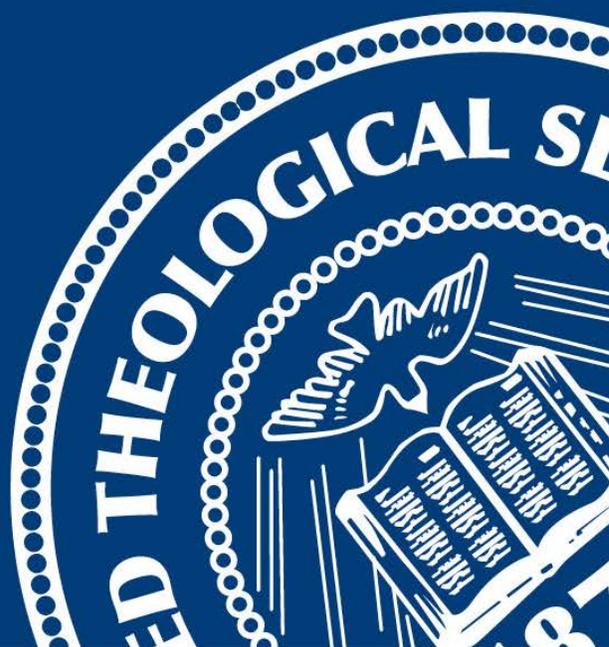


# United Theological Seminary Academic Catalog **2014 | 2015**

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Spirit Led, Renewing the Church!

United Theological Seminary • 4501 Denlinger Road • Dayton, Ohio 45426



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## United Theological Seminary

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United Theological Seminary

# Academic Calendar

2014 | 2015

## Fall Semester

August 1-December 19, 2014

Doctor of Ministry Intensive: Aug. 18 – 22

Fall Intensive 1: September 10-13

New Student Orientation: September 14

Formation Retreat: September 15-16

Fall Intensive 2: September 17-20

Online and Semester Courses begin: September 22

Fall Convocation: September 15

Ryterband Symposium: TBA

Thanksgiving Break: Nov. 24 – 28

Advent Commencement:  
Dec. 19

Christmas Recess:  
Dec. 22 – Jan. 5

## Spring Semester

January 1 - June 30, 2015

Doctor of Ministry Intensive: Jan. 26 – 30

Spring Intensive 1: February 11-14

New Student Orientation: February 15

Formation Retreat: February 16-17

Spring Intensive 2: February 18-21

Online and Semester Courses begin: February 23

Holy Week Break: March 30 - April 3

Spring Commencement: May 22

2015/2016

## Fall Semester

August 3-December 18, 2015

Doctor of Ministry Intensive: August 17-21

Fall Convocation: TBD

Fall Intensive 1: September 9-12

New Student Orientation: September 13

Formation Retreat: September 14-15

Fall Intensive 2: September 16-19

Online and Semester Courses begin:  
September 21

Ryterband: TBD

Thanksgiving Break: November 23-27

Christmas Recess: December 21-January 1

## Spring Semester

January 4-May 20, 2016

Doctor of Ministry Intensive: January 25-29

Spring Intensive 1: February 10-13

New Student Orientation: February 14

Formation Retreat: February 15-16

Spring Intensive 2: February 17-20

Online and Semester Courses begin: February 22

Holy Week Break: March 21-25

Spring Commencement: May 20

# Message from the President

United: An amazing place to say yes to God's call!

Do you want to dig deeper and grow spiritually and intellectually? Is the Holy Spirit beckoning you to follow Jesus into mission and ministry that will be dynamic, effective and compassionate? Do you want to help renew the Church and change the world for the better? Are you eager to learn from the best sources, starting with the Bible and the early Church, along with today's greatest teachers, leaders and practitioners? Please consider visiting and enrolling in United's vibrant community of faith and learning! Here you will be welcomed, supported, challenged, and equipped for faithful ministry in the name and Spirit of Jesus Christ!

**Our excellent academic programs are second to none and are designed to meet a variety of needs in different formats including traditional and online/hybrid, day, evenings, and weekends.**

With our faculty and staff, I look forward to welcoming you to our campus. We are eager to assist you in exploring and fulfilling God's call!

With faith and joy in Christ,

A handwritten signature in black ink that reads "Wendy Deichmann". The signature is written in a cursive, flowing style.

Wendy J. Deichmann, President

Spirit Led, Renewing the Church!

# Introduction

## What United Offers

### The Mission of the Church and the Mission of United

### United History

### Accreditation and Association

### The Greater Dayton Metropolitan Area

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## What United Offers

- A bold commitment to Church Renewal and Mission.
- A 78-hour Master of Divinity curriculum.
- A growing number of online offerings.
- New Doctor of Ministry degree focus groups and mentors.
- Deep learning opportunities for both clergy and laity.
- Appreciative theological learning and reflection on the central doctrines and beliefs of the Christian faith.
- Spiritual formation in a variety of cultural contexts, including international communities.
- A technologically advanced, fully accessible, state-of-the-art campus.
- A youthful, diverse, widely published faculty committed to the Christian faith.
- Friendly and helpful staff and students.
- New and continuing scholarship offerings.

## The Mission of the Church and the Mission of United

The earliest Methodists were purposeful about the mission of God in and through the Church. What was this mission? At the London Conference of 1744, their statement of purpose was formally adopted: "To reform the nation, more particularly the Church; to spread scriptural holiness over the land." The mission of the Methodists included reformation of the Church so that it could faithfully fulfill God's purposes in the world.

The United Methodist Church and the larger family of the Christian Church have been endowed and entrusted with the legacy of Christ's mission to the world. We take to

heart this Great Commission: "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you..." (Matthew 28:19-20 NRSV).

In the Wesleyan theological tradition, this mission is necessarily paired with the Great Commandment: "You shall love the Lord your God with all your heart, and with all your soul, and with all your mind ... and ... you shall love your neighbor as yourself" (Matthew 22:37-39; NRSV).

The mission of God, we believe, is always a product of the genuine, pure love that has its infinite source in God. It is the mission of reconciling, life giving love incarnated and made known to the world in Jesus Christ. What is the role of United Theological Seminary in this mission? We share with other schools a mission outlined in The Book of Discipline, which is: "preparing persons for leadership in the ministry ... ; leading in the ongoing reflection on Wesleyan theology; and ... assisting the church in fulfilling its mission to make disciples of Jesus Christ" (par. 1422).

United's programs are designed to prepare leaders who can renew the Church for its mission of proclaiming the Gospel and making disciples of Jesus Christ in today's world. This mission and our programs are explicitly ecumenical, welcoming the theological, cultural and denominational diversity that the Christian Church comprises.

We celebrate the privilege of being part of this extraordinary mission, and we welcome the possibility of serving you as you figure out and follow God's dynamic call in your life!

## **History**

United Theological Seminary traces its history back to the former Church of the United Brethren in Christ and The Evangelical Church. Both denominations were made up of largely German-speaking immigrant communities, and both bodies traced their theological roots to the Wesleyan/Methodist movement and other Protestant missions in the eighteenth and early nineteenth centuries in North America.

In 1871, The Church of the United Brethren in Christ founded Union Biblical Seminary in Dayton, Ohio. In 1910, the name of the school was changed to Bonebrake Theological Seminary. The seminary established its campus at 1810 Harvard Boulevard in Dayton in 1923.

In 1946, The Church of the United Brethren in Christ and The Evangelical Church united to form The Evangelical United Brethren Church. The Evangelical School of Theology, situated in Reading Pennsylvania, on the campus of Albright College, had served The Evangelical Church since 1905, and the union of the two denominations brought about the merger of the two seminaries in 1954 into United Theological Seminary. United Theological Seminary was created by combining the full body of administrative and teaching personnel, the libraries and the financial resources of the two former schools.

With the union of The Evangelical United Brethren Church and The Methodist Church in 1968, United Theological Seminary became one of thirteen theological schools of The

United Methodist Church.

In 1995, United established course offering sites in New York and West Virginia. At these locations, students, clergy and laity have benefited from theological education opportunities in geographic areas not readily served by a United Methodist seminary. Need, interest, and available resources of the institution and local areas have determined the nature and extent of educational offerings at each site.

In 2005, United Theological Seminary sold its Harvard Boulevard campus and relocated to a newer, completely accessible facility in the community of Trotwood, four miles to the northwest.

United continues to celebrate its rich heritage and to draw upon the abiding commitment, ecumenical outlook, and religious professions of its founding members in its educational mission to a new generation of church leaders, lay and ordained.

## **Accreditation and Association**

United Theological Seminary is accredited by the Association of Theological Schools in the United States and Canada, and the Higher Learning Commission of the North Central Association of Colleges and Schools, and is approved by the Ohio Board of Regents.

United Theological Seminary's off-site program in West Virginia is governed by and meets the requirements of specific accreditation bodies. The procedures for accreditation review are available in the seminary's library.

United Theological Seminary is one of thirteen United Methodist seminaries in the United States and is listed by the University Senate of the denomination as an approved theological school for the education of United Methodist clergy.

United Theological Seminary is a participating member in the Southwestern Ohio Council of Higher Education.

## **The Greater Dayton Metropolitan Region**

The seminary's location in Dayton, Ohio, provides a wealth of community and church resources for theological education in the heart of southwestern Ohio's rural-urban-industrial complex.

The Dayton Art Institute, the Public Library, the Dayton Philharmonic Orchestra, Dayton Ballet, Opera, Contemporary Dance, Community and University Theater, the Dayton Dragons baseball team, the churches and the synagogues, the Greater Dayton Y, the Greater Dayton Christian Connection, the University of Dayton, Sinclair College, Wright State University, and scores of other institutions and organizations make the city a center rich with religious and cultural opportunities.

Students find field placement in area churches and in community agencies such as child development centers, Goodwill Industries, community health programs, mental health centers, and various municipal programs in connection with urban development,

housing, poverty, and community action programs.

Students work under the supervision of chaplains and counselors in ACPE accredited programs in clinical pastoral education at The Upper Valley Medical Center (Troy), Kettering Medical Center (Kettering), Grandview Hospital (Dayton), The Veteran's Administration Hospital (Dayton), and other settings. Miami Valley Hospital (Dayton) offers clinical pastoral education under accreditation by the College of Pastoral Supervision and Psychotherapy.

Many churches offer opportunities for ministry. Community centers, such as the Wesley Center supported by the West Ohio Conference of The United Methodist Church, provide opportunities for service to low income and disadvantaged persons.

The seminary enjoys a close working relationship with the cities of Dayton and Trotwood and the seminary campus provides recreational facilities for children, youth and adults.

The outdoor pool is managed by the Y and is open from Memorial Day to Labor Day each year. A membership to the Y is needed to access this pool, and discounted rates are given to students, staff, and faculty of the seminary. Current information about this program is available through the Trotwood Y.

## **Master of Divinity (M.Div.)**

For those preparing to enter ministry as ordained religious leaders or as lay professional ministers

### **Purpose**

The Master of Divinity degree program is designed for those preparing to enter ministry as ordained religious leaders or as lay professional ministers. This program meets the requirements for ordination in most major Protestant denominations.

#### **The M.Div. degree is designed to:**

- Strengthen personal and corporate spiritual life and worship, and deepen relationships with God and others in cooperation with the grace of Jesus Christ and the power of the Holy Spirit
- Provide opportunities for students to engage in rigorous intellectual inquiry of topics related to Christian ministry
- Expose students to aspects of world Christianity and world religions
- Develop self-understanding, spiritual maturity and direction within a Christ-centered seminary community
- Emphasize biblical, Christian teachings, values and heritage

- Accentuate the mission of the Church in both local and global contexts
- Foster understanding that God's redemptive activity is both personally and socially transformational
- Cultivate the skills and perspectives necessary for the faithful practice of Christian ministry and leadership

Comprehensive in academic focus and process, the Master of Divinity program includes rigorous coursework in both academic and practical disciplines, along with the intentional worship and community life necessary for personal and professional development in ministry. It integrates experience and theological knowledge to develop faithful, transformational leaders for effective and compassionate Christian ministry in the Church and world.

The program's design requires that all students participate in contextual-theological experiences to increase sensitivity toward a multicultural world and to promote awareness that God's love and good will extend to the whole of humanity. Growth toward this objective is furthered by coursework that incorporates perspectives from, and texts written by, persons from a variety of cultures.

Within the collegial and consultative setting of the Ministry Formation Groups, students gain expertise in reflecting theologically on their ministerial experiences and classroom learning and benefit from the insight and experience of peers, scholars, mentors and supervisors. Ministry Groups also provide helpful opportunities for students to set educational goals, share personal journeys and engage in self-evaluation. As part of the Ministry Formation experience, all Formation students are required to participate in the seminary community's corporate worship life and Common Meal.

## Curriculum

The Master of Divinity degree can be accomplished in three or four years following our Online or On Campus plans.

### **Student Orientation**

All entering students and transfer students must participate in an online and on campus orientation session that introduces many crucial aspects of life at United. Details can be found at [links.united.edu/gtfgc](https://links.united.edu/gtfgc).

### **Contextual Ministries**

At United, preparation for religious leadership in the Church and world requires that students encounter Christ within themselves, their own traditions and other cultures.

This part of United's curriculum explores contexts for worship, sacramental life, and service. Students are exposed to the unity and diversity of the Church; issues of justice and peace; societies' global interdependence; the integrity of creation; and servant ministry.

The Contextual Ministries program includes the Formation coursework, Field Education Placements, and Contextual Theological Immersion. See the Contextual Ministries section

on **page 29** for more details.

### **Concentrations**

The Master of Divinity degree program graduates persons in the general practice of ministry.

Because some students may desire to specialize their degree studies in specific fields, the M.Div. curriculum provides options for academic concentrations. These include Care Giving (Pastoral Care and Counseling), Church Renewal Track 1: Leadership, Church Renewal Track 2: Global Charismatic Studies, and Wesleyan-Methodist Studies.

See the following pages for requirements for each concentration. Students interested in a concentration are encouraged to discuss their interests and needs with their advisors and area faculty.

### **Schedule**

The academic year consists of two semesters: Fall (August-December); Spring (January-June).

Courses are offered within each semester in face-to-face, hybrid, and online modalities.

The flexibility of this model enables full-time students to adjust the number of subjects studied in any given time period while retaining full-time student status.

Many full-time students complete the Master of Divinity degree program in three or four years. Online students can complete the Master of Divinity Degree in three years following the schedule on the website. Part-time students and those with extensive extra-curricular responsibilities should expect to extend the length of time required for successful completion of the degree.

In keeping with the standards set forth by the Association of Theological Schools, all course credits applied toward the M.Div. degree must be earned within ten years of the awarding of the degree.

### **Dual Degree Options**

Two degree programs may be combined and earned together. For example, the 78-semester hour Master of Divinity degree program may be combined with the 48-semester hour Master of Theological Studies degree. While the requirements for both degrees must be met, in most instances this combination can be completed in 102 semester hours.

Students are encouraged to make this determination as early as possible and to seek assistance from faculty, including their advisors, in this regard. See the "Change of Degree" section in the "Academic Policies and Procedures" on **page 55** for details.

## M.Div. Academic Areas and Requirements

### **Required Courses (57 sem. hrs.)**

#### **Old Testament (6 sem. hrs.)**

OT 504 Introduction to the Old Testament 1 (3)\*

OT 604 Introduction to the Old Testament 2 (3)\*

### **New Testament (6 sem. hrs.)**

NT 521 Introduction to the New Testament 1 (3)\*

NT 621 Introduction to the New Testament 2 (3)\*

### **Church History (6 sem. hrs.)**

CH 504 History of Christianity 1 (3)\*

CH 604 History of Christianity 2 (3)\*

### **Systematic Theology (6 sem. hrs.)**

ST 502 Introduction to Theology (3)\*

ST 702 Systematic Theology (3)\*

### **Ethics (3 sem. hrs.)**

Any course or courses in Christian Ethics totaling a minimum of three hours

### **Evangelism (3 sem. hrs.)**

Any course or courses in Evangelism totaling a minimum of three hours

### **Church Renewal (3 sem. hrs.)**

CR 510 Foundations for Church Renewal (3)

### **Preaching and Worship (6 sem. hrs.)**

PW 504 Work of Worship (3) or

PW 510 United Methodist Worship (3)

PW 604 Preparing to Preach (3)

### **Pastoral Care and Counseling (3 sem. hrs.)**

PC 507 Introduction to Pastoral Care Giving (3)

### **Practical Theology (12 sem. hrs.)**

PT 504 Ministerial Formation 1/PT505 Ministerial Formation 2 (3)\*\*

PT 506 Ministerial Formation 3/PT507 Ministerial Formation 4 (3)\*

PT 606 Ministerial Formation 5(3)\*

Practical Theology Elective (3)

### **Contextual Theology and Immersion (3 sem. hrs.)**

WR 601 Methods of Interreligious and Intercultural Encounter (3)

WR 602 Immersion Trip (0)

### **Electives (21 sem. hrs.)**

These courses are chosen by the student in consultation with her or his advisor. Students may wish to use these electives for courses required by their denomination or to fulfill requirements for a concentration.

### **Assessment (non-credit requirements)**

The Seventy-Eight-Hour Portfolio Review (0)

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\* Must be taken in sequential order

\*\* Formation 1 and 2 should be taken during the first year

## **M.Div. with Care Giving Concentration Academic Areas and Requirements**

The Care Giving concentration provides a theological foundation for pastoral care giving ministry and incorporates human science theory and practical skills training appropriate for pastoral assessment and intervention.

The M.Div. with Care Giving Concentration includes the following concentration requirements and elective choices:

### **Concentration Requirements**

#### **Care Giving Concentration (7 sem. hrs.)**

ET 500 Ministerial Sexual Ethics (1)

PC 512 Death and Grief (3)

PC 618 Counseling Skills for Care Giving (3)

#### **Care Giving Electives (5 sem. hrs.)**

**Choose option A or B:**

##### **A. Concentration Courses (5 sem. hrs.)**

In consultation with your advisor, choose courses from across the curriculum that contribute to the goals of care giving ministry, such as the following examples: Theories of Personality, Human Sexuality in the Context of Pastoral Care, Suicide and Interpersonal Violence, Pastoral Care and Aging, Pastoral Theology, Conflict, Visitation and Grief, Pastoral Care During Life Transitions, Making Disciples: A Pastoral Care Approach.

##### **B. Clinical Pastoral Education (5 sem. hrs.)**

Students may choose to take Clinical Pastoral Education (CPE) for course credit. Five (5) semester hours of credit will fulfill the concentration electives. More information about course credit for CPE is available in the Academic Dean's office.

#### **Electives (9 sem. hrs.)**

These courses are chosen by the student in consultation with her or his advisor. Students may wish to use these electives for courses required by their denomination.

## M.Div. with Church Renewal Concentration Academic Areas and Requirements

This concentration is designed for students who want to participate actively and meaningfully in the renewal of the church. This specialization will help students to think critically and creatively about the decline of the church in the modern West and about the recent explosive growth of the church in the Southern Hemisphere. In the light of these developments, students will construct a theological vision for church renewal that is biblically based, historically informed, and critically engaged with political, cultural, and global issues. Two tracks are available in the Church Renewal Concentration - Track 1: Leadership; Track 2: Global Charismatic Studies.

Track 1: Leadership, will enable students to provide leadership in a variety of areas related to the renewal of the church, including the renewal of worship, missions and evangelism, Christian initiation and formation, and media communications in an increasingly digital culture and world.

Track 2: Global Charismatic Studies, will provide instruction and training in Pentecostal, Charismatic, and Renewal studies. Students will study the phenomenal growth of this global movement and will gain sound theological, biblical, and historical foundations to aid their understanding.

The M.Div. with Church Renewal Concentration Track 1: Leadership, includes the following concentration requirements and elective choices:

### **Concentration Requirements**

#### **Church Renewal Requirements (6 sem. hrs.)**

CR 611 Leadership for Ministry (3)

CR 512 The Missional Church (3) or MM 524 Introduction to Digital Storytelling (3)

#### **Church Renewal Electives (3 sem. hrs.)**

CR 503 Seminar in Church Renewal 1 (3)

CR 512 The Missional Church (3)

CR 513 Seminar in Church Renewal 2 (3)

CR 515 Holiness, Pentecostal, and Charismatic Renewal Movements (3)

CR 601 The Reformation as Church Renewal (3)

CR 615 Black Church Renewal (3)

CR 618 Church Renewal in the Christian Tradition (3)

CR 619 Scripture and Church Renewal (3)

EV 520 Evangelism on Sunday Morning (3)\*\*\*

EV 525 Issues in Evangelism (3)\*\*\*

EV 528 Christ, Culture, and Conversion (3)\*\*\*

MM 524 Introduction to Digital Storytelling (3)\*\*\*

MM 534 Visual Storytelling in Worship (3)

PT 503 Spiritual Disciplines for Renewal (3)  
PT 617 Preaching and Presiding in the Church Year  
PW 504 The Work of Worship (3)\*\*  
PW 607 Sunday Service of Word and Sacrament (3)  
PW 610 Sacraments of Christian Initiation (3)

In addition, any course with a CR prefix will count toward the church renewal concentration elective requirements.

### **Electives (12 sem. hrs.)**

These courses are chosen by the student in consultation with her or his advisor. Students may wish to use these electives for courses required by their denomination.

---

\*\*\* Courses used to fulfill M.Div. requirements will not also count as Church Renewal Concentration electives

The M.Div. with Church Renewal Concentration Track 2: Global Charismatic Studies includes the following concentration requirements and elective choices:

### **Concentration Requirements**

#### **Church Renewal Requirements (9 sem. hrs.; choose 3 of these courses)**

CR 515 Holiness, Pentecostal, and Charismatic Renewal Movements (3)  
CR 616 Charismatic Renewal Theology (3)  
CR617 Charismatic Ministry and Practice (3)  
CR 618 Global Christianity and Renewal (3)

### **Electives (12 sem. hrs.)**

These courses are chosen by the student in consultation with her or his advisor. Students may wish to use these electives for courses required by their denomination.

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\*\*\* Courses used to fulfill M.Div. requirements will not also count as Church Renewal Concentration electives

## **M.Div. with Wesleyan-Methodist Studies Concentration Academic Areas and Requirements**

The M.Div. concentration in Wesleyan and Methodist Studies is designed for students who wish to go deeper in learning about the resources of this rich theological heritage. Students may engage with Wesley's sermons and other writings, Wesleyan hymns, the EUB Heritage of the UMC, practices of Methodist class meetings, and movements centered around holiness and sanctification.

For the M.Div. with Wesleyan-Methodist Studies Concentration students may select any course focused within the Wesleyan tradition including but not limited to the following list:

### **Concentration Requirements**

#### **Wesleyan-Methodist Studies Electives (9 sem. hrs.)**

CH519 Methodists, Evangelicals, United Brethren and Women's Ordination

CH603 John Wesley Seminar

CH605 Pietism

CH610 Evangelical United Brethren Seminar

CR515 Holiness, Pentecostal and Charismatic Renewal Movements

DN509 United Methodist General Conference

ST638 Wesleyan Theology

PW510 United Methodist Worship\*\*\*

#### **Electives (12 sem. hrs.)**

These courses are chosen by the student in consultation with her or his advisor. Students may wish to use these electives for courses required by their denomination.

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\*\*\* Courses used to fulfill M.Div. requirements  
will not also count as Church Renewal  
Concentration electives

## Denominational Requirements and Offerings (DN)

The Master of Divinity degree program regularly provides opportunities to fulfill denominational requirements for The United Methodist Church, Presbyterian Church (P.C.U.S.A. and P.C.A.), The United Church of Christ, Baptist churches, and others as needed.

Students are responsible for inquiring into the requirements of their respective denominations. United will make special arrangements whenever feasible to ensure that all M.Div. students meet the academic requirements of their denominations.

Denominational courses are generally taught when the number of students in need of them is sufficient. In most cases that will be every two to three years. United Methodist courses are generally offered at least once a year.

Provided that there are at least five students, these courses will be taught in the usual fashion. If there are fewer than five students, the course will be considered a Directed Study and each student will pay the school a \$160 per semester hour surcharge at the time of registration to cover the instructor's stipend.

Candidates for ordination in The United Methodist Church are advised to consult with their annual conference boards of ordained ministry regarding required competencies and areas of study.

These courses are not required for graduation, but many denominations require denominational courses for ordination or various forms of ministry. These courses are also available to help prepare students to meet particular denominational needs and to foster growth in one's denominational heritage, theological identity and ethos.

Please check the requirements prescribed by your denomination and discuss these with your faculty advisor.

### **Baptist**

AF 624 Martin Luther King, Jr. (3)

CH 655 Calvin and Calvinism (3)

CH 651 The European Reformations (3)

DN 522 Baptist Polity and History (3)

DN 523 Baptist Theology: Doctrine,  
Ethics and Witness (3)

ST 640 Baptist, Evangelical,  
and Pentecostal Theologies (3)

### **Presbyterian**

CE 526 Introduction to Christian Education (3)

CE 601 The Pastor as Christian Educator (3)

CE 603 Christian Education of Children (3)

CE 608 Christian Education of Adults (3)

CH 655 Calvin and Calvinism (3)

CH 651 The European Reformations (3)

DN 510 Presbyterian Polity (2)

DN 659 Reformed History and Theology (2)

ET 512 Current Ethical Issues and Christian Praxis (3)

NT 527 Greek 1 (3)

NT 627 Greek 2 (3)

OT 510 Hebrew 1 (3)

OT 611 Hebrew 2 (3)

PW 610 Sacraments of Christian Initiation (3)

Courses in Greek and Hebrew Exegesis  
are available on a regular basis.

### **United Methodist**

DN 502 United Methodist History (2)

DN 503 Contemporary United Methodist Polity (2)

DN 504 United Methodist Doctrine (2)

### **Wesleyan and Methodist Studies**

CH 519 Methodists, Evangelicals, United Brethren and Women's Ordination (3)

CH 605 Pietism (3)  
CH 639 Apostolic Fathers (3)  
CH 603 John Wesley Seminar (3)  
CH 610 Evangelical United Brethren Heritage Seminar (3)  
DN 509 United Methodist General Conference (3)  
ST 638 Wesleyan Theology (3)  
PW 510 United Methodist Worship (3)  
PW 610 Sacraments of Christian Initiation (3)

## African American and Black Studies

Building upon a long history of partnership with African American and Black Churches, United offers courses that prepare students for ministry in, and in relationship with, Black Church traditions.

### **These courses include:**

CH 514 Introduction to African American Church History (3)  
AF 515 Introduction to Black Theology (3)  
AF 624 Martin Luther King, Jr. (3)  
CR 615 Black Church Renewal (3)

In addition, United and Payne Theological Seminary share a relationship that allows students to cross-register in both institutions' courses. A seminary of the African Methodist Episcopal Church located in nearby Wilberforce, Ohio, Payne offers numerous courses in African American and Black Studies that are available to United students. Please see the Payne website [www.payne.edu](http://www.payne.edu) for the latest listings.

## United Online

Online Learning has been developed as a learning modality that enhances the student's ability to attend courses from a distance (the teacher and students in different locations) with the same rigor and quality as courses offered in the classroom and on campus. Many courses are conducted in asynchronous lessons, meaning that the student can engage in discussions, assignments, and other forms of course work at any time of the day or night as their schedules permit. In some courses there may be synchronous course work, which means the instructor and student meet at the same time of day online. This is agreed upon and planned for by the instructor and students ahead of time.

Some important distinctions need to be understood. Online courses are not the same as learning in the classroom. The student will need to take responsibility for seeking answers and becoming a self-motivated learner. Online courses require good time management, planning, writing, and communication skills. Students will also need adequate technology skills or the willingness to learn technology quickly. There are helpdesk services available to students who need additional help or trouble shooting advice at [onlinehelp@united.edu](mailto:onlinehelp@united.edu).

Our broad selection of online courses allows you to remain in your ministry context and complete your degree by spending a minimum amount of time on campus each year.

**In order to earn your M.Div. degree through United Online you must:**

1. Complete a minimum of 1/3 of your M.Div. degree in a face-to-face format. United's intensive weeks allow you to complete up to half in a face-to-face format. For ordination requirements, please check with your own judicatory.
2. Enroll in Hybrid Contextual Ministries as soon as you begin your M.Div. if you plan to complete your degree in three years. All theological students (except M.T.S.) must enroll in the Contextual Ministries Program which consists of:
  - A. A professionally facilitated ministry group (MINgroup) that meets in a two-day retreat each semester and continues online for nine weeks.
  - B. Ministry in a church or community site in your area (10 – 20 hours per week)
  - C. Formation courses
  - D. Contextual Theology Immersion Trip

For more information on Contextual Ministries **see page 27**.

**Intensives**

Intensives will be offered four times a year at our Dayton, OH campus so that online students can complete the face-to-face portion of their degree. For intensive dates see [www.united.edu](http://www.united.edu).

Included in the intensive:

- Communal Worship and Meals
- Intensive courses

Intensive Fees: There are some additional costs associated with Intensives. Please visit United's website for more details.

This program is accredited by the Association of Theological Schools and The Higher Learning Commission which govern theological and higher education, respectively and meets all the requirements for ordination in the United Methodist Church as established by the University Senate of the United Methodist Church. Each student must check with her or his own denominational judicatory regarding requirements for ordination. The seminary will assist each student in selecting courses to meet judicatory requirements.

All course credits applied toward the M.Div. degree must be earned within ten years of the awarding of the degree.

For the most current details about the program and for course planning schedules, students should visit United's website at [www.united.edu](http://www.united.edu).

**Housing:** Lower prices have been negotiated at some of the hotels in the area. Please explore the Visitor Accommodation section of the website to make room arrangements for the intensives or contact the Academic Administrative Assistant.

**Transportation:** United may provide transportation to and from the hotels in Englewood near I-70 and SR 48 for a nominal fee. Please contact the Academic Administrative Assistant for details and to advise us if this service is needed.

Some hotels provide free transportation to and from the airport. Please arrange this with the hotel.

## **Master of Arts in Christian Ministries (M.A.C.M.)**

For those seeking to specialize in various areas of leadership related to the Christian community's public life and practice

### Purpose

The M.A. in Christian Ministries (M.A.C.M.) is designed to equip people for leadership and service in various areas related to the Christian community's public life and practice.

#### **The M.A. in Christian Ministries is designed for people who are:**

- In a denomination that does not require a Master of Divinity
- Preparing for the work of Deacon in The United Methodist Church
- Seeking to supplement existing professional specialties with theological studies
- Laypersons who seek to serve the church with specific competencies

#### **Students who complete the M.A. in Christian Ministries will:**

- Develop personal and spiritual characteristics necessary for Christian ministry
- Know the theories undergirding their ministry and be able to utilize them to carry out the practice of that ministry
- Be able to draw on different disciplines to create an effective ministry
- Be able to plan, implement, and evaluate ministry programs in their area of specialization

### Curriculum

**In order to earn you MACM through United Online, you must:**

1. Complete a minimum of 1/3 of your credits in a face-to-face format. United's intensive weeks allow you to complete on campus courses without moving to campus or leaving your ministry context. For ordination requirements, please check with your own judicatory

Enroll in Hybrid Contextual Ministries as soon as you begin your MACM if you plan to complete your degree in two years. All theological students (except M.T.S.) must enroll in the Contextual Ministries Program which consists of:

- A. A professionally facilitated ministry group (MINgroup) that meets in a two-day retreat each semester and continues online for nine weeks.
- B. Ministry in a church or community site in your area (10 – 20 hours per week)
- C. Formation courses

**Intensives**

Intensives will be offered four times a year at our Dayton, OH campus so that online students can complete the face-to-face portion of their degree. For intensive dates see [www.united.edu](http://www.united.edu).

Included in the intensive:

- Communal Worship and Meals
- Intensive courses

Intensive Fees: There are some additional costs associated with intensives. Please visit United's website for more details.

**Student Orientation**

All entering students and transfer students must participate in an online and on campus orientation session that introduces many crucial aspects of life at United. Details can be found at [www.united.edu](http://www.united.edu).

**Contextual Ministries**

At United, preparation for religious leadership in the Church and world requires that students encounter Christ within themselves, within their own tradition(s) and within those of other cultures.

Theologically and experientially, this part of United's curriculum explores local and global contexts for worship, sacramental life, and service; the unity and diversity of the Church and its relationship to other faiths; issues of justice and peace; societies' global interdependence; the integrity of creation; and servant ministry as both ecumenical and global.

The Contextual Ministries program includes the Formation coursework and Field Education

Placements. See the Contextual Ministries section on **page 29** for more details.

### **Schedule**

The academic year consists of two semesters: Fall (August-December); Spring (January-June).

Course schedules are developed to accommodate both full-time and part-time students.

Working in a placement of more than twenty hours each week may extend the time it takes to complete the degree.

## **M.A.C.M. Academic Areas and Requirements**

### **Required Courses (30 sem. hrs.)**

#### **Church History (3 sem. hrs.)**

CH 504 History of Christianity 1 (3)  
or CH 604 History of Christianity 2 (3)

#### **New Testament (3 sem. hrs.)**

NT 521 Introduction to New Testament 1 (3)  
or NT 621 Introduction to New Testament 2 (3)

#### **Old Testament (3 sem. hrs.)**

OT 504 Introduction to Old Testament 1 (3)  
or OT 604 Introduction to Old Testament 2 (3)

#### **Pastoral Care and Counseling (3 sem. hrs.)**

PC 507 Introduction to Pastoral Care Giving (3)

#### **Practical Theology (15 sem. hrs.)**

PT 504 Ministerial Formation 1/PT505 Ministerial Formation 2 (3)

PT 606 Ministerial Formation 5 (3)

PW 504 Work of Worship (3) or  
PW 510 United Methodist Worship (3)

Any 3 Credit Hour Course in Evangelism (3)

PW 604 Preparing to Preach (3)  
or PT 611 Christian Spiritual Formation  
or CE 526 Introduction to Christian Education (3)

#### **Systematic Theology (3 sem. hrs.)**

ST 502 Introduction to Theology (3)

#### **Electives (15 sem. hrs.)**

In consultation with her or his advisor, a student may use these hours to fulfill denominational requirements or choose courses from across the curriculum.

#### **Assessment (non-credit requirements)**

The Twenty-One Hour Progress Evaluation (0)

## **Master of Theological Studies (M.T.S.)**

For those pursuing the academic study of religion or seeking to increase religious understanding

### **Purpose**

The Master of Theological Studies degree program is designed for persons who wish to pursue the academic study of religion or to increase their religious understanding and their ministerial capacity to serve the Church and community.

### **Students in this program may include:**

- Persons preparing for further graduate study
- Individuals with intellectual interests in religion
- 
- Teachers and leaders in local churches
- Persons wishing to bring theological perspectives to their professional endeavors
- Pastors seeking to extend their theological education or concentrate in specific theological areas

### **The Master of Theological Studies degree is designed to:**

- Provide a solid basis in theological foundations including bible, theology, church history and related theological studies
- Introduce students to methodologies involved in the academic study of religion
- Extend one's understanding of theological studies through concentration in a specific theological area
- Enable a student to develop a specialization for a specific vocational aim
- Deepen a student's understanding of the varieties of Christian faith and practice

## **Curriculum**

### **Student Orientation**

All entering students and transfer students must participate in an online and on campus orientation session that introduces many crucial aspects of life at United. Details can be found at [www.united.edu](http://www.united.edu).

### **Schedule**

Courses are offered within each semester in face-to-face and online modalities.

### **Academic Course of Study**

The M.T.S. degree program involves forty-eight (48) semester hours of academic study distributed among theological foundations, an area of focus, and electives. Students must declare a focus by the end of their first semester, to be determined in consultation with the MTS advisor.

A field of concentration includes 18 hours of coursework and a major thesis paper or project (3 semester hours) done as a Directed Study under the direction of a faculty member with expertise in the area.

In addition, M.T.S. students meet four (4) times each semester in an M.T.S. Colloquy for evaluation, planning, reflection on their course of study and the presentation of final projects.

### **Dual Degree Options**

The Master of Theological Studies (M.T.S.) degree program may be taken simultaneously with another masters level degree program. This normally adds a full year to the degree program or two full years when combined with the M.Div. degree.

Students are encouraged to make this determination as early as possible and to seek assistance from faculty including their advisor in this regard. See the "Change of Degree" section in the "Academic Policies and Procedures" on **page 62** for details.

## M.T.S. Academic Areas and Requirements

**Basic Theological Studies 21 semester hours of distributed credits among OT/NT/CH/ST/PC/PW and must include at least the following:**

### **Biblical Studies (OT, NT) (6 sem. hrs.)**

OT 504 Introduction to the Old Testament 1 (3) or  
OT 604 Introduction to the Old Testament 2 (3)  
NT 521 Introduction to New Testament 1 (3) or  
NT 621 Introduction to New Testament 2 (3)

### **Church History (CH) (3 sem. hrs.)**

CH 504 History of Christianity 1 (3) or  
CH 604 History of Christianity 2 (3)

### **Theology (ST) (3 sem. hrs.)**

ST 502 Introduction to Theology (3)

### **M.T.S. Colloquy (3 sem. hrs.)**

Colloquy attendance is required of all M.T.S. students. The M.T.S. Colloquy meets four (4) times each semester.

#### **Students are required to register for:**

CQ 520 M.T.S. Colloquy (1)

One semester hour of Colloquy must be taken within the first 24 semester hours of the program.

CQ 520A M.T.S. Colloquy Attendance (0)

Every semester for the length of the student's residency. There is no cost and no credit for Colloquy Attendance registrations.

CQ 620 M.T.S. Colloquy Thesis Proposal (1)

One semester hour of Colloquy must be taken in the semester in which the thesis proposal is presented.

CQ 621 M.T.S. Colloquy Thesis Completion (1)

One semester hour of Colloquy must be taken in the semester in which the thesis project is completed.

### **Master of Theological Studies (27 sem. hrs.)**

#### **Coursework (21 sem. hrs.)**

Focus(18)

Thesis project (3)

#### **Electives (6 sem. hrs.)**

These courses are chosen by the student in consultation with her or his advisor.

#### **Assessment (non-credit requirements)**

Final Thesis or project

## **Contextual Ministries**

### **Formation**

#### **Field Education Placements**

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### **Contextual Theology & Immersion Program**

#### **Introduction**

United's commitment to contextualized theological education originates in our historic Christian heritage, the cultivation of holiness in both personal and social dimensions of discipleship, Spirit-led church renewal and a living call to Christ-centered community in an unavoidably interreligious world. Within covenantal peer groups each student serves in a community/church placement and learns critically contextual reasoning within the theological disciplines and shared practices of faith toward a supervised discernment of God's particular calling.

The formation program revolves around identity and spiritual formation, local church or

community field education placements and facilitated peer groups for critical theological reflection.

The Contextual Theology & Immersion program toward the end of the degree stretches students' horizons to understand context and collaboration in a global sense.

Contextual Ministries encourages students to develop stronger skills in:

- Spiritual disciplines for a life of holiness amidst the development of professional competence
- Critical understanding(s) of church leadership and corresponding criteria for further development of leadership skills
- Well-bounded relationships for the support of self and ministry
- Discernment of gifts and call as means of professional thriving in ministry
- Identity development and self-understanding leading to a greater capacity to love
- Critical theological reflection that speaks to the church/world, yet weaves concrete experience of the Spirit
- Engagement of cross-cultural and interreligious understanding and communication

### **Biblical Foundation for Formation**

Formation at United is designed to help each student assimilate theology, practical ministry skills, personal life and call exploration through hands-on experiences and small group reflection. Students, while actively serving in a ministry context, are placed into facilitated peer groups, which are guided by four questions from Luke 10:27.

*"Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind"; and, 'Love your neighbor as yourself.'" (Luke 10:27)*

#### **1 | What is this 'love'?**

Each student will explore theological assumptions about the nature and mission of God and humanity's relationship with a God defined as 'love.' *What do I believe?*

#### **2 | How am I to love God with everything?**

There is a strong spiritual formation emphasis in each semester that aids students in the exploration of receiving God's love and posturing one's life toward continual spiritual renewal: *How do I stay in love with God?*

#### **3 | What does it mean to love my neighbor?**

We pray that each student would wrestle with his or her own calling while presenting case studies, weekly reflection reports and developing and staying accountable to learning goals. The covenantal community of MINGroup will be just one crucible from which to explore the question: *How do I understand and thrive in my unique calling?*

#### **4 | How might I love the self called 'me'?**

We align many of the resources and experiences in the course to help you develop and name a rooted sense of self that is ironically forged in messy, authentic community with others: *Who am I?*

## **Formation**

All M. Div. students are required to take in sequence all Formation courses (Formation 1 through Formation 5).

All students in the M. A. degree program are required to take in sequence Formation 1, Formation 2 and Formation 5.

All Formation courses are offered in either Hybrid/Online or On Campus formats.

### **Formation 1 and 2 (PT 504/505)**

All students in the M.Div. and M.A. degree programs are required to complete in sequence PT504 and PT505 in two semesters. In either format, students are placed in a facilitator-led Ministry Group (MINGroup) for the two semesters. On Campus groups meet either on a weekday afternoon or evening for nine weeks each semester. Online groups will begin *each semester* attending the Formation Retreat and then complete the coursework online the nine weeks following. It is advised that students do not begin their Field Education Placements during Formation 1. Formation 1 and 2 students receive 3 credit hours per year for their satisfactory completion of *both* course requirements.

Evaluation of a student's work takes into account the following expectations:

- Completion of all assignments including a spiritual autobiography, genogram, Rule of Life, calling statement and Ministry Reflection Reports.
- Weekly participation in MINGroup interaction, whether online or on campus.
- Attendance and participation in common meal, worship, plenary sessions and group sessions during weekly on campus classes or through the two formation retreats.
- Preparation for and securing of student's first Field Education commitment.

### **Formation 3 and 4 (PT 506/507)**

*Only students in the M.Div. degree program are required to complete in sequence PT506 and PT507 in two semesters.* In either format, students are placed in a Ministry Group (MINGroup) for the two semesters. On Campus groups meet either on a weekday afternoon or evening for nine weeks each semester. Online groups will begin *each semester* attending the Formation Retreat and then complete the coursework online the nine weeks following. Formation 3 and 4 students receive 3 credit hours per year for their satisfactory completion of *both* course requirements.

Evaluation of a student's work takes into account the following expectations:

- Completion of all assignments including Ministry Reflection Reports, theology of leadership statement and a statement on grace.
- Weekly participation in MINGroup interaction, whether online or on campus.
- Attendance and participation in common meal, worship, plenary sessions and group sessions during weekly on campus classes or through the two formation retreats.
- Ongoing commitment to and active reflection on one's Field Education placement.

### **Formation 5 (PT 606)\***

All students in the M.Div. and M.A. degree programs are required to complete PT606. In either format, students are placed in a Ministry Group (MINGroup) for the final formation semester. On Campus groups meet either on a weekday afternoon or evening for nine weeks. Online groups will begin the semester attending the Formation Retreat and then complete the coursework online the nine weeks following. Formation 5 students receive 3 credit hours for their satisfactory completion of the course requirements.

Evaluation of a student's work takes into account the following expectations:

- Completion of all assignments including Ministry Reflection Reports and the Ministry Capstone Project.
- Weekly participation in MINGroup interaction, whether online or on campus.
- Attendance and participation in common meal, worship, plenary sessions and group sessions during weekly on campus classes or through the formation retreat.
- Ongoing commitment to and active reflection on one's Field Education placement.

\*If selected, M. Div. students may take Church Renewal and the Practice of Ministry I and II courses in place of Formation 5.

## Field Education Placements

M. Div. students are required to complete **two** units of Field Education. M. A. students must complete **one** unit of Field Education.

One unit of Field Education is either:

- Summer internship of 30-40 hours/week for 10 weeks = 300-400 hours
- Academic Year internship of 10-14 hours/week for 30 weeks = 300-420 hours

The preferred pattern for M.Div. students is to serve one unit in a community organization and one year in a church setting beginning after one completes Formation 1.

A placement is negotiated between the field education site (Shepherd and staff) and the student, with assistance and approval by the Directors of Contextual Ministries. It is the student's responsibility to discern her or his interests and the type of placement in which she or he desires to learn and serve.

A listing of approved organizations/agencies and church sites is available through the Office of Contextual Ministries, and contains both voluntary (nonpaying) and compensated positions, some of which qualify for Federal Work Study funds. Each student works on-site at the Field Education site and meets with a mentor (called a Shepherd) regularly for an average of one hour per week.

### Community Settings

The advantage of a community site placement is the student's opportunity to experience in learning/teaching exchanges the diversity of ministry responsibilities within the broader community.

The breadth and depth of human needs to which faithful disciples must respond and from which the gifts and graces of attentive discipleship grow form a necessarily broad perspective for students' critical theological reflection. Prison ministry, transitional housing ministries, community centers, shelters, hospitals and other community service organizations strengthen the students' understandings of Christ's preferential option for the other (marginalized, poor, or unseen) within the Spirit's transformative work in us all.

## **Church Settings**

The advantage of a church site placement is an in-depth contextual introduction to the real workings of the local church. Involvement in these settings provides students with opportunities to engage in a range of pastoral and specialized ministries that contribute to professional ministry identity and discernment of calling within the invitation to spiritual maturity.

## **Student Pastorates**

Two placement options deserve further specification: student pastor and student associate appointments. These appointments can serve as your contextual ministry site.

A student pastor serves as the sole pastor of a church or charge. A student associate serves in a local church with an appointed or called pastor. A student in either placement position is paired with a shepherd who assists the student with theological reflection, annual learning goals, periodic feedback, and evaluation. For a student pastor the shepherd is ordinarily an ordained minister who is close by. For a student associate the shepherd is ordinarily the senior pastor of the church. Both positions require a Field Education covenant in order to meet the requirements.

## **Contextual Theology and Immersion Program**

In an increasingly polarized cultural milieu, effective religious leaders require opportunities to examine their socio-cultural location and presuppositions amidst those of others within and outside of the church in a religiously pluralistic world. The Contextual Theology & Immersion program is a faculty initiative designed to prepare students for encounter with diverse religious traditions in various cultural settings.

The purpose of this initiative is:

- To develop sensitivity, deepen Christian discipleship, and heighten capacity for sustenance in interreligious and intercultural complexity(ies)
- To provide conceptual, liturgical, and practical introduction to theologies of religious pluralism, scriptural reasoning, and comparative theological deepening of discipleship
- To examine students' theological integration and preparedness for ministry in culturally and religiously pluralist environments through an international immersion experience, which concludes with a post-experience, critical theological reflection.

After completion of prerequisites – NT521 or OT504 (Introduction to NT or OT), ST502 Introduction to Theology, and PT504/505 - Master of Divinity students are required, and other degree candidates are invited, to register for WR601 Methods for Interreligious and Intercultural Encounter. When registering for WR601, students should also register for WR602 and see the Coordinator of Immersion Trips to select a trip from the approved list. Trips and generally take place during January or in the summer months. Students complete WR601 at least the semester before their desired travel. The methods course is prerequisite to any travel. Upon successful completion of the course, students participate in the Immersion Experience, which, as a rule, takes place outside of the

United States and Canada within a cohort of no less than six students. Exceptions are granted only with the approval of the Academic Dean. Spouses and older children are encouraged to participate when possible.

The monies for this program are interwoven into the fee structure of the M.Div. degree program. An Immersion Experience surcharge of \$70 per semester hour provides a way for students to accumulate the funds needed for the Immersion Trip. Additional funds might be raised from a student's congregation or in other ways, should the student choose a trip that exceeds the planned amount. The surcharge funds – both those accumulated and those that will be paid by the time of graduation – are made available at the time the student participates in an Immersion Experience.

These surcharge funds are nonrefundable, except for students officially transferring to another institution or withdrawing from the institution. In such cases, authorization will be needed from the Academic Dean. In addition, a 5% administrative fee will be assessed which will reduce the amount refunded.

The Contextual Theology & Immersion program initiative is a crucial opportunity to encounter other cultures, religious practices, and people of faith outside a student's previous worldview. The coursework, travel, and concluding reflections are designed to provide critically reflective and sensitively nuanced capacity in United graduates for rooted, Christian discipleship within a religiously and culturally pluralistic world.

## **Doctor of Ministry (D.Min.)**

For religious leaders seeking to strengthen their prophetic and pastoral competence and equip others for ministry and outreach

### **Purpose**

The Doctor of Ministry (D.Min.) program at United Theological Seminary is an advanced professional degree in the practice of ministry based on action research methodology. The program is designed to strengthen the work of ordained clergy in the practice of prophetic and pastoral ministry, lay leaders for ministry in the church, religious educators, and those involved in a variety of community-based ministries. The D.Min. degree is designed to:

- Empower people in ministry by emphasizing learning as a process of action and reflection within the work context
- Embody the principle that the ministry context determines the structure and content of theological reflection and research goals
- Advance the process of mutual inquiry through focus group participation and mentor supervision

- Challenge participants to discover new strengths and insights for ministry
- Prepare participants for new ministries

## Curriculum

The D.Min. program is a mentor-based contextual model of education, which requires a combination of self-initiative and collegial action/reflection. The curriculum is intended to develop both individual leadership skills and the ability to support the leadership of others. The two educational goals are achieved through focus group participation and mentor supervision. Individual leadership is achieved through the identification and execution of a research project that is unique to the participant's ministry context. The importance of mutual inquiry is fostered through the focus group process, where individual students reflect theologically in developing a research project with peers who are also engaged in the same general topic. The curriculum is designed to foster critical theological reflection, to model a form of mutual inquiry that will enhance ministry, and to aid the student in the design and execution of an original research project.

## Program Components

The program requires the interweaving of course work, critical reflection on a ministry context, and focus group participation. The educational process makes it possible to develop a high degree of expertise in a particular area of ministry that is rooted in academic inquiry. The goal of the program is for students to test a specialized ministry model that can then be made available for others to use. All semesters foster personal, academic and contextual growth.

The program is 60 credit hours divided into six semesters of ten credits each. Each semester begins with a five-day Intensive.

Semesters I – V include Focus Group meetings in addition to the Intensive meeting. In Semester V the student undertakes the research and writing of the thesis project. The Final Exam (project defense) and Thesis Completion are scheduled in Semester VI.

The deadlines for Final Exams in Semester VI are February 15 (Spring term) and September 15 (Fall term).

## Semester Process

Each of the six semesters of the program focuses on a particular aspect of the work toward the Doctor of Ministry degree.

Semester I focuses on analysis of the participant and the context with an emphasis on how the two come together to form a thesis for the D.Min. research project.

Semester II provides instruction in Biblical Studies and Church History.

Semesters III focuses on Theology and theoretical reflection on ministry research.

Semester IV centers on The Candidacy Review for continuation to the research project.

Semester V focuses on the design, implementation, and documentation of the research project.

Semester VI focuses on the Final Exam and Thesis Completion for the Doctor of Ministry degree.

## Intensives

The Intensives introduce students to current issues that are impacting ministry. Each Intensive is organized around a specific theme that is taught by national leaders. The Intensives also provide the setting for course work in Bible, Theology, and History, for the development of research methodologies, and for focus group consultation. The uniqueness of each Phase requires students to participate in all six semesters; therefore, there can be no admission with advanced standing. The intensives include the following components:

- Worship
- Plenary Sessions focused on the theme of the Intensives
- Focus Group meetings emphasize each semester of the program and the subject matter of the focus group
- Core Course Work concentrates on the required academic curriculum

## Focus Groups

The Focus Groups are a crucial part of the D.Min. curriculum and consist of 32 contact hours for Semesters I – V. The Focus Groups provide opportunity for students to work with Faculty Mentors, to participate in collegial peer-to-peer learning, and to receive critical evaluation from a Faculty Consultant.

Participants develop relationships that enable them to be both critical and supportive, challenging and affirming. The process of learning through collegial relationships is meant to assist students in evaluating ministry contexts. The Focus Group is an important evaluation group, whose primary purpose is to provide a context for theological reflection at every Semester of the D.Min. program.

## Evaluation

Evaluation of the program is conducted by Faculty Mentors and through the Doctoral Studies Office. The evaluation process consists of:

- Semester Reviews

- Candidacy Review
- Review of the Model of Ministry Project
- Final Examination of Research Project

It is important that participants provide constructive, honest criticism of each other. The Faculty Mentor will ensure that each student receives a review in each semester.

The standard forms used in the evaluation process are the Semester Review, the Candidacy Review Team Evaluation and the Final Examination forms.

## Instructors

### **Faculty Mentors**

United Faculty Mentors serve as instructors for each focus group. Faculty Mentors are experienced in various areas of academia. The Faculty Mentor is the most important instructor in assisting students in the development of their semester papers and designing their research projects.

### **Faculty Consultants**

United Faculty Consultants serve as resource persons for each focus group. With the Faculty Mentor(s), Faculty Consultants will assist students in developing the Theological Foundation for the final research project.

### **Professional Associates**

Each student is required to seek the advice of experts in the field.

## Degree Conferral

Degrees are normally conferred in May and December.

## **Special Studies and Non-Degree Programs**

For those seeking an introduction to theological education or to enhance their ministry opportunities

### Purpose

United Theological Seminary provides a variety of educational offerings to meet a range of needs for theological education.

Courses taken at the masters level for special studies and non-degree programs may be counted for credit toward a degree program, should a student who enrolls in one of these programs apply and be admitted to a United degree program. See the "Change of Degree" section in the "Academic Policies and Procedures" chapter on **page 61** for details.

A faculty advisor will be provided as a resource for students who enroll in special studies and non-degree programs for masters level credit, and these credits will be documented on a United transcript.

Courses taken for the 30-hour certificate courses or Continuing Education Units are not eligible for degree credit.

## **Pre-Doctoral Program**

### Pre-Doctoral Program Overview

United now has an educational program for students who wish to pursue a Doctor of Ministry degree, but do not have the required Master of Divinity degree. In addition to a Master of Divinity degree, United's doctoral program presupposes three years of ministry experience.

The Pre-Doctoral program is designed to prepare students for Doctor of Ministry work by augmenting previous Master's degree coursework with the religious courses that are required to be considered for admission. This program is perfect for students who have completed a Master's degree in another discipline and seek to expand their ministry by entering the Doctor of Ministry program.

The Pre-Doctoral program offers the courses you need to qualify for what would be comparable to a Master of Divinity degree. Master of Divinity equivalency is defined as 72 graduate semester hours that represent broad-based work in theology, biblical studies and the arts of ministry. A Master's degree and significant ministerial leadership is also required.

Pre-Doctoral courses are available on-site at our Dayton campus and online via our distance learning program. All courses in the Pre-Doctoral Program must be successfully completed with a minimum cumulative GPA of 3.0 before a student may be admitted into the Doctor of Ministry program.

All courses in the Pre-Doctoral Program must be successfully completed with a minimum cumulative GPA of 3.0 before a student may be admitted into the Doctor of Ministry program.

### Financial Aid

Financial aid for a Pre-Doctoral student is limited to an unsubsidized Direct loan up to \$5,500 for the length of the program.

For more information regarding financial aid eligibility, deadlines and private loans please visit the financial aid webpage at [www.united.edu](http://www.united.edu).

### Scholarships

Scholarship opportunities are available for the Pre-Doctoral program. The Pre-Doctoral scholarship may be applied toward tuition for the core 24 graduate semester hours referred to in the Pre-Doctoral Program Courses section above. Pre-Doctoral scholarship applications must be received by the published deadline and applicants must meet eligibility requirements for scholarships to be considered.

For more information regarding scholarship deadlines and eligibility requirements, please visit the scholarship webpage on [www.united.edu](http://www.united.edu) or contact the Scholarship Office at [scholarships@united.edu](mailto:scholarships@united.edu).

#### Admissions Requirements

With the addition of a Master's transcript, admissions requirements for the Pre-Doctoral program are the same as for Master's degrees.

## Course of Study School of Ohio

The Course of Study School of Ohio (COSSO) is an educational program established by the Division of Ordained Ministry of the General Board of Higher Education and Ministry, United Methodist Church.

The basic Course of Study (COS) is prescribed by the United Methodist Church for the education of persons serving as licensed Local Pastors. This regional program is supported by the Methodist Theological School in Ohio (MTSO) and United Theological Seminary (United) in Dayton, Ohio. COSSO offers courses on both campuses.

The faculty is made up of well-qualified instructors, including faculty from the two seminaries and from the surrounding community. All are academically qualified, theologically grounded, and persons who care about the best interest of the students and the church.

As prescribed by *The Book of Discipline of The United Methodist Church*, each part-time licensed local pastor must complete two courses in an annual conference year; full-time licensed local pastors must complete four.

#### Hybrid COS Program

The Course of Study School of Ohio is the only COS school to offer hybrid classes and these courses are only offered at United Theological Seminary. Hybrid courses consist of one-half of each course being offered online and one-half offered in the traditional weekend on campus.

#### Online Modules

The online portion of each course is taught in modules. Most modules include an online lecture or video, required readings, and written interaction with other students and the professor.

#### Face-to-Face Session

Unlike standard COS classes, the hybrid format means you travel to campus for only one weekend. On the weekend, classes will be offered in a

Friday/Saturday intensive format.

### **Transferability**

All COSSO Hybrid courses offered at United are transferable to other UMCOS programs.

## **Advanced Course of Study**

### **For United Methodist Students**

Upon approval by the Conference Board of Ordained Ministry, United Methodist local pastors who have completed the Basic Course of Study may meet the educational requirements for conference membership and Elder's orders by taking an additional 32 semester hours of graduate theological studies.

Coursework must be planned in consultation with a faculty advisor and be in conformity with the Guidelines for Advanced Course of Study published by the General Board of Higher Education and Ministry. Graduates of the Advanced COS at United Theological Seminary participate fully in commencement exercises and receive a graduate Certificate of Theological Studies. Admission to Advanced COS requires a Bachelor's degree and successful completion of the Basic COS.

## **Basic Graduate Theological Studies (B.G.T.S.)**

**For students in any denomination, especially United Methodists seeking Deacon's orders. The B.G.T.S. program is designed for:**

- Pastors in churches that do not require a masters degree for ordination but who would like graduate training to enhance their ministries
- Laypersons who desire greater knowledge of theological subjects in order to become more effective leaders in their churches
- Persons who hold a professional masters degree and are seeking to enter the Order of Deacon in the United Methodist Church

United Theological Seminary offers all the courses that meet The United Methodist Church's requirements for Basic Graduate Theological Studies.

For United Methodists seeking Deacon's Orders, this coursework must be in conformity with the requirements of the United Methodist General Board of Higher Education and Ministry for the B.G.T.S. program.

This coursework is at the masters studies level, and the standards for admission are the same as for masters degrees.

### **Educational Requirements for Deacons**

The United Methodist Church has opened four different educational paths for those seeking ordination as Deacon:

- Completion of the Master of Divinity degree

- Completion of a masters degree program from a graduate theological school, such as United's M.A.C.M. or M.T.S.
- Supplementing a nontheological masters degree with the B.G.T.S.
- For persons 35 years of age or older who are recommended by their conference Board of Ordained Ministry, completion of a bachelors degree and professional licensing program and eight semester hours of graduate credit PLUS the B.G.T.S.

### **B.G.T.S. Requirements**

United Methodist Studies in:

- History (2 semester hours)
- Doctrine (2 semester hours)
- Polity (2 semester hours)
- Old Testament (3 semester hours)
- New Testament (3 semester hours)
- Church History (3 semester hours)
- Mission of the Church in the World (3 semester hours)
- Theology (3 semester hours)
- Evangelism (3 semester hours)
- Worship/Liturgy (3 semester hours)

## **Certificate of Theological Studies (C.T.S.)**

### **For Students in Any Denomination**

The C.T.S. is not denomination specific; it is a masters level certificate program offered by United that can be completed in one year of full-time study.

The standards for admission are the same as for masters degrees. The goals of the C.T.S. are to:

- Provide in-depth biblical/theological study
- Guide students to examine and integrate the meaning of personal faith
- Help students discern vocational call
- Aid students to envision diverse and dynamic ministries for the rapidly changing world

## **Certificate Requirements**

The C.T.S. requires 24 semester hours to be completed in a maximum of three years of full-time or part-time study.

Courses must be distributed as follows:

- Biblical Studies (3 semester hours)
- Historical Studies (3 semester hours)
- Theological Studies (3 semester hours)
- Electives (15 semester hours)

The C.T.S. program may satisfy some of the requirements for certain certification programs of The United Methodist Church as approved by the General Board of Higher Education and Ministry, Section of Deacons and Diaconal Ministries.

## **Continuing Education Units**

### **For students in any denomination**

United Theological Seminary is a member of the ecumenical organization, Association for Life Long Learning in Ministry (ALLLM formerly SACEM.) A Continuing Education Unit (CEU) is defined as 10 contact hours of participation in an organized continuing education experience offered under responsible sponsorship, capable direction and qualified instruction.

ALLLM provides guidelines for awarding Continuing Education Units. This list and a compilation of events sponsored by United are available through the office of the School for Discipleship and Renewal.

## **Deaconess and Home Missioner Program**

### **For United Methodist students**

Deaconesses (women) and Home Missioners (men) are lay people who have responded to the call of God in their lives and have been commissioned by The United Methodist Church to full-time ministries of love, justice and service. They form a covenant community that is rooted in scripture, informed by history, driven by mission, ecumenical in scope and global in outreach.

The purpose of the Office of Deaconess and Home Missioner shall be to express representatively the love and concern of the believing community for the needs in the world and to enable, through education and involvement, the full ministry and mission of the people of God. Deaconesses and Home Missioners function through diverse forms of service directed toward the world to make Jesus Christ known in the fullness of his ministry and mission, which mandate that his followers:

- Alleviate suffering
- Eradicate causes of injustice and all that robs life of dignity and worth

- Facilitate the development of full human potential
- Share in building global community through the church universal

United Theological Seminary offers the courses needed to fulfill the educational requirements for the Office of Deaconess or Home Missioner. These masters level courses include:

- Old Testament
- New Testament
- Theology (with a focus on mission)
- Church History (including United Methodist)
- Doctrine and Polity of the United Methodist Church

The standards for admission are the same as for masters degrees.

For more information about the Deaconess and Home Missioner program, visit the General Board of Global Ministries website at [new.gb-gm-umc.org](http://new.gb-gm-umc.org) and search “deaconess-homemissioner”. Or you may contact:

### **Deaconess and Home Missioner Program**

General Board of Global Ministries  
475 Riverside Drive, Room 320 | New York, NY 10115  
**Telephone:** 212.870.3850

## **Lifelong Learning: School for Discipleship and Renewal**

United's School for Discipleship and Renewal's programs are for church professionals seeking continuing education and UMC certification courses and for laity interested in lifelong learning and spiritual development.

The School for Discipleship and Renewal's programs complement and enhance the seminary's masters and doctoral tracks by offering courses, workshops, and special events. These are open to students, clergy and lay ministers, and the community.

The work of the School for Discipleship and Renewal bears witness to the Gospel, grounded in the great ecumenical traditions of the Church, while seeking to be multicultural, intergenerational, and engaged in communication with a digital culture. Through its Centers, the School for Discipleship and Renewal:

- Initiates training opportunities in the practices of ministry
- Supports a variety of programs for continuing education and ongoing spiritual formation for pastors and other church professionals
- Offers seminars, classes, workshops, consultations and worship celebrations in which young and old alike may explore Christian faith and practice in fresh,

transformative ways and;

- Seeks to build networks of congregations and ministry contexts committed to excellence in ministry, from equipping lay and clergy for sharing the Gospel in the 21st century, to health, wholeness, and Sabbath-living; to the renewal of congregational worship, urban outreach, and nurturing young persons and those who lead them

For more information about the School for Discipleship and Renewal's programs and events, go to [www.united.edu](http://www.united.edu) and click on Lifelong Learning. For a calendar of current programs and events offered, go to [www.united.edu](http://www.united.edu) and click on Events.

## The Center for Urban Ministry

The Center for Urban Ministry provides urban ministry training for pastors, church professionals and lay persons regardless of formal educational experience. Classes and conferences are offered both on-site at United and through local congregations, general church agencies and community partners. In addition, the center provides consultant services to local churches wanting to assess and renew their outreach to the local community.

In partnership with United's doctoral program, the Center periodically establishes cohort groups of students whose Doctor of Ministry focus is Urban Ministry.

United offers an Urban Ministry Certification program through the General Board of Higher Education and Ministry, (GBHEM) of the United Methodist Church.

## The Center for Worship, Preaching, and the Arts

The Center for Worship, Preaching and the Arts (CWPA) offers continuing education for clergy, as well as students in various forms of Gospel proclamation including preaching, media and digital communication, and the visual liturgical arts. Through workshops and events, the CWPA introduces participants to explorations of lectionary readings, offers experiences which encourage the use of multimedia communication, and encourages the development of clergy networks where pastors learn from and support one another.

The CWPA is often the recipient of Worship Renewal Grants through the Calvin Institute of Christian Worship.

## The Kenneth H. Pohly Center for Supervision and Leadership Formation

The Pohly Center extends resources to judicatory leaders, seminaries, pastors, non-profit agencies, students, and lay persons who desire excellence in ministry for the areas of covenantal supervision, leadership development, faith-based conflict management, and effective church organization. The Center provides these resources through seminars, workshops, classroom and online courses. Programs are offered at United and offsite locations structured to meet the needs of various settings and denominations.

The Center offers a certification program in supervision, which emphasizes a five-stage process and framework for supervisory conversations as central to helping leaders reflect on the challenges that arise in their work. It also trains mentors for leading both seminary peer groups and doctoral focus groups. In cooperation with United's doctoral program, the Center periodically establishes a Doctor of Ministry cohort group which focuses on leadership and covenantal supervision.

## Floyd and Elaine Flake Certificate in Music Ministry

The Floyd and Elaine Flake Music Ministry Certificate is a six-course program geared to enhance one's ability to provide outstanding leadership of music ministry in the twenty-first century Christian church. The program is structured with some courses offered within a virtual community while others are taught in intensive, hybrid retreats. The cost for the Floyd and Elaine Flake Certificate in Music Ministry is \$300 per course, plus meals, housing and course materials.

## Harriet L. Miller Women's Center

The Women's Center works to nurture a theological community of women and men that value and promote women's leadership.

The Women's Center is named for Dr. Harriet L. Miller, the first woman faculty member at United. Dr. Miller taught at United from 1956 to 1987. The activities and events of the Women's Center are designed to provide opportunity for dialogue and encounter, as practiced and promoted by Dr. Miller.

Programs and projects of particular interest to women are periodically offered as collegial partnerships with other areas of the seminary.

The Center, on the second floor of the seminary, is open whenever school is in session.

## The Center for Hispanic/Latino Ministry

The Hispanic Christian Academy (HCA), part of United Theological Seminary's Center for Hispanic/Latino Ministries, is designed to impact the local church by equipping and training Hispanic leaders to serve in clergy and lay-leadership roles in ministry. It is a three-year Course of Ministry program taught online in Spanish. The basic curriculum includes: Bible, Theology, Church and Mission and Ministry

The Hispanic Christian Academy intends to:

- Educate church leaders in foundational knowledge and practical training for ministry.
- Equip and train leaders in Scriptural preaching, teaching, ministering or counseling.
- Encourage personal spiritual growth of leaders to mature in Christ.
- Train leaders to equip and train others for the service of ministry.
- Encourage leaders to high standards of integrity.

The program consists of 12 online courses offered over a three-year period. Each online course will be 2 credit hours (this equals 2.4 CEUs per course). The duration of each course is an eight week term, with terms offered back to back per semester. Students will receive a Certificate in Theology and Ministry after the 12 courses have been completed.

## Seminary for Seniors

The mission of Seminary for Seniors is to provide opportunities for further learning for adults 50 years and older. Courses focus on issues related to the intersection of faith and culture and are designed to stimulate students intellectually while building fruitful relationships.

Each course is in session for a four-week term, and is taught by facilitators with significant experience in their course's subject matter. Thematic concentrations include theology, cultural studies, literature and the arts, religious studies, science and philosophy.

Students do not receive academic credit for completing courses, but are intellectually enriched through participation in class discussions and reading assignments. During the four-week term, each course will meet once a week for one to two hours.

The term registration fee allows participants to attend any or all courses taught during that term. Courses are held in local churches in multiple cities and states. More information can be found under the Lifelong Learning menu at [www.united.edu](http://www.united.edu).

## UMC Certification Program

The UMC Certification Program for church professionals is a program of the General Board of Higher Education Ministry (GBHEM) of the United Methodist Church. United's School for Discipleship and Renewal offers a full scope and sequence of courses, so students can take all necessary classes for certification in Christian Education Ministry, Children's Ministry, Music Ministry, Older Adult Ministry, Spiritual Formation Ministry, Youth Ministry, Urban Ministry, and Ministry with People with Disabilities.

These two-credit hour courses are offered in a hybrid/online format with two day Intensives within a retreat setting.

To enroll as a United Methodist certification student you must first enroll with the GBHEM; then apply to and register with United.

### 1. Enroll with the GBHEM

Go to the **General Board of Higher Education Ministry** webpage and fill out a one-time enrollment form ("Enrollment for the Professional Certification Studies In Ministry Careers" - HE4064.) It must be approved by the student's Annual Conference Board of Ordained Ministry (BOM) and with the Division of Ministry (DOM), GBHEM. This is the only form required to be eligible to proceed with the certification studies and to receive scholarship aid from the DOM, GBHEM.

## 2. Apply to United

It is quick and easy to apply using United's applicant portal.

## 3. Register with United

Registration in a particular educational event will be through United Theological Seminary.

Interested church professionals may take certification courses without becoming enrolled as M.Div. students.

Students will register as a "Certification Student" and will be eligible to take all necessary certification courses. The student must register each time a course is to be taken.

Interested church professionals may take the UMC Certification courses without becoming certified. To do so, students may register with United as Visiting or Auditing Students and will not need to enroll with the GBHEM. The student must register each time a course is to be taken.

Visiting and Auditing Student are not eligible for scholarships.

For more information on the UMC Certification Program, its courses, or how to register, visit Lifelong Learning at [www.united.edu](http://www.united.edu).

# Admissions

## Admissions Standards

## Application Process

## Requirements

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## Deadlines

## Introduction

United Theological Seminary seeks students who wish to deepen their personal and communal faith in Jesus Christ, experience and reflect on relevant issues facing today's Church and develop competency in the practice of ministry.

Although each degree program is designed with unique objectives in mind, all degree programs prepare graduates for effective leadership in the Church and society.

Prospective students are asked to submit an application with the necessary supporting documentation that attests to an adequate academic record, an obvious awareness of God's call in their lives and the affirming witness of the gathered community.

## Campus Visitation

United invites prospective masters students to schedule campus visits, preferably when classes are in session.

Visiting on a Wednesday during the fall or spring semester enables participation in community worship. Prospective students may attend a class of interest, meet current students and faculty, tour the campus and meet with admissions staff.

Visiting on a Thursday enables participation in community lunch and classes (with professor permission).

In addition, United often sponsors special ministry events to assist prospective masters students in discerning their call into ministry. Participation in these activities offers prospective students another means to learn about theological education at United. Visit [www.united.edu](http://www.united.edu) for dates, event description, and registration.

Persons planning to visit the campus on specifically designated dates or at other times should contact the Admissions Office two weeks in advance.

## Application Information

Prospective students seeking admission to any of United Theological Seminary's degree programs may apply using our applicant portal located on our website at [www.united.edu](http://www.united.edu). Click on the "Apply Now" link on the admissions webpage to start your application.

Applications are evaluated for admission when all required documentation and fees are received. The Admissions Office responds to each applicant by email or mail regarding their admittance or denial of admittance.

Qualifying applicants are asked to indicate their response to the offer of admission by submitting their Letter of Intent within the applicant portal.

All application materials become the property of the seminary and cannot be returned. The seminary reserves the right to refuse admission to any student.

## Masters Degree Admissions

### **Standards for Admission**

All students admitted to United are asked to provide evidence of a growing faith, potential for exercising creative ministry in a professional capacity, personal maturity and ability to relate well to others.

Applicants should have successfully completed an undergraduate degree (with a minimum grade point average of 2.5 on a 4.0 scale) from a regionally accredited institution.

### **Application Process**

To be considered for admission, prospective students must complete the following tasks on or before the appropriate deadline:

- Submit a completed application for admission including all requested written essays.
- Transcripts: Arrange for official transcripts of all education beyond high school to be sent directly from the colleges and universities to the Office of Admissions. Faxed copies are not accepted at any time.
- Recommendations: Request recommendations through the applicant portal.
- Application Fee: Pay a non-refundable application fee.
- Interview: An interview may be requested.
- Background Checks: United Theological Seminary requires criminal background checks on all applicants for courses offering graduate credit.
- Application materials are valid for one year from the time of submittal. After that period, a new application will be required to be considered for admission.

### **Application Timeline for Masters Students**

Applications and all supporting documents must be received by the following deadlines:

Fall 2014-15

- All Master's programs: August 15, 2014

Spring 2014-15

- All Master's programs: January 16, 2014

Applications received after the published deadlines will be subject to a \$30 late application fee.

Prospective students seeking Student Pastor appointments in United Methodist churches and all International Students must submit application materials by January 15 before the Fall Semester in which they intend to enroll.

### **Advanced Standing**

Shared Credit may be granted to students who request it on the basis of previous graduate level work completed for a degree at other accredited institutions.

Transfer Credit may be granted for credit earned at other schools recognized by the U.S. Department of Education or Council for Higher Education Accreditation, if that credit has not yet been applied toward a degree, provided that the courses taken correspond to elements of United's curriculum.

In some instances, advanced standing will be granted for prior academic work. The Academic Dean's Office has sole responsibility for granting advanced standing. In some cases,

United has formal agreements with other institutions, and in those cases the stipulations of the agreement will determine what, if any, advanced standing a student may receive, contingent upon the approval of the Academic Dean's office. In cases in which no formal agreement exists, the Academic Dean's office may grant advanced standing after reviewing the student's formal transcripts.

Applicants seeking advanced standing should submit their request in writing to the Admissions Department.

Once all official transcripts are received, the Admissions Officer will prepare an Evaluation of Advanced Standing. The Academic Dean's office will review this evaluation and sign it as being officially acceptable. The student is then notified of the results of the transcript evaluation. United will evaluate for advanced standing coursework completed within the preceding ten years.

United Methodist local pastors enrolled in the Course of Study program may be granted ten (10) semester hours of credit for a completed Course of Study or two (2) semester hours of credit for each year of completed coursework.

Masters degree students who enter United with shared or transfer credit must take at least the last third of the total hours at United and fulfill all the requirements for the degree.

To be considered for advanced standing, credits must have been completed within the previous ten-year period and must have earned a grade of B or better.

### **Non-Degree Graduate**

Non-Degree graduate status is available to qualified applicants who wish to take courses without designating a specific degree program. Students are required to complete the Non-Degree Graduate application, pay a nonrefundable application fee complete our background check, and provide proof of undergraduate transcripts.

## **Doctor of Ministry Degree Admissions**

### **Standards for Admission**

The Doctor of Ministry is an advanced professional degree program that requires a Master of Divinity degree or its educational equivalent from a regionally accredited institution followed by at least three years of ministry.

If you do not have a Master of Divinity degree, please reference and apply to the Pre-Doctoral Program.

The Pre-Doctoral program offers the courses you need to qualify for what would be comparable to a Master of Divinity degree.

The Pre-Doctoral program must be successfully completed with a minimum cumulative GPA of 3.0 before a student may be admitted in the Doctor of Ministry program.

### **Application Process**

To be considered for admission, prospective students must complete the following tasks on or before the appropriate timeline date:

- **Application:** Provide a completed application including a spiritual autobiography and description of current ministry context.
- **Transcripts:** Arrange for official transcripts of all education beyond high school to be sent directly to United from the college, university or seminary, including official Master of Divinity transcript. Transcripts must show evidence of a cumulative grade point average of 3.0 (based on 4.0 GPA scale) or its equivalent. Faxed copies of transcripts are not accepted at any time.
- **Letter of Support:** Submit a request through the applicant portal for a letter of support and expression of cooperation for applicant's participation in the doctoral program from the appropriate group in the local congregation or other context of ministry. This letter is most helpful if it gives information about the applicant's style of ministry.
- **Letter of Recommendation:** Submit a request through the applicant portal for a letter of recommendation from an ecclesiastical supervisor who knows the applicant's work and can provide assurance of support for applicant's program involvement. If applicant has no ecclesiastical supervisor, a colleague-in-ministry is to be asked to write a letter of recommendation.
- **Application Fee:** Pay a non-refundable application fee.
- **Background Checks:** United Theological Seminary requires criminal background checks through Verified Credentials on all degree-seeking applicants.
  - Application materials are valid for one year from the time of submittal. After that period, a new application will be required to be considered for admission.

Due to the structure of United's Doctor of Ministry program, no advance standing (transfer credit) can be granted upon entry into the program.

### **Application Timeline**

Full applications for admission, along with all supporting documents, must be received by the following dates:

July 21, 2014: August Intensive

December 17, 2014: January Intensive

Applications received after the published deadlines will be subject to a \$30 late application fee.

## **International Student Admissions**

### **Standards for Admission**

United welcomes students from throughout the world and is authorized under federal

law to enroll a student of international origin (J or F visa) who is not a citizen or permanent resident of the United States.

International students should begin the admission process no less than one year prior to their expected arrival date at United. Applications for admission received after January 15 may not be considered for admission in that calendar year.

Students for whom English is a second language are required to have proficiency in English.

## **Application Process**

To be considered for admission, prospective international students must forward the following items to the Admissions Office on or before the appropriate deadline:

- **Application:** Submit a completed application for admission including all requested written essays.
- **Application Fee:** Pay a non-refundable application fee.
- **Recommendations:** Request recommendation letters through the applicant portal. At least one reference should be submitted by a judicatory official such as a bishop or similar church authority indicating approval of the applicant's plans to study at United Theological Seminary.
- **Transcripts:** Official transcripts from all colleges and universities attended. These must be official transcripts sent directly to United by postal mail from the university. Faxed copies are not accepted at any time.
- **Grade Point Average:** Evidence of a cumulative grade point average of 2.5 for masters degree admission and 3.0 for Doctoral degree admission (based on 4.0 GPA scale) or its equivalent.
- **TOEFL Score:** Recent TOEFL score of 550 on paper-based tests or 213 for computer-based or 79 for internet-based tests for masters degrees students and 570 (paper) or 230 (computer) for Doctoral degree students. The score needs to be reported by the testing agency on an original document. Information on taking the TOEFL test is available on their website ([www.toefl.org](http://www.toefl.org)) or you may write to Educational Testing Service, PO Box 6151, Princeton, NJ 08541.
- **Citizenship:** Evidence of nationality and citizenship.
- **Financial Resources:** Evidence of adequate financial resources for school and living expenses including copies of bank statements and signed support letters from sponsoring organizations and individuals.
- Application materials are valid for one year from the time of submittal. After that period, a new application will be required to be considered for admission.

## **Application Timeline**

All international students should submit full applications, including all supporting documents, no later than January 15 prior to the Fall Semester.

## Additional Admissions Information

### **Housing**

United Theological Seminary works with several local apartment complexes in order to provide quality housing at affordable rates. From commuter housing to family student housing as well as temporary housing, a variety of options are available to meet the needs of United students. Descriptions are available on the website at [united.edu](http://united.edu) in the Housing and Visitor Accommodations section under Future Students.

Students interested in student housing must apply through United Theological Seminary. Only current students and fully admitted applicants may apply.

For information about housing or to receive a housing application, please contact the Academic Administrative Assistant.

### **Accessibility**

The Trotwood campus is completely wheelchair accessible. The building has an elevator and entrances are equipped with ramps.

## Administrative Policies Relating to Federal Guidelines

### **Veteran's Information**

Degree programs at United Theological Seminary have been approved by the State approving agency for Veteran's Training. Veterans must complete the procedures required to establish entitlement to an academic program and provide the Registrar's Office with a copy of their Letter of Certification from VA for Educational Benefits (including the chapter under which they will receive benefits.)

Students who are veterans can contact the Registrar for further information and must report to the Registrar any change of status in enrollment or withdrawal.

### **Privacy Act (Buckley Amendment)**

Under the provisions of the Family Educational Rights and Privacy Act (Buckley Amendment), students have the right to inspect and review their educational records held by the seminary and to request correction of any inaccurate data.

United will disclose student information only to those who are authorized and have legitimate need for such information. No records will be released without a written and signed request from the student. No third party requests will be honored without a signed waiver.

For further information and assistance, contact the Registrar's Office.

### **Equal Opportunity Act**

United Theological Seminary prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, parental status, or veteran status with reference to the seminary's admission policies,

academic standards and policies, in the granting of scholarships, loans and other financial aid.

Inquiries regarding the application of this policy should be addressed to the Academic Dean.

## Tuition and Fees

United strives to make theological education affordable

### Introduction

United Theological Seminary strives to make theological education affordable through reasonable tuition costs, contextual education placements and a financial aid and scholarship program. The Board of Trustees approves tuition rate changes on an annual basis. The current tuition and fees can be found on the seminary's website at [www.united.edu](http://www.united.edu)

### Payment Policy for All Students

All tuition and fees must be paid prior to registration deadlines (**see page 58**). Any outstanding charges from the previous semester will delay course registration until such charges are met. Failure to pay tuition in a timely manner may result in loss of academic credit for that semester.

Students anticipating graduation must pay in full all financial obligations to the school at least 14 days prior to the date of commencement. Students who do not meet these financial obligations may not participate in the graduation ceremony and will not receive a diploma until all obligations to the school are fulfilled.

United permits payment by cash, check, Visa, MasterCard, Discover, or online at [www.united.edu](http://www.united.edu). All payments are to be made directly to the Business Office. Inquiries regarding payment and payment options should be directed to the Business Office.

### Deferred Payment Plans for Full-time Students

Full-time masters and doctoral students may arrange to pay tuition and fees for the Fall or Spring Semesters on a deferred basis, subject to the following provisions:

It is the student's responsibility to see that all payments reach the Business Office on or before the payment deadlines or agreed-upon dates, whether or not a bill has been received.

Students may pay their tuition for a semester in four monthly installments. The first payment is due at the time of enrollment. See the Business Office for details.

Charges incurred during the semester are due in full upon receipt of written notice from

the Business Office and are payable in addition to any deferred payment obligations.

## Delinquent Accounts

Students whose financial obligations are not paid in full are not eligible to register for the next semester or to receive transcripts, grades, enrollment verification or degrees. Financial obligations include tuition, fees, housing, library fines, and all other items billed by the seminary.

## Financial Aid

A financial aid package may include eligibility for Scholarships, Federal Work-Study, and Loans

### Introduction

The Financial Aid Department works with students to determine and access resources available to support their theological education. Finances are handled with a view toward fiscal responsibility, integrity, accountability, and thoughtful planning. Financial assistance is available through both the seminary and outside sources. United attempts to present a comprehensive financial aid package which may include eligibility for scholarships, federal work-study, and loans. For a complete listing of financial aid principles and procedures, contact the Financial Aid Department, [financialaid@united.edu](mailto:financialaid@united.edu).

### Eligibility

Students must be enrolled for a minimum of 6 credit hours in one of United's Masters, Pre-Doctoral, or Doctor of Ministry degree programs to be eligible for financial aid. Financial aid includes loans and federal work-study.

In order to be eligible for United's scholarships, a student must be enrolled for a minimum of 9 credit hours. Once awarded a scholarship, if at any time during the semester enrollment for a student falls below the nine (9) credit hours required the scholarship will be revoked. Eligible students may use veteran's benefits to cover education cost.

Financial aid at United is based on demonstrated financial need as determined by the school according to federal guidelines. Financial need is defined as the difference between cost of attendance and the student's total financial resources including expected family contribution (EFC), scholarships, grants, work-study, and veteran's benefits.

### Application Process and Deadlines

Students must submit a Free Application for Federal Student Aid (FAFSA) each academic year to be eligible for financial aid. The application can be completed online at [www.fasa.ed.gov](http://www.fasa.ed.gov). United Theological Seminary's school code is G03122. If you do not have a four-digit pin number from previous years please request a PIN number at [www.pin.ed.gov](http://www.pin.ed.gov) before you begin the process.

Students must also complete a United financial aid application that can be found on the student portal. United Methodist Student's loan applications may be obtained from your conference office.

Scholarship applications are available through the applicant and student portals. For further information contact the Scholarships Office.

Students can contact their conference offices for conference applications.

**Deadlines for entering students:**

July 1: Entering in Fall Semester

December 1: Entering in Spring Semester

**Deadline for continuing students:**

May 1: All information, paperwork, and forms must be submitted to Financial Aid by May 1 in order to receive financial aid for the coming year.

Note the scholarship deadline for returning students is March 1 for the academic year.

Receipt of financial aid one year does not guarantee receipt of financial aid in subsequent years.

Fall Semester \$300 late fee will be assessed after July 31.

Spring Semester \$300 late fee will be assessed after December 31.

The registration is late and will incur late fees on the following schedule for Doctoral Students:

Fall Semester: Monday of the August Intensive

Spring Semester: Monday of the January Intensive

## Loans

Financial aid in the form of federal loans requires that a student be accepted and enrolled in one of United's Masters, Pre-Doctoral, or Doctoral degree programs. Enrollment must be at least half-time (six credit hours in each semester, Fall and Spring). The student must:

- Be a U.S. citizen or permanent resident
- Complete all financial aid application requirements
- Have demonstrated financial need as determined by federal guidelines
- Maintain satisfactory academic progress as determined by academic course load and grades

The Direct Loan Program offers graduate students unsubsidized loans only.

Unsubsidized loans do not require students to demonstrate need. Repayment for all loans begins six (6) months after the last date of enrollment or if the student drops below 6 credit hours. Students should contact the Financial Aid Office for further information.

A Master Promissory Note (MPN) and entrance counseling must be completed when using federal loans. The MPN and entrance counseling can be completed online at [www.studentloans.gov](http://www.studentloans.gov).

Graduate Plus loans will not be available to students who started in the Masters Degree after July 1, 2014.

Students that are close to their aggregate loan limit may be required to participate in financial aid literacy counseling.

## Denominational Assistance

For many major denominations, including The United Methodist Church, there are grants, scholarships and loan assistance. Students are encouraged to consult their denominational offices early in the year for policies, procedures, and the denomination's application process.

## Employment Opportunities

Students wishing to work on campus or off campus who are eligible for need-based financial aid may be employed through the Federal Work- Study program. Students work 10-20 hours per week. Some contextual education placements can be funded through the work-study program.

In addition, churches frequently contact United requesting students for staff positions. M.Div. students may complete Contextual Education credit requirements for the second year through this program.

A full-time academic load requires 36-45 hours per week in class and study. Additional time spent in employment or other activities should be understood as over and above an already full week.

Caution must be exercised in accepting on-campus and off-campus employment that may place excessive time demands on full-time students.

## Scholarships

In addition to loans available through Financial Aid, United Theological Seminary provides opportunities for scholarships.

These scholarships are funded largely through endowed scholarships and the annual fund supported by United alumni/ae and friends. For more information visit [scholarships.united.edu](http://scholarships.united.edu) or email [scholarships@united.edu](mailto:scholarships@united.edu).

**To be eligible for scholarships:**

- Students must be enrolled in one of United's masters or doctoral degree programs, or the Pre-Doctoral program or Basic Graduate Theological Studies program.
- Students must be enrolled in full-time studies of at least nine (9) hours per semester.
- Entering students must have at least a 2.5 cumulative GPA in their undergraduate degree and/or previous graduate studies.
- Continuing students must maintain a cumulative GPA of 2.5.

Some scholarships give preference to students with outstanding academic records.

### **Application Process**

Submit the scholarship application with all requested documents through the United Applicant Portal by the deadline. Students will receive award notification by the scholarship selection committee. The deadline for returning students is March 1 for the academic year. Deadlines for new students are July 1 for the fall semester and December 1 for the Spring semester. For more information visit [scholarships.united.edu](http://scholarships.united.edu).

### **Awards**

Scholarship awards vary in amounts. Full financial packages may be a combination of scholarships, work-study opportunities, and federal loans. The scholarship award is usually for one (1) academic year and returning students must apply each year.

This policy is effective for new students enrolling after the spring 2014 semester: Acceptance of any institutional awards (scholarships, tuition waivers, or tuition discounts) will cause federal student loans award to be decreased by an amount equal to the scholarship award accepted. Whenever possible the federal student loan would be adjusted prior to the issuance of the financial aid award letter. In cases where the student declines the institutional scholarship award the loan amount will be adjusted accordingly.

The reduction of the loan process is to ensure there is not an over payment in excess of the cost of attendance; as well as assist with the reduction of loan debt upon graduating or leaving the seminary.

## **Academic Policies and Procedures for Masters Degrees**

### **Introduction**

Upon acceptance, all students agree to abide by the school's policies and regulations. For more descriptive information about United's policies and regulations, consult the Student Handbook. The school reserves the right to change or revise the information in this catalog regarding tuition, fees, courses and conditions for admission. Any changes will be communicated to students as promptly as possible.

## Inclusive Language

United Theological Seminary is committed to equality for women and men of every racial and ethnic background.

The seminary urges students, faculty and staff to use language which exemplifies respect, dignity and equality in conversations with seminary colleagues, in public discourse, in classroom discussions and in writings. Guidelines are included in the Student Handbook.

## Academic Integrity

In a seminary community, academic integrity is integral to formation of Christian character. Academic integrity is characterized by mutual respect, honest inquiry, and honesty in the discovery and dissemination of knowledge, including academic instruction, evaluation, study, research, writing, preaching and all communications related to worship and learning in this community.

Dishonesty in academic work is a serious violation of scholarship and community, just as stealing another person's property is illegal and harmful to persons. The seminary community, including students, is expected to accept, embrace and live in harmony with the concept of academic integrity. This includes fair and impartial evaluations on the part of faculty and honest conduct on the part of students.

The purpose of an academic integrity policy is to clarify and codify the rights and responsibilities inherent in the faculty/student relationship of this community.

A complete copy of the academic integrity policy and procedures, which applies to all degree and non-degree students of United Theological Seminary, is printed in the Student Handbook.

## Academic Schedule

The school year consists of two semesters – Fall Semester (August–December) and Spring Semester (January–June)

Classes are offered at a variety of times during the day, evenings, and weekends and in a variety of schedule formats from intensive to traditional, ranging from one week to 12 weeks.

## Evening Courses

Students who are unable to attend daytime classes may attend evening and weekend classes. Evening classes begin at 4:30 p.m. and 6:30 p.m., Monday through Thursday.

Courses are offered in three modalities which are designated in the course number: t = traditional residential format, o = online format, h = hybrid format (contact hours are a mixture of face-to-face and online).

An evening Ministry Formation group is provided when a sufficient number of students are enrolled in the evening program.

## Make-up Days Due to Campus Closings

In the event that classes are cancelled due to inclement weather, power outages or other unforeseen circumstances, make-up days are set aside on the academic calendar. Students should hold these days open in the event that classes will be held during these times. It is, however, at the instructor's discretion to propose other alternative make-up days with the agreement of the class.

## Faculty Advisors

Upon admission to United, each student is assigned a faculty advisor who assists with the development of an appropriate program of study.

Although every effort is made by the faculty and academic staff to assist students in planning to meet all requirements within their degree program, the student is fully responsible for meeting the requirements and deadlines specified in the degree program.

The catalog, Student Handbook, and official academic notices serve to inform students of academic requirements and policies.

## Registration

Registration is held during a two-week period in the Spring for Fall Semester courses and during a two-week period in the Fall for Spring Semester courses. Dates for both are announced via email, the student portal, and on the website. Beginning degree students work with the Associate Director of Student Success and Retention to register once they have returned their Letter of Intent to the Admissions Office following admission to a degree program.

In order to register for any semester, the necessary financial arrangements must be made in advance. Previous account balances must be paid in full before registration will be permitted.

Registration is not complete until tuition is paid or until payment of the first installment for full-time students (those taking nine or more semester hours of credit). Student recipients of Stafford Loans are not eligible to pay tuition in installments because of federal guidelines. Payment by VISA, MasterCard, or Discover is an option.

### **Registration Deadlines**

#### **Registration (tuition payment) deadlines for continuing Masters students:**

Fall Semester: July 31; Spring Semester: December 31

#### **Registration (tuition payment) deadlines for continuing Doctoral students:**

Fall Semester: Friday, one week prior to the August Intensive

Spring Semester: Friday, one week prior to the January Intensive

#### **The registration is late and will incur late fees on the following schedule:**

Fall Semester \$400 late fee will be assessed after July 31

Spring Semester \$400 late fee will be assessed after December 31

**The registration is late and will incur late fees on the following schedule for Doctoral students:**

Fall Semester: Monday of the August Intensive

Spring Semester: Monday of the January Intensive

## Cross Registration

United Theological Seminary enjoys a collaborative relationship with several theological schools and university departments of religion through United's membership in the Southwestern Ohio Council for Higher Education (SOCHE) and other connections.

As a result, United students have the privilege of cross-registering for courses offered at the following schools:

**Bethany Theological Seminary Church of the Brethren:** [www.bethanyseminary.edu](http://www.bethanyseminary.edu)

**Earlham School of Religion (Society of Friends):** [esr.earlham.edu](http://esr.earlham.edu)

**Fuller Theological Seminary:** [www.fuller.edu](http://www.fuller.edu)

**Lindsey Wilson College, Columbia, Kentucky:** [www.lindsey.edu](http://www.lindsey.edu)

**Northeastern Seminary, Rochester, New York:** [www.nes.edu](http://www.nes.edu)

**Southwestern College, Winfield, Kansas:** [www.sckans.edu](http://www.sckans.edu)

**The Methodist Theological School in Ohio (United Methodist):** [www.mtso.edu](http://www.mtso.edu)

**Payne Theological Seminary (African Methodist Episcopal):** [www.payne.edu](http://www.payne.edu)

**University of Dayton, Department of Religious Studies (Roman Catholic):**  
[artssciences.udayton.edu/Religious Studies](http://artssciences.udayton.edu/Religious%20Studies)

**Winebrenner Theological Seminary:** [www.winebrenner.edu](http://www.winebrenner.edu)

**Wright State University Graduate School:** [www.wright.edu/sogs](http://www.wright.edu/sogs)

Cross-registration is on a space-available basis and is conducted through the Registrar's Office. The cross-registration agreement excludes all online courses except through Payne Theological Seminary, Lindsey Wilson College, Northeastern Seminary, Southwestern College, Fuller Theological Seminary and Winebrenner Theological Seminary.

## Schedule Changes and Refunds

Schedule changes must be authorized by faculty advisors on forms available in the Registrar's Office, at the receptionist's desk, or on the website in the Registrar section under Admissions/Student Info.

In Fall and Spring Semesters classes may be added before the semester begins. Classes may also be added through the first week of the semester provided they have not met more than once.

Withdrawal from a course which reduces the number of hours taken will be refunded on the schedule announced in the registration packets.

## Waivers

Students who wish to substitute another course for an area requirement listed in the catalog shall submit a written rationale to the area faculty. Forms are available in the Registrar's Office, at the receptionist's desk, or on the website in the Registrar section under Admissions/Student Info.

Upon receiving written permission from the area faculty, the student must also secure signatures from his or her advisor and the Academic Dean and submit the form to the Registrar.

## Directed Study

Students may negotiate with full-time faculty to take a Directed Study. A Directed Study will not be approved for introductory work and will not ordinarily be provided for courses listed in the catalog that are already scheduled. No more than one Directed Study may be taken in a term.

Approval must be secured from the student's advisor and the Academic Dean for masters level students or the Associate Dean of Doctoral Studies for doctoral students. Authorization forms are available in the Registrar's Office or on the website in the Registrar section under Admissions/Student Info.

A Directed Study taught by an adjunct instructor is subject to a surcharge.

## Auditing Courses

### **For Degree Students**

Students enrolled in masters degree programs may audit courses subject to the approval of their advisor and the instructor of the course and payment of the audit fee. Audits can be changed to credit registration prior to the beginning of the course. Credit courses may be changed to audit on the same tuition refund basis as withdrawal from a course. All audits will appear on the transcript.

Spouses of degree students may audit one course per semester without charge subject to the permission of the instructor. No transcript record is maintained and no academic credit is given.

Alumni/ae may audit courses subject to the permission of the instructor and the Registrar and upon payment of the audit fee. All audits will appear on the transcript.

### **For Non-Degree Students**

Qualified persons who are not in degree programs may audit courses upon admission to the seminary in the Non-Degree Graduate status category and subject to the permission of the instructor. A Non-Degree Graduate application must be submitted to the

Admissions Office. A bachelor's degree or higher is required to apply for admission as a Non-Degree Graduate.

As an auditor, the student must fulfill the requirements stated for auditors; these may include required readings, class attendance and other appropriate forms of participation. Auditors will not be required to submit written work for evaluation nor to take examinations.

Auditors will be listed as such on class lists and grade sheets.

Audited classes will appear on transcripts. Audited courses cannot later be changed from audit to credit.

### **Procedures for Auditors**

All audit requests will be processed through the Office of Admissions and the Registrar. Auditors are required to apply for admission in the Special Student classification before enrollment in classes to be audited. The Office of Admissions will handle the admission process. The Registrar will receive the student's file upon being admitted and will proceed with processing the audit request. The Registrar will maintain the transcript record.

## Visiting Student Policy

Persons who do not seek admission into a degree program may enroll as visitors, space permitting, in courses identified by the instructor as being open to this option. The Visiting Student must enroll for the course through the School for Discipleship and Renewal. Registrations are accepted only during the two weeks preceding the desired course module.

The Visiting Student must fulfill course syllabus requirements, which may include required readings, class attendance and other appropriate forms of participation. Visitors will not be required to submit written work for evaluation nor to take examinations. A list of visitors enrolled in the class will be provided to the instructor before the class begins.

## Language Studies

There are no language requirements for masters level programs. Students are encouraged, however, to study Hebrew and Greek to enhance their work in biblical studies.

## Grading System

### **Incompletes**

The contracting of an Incomplete grade will be determined between the student and the instructor before the final day of the course. If an instructor permits a student to take an incomplete for the course, the instructor will submit an "I" grade on the Grade Entry Sheet. No request form will be needed.

The Registrar will record the "I" grade from the Grade Entry Sheet. Three weeks following the end of the term in which the "I" grade was submitted, the Registrar will notify both

the student and the instructor that the grade needs to be converted.

A month following the end of the term in which the "I" grade was submitted, the Registrar will automatically change the "I" to "F" unless the instructor has submitted a conversion grade or an extension agreement.

The student may request an extension of the one-month time period from the instructor. If granted, the instructor is to notify the Registrar of the extension, providing the agreed upon due date for the work.

Following this time, if the instructor wishes to change the grade, s/he must submit a Grade Change form to the Registrar's office.

QUALITY OF PERFORMANCE	GRADE	GRADE-POINT
<b>Excellent</b> Exceptional Achievement	A	4.00
	A-	3.67
	B+	3.33
<b>Good</b> Extensive Achievement	B	3.00
	B-	2.67
	C+	2.33
<b>Satisfactory</b> Acceptable Achievement	C	2.00
<b>Failure</b> Inadequate Achievement	F	0.00

### Academic Probation and Dismissal

It is the policy of United Theological Seminary to review all students cumulative grade point average every semester to ensure it is above the satisfactory academic guidelines established by the Academic Dean's Office. Full-time student's cumulative grade point average (GPA) will be calculated after the completion of one semester. Part-time student's cumulative GPA will be calculated after the completion of nine credit hours.

### Satisfactory Academic Performance

- Grade Point Average of 2.0 or above.
- Pace of completion for a master's degree program is a maximum of ten consecutive years.
- Transfer credit hours approved by the Academic Dean do not count toward a student's cumulative GPA.
- All "W" (Withdraw) grades are excluded from the GPA calculations.

### Academic Probation

A student who drops below 2.0 GPA will be placed on academic probation.

A student that is placed on academic probation will be notified by letter from the Academic Dean's office.

A student on academic probation will not be allowed to take more than nine credit hours per semester until the GPA is 2.0 or better.

The completion of a written academic plan will be required for a student to continue studies under academic probation and before the student can register for the next semester. The plan must detail the steps/methods in which a student will work to raise his/her GPA to satisfactory. The academic plan must be created & signed by the student and his/her advisor then turned into the Academic Dean's Office. A signed copy of the academic plan must be sent to the Registrar's office to be filed in the student's permanent record.

The student will need to contact financial aid to discuss his/her eligibility for financial aid funds while on academic probation.

The full-time student's cumulative GPA will be calculated at the end of two semesters. If the student's GPA has not risen to a 2.0 or above, the student will be dismissed.

Part-time student's cumulative GPA will be calculated after completion of 18 credit hours.

A student dismissed due to academic probationary guidelines not being met are able to apply for readmission after one full year.

### **Appeal Process for Academic Probation**

Students that are notified by letter of unsatisfactory academic progress (below 2.0) have the right to appeal this decision through the Academic Dean's Office. This appeal must be submitted in writing for review by the Academic Dean. The letter must detail the following: 1) Why the student failed to make satisfactory progress and 2) What special extenuating circumstances exist (i.e. death of a relative, injury, major illness, etc.). Students who appeal must do so prior to the beginning of the next academic semester to ensure proper handling of the student's record.

Once the appeal has been reviewed, the decision of the Dean is final. Students will be notified of this decision in writing within 30 days of receipt of the appeal letter.

### **Academic-based Dismissal**

1. If the student's GPA has not risen to a 2.0 or above, the student will be dismissed.
2. The student will be informed by receipt of a letter from the Academic Office.
3. A student that is placed on academic probation for a second time will be automatically dismissed.

A student dismissed due to academic probationary guidelines not being met is able to

apply for readmission after one full year.

### **Dismissal Appeal Process**

Students that are notified by letter of dismissal based on unsatisfactory academic progress have the right to appeal this decision through the Academic Dean's Office. This appeal must be submitted in writing for review by the Academic Dean. The letter must detail the following: 1) Why the student failed to make satisfactory progress and 2) What special extenuating circumstances exist (i.e. death of a relative, injury, major illness, etc.). Students who appeal must do so prior to the beginning of the next academic semester to ensure proper handling of the student's record.

Once the appeal has been reviewed, the decision of the Dean is final. Students will be notified of this decision in writing within 30 days of receipt of the appeal letter.

### **Academic Transcripts**

On receipt of a release signed by the student, official transcripts will be issued provided the financial obligations to the seminary have been paid in full. There is no charge to current students for this service.

### **Change of Degree**

A student who wishes to change from one degree program to another or to add a degree must submit a "Change of Degree" status request in order to be admitted into the new degree program. These forms are obtained from the Admissions Office.

### **Withdrawal from Seminary**

Any student wishing to withdraw from seminary prior to the completion of a degree program must submit the "Intent to Withdraw" form. This form is available from the Admissions Office.

Students are expected to consult with faculty advisors prior to formalizing this process. Additional interviews may include Contextual Education and Financial Aid.

### **Unofficial Withdraw**

Due to new regulations and a new definition of what defines an "F" failing grade, the US Department of Education has required Institutions of Higher Education to adopt a new grade which reflects such issues as a student who has begun a course of study but never completes the course during the registered term (i.e., they stop attending, turning in work, or discontinue any educationally related activity/contact with the course/instructor. United has adopted a "UW (Unofficial Withdraw) as this grade. If a student does not complete the term they cannot arbitrarily be assigned an "F" grade. They must be given a "UW" on all official grading platforms.

### **Name Corrections and Changes**

Students and graduates who wish to correct misspelled names or to change their names on official records are required to present sufficient identification (e.g. driver's license, marriage license, court order or other official identification), along with a written request, to the Registrar's Office.

## Graduation

Degrees are awarded in May and December.

Students expecting to graduate in December must submit an "Intention to Graduate" form to the Registrar no later than February 1. Forms can be found on the website in the Registrar section under Admissions/Student Info.

Students expecting to graduate in May must submit an "Intent to Graduate" form to the Registrar no later than October 31.

Students in all masters degree programs must complete and submit coursework to the instructors two weeks before the end of the semester before graduation to be eligible to receive a diploma at commencement.

Graduating students are expected to be present at commencement unless a written request to be excused is submitted to the Academic Dean.

The graduation fee and all financial obligations to the seminary must be paid no later than eight days before graduation.

## Resources for Theological Education

### O'Brien Library

Print and digital resources are valuable to the theological enterprise.

The library's online catalog, located at [library.united.edu/default.asp](http://library.united.edu/default.asp) provides easy access for searching the collection.

### United Theological Seminary Archives

The Seminary Archives consists of more than 400 linear feet of administrative papers, Seminary publications, photographs, audio and audio-visual recordings, faculty publications and papers, and artifacts documenting the history of United Theological Seminary. Many of these historical materials are made available for research purposes upon request by contacting the Director of the Library at 937.529.2201 x 3400 for assistance. Requested materials will be brought to the Dr. James D. Nelson Research and Exhibit Room for use by patrons. This room is open to the public 9 a.m. to 5 p.m. Tuesday – Friday each week that the library is open.

### Print and Media Collections

The library contains more than 150,000 books, periodicals, audio and visual materials,

micro-forms, computer software, and other materials. More than 500 periodical titles are received and indexed through the ATLA Religion Database (abstracts only).

The library's circulating collection of books consists of more than 120,000 volumes maintained in open stacks.

In addition, the library maintains limited circulating collections for reserve books, media, and the denominational collection relating to the former Evangelical United Brethren Church. Collections restricted to library use include the reference and periodical collections, microforms, rare books and archives.

Special collections include the Edmond S. Lorenz Collection of early American hymn and songbooks, the J. Allan Ranck Collection of the Friendship Press, the Union Biblical Seminary Collection and the Waldensian-Methodist Collection.

Together these collections support study and research in Biblical studies, theology, church history, practical ministry and the curriculum of United's degree programs.

### **Electronic Resources**

Patrons can access bibliographic tools and resources in the library including the ATLA Religion Database (abstracts only), Old Testament Abstracts, New Testament Abstracts, the Bible and other teaching/learning media and educational resources.

Assistance with searching non-local library resources, educational resources, Online Computer Library Consortium's First Search, and WorldCat is available from the reference staff.

### **Library Services and Facilities**

The professional library staff provides reference service and online searching assistance. Resources not held by the library can usually be obtained for current students, faculty and staff through the interlibrary loan service.

A photocopier and a microform reader printer are available at a minimal charge. Two study rooms are available to individuals and groups for quiet study.

Services to students enrolled in United Theological Seminary programs beyond Trotwood are provided by libraries on-site and through interlibrary loan. Students at these sites may communicate with the library by fax and by email to request materials, reference services and bibliographic assistance.

### **Resource Sharing**

United's library participates in regional and international resource sharing arrangements that make its collections known and available through the Online Computer Library Center (OCLC).

Its memberships and participation in the American Theological Library Association (ATLA), the Ohio Theological Library Association (OTLA), and the Southwestern Ohio Council for Higher

Education (SOCHE) reflect its long-standing commitment to library resource sharing.

United students have access to borrowing privileges at the Dayton and Montgomery County Public Library system and the sixteen colleges and university libraries of SOCHE when presenting a valid student ID card.

## Center for Evangelical United Brethren Heritage

The Center for EUB Heritage encourages the study of the religious and ecclesiastical traditions that formed the Evangelical United Brethren Church and promotes appreciation for and use of that heritage within the United Methodist tradition and in the Church at large.

To this end the center has carried on extensive oral history projects; it has gathered people for consultations and special observances; it produces publications and exhibits; and it holds an extensive collection of manuscripts, artifacts, and publications directly related to that denomination and its forebears, the Church of the United Brethren in Christ and the Evangelical Church.

The center awards a cash prize for the best paper submitted on some aspect of Evangelical United Brethren Church history, theology or church life.

This annual competition is open to students enrolled in accredited institutions of higher education. The awards are in memory of Audrie E. Reber, former missionary, author and active churchwoman who was a founding member of the center and a member of its advisory board. Award application information is available from the center.

The Telescope-Messenger, an eight-page newsletter, is published by the center twice each year and is sent to the membership of the center as well as to a reading public of about 2,000 interested persons.

## Digital Media Center

The Digital Media Center houses the seminary's video production facilities. This state-of-the-art center is used for class projects, student training events, and seminary related productions.

Classes in video production skills are fully supported by the Digital Media Center. The center also maintains an inventory of portable production equipment for student use related to class work.

## Information Technology Resources

Technology has become an essential part of ministry; and United expects students to be familiar with using a Windows-based or Mac computer for word processing, browsing the web, and sending and receiving email.

An email account in the united.edu system has been provided to each degree seeking student as well as a United network account (secure access on campus). All email communications from the seminary will be sent to the students' united.edu email

accounts. The united.edu email accounts are web accessible and students may check their email from any Internet enabled computer. It is provided by Google (gmail) and has all of the features normally provided by any gmail account, except it will have the (username@united.edu) united.edu extension. Email accounts other than those provided by United are not supported, but students may forward united.edu mail to outside accounts. Each student is expected to check her or his united.edu email account at least once per day.

The student account username and password for logging onto email and on campus computers will be sent to the students personal email account at the end of the admissions process. This is the permanent account username and password provided to each degree seeking student. Upon receiving the credentials the student will be able to access the Online Orientation and online courses once they are open each term. They open at 8:30 am on the morning of the first day of the term.

Access to copy student work at United is available to each degree seeking student through the provided copier code. This code enables the student to use the high-speed copiers located in the Library Circulation Office and in the Student Center Computer Lab. Copier use will be charged against these codes at the prevailing rate (see the notice posted at each location for the current rate). The copier in the Student Center Computer Lab also serves as the printer for those computers. The instructions are posted explaining how to log onto the computers in the lab and use the copier for printing. These instructions are available in the Student Center or can be provided by the Information Technology Department.

Live internet streaming is provided for many of our programs through livestream.com, which gives students the ability to watch or review the major events at United at a later time. Events are archived on our Livestream channel, [www.livestream.com/unitedts](http://www.livestream.com/unitedts).

The multimedia classroom provides faculty, staff, and students access to advanced Windows and Mac-based software for presentation development, image scanning and editing, digital audio and video editing, and website creation for classes or ministry settings. This classroom is not a computer lab. The student computer lab is located upstairs in the Student Center. Students who need access to this classroom must obtain permission from the Academic Dean.

## Online Learning Resources

All courses at United have one or more online components accessible on the United Online site, which can be accessed via the United Online link at the bottom of [www.united.edu](http://www.united.edu). In-classroom courses do not require the need of the Internet, but the Internet may provide some helpful resources.

Online courses start at 8:30 a.m. on the first day of the term.

United Online uses the Moodle course management system. At the beginning of each semester, the United Online Administrator assigns user accounts to all new students. Account information remains the same for returning students. Training for United Online, research tools, and other technology used by online and face-to-face students is

available online and is part of the required Online Student Orientation.

Students may request one-on-one training sessions (over the phone or in-person) and technical support by contacting the United Online Administrator at [Onlinehelp@united.edu](mailto:Onlinehelp@united.edu) or call the Distance Learning Office at 937.529.2264.

## Student Computer Lab

Students are encouraged to have their own computers, as they will be integral to their ministries and will aid in the preparation of papers and media projects.

The Student Computer Lab provides access to Windows-based computers with word processing, spreadsheet, database, and presentation applications.

Internet access is provided through these computers for research and email. Wireless Access Points (WAP's) are located throughout the building to provide Internet access for student-owned computers.

## Lectureships

**Heck Lectures:** The J. Arthur Heck Lectures were established by the Alumni/ae Association to honor the life and work of Dr. J. Arthur Heck, former President and Professor of Systematic Theology at United.

The Heck Lectures are intended to relate the world of research to the practice of ministry. They are delivered each fall in conjunction with the gathering of United graduates from around the country.

**Ryterband Symposium:** The Ryterband Symposium (formerly known as the Sanders Symposium) is a joint venture of United Theological Seminary, The University of Dayton, and Wright State University.

It is made possible by a generous contribution from Dr. and Mrs. Louis Ryterband and Mrs. Natalie Roth.

The purpose of the annual fall symposium is to promote better understanding between major religious groups in the Greater Dayton Area.

**Light the Fire:** Light the Fire is an annual church renewal conference hosted by United Theological Seminary. Each year, the conference focuses on a theme related to church renewal. The conference is held in the spring.

## Clinical Pastoral Education

Clinical Pastoral Education (CPE) is a long-standing partner in theological education. We encourage it in the M.Div. concentration in Care Giving degree program.

CPE is most often offered in a hospital or other institutional setting. In the basic unit of CPE, students gain 400 hours of intensive experience in chaplaincy and supervised theological reflection on the practice of ministry.

Students may register for five (5) semester hours of course credit at United for the basic unit of CPE that is taken while enrolled at United. Students also may take CPE without course credit, by paying a fee directly to a CPE training program.

Accredited training programs in CPE are available throughout North America and in most regions in which students reside. Application materials and more detailed instructions are available on United's website.

### **CPE Application**

United's CPE application materials can be found on the website under Masters Degree Programs. Go to [united.edu](http://united.edu) and click on Future Students. On the left click Masters Degree Programs.

### **The American Association for Clinical Pastoral Education**

[www.acpe.edu](http://www.acpe.edu)

### **The College of Pastoral Supervision and Psychotherapy**

[www.cpsp.org](http://www.cpsp.org)

Dayton area CPE training programs are available at Kettering Medical Center's hospitals and nursing care facility and the VA Medical Center's hospitals and clinics.

Programs are also available throughout Ohio and the tri-state region. ACPE and CPSP websites have directories of training programs available throughout North America and in many international locations.

### **Chaplains and Pastoral Counselors**

Students who are considering the vocation of chaplain and/or pastoral counselor should be advised that the minimum requirements for a chaplain in most mainline denominations are the Master of Divinity degree and ordination to sacramental ministry.

For those who cannot or choose not to be ordained, the M.Div. is still highly recommended. For those who choose the M.A. degree, an additional 12 hours will be required in order to gain certification. Those who wish to become pastoral counselors are advised to complete the M.Div. and at least the basic unit of CPE. Additional training and supervision will be required for each of these professions beyond the M.Div. and M.A. degrees.

For more information about membership and credentials, please consult these websites:

### **American Association of Pastoral Counselors**

[www.aapc.org](http://www.aapc.org)

### **Association of Professional Chaplains**

[www.professionalchaplains.org](http://www.professionalchaplains.org)

## **Miami Valley District of the West Ohio Conference UMC**

The Miami Valley District of the West Ohio Conference UMC offices are located on the United campus. The offices are open Monday through Friday from 9:00 a.m. to 5:00 p.m.

**Rev. Dr. Jocelyn Roper**, District Superintendent  
jroper@wocumc.org | 937.529.2321

**Mary Littman**, Administrative Assistant  
miamivalley@wocumc.org | 937.529.2320

**Barbara Cherry**, District Bookkeeper  
bcherry@wocumc.org | 937.529.2323

**Terry Heck**, Assistant to the District Superintendent, Candidacy  
pastor@bellbrookumc.org | 937.657.4534

**Rev. John Gilmore**, Rural Ministry  
jgilmore@wocumc.org / 937.423.0293

**Rev. Leroy Chambliss**, Missional Ministry  
lchambliss@wocumc.org / 937.609.2052

## National Capital Semester for Seminarians (NCSS)

United students are invited to participate in a full semester of study at Wesley Theological Seminary in Washington, DC.

This program offers students the opportunity to study the relationship between religion and public policy, to visit government offices and attend seminars led by nationally recognized ethicists, theologians and political leaders.

Tuition to United and fees to the National Capital Semester are paid by the student.

Additional information is available in the Academic Dean's Office or at the National Capital Semester website ([www.wesleyseminary.edu/academics/ID.15/detail.asp](http://www.wesleyseminary.edu/academics/ID.15/detail.asp)).

## Wesley's Chapel Internship

Wesley's Chapel and Leysian Mission in London, England, offers seminary students opportunity for contextual education.

In this program, students experience the British Methodist Church, become familiar with the birthplace of Methodism and explore traditional worship in the midst of Wesley's Chapel's multicultural inner-city congregation. Ministerial supervision for academic credit is negotiable.

As an unpaid internship, costs to the student would include housing, meals and transportation. Additional information is available in the Office of the Academic Dean at United. For more information about Wesley's Chapel, see their website at [www.wesleyschapel.org.uk/](http://www.wesleyschapel.org.uk/).

## Campus Community Life

"May the God of peace himself sanctify you entirely; and may your spirit and soul and body be kept sound and blameless at the coming of our Lord Jesus Christ. The one who calls you is faithful, and he will do this." (1 Thessalonians 5:23-24 NRSV)

The United community is called to work alongside God's grace to help students respond to the call God has placed on our lives: spirit, soul, and body.

At United we strive to order our curriculum and common life to help students become more fully who they are called to be. Faculty, students and staff participate in worship, Ministry Formation Groups, retreats, and meetings for Bible study, prayer, and mutual support. By participating in the United community you will be challenged to know God better and to service God more faithfully. Our hope is that because of United, your mind and heart will more intensely reflect the love of Christ, your spirit will be more attuned to the Holy Spirit, and your body will be more engaged in service among the vulnerable in the world God created.

## Worship

Community worship on campus and in United Online is as rich as the diverse backgrounds, experiences, gifts, and spiritual expressions of the students, faculty, administrators, staff, and guests who share by planning, and participating in the events of worship.

All members of the United community are encouraged to meet on Wednesday mornings, Monday evenings, or intensives for worship. Leadership at chapel services is provided by faculty, staff, students and guest preachers.

Special Advent and Lenten services, along with other liturgical celebrations, feature liturgists and musicians from a variety of cultures.

## Common Meal

Worship on campus is preceded by a common meal and community time when announcements and introductions are offered, and conversations take place among all those who have gathered. Common Meal symbolizes and reflects the ways in which members of the Christian community commit to care for one another in all aspects of life.

Common Meal is scheduled at lunchtime on Wednesdays and dinnertime on Monday evenings during the Fall and Spring semesters. West Virginia students have a Friday evening meal and Saturday lunch.

All on-campus students in Formation courses are required to attend Common Meals. Distance students are required to attend Common Meals during the Formation retreat only. Special community meals may be planned at other times of the year.

## Events and Activities

A variety of community events are offered each semester. Celebrations of the opening and closing of the academic year, as well as seasonal worship, parties and summer picnics, are planned for the entire community.

All members of the United community and their families are welcome at these events. These activities, both organized and spontaneous, help build relationships beyond the classroom.

## Community and Social Networks

Students are invited to join together on Facebook, Twitter and The HUB Community to continue to build and engage in a sense of community within United.

### **Student led organizations include:**

**Young Adult Seminarians Network:** A local group of a national network of United Methodist seminarians aged 35 and under. YASN is also open to those individuals over 35 who are concerned with issues of their younger counterparts.

**Sacristans:** A liturgical ministry group led by students who prepare the worship spaces for seminary worship celebrations. Fabrics and accessories are incorporated – as appropriate – to enhance the worship experiences or to illustrate a worship theme or sermon topic.

Sacristans also furnish the elements and dress the Communion table.

## Student Council

United Theological Seminary fulfills its mission through the efforts of the faculty, staff and students. Each body contributes significantly to the life of the seminary and conducts its work through various committees and organizing principles.

The Student Council helps to organize special events and represents student concerns throughout the institution and through online environments. Student leadership is elected annually. In addition, Student Council members serve on standing committees, task forces, and Board of Trustees.

## Student Center

The Student Center is located at the south end of the United facility on the second floor and is accessible by stairs or elevator. The center is available to all students for study, recreation, fellowship, prayer or relaxation. The Center includes a large table for meetings or study, prayer room, Women's Center, student computer lab, Student Council office, restrooms, and a kitchen. The kitchen - stocked and cleaned by the students who use it - contains a refrigerator, toaster, microwave oven, and sink.

## Order of Saint Luke

The Order of St. Luke is a dispersed community of men and women from many denominations who seek to live the sacramental life and to work together to promote liturgical scholarship, education and practice.

A chapter of the Order is located at United Theological Seminary, its membership consisting of faculty, staff and students. The Order takes responsibility for leading the community in worship once or twice a year as well as for other gatherings of its members.

The Order welcomes as members all who share an interest in sacramental life and devotion. The national office of the Order sponsors an annual award for a senior who has given evidence of a high quality of scholarship in the study of liturgy and is an effective leader of Christian worship.

## Publications

Several publications are produced at United Theological Seminary.

*This Week at United* is a weekly e-newsletter sent to faculty, staff and students at United. It notes what is happening on and off campus for the upcoming week, including events in the community and in the state, as well as staff birthdays and job openings.

*United Update* is a quarterly electronic newsletter featuring short articles and photographs of campus events and members of the community. It is published four to six times per year and sent to all staff, faculty, students, alumni/ae and friends for whom we have email addresses. Current and past issues are on the website.

*Keeping in Touch*, produced by the Office of Institutional Advancement, includes detailed information about United's alumni/ae and articles of interest to United alumni/ae and friends. *Keeping in Touch* is published in spring and fall and sent to alumni/ae, board members, donors and friends of United. The current issue and some back issues are online and print copies are available at the front desk.

The *Annual Report* is published each year and includes the names of the seminary's donors and special information about donors and the seminary.

## Student Denominational Profile

### **Denominations represented by students:**

- African Methodist Episcopal Zion
- African Methodist Episcopal
- American Baptist Association
- American Baptist Churches in the USA
- Baptist General Conference
- Baptist Missionary Association of America
- Christian Church (Disciples of Christ)
- Christian Methodist Episcopal
- Church of Christ
- Church of the Nazarene
- Churches of Christ
- Presbyterian Church (U.S.A.)
- Progressive National Baptist Convention
- Roman Catholic
- Seventh-day Adventist

- Southern Baptist Convention
- The Holiness Church of God
- United Church of Christ
- United Holy Church of America Inc.
- United Methodist Church

## **Student Awards**

Named awards given at the conclusion of each academic year

### **The William and Carolyn Anderson Applied Theology Competition**

This award is given for a paper submitted in competition that demonstrates a student's ability to think critically on theological issues he or she applies to contemporary social concerns. It is given through the generosity of Dr. William and Carolyn Anderson. Deadline for the submission of papers is April 1.

### **The Ruth Pippert Core Memorial Award**

To perpetuate Ruth Pippert Core's lifelong interest in peace, unity and the arts, Professor Emeritus Arthur C. Core established this award to provide enrichment in the arts, ecumenics and aid to exchange students.

### **The Robert E. and Mary Elizabeth Cramer Award**

The Robert E. and Mary Elizabeth Cramer Award is given each year to an outstanding student who has completed two thirds of the required semester hours for their degree to recognize and encourage academic achievement.

### **The Robert M. Daughtery Award**

The Robert M. Daughtery Award is given to a graduating senior who has demonstrated exceptional promise for pastoral ministry.

### **The Harry L. Eckels Award**

The Harry L. Eckels Award is given each year to a person who has completed at least two thirds of the required semester hours for their degree and who demonstrates stewardship of time, talent and money.

### **The Fellowship Seminarian Award**

This award is given for outstanding leadership in music and/or worship arts.

### **The Bert V. Flinchbaugh Memorial Award**

The Bert V. Flinchbaugh Memorial Award is given each year to a student who excels in the study of the Old Testament in the Hebrew language.

## The Historical Award

The Commission on Archives and History of The United Methodist Church offers an annual award of \$300 (first prize) and \$200 (second prize) to the students of the United Methodist seminaries who submit the most outstanding papers on aspects of denominational history. Deadline for submitting papers is February 1.

## The Hoyt Hickman Award

The Hoyt Hickman Award for Outstanding Liturgical Scholarship and Practice is awarded by The Order of Saint Luke. The award is given to the graduating student who, in the judgment of the selection committee, both (1) has given evidence of a high quality of scholarship in the study of liturgy, and (2) is an effective leader of Christian worship.

## The Missionary Interpretation Award

The Missionary Interpretation Award is given each year to assist a student in interpreting to the American Church its worldwide Christian responsibility. The award is made possible by an endowment established by the Youth Fellowship of the Memorial United Methodist Church, Silver Spring, Maryland.

## The Kendall McCabe Award in Preaching

The McCabe Award in Preaching is given each year to a senior student in the UTS Masters programs. The awardee will demonstrate in a submitted sermon exegetical skill in interpreting the text and an awareness of the liturgical, congregational, and missional context of the homiletical occasion. The award winning sermon will serve as an exemplar of preaching as a liturgical act.

## The Calvin and Audrie E. Reber Memorial Award

The Center for the Evangelical United Brethren Heritage annually offers two cash prizes of not less than \$100 to students enrolled in institutions of higher education who submit the best papers on some aspect of Evangelical United Brethren church history, theology, or church life. Deadline for the submission of papers is October 1.

## The Dr. Won Byung Roh Award

This award for excellence in pastoral care-giving is given to a student who demonstrates outstanding scholarship and practice in the field of Pastoral Care-Giving and has completed two-thirds of the required semester hours for their degree.

## The Dr. Hervin U. Roop Award

Through the generosity of the late Hervin U. Roop, former president of Lebanon Valley

College, an award is given to recognize and encourage students in the leadership of worship and the public reading of Scriptures.

## The Corda E. Smith Memorial Award

The Corda E. Smith Memorial Award is given each year to a student who excels in the study of the New Testament in the Greek language.

## The August Thomas Memorial Award

The August Thomas Memorial Award is given to a student who shows special promise in church administration.

## The Bishop Joseph H. Yeakel Award

The Bishop Joseph H. Yeakel Award is presented annually to the student who shows special promise in ecumenical and social justice ministries. The award is made possible by a gift from the New York Area of The United Methodist Church in recognition of Bishop Yeakel's twelve years of distinguished episcopal leadership in that area.

# Alumni/ae Relations

The Alumni/ae Association's mission is to connect, nurture and energize its members in community for mission and ministry

## Introduction

Since 1871, United Theological Seminary has been preparing leaders for the church. Our graduates serve with distinction as pastors, teachers, professors, bishops, community organizers, administrators, health professionals, and business leaders. Our alumni/ae are serving in all 50 states and in more than 30 countries.

All persons who have graduated from United or one of our predecessor schools, Bonebrake Theological Seminary or the Evangelical School of Theology, are members of our Alumni/ae Association. The lifetime membership fee is assessed to current students each semester. If a student withdraws from the seminary before graduating, any alumni/ae fees paid remain with the Association.

### **Lifetime membership in the Alumni/ae Association gives these benefits to all United Alumni/ae:**

**30% discount** to all United sponsored conferences and lectures

**30% discount** to any Lifelong Learning program through the School for Discipleship and Renewal (including our emerging online and hybrid course offerings)

**30% discount** to United's Regional Exploring the Faith Lecture Series

**50% discount** to audit any graduate level class with approval of instructor (\$175 per class)

**FREE access** to EBSCO online database including ATLA Religion Database and thousands of New and Old Testament abstracts

An executive committee composed of members-at-large governs the Alumni/ae Association.

The Alumni/ae Association supports lifelong learning in several ways; stimulating academic inquiry through the "Exploring the Faith" regional lecture series, the annual J. Arthur Heck Lectures on campus each fall, and ongoing continuing education through the School for Discipleship and Renewal.

The "Exploring the Faith" lectures are offered as regional continuing education events combined with alumni/ae dinner gatherings featuring a United faculty member and presentation by seminary staff.

The bi-annual alumni/ae magazine, *Keeping in Touch*, provides news and articles about the seminary and other alumni/ae, highlighting their current publications and achievements.

The Distinguished Alumnus/a, Effective Ministry and Outstanding D.Min. Alumnus/a Awards are nominated by association members and granted to United graduates as deemed appropriate by the executive committee. Alumni/ae celebrating forty years in ministry since graduation are inducted into the Eckels Society during the Heck Lectures.

Members of the Alumni/ae Association contribute to the financial stability of the seminary yearly through the Annual Effective Ministry Fund via gifts and pledges. They support students through the Alumni/ae Ambassador program, one-on-one mentoring relationships, hosting regional Alumni/ae gatherings in their local area, sharing the names of prospective students and donors, and praying for the campus community.

## Transcripts

Requests for transcripts by alumni/ae must be submitted in writing, dated and signed (email or telephone requests cannot be honored). Transcript request forms can be downloaded at [www.united.edu](http://www.united.edu) from the Alumni/ae menu.

Requests should be sent to the Office of the Registrar at United Theological Seminary. Please include a check or money order, payable to United Theological Seminary, for \$10 per transcript requested.

## Recruiting

If you would be willing to serve on the Alumni/ae Association Executive Committee or represent United at a college fair or youth event in your geographic area, please contact the Alumni/ae Relations Office.

# Financial Development

Gifts are crucial to the mission of United Theological Seminary and we are grateful for all who help support the seminary

## Introduction

The Development Office at United Theological Seminary supports the mission of the seminary by actively seeking and receiving funds necessary for the fulfillment of our mission.

These resources provide scholarship assistance, operational funding, institutional strength and endowment growth for the future.

Funding for United is received through tuition income, generous gifts, grants, endowment earnings and the Ministerial Education Fund (MEF) of The United Methodist Church.

## Ways to Give

United is capable of managing a variety of methods of giving and has professional development staff available to guide donors toward the opportunity that is best suited to their circumstances and wishes.

## Opportunities

**Annual Fund** contributions are made by:

- Staff and Faculty
- Alumni/ae
- Trustees
- Foundations, Businesses and Partnering Organizations
- Churches
- Friends

### **Planned Giving**

The laws of the United States encourage charitable giving by offering many different tax benefits. United Theological Seminary is equipped to structure a gift that can significantly affect both the donor and the seminary. Details are available from the Development Office. Options included in our Planned Giving Program include but are not limited to:

- Cash or Securities
- Bequests
- Charitable Gift Annuities
- Charitable Remainder Trusts

- Charitable Lead Trusts
- Pooled Income Funds
- Charitable Life  
Estate Agreements
- Life Insurance
- Real Property
- Retirement Savings

## Giving Clubs

United Theological Seminary offers recognition to donors at different levels of support. Donors within these categories are recognized in the Annual Report, which lists all donations received during the fiscal year of July 1 through June 30.

## Heritage Society

Donors to United who have named the seminary in their will or estate plan are named to this special club.

# Faculty, Staff, Administration

## Resident Faculty

United's faculty represent a diversity of cultures and institutions of higher education.

### **Peter Bellini**

Assistant Professor in the Practice of Global Christianity and Intercultural Studies in the Vera Blinn Chair

Director of Non-Degree Programs (2011-present)

B.A., The Ohio State University, (1987)

Graduate Studies, The Ohio State University (1988, 1991)

M.Div., Asbury Theological Seminary, (2000)

Ph.D., Asbury Theological Seminary (2008)

Pete teaches in the areas of Church Renewal, Intercultural and Interreligious Encounter, Missiology, Evangelism, and Urban Studies. His teaching and research interests are pneumatology, history and theology of renewal movements, church planting and church turnarounds, philosophical theology, and postmodern apologetics. He is also an Adjunct Professor at Urbana University where he teaches courses in philosophy and religion.

He is the author of *Truth Therapy: Renewing Your Mind with the Word of God*, Xulon Press, 2010 and *Participation: Epistemology and Mission Theology*, Emeth Press, 2011.

Pete enjoys powerlifting, boxing, traveling, and spending time with his family.

He is an ordained Elder in the West Ohio Conference of the United Methodist Church and has

served as a pastor, revivalist, campus evangelist, and prison minister. He is committed to minister to the church a synergy and balance of sound academic research with practical and relevant Spirit-led ministry.

**Sarah D. Brooks Blair**

Director of the Library (1999-present)  
Assistant Professor of Church History (1999-present)

B.A., Bethel College (1967)  
M.S., Simmons College School of Library Science (1974)  
M.A., University of Massachusetts at Amherst (1982)  
M.T.S., Theological School, Drew University (1986)  
Ph.D. Graduate School, Drew University (2008)

Sarah teaches in the fields of church history and study/research skills. Her expertise is in 19th century American religious history with a focus on Methodism.

She served as compiler of *The Evangelical United Brethren Church: A Historical Sampler* published in celebration of the anniversary of the founding of the EUB Church.

Sarah is a member of the American Theological Libraries Association (ATLA), the Ohio Theological Libraries Association (OTLA), and a lay member of The United Methodist Church.

**Thomas B. Dozeman**

Professor of Hebrew Bible (1988-present)

B.A., Calvin College (1974)  
M.Div., Fuller Theological Seminary (1978)  
M.Phil. and Ph.D., Columbia University (1983, 1985)

Tom teaches Hebrew and Old Testament courses. His research interests are in the Pentateuch, the Former Prophets, and Biblical Theology.

His publications include *God on the Mountain* (Scholars, 1989); the twelve-volume commentary on the Revised Common Lectionary (Abingdon, 1991-3); *God at War: Power in the Exodus Tradition* (Oxford, 1996); "Numbers" in *The New Interpreter's Bible* (Abingdon, 1998) *Holiness and Ministry: A Biblical Theology of Ordination* (Oxford, 2008); and *Exodus* (The Eerdmans Critical Commentary, (2010); *Exodus* (Fortress, 2013); and *Joshua: A New Translation with Notes and Commentary* in the Anchor Yale Bible series (Yale, forthcoming 2014). Tom is also the editor of several volumes including *A Farewell to the Yahwist. The Interpretation of the Pentateuch in Contemporary European Scholarship* (SBL and Brill, 2006); *Cambridge Methods in Biblical Interpretation: The Book of Exodus* (Cambridge, 2010); *Pentateuch, Hexateuch, Enneateuch: Overarching Perspectives for Composition* (SBL and Brill, 2011); *Pentateuchal Studies: International Perspectives on Current Research* (Mohr Siebeck, 2012).

Tom is an associate editor for the Catholic Biblical Quarterly Monograph Series. He is an

ordained minister of the Presbyterian Church (USA).

**Wendy J. Deichmann**

President (2008-present)

Associate Professor of History and Theology (2001-present)

B.S., State University of New York at Geneseo (1981)

M.Div., Colgate Rochester Divinity School (1984)

Ph.D., Drew University (1991)

Wendy serves as President and is a tenured member of the faculty in the area of church history. Her teaching and research interests include history of Christianity, American religious history, women in the history of Christianity, historical theology, Evangelical United Brethren/Wesleyan/and Pan-Methodist studies.

She is the co-author of *Gender and the Social Gospel* and the author of numerous articles on the social gospel movement, the history of Christian missions and, more recently, theological education.

Wendy has served as a pastor and is an ordained elder in the Upper New York Conference of The United Methodist Church.

**Rev. James I. Eller**

Assistant Professor in the Practice of Digital Culture Ministries

B.A. in Management, Antioch University (1993)

M.A. in Religious Communications, United Theological Seminary (2000)

Jim teaches Introduction to Digital Storytelling, Advanced Video in Ministry, Web Design & Social Media for Ministry and Formation at United. He also is a retired professor in the Engineering Technology Division at Sinclair Community College with primary emphasis in HVAC/R and Energy Management.

He is the author of "The Mustard Seed Project;" a consulting ministry in the United Church of Christ to churches with small-membership; producer of Christian Education videos for local UCC churches; and provides multimedia support to Associations within the United Church of Christ. He also consults with Disciplesnet Church; a worldwide online church for the Disciples of Christ denomination.

Jim serves as a consultant in the United Church of Christ specializing in conflict resolution. He is an "authorized" local pastor (retired) in the Southwest Ohio Northern Kentucky Association of the Ohio Conference in the United Church of Christ and works in Church Development.

**Richard L. Eslinger**

Professor of Homiletics and Worship (2001-present)

Director, Center for Worship, Preaching, and the Arts

A.B., University of Maryland (1962)

S.T.B., Boston University School of Theology (1965)

Ph.D., Boston University Graduate School (1970)

Dick's teaching and research interests include preaching, homiletics, and the role of scripture and worship in spiritual formation.

He is the author of *The Web of Preaching: New Options in Homiletic Method and Narrative and Imagination: Preaching the Worlds That Shape Us*, as well as five other books on preaching. His latest publication is *Preaching and the Holy Mystery: The Eucharist as Context and Resource for Proclamation*, which will be published by the Order of St. Luke Press.

He enjoys soaring and is a commercial pilot and flight instructor with a glider rating.

Dick has lectured in numerous Academy for Spiritual Formation settings sponsored by The Upper Room and has served on the editorial boards of *The Liturgical Conference and Worship Arts* journal. He is a member of the Academy of Homiletics and the North American Association for the Catechumenate. Dick is the 2012 recipient of the Lifetime Achievement Award of the Academy of Homiletics and an ordained elder in the West Ohio Conference of the United Methodist Church. He is married to Elise Eslinger, D.Min., who is the recipient of the Roger Deschner Lifetime Service Award of the Fellowship of United Methodists in Music and Worship Arts.

### **Lisa M. Hess**

Associate Professor of Practical Theology  
and Contextual Ministries (2004-present)

B.A., Carleton College (1991)

M.Div., Princeton Theological Seminary (1996)

Ph.D., Princeton Theological Seminary (2001)

Lisa teaches confessional Christian engagement in interreligious and intercultural learning through a comparative theological lens. She also teaches in the areas of practical theology and Christian spirituality.

Author of *Artisanal Theology* (Cascade 2009), *Learning in a Musical Key* (Princeton Theological Monograph series, Pickwick, 2011), and various articles in journals of homiletics, religious leadership, spirituality, and practical theology, she serves the Society for the Study of Christian Spirituality as book-review editor for the journal *Spiritus*, and scholarship in teaching/learning theology and religion as an editorial board member for *Teaching Theology and Religion*.

An ordained teaching-elder in the Presbyterian Church (USA), Lisa regularly preaches and teaches in local congregation, offering leadership in adult education, worship, pulpit supply, and various consultations. She was nominated then elected into moderatorial council leadership in the Presbytery of the Miami Valley for a 3-year term, 2012-2015.

Away from work, she's a wife, companion and writer listening into life with circles of contemplative practice (Women Writing for (a) Change, a local Red Tent, Dayton Friends' Meeting) and through various hobbies in strength-training, travel, bread-baking and interfaith poetry.

### **Harold Hudson**

Vice President for Enrollment; Associate Dean for Doctoral Studies; Assistant Professor in the Practice of Preaching

B.Th., International Seminary (1992)  
MRE, International Seminary (2000)  
D.Min., United Theological Seminary (2003)

Harold is Senior Pastor of Calvary Tremont Missionary Baptist Church in Columbus, OH.

As a doctoral mentor at United and a Fully Affiliated Faculty member at Ohio Christian University, he teaches Foundations of Teaching and Preaching, Foundations of Ethics: Hebrew Wisdom Literature, Theology of Missions, Evangelism and Discipleship, and Old Testament Survey.

He is the author of *The Basic Principles of Preaching and Preaching for Beginners*.

Harold is ordained by the Eastern Union Missionary Baptist Association and is a member of the National Baptist Association Inc. and the National Baptist U.S.A.

### **Vivian L. Johnson**

Associate Professor of Old Testament (2006-present)  
Associate Dean for Academic Affairs (2012 - present)

B.A., Wesleyan University (1990)  
M.T.S., Harvard Divinity School (1993)  
Ph.D., Harvard University (2005)

Vivian's teaching and research interests include Biblical Hebrew, literary interpretations of biblical stories, especially those pertaining to women, ancient Near Eastern cultures, and the history of interpretation of David. Her current project seeks to uncover positive interpretations of Job's wife by connecting her to the Wise Women of ancient Israel.

She is the author of *David in Distress: His Portrait Through the Historical Psalms* (London: T & T Clark), 2009 and "The Letter of Jeremiah," in *Biblia Africana* (Minneapolis: Augsburg Fortress Press), 2009.

Vivian enjoys physical fitness activities, including weight lifting and spinning.

She is a lay member of the United Methodist church.

### **Emma Justes**

Distinguished Professor of Pastoral Care  
and Counseling in the Emma Toussant Chair in Pastoral Theology (2007-present)

B.A. Franklin College (1963)  
B.D., Colgate Rochester Divinity School (1967)  
M.T.S., Princeton Theological Seminary (1969)  
Ph.D., Princeton Theological Seminary (1979)  
D.D., Franklin College (1991)

Emma's teaching and research interests include pastoral care and counseling, pastoral theology, crisis, grief, aging, transitions, human sexuality, pastoral care in a pluralistic context, and discipleship from a pastoral care perspective.

Her latest publication is *Hearing Beyond the Words: How to Become a Listening Pastor*, published in 2006 by Abingdon Press. Her next publication through Abingdon Press will appear in March 2014, *Please Don't Tell: What to Do With the Secrets People Share*. She has numerous previous publications in the area of pastoral theology including a chapter entitled "Pastoral Care and Older Women's Secrets" in *Through the Eyes of Women* by Jeanne S. Moessner.

Emma enjoys gardening, taking pictures, stone carving, jazz, and writing. She also loves to travel.

She is an ordained member of the clergy in the American Baptist tradition.

### **Scott Kisker**

Professor of the History of Christianity (2013-present)  
Associate Dean for Residential Programs (2013-present)

B.A., Swarthmore College (1989)  
M.Div., Duke University (1993)  
Ph.D., Drew University (2003)

Scott's teaching and research interests include Wesleyan and pietist studies. He is currently researching cultural transitions in 19th century Methodism.

Scott's publications include *Longing for Spring: A New Vision for Wesleyan Community*, co-authored with Elaine Heath (Cascade, 2010), *Mainline or Methodist? Recovering Our Evangelistic Mission* (Discipleship Resources, 2008), and *Foundation for Revival: Anthony Horneck, the Religious Societies, and the Rise of an Anglican Pietism* (Scarecrow Press, 2007) as well as numerous articles.

Scott is a United Methodist elder in the Iowa Annual Conference and he has served as Senior Pastor of Colesburg United Methodist Church in Colesburg, IA.

He is married to Roberta Willison Kisker and they have five children: Maria, Susanna, Isaac, Tabitha, and Naomi.

### **Felicia Howell LaBoy**

Assistant Professor of Evangelization in the Heisel Chair (2012- present)

B.A., Lehigh University (1986)  
M.B.A., Fuqua School of Business, Duke University (1988)  
M.A., Indiana Christian University (1997)  
M.Div., Garrett-Evangelical Theological Seminary (2001)  
Ph.D. Garrett-Evangelical Theological Seminary (2010)

Felicia is an ordained elder in the Northern Illinois Conference of the United Methodist

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As scholar, community activist, entrepreneur and workshop leader, Felicia works with churches, businesses and community organizations to help reconcile and restore churches and communities by equipping persons.

Felicia is married to Adrian LaBoy. They have 3 children, Adrian, Aaron and Jacqueline; and 11 grandchildren. She enjoys traveling, musical concerts, cooking and gardening.

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Ph.D., Durham University, UK (2007)

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His publications include *The Wife of Jesus: Ancient Texts and Modern Scandals* (One World Publications, 2013); *Historical Jesus: What Can We Know and How We Can Know It?* (Eerdmans, 2011); *The Historiographical Jesus: Memory, Typology and the Son of David* (Baylor University Press, 2009); *Soundings in the Religion of Jesus: Perspectives and Methods in Jewish and Christian Scholarship* (Fortress, 2012); *Jesus, Criteria, and the Demise of Authenticity* (T&T Clark, 2012); *The Fourth Gospel in Ancient Media Culture* (T & T Clark, 2011); "The Improper Offering of Ananias and Sapphira," *New Testament Studies* 59.3 (2013): 346-364; "The Quest for the Historical Jesus: A Revisionist History through the Lens of Jewish-Christian Relations," *Journal for the Study of the Historical Jesus* 10.1 (2012): 63-86.

Anthony is an editor for the *Journal for the Study of the Historical Jesus* and a co-founder of the "Jewish-Christian Dialogue and Sacred Texts" consultation for the Society of Biblical Literature. He is a lay-member of the Presbyterian Church (USA).

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He has recently published essays on the Development of Methodism in Asia and the Pacific in T&T Clark's *Companion to Methodism* (2010), and on the history of Methodism in the Philippines in *Die Methodistische Kirchen* (2011). He has also published articles in *Methodist History and Pneuma: The Journal of the Society for Pentecostal Studies*.

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Her publications include "Propers 23-28." *Abingdon Theological Companion to the Lectionary Year B*. (Abingdon, forthcoming), "Proper 11, years A, B, and C." *Preaching Social Justice and Transformation: A Lectionary Commentary, Year A, Year B, and Year C*. Eds. Ronald J. Allen, Dale P. Andrews, and Dawn Ottoni Wilhelm (Westminster John Knox, 2011, 2012, 2013), "Season after Epiphany." *New Proclamation, Series C, Advent through Holy Week, 2012-2013* (Fortress Press, 2012), "Dawbarn, Elizabeth (early 19th cent.)." *Biographical History of Women Biblical Interpreters*. Ed. Marion Taylor (Baker Academic, 2012) "Deverell, Mary (18th cent.)." *Biographical History of Women Biblical Interpreters*. Ed. Marion Taylor (Baker Academic, 2012), "Calling Forth More Witnesses: Claiming the Voices of Preachers Silenced by History." *Toronto Journal of Theology*, vol. 26, no 1 (2010):47-58.

Joni is married to Steven Schumm and they have a daughter, Maggie. She enjoys spending time with extended family, taking long walks with her dogs, and watching British mysteries and period dramas.

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He is author of *Augustine and Catholic Christianization: The Catholicization of Roman Africa, 391-408* (New York: Peter Lang, 2011). Other writings include "Bishops, Early and Medieval" in the *New Westminster Dictionary of Church History*, and "Saints and Teachers: The Canon of Persons" in *Canonical Theism: A Proposal for Theology and the Church*.

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*and Healing* (Orbis Books, 1996, a Gustavus Myers Award for an outstanding book on the subject of human rights in North America in 1997), *God Who Needs Our Salvation* a video-tape, (Morehouse Publishing, 2000), *The Other Side of Sin* (SUNY 2001, co-editor), *From Hurt to Healing* (Abingdon, 2004), and *Triune Atonement: Christ's Healing for Sinners, Victims, and the Whole Creation* (John Knox/Westminster, 2009). In addition, he has authored a number of journal articles and book chapters.

He enjoys biking, singing, tennis, and table tennis.

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Jason teaches in the areas of Systematic Theology, Wesleyan Studies, Methodist Doctrine, and Philosophy of Religion. He is currently conducting research on transitions in Methodist Christology. He is especially interested in the relationship between Christological transitions and changes in political vision and commitments within the Methodist tradition.

He is the author or editor of numerous books, including *Minding the Good Ground: A Theology for Church Renewal* (2011), *The Cambridge Companion to John Wesley* (2010), *Wesley: A Guide for the Perplexed* (2009), *Invocation and Assent: The Making and The Remaking of Trinitarian Theology* (2008), *Immersed in the Life of God: The Healing Resources of the Christian Faith* (2008) and *Canonical Theism: A Proposal for Theology and Church* (2008).

He enjoys hiking, sports, casual reading, and travel.

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Welt, Wolfgang Haase and Rudolph Temporini (Berlin: Walter DeGruyter), 1992.

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David is the author of *Honor Among Christians: The Cultural Key to the Messianic Secret* (Fortress Press, 2010) and is co-author with William J. Abraham of *Key United Methodist Beliefs* (Abingdon Press, projected for March 2013), and co-editor with Joel B. Green of *Wesley, Wesleyans, and Reading Bible as Scripture* (Baylor University Press, 2012). He has published in journals such as the *Journal of Biblical Literature*, *Expository Times*, the *Wesleyan Theological Journal*, and *Lectionary Homiletics*. He is also a contributor to the *Wesley Study Bible*, the *Fortress Press New Proclamation* commentary series, and *Canonical Theism* (Eerdmans, 2008).

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