Divinity School.
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

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. 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.

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.