

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 PRTH 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.