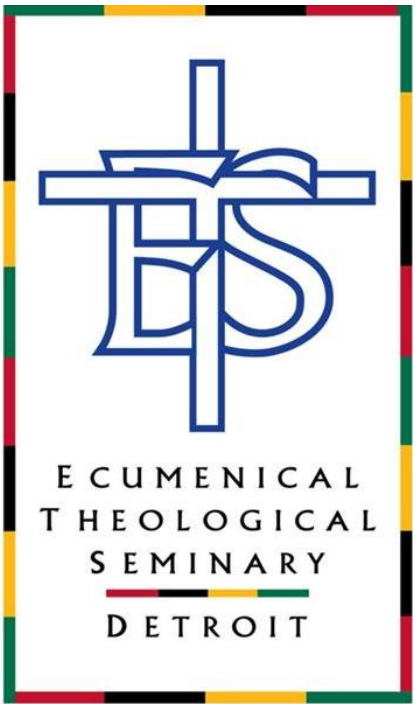
Academic Catalog
2022-2023



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Ecumenical Theological Seminary

ETS is accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada.

The Commission contact information is:
The Commission on Accrediting of the Association of Theological Schools in the United States and Canada
10 Summit Park Drive, Pittsburgh, PA 15275
USA

Telephone: 412-788-6505
Fax: 412-788-6510

Website: www.ats.edu

ATS Approved Degree Programs:

Doctor of Ministry (DMin and DMin ACPE)

Masters Level Programs
Master of Divinity (MDiv)
Master of Arts in Pastoral Ministry (MAPM)
Master of Arts-Academic (MA)
Certificate of Ministry Studies (CMS) – Commissioned Ruling Elder Program
Certificate in Theological Studies (Master's level)

Diploma Level Programs
Urban Ministry Diploma (UMD)

The intent of this publication is to provide information. The statements within are not intended to create binding commitments on the part of the seminary. They are subject to change without notice. Please check our website for more recent updates (www.etseminary.edu).

Revised and Effective January 2022

THE ACADEMIC CATALOG

The Academic Catalog is designed to meet your needs as a student at ETS. As an ETS student you are responsible for following the policies and procedures expressly stated in this catalog. Following these policies and procedures will assist you toward the successful completion of all the requirements of the degree you seek.

The Academic Catalog is updated annually. It is available electronically on the ETS website and as a hard copy from the Registrar's office.

The intentionally diverse environment of ETS nurtures dialogue as a primary way of being a spiritual person and studying theology. We believe that dialogue affirms and reinforces the significant contributions of many churches and traditions within the broader household of the Christian faith in manifesting the truth and love of God. We treasure this much needed dialogue and hopeful efforts at renewal, especially in our Detroit context where alienation and fragmentation remain systemically entrenched.

Finally, ETS fully embraces the many advantages provided by online instruction and distance learning. We highly value face-to-face learning, but we have incorporated the use of distance learning technology throughout all aspects of institutional life. We think that the selective use of these tools enables a deeper ETS experience and opens endless possibilities for the geographic diversity of students who may seek to enter our community for graduate study.

Statement of Diversity

As ETS students, staff, and faculty who live in community we believe that God calls us as people of faith to be accepting of all people. We practice this inclusiveness in many ways, but as an academic community we particularly embrace all persons, regardless of race, gender, creed, sexual orientation, or age, who exhibit the necessary academic skills for leadership training to serve the church in its many manifestations.

Further inspired by the life of Jesus Christ and the overcoming of his violent death by God's mercy, we believe that God calls each of us into relationship and specific ministry. As a community we understand ourselves to be enriched by the diversity of persons who come to us to discern the specific nature of that ministry and to learn effective skills in carrying it out in today's world.

OUR MISSION

Identity Statement

Ecumenical Theological Seminary provides a multi-confessional and multi-cultural Christian theological education within an urban context, while initiating interfaith engagement. Our approach creates spiritual leadership through personal transformation, social responsibility, critical reflection, and academic rigor. ETS graduates are prepared to lead communities of faith while sharing the fullness of God's love in relation to various ecumenical, interfaith, political, social, economic, and cultural contexts.

Mission Statement

Ecumenical Theological Seminary (ETS) provides a multi-confessional, multi-cultural Christian theological education that prepares individuals to participate and lead while sharing the fullness of God's love and concern for justice in the communities they serve.

Vision Statement

We fulfill our mission through the following platforms …

Engagement …
We fulfill our mission through relationships that are established throughout the Metro Detroit community and beyond. These relationships assist the seminary in the identification of need and in the formation of partnerships with students, churches, the media, donors, and other organized entities.

Education …
We fulfill our mission by developing and maintaining a variety of educational programs including UMD, MDIV, MAPM, MA, and DMIN. In addition to these degree programs ETS offers a variety of workshops and certificate programs.

Sustainability …
We fulfill our mission by developing and maintaining a strong financial and facilities management plan.

WELCOME

The Rev. Dr. Kenneth E. Harris,
President of ETS

Greetings,

The Ecumenical Theological Seminary has been serving this community for nearly sixty years. Our evolution from the Institute for Advanced Pastoral Studies at Cranbrook in Bloomfield Hills, Michigan to our current standing as a fully accredited theological seminary in Mid-Town Detroit is an amazing story of commitment and perseverance.

ETS is proud to offer an impressive array of degree and diploma programs:

- Doctor of Ministry (DMin)
- Master of Divinity (MDiv)
- Master of Arts in Pastoral Ministry (MAPM)
- Master of Arts – Academic (MA)
- Urban Ministry Diploma (UMD)

These programs are designed to offer you an array of educational opportunities to meet your individual needs. As you review the varied offerings, the ETS Staff and Faculty are available to assist you in assessing your interests. We believe your interest in theological/ministry training is based on a sense of calling to serve. ETS believes we are called to be present at this time of your journey to help during your discernment process.

You will discover a Staff that is ready to help in any way possible. You will also find a Faculty of dedicated scholars/practitioners who know how to integrate theory and the practice of ministry. In addition, you will find yourself surrounded by students from many Christian traditions. We also encourage appropriate interreligious dialogue and engagement. We embrace all who seek training and transformation regardless of race, gender, cultural or political orientation. Theological conservatives and liberals are welcome, as reflected in our Faculty and students. We embody the true meaning of ecumenism.

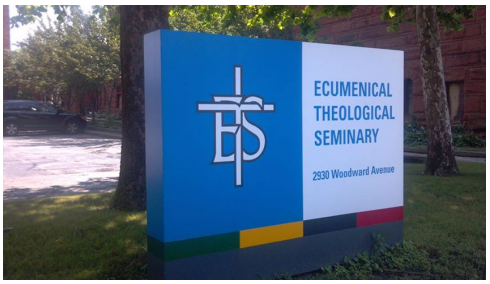
Welcome to the only accredited seminary of the Protestant tradition located within the city of Detroit. Although we are local, we are focused on making a global impact though creative course offerings and delivery platforms.

On behalf of our Board, Faculty, Students, Alums, Supporters, and Friends, we stand ready to be of service.

Grace and Peace,

The Rev. Dr. Kenneth E. Harris
President
Professor of Biblical Studies

INTRODUCTION



WHO WE ARE

The Ecumenical Theological Seminary (ETS) is an urban-based initiative in theological education, seeking to respond to the complex needs of a post-industrial metropolitan context in the city of Detroit. Our location is not only geographic, but theological, representing a commitment of the Seminary to work out its calling at one of the most difficult and promising epicenters of American identity. In bringing together members of Detroit's various religious communities in an ecumenical learning environment, ETS simultaneously addresses questions of spiritual nurture and social justice, traditional confession, and cross-cultural innovation.

ETS offers academic programs to serve the needs of its varied clientele: Doctor of Ministry Program (for the ministerial professional), Master of Divinity (for those preparing for ordained ministry), Master of Arts in Pastoral Ministry (for those preparing for the wide range of ministry opportunities in the church and in other settings), Master of Arts (Academic MA, for those preparing for a life in academia), Certificate of Ministry Studies (CMS) – Commissioned Ruling Elder Program, Certificate in Theological Studies (for those who want to enrich their theological background) and Urban Ministry Diploma (for those seeking ministerial enrichment on the undergraduate level).

The unique identity of ETS derives from its history, its vision, and its method of teaching. ETS encourages students in each program to view theological and biblical studies through the lenses of church and society, to recognize that ethnic roots, class, gender, justice, and the environment are fundamental issues already in existence when subject areas like biblical studies, church history, theology, and the practice of ministry are encountered. Dialogue, with other students and with other social experience, is at the core of the pursuit of theological education.

The dilemma of a Detroit balanced between deep division and prosperous cooperation presents the challenge of the 21st century: the invigorating necessity to develop theological education that empowers city, suburban, and rural settings simultaneously. Theological education must speak in multiple cultural idioms, even as it remains faithful to the vision that was first articulated some 2000 years ago by Jesus of Nazareth.

ETS is committed to bringing these dreams into reality, all within an ecumenical, multicultural context. The acquisition of knowledge and skills takes place within the context of a learning community gathering in worship, study, and ministry. ETS believes that theological education is a lifelong process of professional and personal development. Coming together for the study of the Bible, church history, systematic theology, Christian ethics, and practice of ministry in such a richly textured environment calls forth a prophetic ministry, struggling with all the paradox and pain of contemporary American life that the church is called to transform. ETS seeks to develop faithful and effective church leaders for the 21st century.

The ETS community understands itself to be a community of persons living in community under the God of the Bible. We believe that God loves and accepts all people. We witness to that belief by embracing all persons who exhibit the necessary academic skills for membership into our community and for leadership training to serve the church in its many manifestations.

We believe that God calls each of us into intimate relationship and specific ministry. We understand ourselves to be enriched by the diversity of persons who come to us to discern the specific nature of that ministry and to learn effective skills in carrying it out into today's world.

ETS is a fully accredited member of the Association of Theological Schools of the United States and Canada.

Our Setting

Ecumenical Theological Seminary is located in Midtown Detroit. We are housed at 2930 Woodward Avenue, in the historic landmark building of First Presbyterian Church, Detroit, north of Foxtown and south of Orchestra Hall and the Medical Center.

First Presbyterian Church, organized over 200 years ago, has stood on the corner of Woodward and Edmund Place (its fourth church home) since 1891. The congregation's history goes back to 1816 with the organization of the First Evangelical Society of Detroit. Its first pastor was John Montieth of Princeton Theological Seminary in New Jersey who, together with Father Gabriel Richard and Judge Augustus Woodward, founded the University of Michigan. In 1821, the Evangelical Society was incorporated as "the First Protestant Society of Detroit," which is still the legal name of the First Presbyterian Church. For three years the church was served by ministers from Methodist, Episcopal, and Presbyterian denominations. When the Methodists and Episcopalians withdrew to form their own congregations in 1824, the congregation voted to become a regular Presbyterian church. This history is a special legacy underlying the ecumenical ministry of ETS.

The city of Detroit is a working laboratory for the church in the world. Most major denominations have a regional jurisdiction seated in Metropolitan Detroit. All major religions are active in the area. Local organizations host renowned lecturers, religious observances and special events that celebrate the diversity and spirituality of a vibrant community.

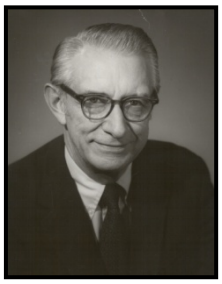
In addition to its strategic location for access to varied religious events, ETS has other locational advantages as well. Foxtown is a key entertainment center. Comerica Park, Ford Field and Joe Louis Arena host many major sports events. Besides the addition of new condominiums and Presbyterian Villages Senior Housing, the Brush Park Development Corporation is assisting residents in restoring and developing properties in the area immediately surrounding the seminary. The Detroit Institute of Art, the Detroit Opera House, the Cultural Center, and Wayne State University are less than a mile away. ETS believes its location in the heart of Detroit will expand its possibilities of service to the greater Detroit area.

History of the Seminary

Ecumenical Theological Seminary was established in 1980 (as the Ecumenical Theological Center) to respond to the need for theological education in the Detroit metropolitan area. It is committed to the city of Detroit as a distinctive laboratory for ministerial education. ETS has been recognized by its colleagues in theological education as uniquely equipped to prepare individuals to meet the challenges of ministry in urban centers. ETS continues its mission into the 21st century to bring together members of Detroit's faith communities in an ecumenical learning environment.

The roots of Ecumenical Theological Seminary go back to 1957 when Dr. Reuel Howe, concerned with providing continuing education for ministerial professionals, founded the Institute for Advanced Pastoral Studies. IAPS was the first ecumenical facility in the nation founded specifically for continuing education for the clergy, a place where persons from different traditions could learn from each other and grow in their own faith. Seminars assisted ministers in focusing on their personal experience and exploring how they actually lived their own theology.

In 1973, Dr. John Biersdorf succeeded Reuel Howe. Biersdorf came to Detroit with a rich background of experience at the National Council of Churches which assisted him in establishing a new focus that emphasized the experience of a life of prayer as the basis and foundation for ministry. Essential to the new expression of mission was the integration of social action with a life of prayer in ministry.



In 1980, IAPS became Ecumenical Theological Center, founded as an association of schools and other kindred institutions to develop and enhance the educational resources for ministry regionally, and to foster ecumenical cooperation and service.

The next 15 years brought the achievement of many academic milestones for the institution. The State of Michigan formally chartered the Doctor of Ministry program in 1985. The Cooperative Master of Divinity program was born through the affiliation with Garrett-Evangelical Theological Seminary in Evanston, Illinois in 1988. During its 20 year history, this program included among its participants, Catholic Theological Union, Garrett-Evangelical Theological Seminary, McCormick Theological Seminary, Northern Baptist Theological Seminary, Seabury Western Theological Seminary (in the Chicago area), Methodist School of Ohio, Trinity Lutheran Seminary (in Ohio) and Colgate-Rochester Theological Seminary (in New York). In 1992, Dr. David Swink succeeded Dr. Biersdorf as president and initiated programs that solidified the infrastructure of the Center, including the funding of the John E. Biersdorf Library and establishment of the first ETS Endowment Fund, held by the Community Foundation for Southeastern Michigan.

The Urban Ministry Diploma Program began in 1994 as the result of a project assigned to an ETS doctoral student, Rev. Kenneth Harris, who served as its director for six years. Originally called the Diploma in Christian Ministry, the program was intended for clergy and lay persons who desired a seminary-type educational experience that would ordinarily be out of their reach. This program which offers basic theological and pastoral courses on the undergraduate level has evolved over the years.

In 1994, ETC became *Ecumenical Theological Seminary* in order to better reflect the changing role the institution was assuming in the leadership of theological education. Dr. V. Bruce Rigdon was appointed president in 1997.

In 2002, the Presbytery of Detroit voted to give to ETS the building, land, and endowments of the First Presbyterian Church, which had been our leased home for ten years. This historic step paved the way for full accreditation. Under Dr. Rigdon's leadership, ETS first became an Associate Member institution of the Association of Theological Schools, and then was granted accreditation for its degree programs in 2005 for a period of five years. In 2006 Dr. Marsha Foster Boyd became the first woman and the first African American president of ETS. The future of ETS is bright with promise and full of exciting challenges!

Student Profile

Most ETS students are pursuing ministry as a second career. Our students are working, usually full-time, managing families and, in some cases, serving churches part-time. Many are dedicating themselves to church service following first careers in education, medicine, law, military service, business, manufacturing, and social work. Students come from more than 15 denominations or faith communities and represent a variety of ethnic groups.
Most ETS graduates remain in the area to serve local churches. They bring life experience, faith and practice to their educational endeavors. As ETS students develop the skills needed for ministry in today's Church, they make lasting connections with student colleagues at ETS which enable them to enhance the quality of life in our churches and communities for years to come.

Student Life

ETS's concern for its students does not end with their academic experience. Our concern also includes the spiritual formation and development of each student. If, however, the overall experience of students at ETS is less than one that nurtures and values each student holistically, we have failed in our mission. ETS makes a commitment in its investment towards the well-being and care of every student through the work of the Student Life Committee (SLC). The SLC is the primary focal point where student life activities are planned and coordinated, and works to address issues such as the ecology, alumni relations, community worship opportunities, facility accessibility, student care, and community relations.

The SLC leads and participates in the planning of a number of annual events at ETS beginning with Convocation in late September that officially opens the new academic year. Other events include Advent worship, the Christmas party, and the Commencement ceremony which concludes the academic year.

The basic activities and functions of the SLC include:

- The SLC seeks to create and maintain an inclusive and welcoming seminary environment.
- The SLC serves as an advocate for student concerns with seminary officials.
- The SLC coordinates the delivery of pastoral care services for students.
- The SLC advises the President and Academic Dean of student life issues requiring their attention.
- The SLC seeks student representatives to assist; please contact us if you would like to serve.
- The SLC coordinates worship opportunities that nurture the spiritual life of the entire seminary community.

We extend a warm welcome to all new and returning students.

ACADEMIC PROGRAMS

MASTERS PROGRAMS

Admission Requirements for Masters Programs

A baccalaureate (or bachelor's) degree from an accredited college or university is required to be considered for admittance to the Masters programs. Admission is determined by the Program Director in consultation with the Academic Dean and the Admissions Committee. Two types of admission are possible: full admission or conditional admission. If you are admitted conditionally, the conditions will be identified by the Admissions Committee and monitored by the Program Director.

If an applicant to the Masters programs does not possess a baccalaureate (or bachelor's) degree, an exception may be allowed, and entry into the Masters programs may be secured through successful completion of the Urban Ministry Diploma (UMD). For more information please contact the UMD program director.

Application Procedure for Masters Level Programs

1. Submit to the ETS Admissions Office:
   - A completed application form
   - Two signed letters of recommendation
   - Official transcripts from all colleges attended, emailed directly to Recruitment Manager Aarti Ahuja at aahuja@etseminary.edu
   - Resume or Biographical sketch

2. Minimum GPA for admission is 2.5 (on 4.0 scale).

Guest Student Application

Students from other accredited seminaries are welcome to take classes at ETS. To be accepted as a Guest Student please submit the following to the ETS Admissions Office:

- A completed application form
- Letter from the registrar of your primary institution indicating that you are a current student in good standing

Audit

Courses may be audited with the approval of the instructor and payment of the Audit Fee. Normally a baccalaureate degree is required as well as any prerequisites the course requires.

Submit to the ETS Admissions Office:

- A completed application form

- The Audit fee must be paid in full to the Finance Office

THE MASTER OF DIVINITY

James Waddell, S.T.M., Ph.D.
Director of the Masters' Programs
Associate Professor of Biblical Studies

From the Director of the Masters' Programs:

At ETS we offer our students choices when it comes to our Master of Divinity program. There is only one Master of Divinity at ETS and after successful completion of the program, each student will receive the MDiv diploma and, depending on denominational requirements, will be certified for ordination. The student is responsible for contacting his or her own denominational administration to determine whether further denomination-specific courses are required for ordination. While there is one Master of Divinity at ETS, there are two separate tracks for completing the MDiv program: the Traditional Ecumenical Ministry MDiv Track and the Urban Transformation and Renewal MDiv Track.

The Master of Divinity (MDiv) degree program has been available at ETS since 2006. It received full approval and accreditation from the Association of Theological Schools (ATS) in March of 2005. This program offers a distinctive approach to theological education. It is grounded in an ethics-praxis and social justice orientation. You will take courses that are focused primarily on practical training as well as more theoretical courses such as biblical studies, theology, and church history. This combination of courses will provide you with the resources you will need to do ministry in our complex society. Completion of the MDiv degree program requires a minimum of three years of full-time study or four to seven years of part-time study.

The MDiv degree program requires the completion of 112 quarter hours of credit (28 courses) (the rough equivalent of 75 semester credits).

In compliance with ATS accreditation Standards the MDiv has a ten-year limit for time to completion of the degree. Beyond the ten-year limit, special permission must be secured from the Academic Dean in order for the program to be extended and the degree conferred. Students must take this requirement into account when considering part-time study.

Denominational Requirements for Ordination

Ecumenical Theological Seminary is fully accredited by the Association of Theological Schools. However, if ordination is your goal and your denomination has as a requirement for ordination a Master of Divinity from an approved or denominational seminary, you should first inquire with your denominational officials to ensure that an ETS MDiv is right for you.

The Traditional Ecumenical Ministry MDiv Track

The first track for completing the ETS MDiv is the Traditional Ecumenical Ministry Track. Working in conjunction with traditional denominational MDiv requirements and in compliance with ATS accreditation standards, this track allows you to meet the educational requirements expected by mainstream denominations for congregational ministry with very few exceptions. After completing the core course requirements, you will take a specific number of elective courses. These electives may be representative of a wide range of course offerings with no particular ministry specialization in mind. In this case you might be considered more of a generalist of pastoral ministry prepared to serve a local congregation.

On the other hand, in order to fulfill the number of electives required for the program, as an MDiv student you may pursue specific training for more specialized ministries through our Masters Certificate classes. For example, if you wish to specialize in chaplaincy ministry, as part of your MDiv training you may pursue a Certificate in Pre-Chaplaincy Studies, which prepares you for post-seminary CPE training for chaplaincy. If you are interested in specializing in pastoral care, this would be realized by completing the Certificate in Pastoral Care, etc., etc.

Masters Certificate classes will allow you, after completing the MDiv, to apply to a calling congregation that seeks to fill a position with a more specialized ministry, and you would be able to provide concrete evidence of graduate level training for this specialized ministry by presenting to the interviewing or calling congregation the certificate you have earned while working on your Masters degree. (See the list of available specialized ministry Masters Certificates in this academic catalog.)

Traditional Ecumenical Ministry MDiv Track 112 cr

*** Indicates a course that must be completed before enrolling for Field Education.**
**** Indicates a course that may be completed during or after the Field Education experience.**

	Credit Hours	
Theological Writing & Research*	4	
Formation for Ministry*	4	
Biblical Hermeneutics*	4	
Intro to Hebrew Bible (OT)*	4	
Intro to New Testament*	4	
Theology I**	4	
Theology II**	4	
Church History I**	4	
Church History II**	4	
Christian Education*	4	
Prophetic Preaching*	4	
Worship & Community**	4	
Pastoral Care**	4	
Church Leadership**	4	
Ethics: Church & Society*	4	
Morality & Social Ethics**	4	
Interfaith Dialogue**	4	
Field Education I	4	
Field Education II	4	
Field Education III	4	
Free Electives (Or Masters Certificate 1)	16	4 classes
Free Electives (Or Masters Certificate 2)	16	4 classes
	112 TOTAL CR HOURS = 28 total classes	

Three 10-hr Workshops (onsite or online) are required.

CPE Units may be used to fulfill part of the Field Education requirement with the Field Education Supervisor's permission. This permission must be secured before enrolling for Field Education. The student using CPE credit hours for Field Education must register for and attend the regular meetings of the Field Education seminar.

M.Div. RECOMMENDED 3-Year Sequence

Traditional M.Div. Track

MDiv Year 1	*MDiv Year 2*	*MDiv Year 3*
Fall Quarter GEN 5000 Orientation to Seminary (0) GEN 5001 Theological Writing and Research (4) PM 5000 Formation for Ministry Year 1 (4) BS 5000 Biblical Hermeneutics (4)	**Fall Quarter** FE 7001 Field Education – 1 (4) SYS 6000 Theology I (4) Elective (4)	**Fall Quarter** ETH 6100 Morality & Social Ethics (4) Elective (4) Elective (4)
Winter Quarter BS 5100 Intro to the Hebrew Bible (OT) (4) ETH 6000 Ethics: Church & Society (4) TPM 6002 Prophetic Preaching (4)	**Winter Quarter** FE 7002 Field Education – 2 (4) SYS 6100 Theology II (4) TPM 6001 Worship & Community (4)	**Winter Quarter** HIS 6000 Church History I (4) TPM 7003 Church Leadership (4) Elective (4)
Spring Quarter BS 5200 Intro to the New Testament (4) TPM 6003 Christian Education (4) Elective (4)	**Spring Quarter** FE 7003 Field Education – 3 (4) TPM 6004 Pastoral Care (4)	**Spring Quarter** HIS 6100 Church History II (4) Elective (4) Elective (4)
Summer Term GEN 5001 Intro to Theological Writing and Research (4) (if not taken during previous Fall Qtr) Elective (4)	**Summer Term** TPM 7004 Interfaith Dialogue (4)	**Summer Term**

URBAN TRANSFORMATION AND RENEWAL MDIV TRACK

Urban Transformation and Renewal
Detroit and other cities throughout the United States are currently undergoing a period of economic expansion and renewal. Some places more than others—but especially in Detroit—hospitals, universities, schools, businesses, restaurants, sports and entertainment venues are experiencing capital investments and renewed economic growth. The much-needed repair of infrastructure, investment in and repair of historic buildings for new business venues, mass transit, and the arts suggest a strong vision for a transformed and renewed Detroit. On the surface this transformation and renewal can be lauded as a great triumph after a decades-long downward spiral of economic and social decline. However, looking beneath the surface reveals a number of serious moral concerns—Gentrification. Water weaponization. Systemic racism. Political corruption. Unequal legal representation. Food injustice. Education injustice. Unequal access to educational opportunities. Massive educational debt. Unfair and illegal application of tax laws. Unaffordable housing. Pensions raided by big banks—Who reaps the benefits of the renewal and who is being left behind? Alongside the good that is happening with the urban transformation and renewal in some of our cities, how is the church to respond to the many problematic issues and injustices roiling beneath the surface? Ecumenical Theological Seminary in the city of Detroit is uniquely positioned to engage these concerns with the voice of faith, addressing the difficult issues with the depth of understanding and the critical awareness needed to equip and empower the prophetic voice for our time.

The second track for completing the ETS MDiv is the Urban Transformation and Renewal MDiv Track. This track allows students whose denominational organization allows for more flexibility in education for pastoral ministry. This flexibility gives you the choice to concentrate your attention and your efforts on a course of study via specialized certificates like the Certificate in Social Justice, or the Certificate in African American Religions, or the Certificate in Race, Racism, and Diversity, etc.

This track would prepare you, after completing the MDiv, to pursue specialized ministry that is designed specifically for the church's engagement in urban transformation and renewal. There is no generalist approach to completing the elective requirements for this track. Students on the Urban Transformation and Renewal MDiv Track are imagined to have a vision for (and maybe already experience at) urban transformation and renewal from a variety of perspectives. (See the list of available specialized ministry Masters Certificates in this academic catalog.)

Urban Transformation & Renewal MDiv Track 112 cr

*** Indicates a course that must be completed before enrolling for Field Education.**
**** Indicates a course that may be completed during or after the Field Education experience.**

	Credit Hours	
CORE REQUIRED COURSES		
Theological Writing & Research*	4	
Formation for Ministry*	4	
Biblical Hermeneutics*	4	
Intro to Hebrew Bible (OT)*	4	
Intro to New Testament*	4	
Theology I**	4	
or Theology II		
Church History I**	4	
or Church History II		
Choose 4 from 6 TPM CORE classes** …	16	4 classes
Worship & Community (4)		
Christian Education (4)		
Prophetic Preaching (4)		
Pastoral Care (4)		
Church Leadership (4)		
Ministry in Global Context (4)		
Ethics: Church & Society*	4	
Interfaith Dialogue**	4	
FIELD EDUCATION		
Field Education I	4	
Field Education II	4	
Field Education III	4	
ELECTIVES		
Masters Certificate 1	16	4 classes
Masters Certificate 2	16	4 classes
Masters Certificate 3 (or Free Electives)	16	4 classes
	112 TOTAL CR HOURS = 28 total classes	

Three 10-hr Workshops (onsite or online) are required.

CPE Units may be used to fulfill part of the Field Education requirement with the Field Education Supervisor's permission. This permission must be secured before enrolling for Field Education. The student using CPE credit hours for Field Education must register for and attend

the regular meetings of the Field Education seminar.

M.Div. RECOMMENDED 3-Year Sequence

Urban Transformation & Renewal M.Div. Track

MDiv Year 1	*MDiv Year 2*	*MDiv Year 3*
Fall Quarter GEN 5000 Orientation to Seminary (0) GEN 5001 Theological Writing and Research (4) PM 5000 Formation for Ministry Year 1 (4) BS 5000 Biblical Hermeneutics (4)	**Fall Quarter** FE 7001 Field Education – 1 (4) Certificate 1 Course (4)	**Fall Quarter** Sys 6000 Theology I (4) Certificate 2 Course (4) Elective or Certificate 3 Course (4)
Winter Quarter BS 5100 Intro to the Hebrew Bible (OT) (4) ETH 6000 Church & Society (4) TPM CORE (4)	**Winter Quarter** FE 7002 Field Education – 2 (4) TPM CORE (4) Certificate 1 Course (4)	**Winter Quarter** HIS 6000 Church History I (4) Certificate 2 Course (4) Elective or Certificate 3 Course (4)
Spring Quarter BS 5200 Intro to the New Testament (4) TPM CORE (4)	**Spring Quarter** FE 7003 Field Education – 3 (4) TPM CORE (4) Certificate 1 Course (4)	**Spring Quarter** Certificate 2 Course (4) Elective or Certificate 3 Course (4)
Summer Term GEN 5001 Intro to Theological Writing and Research (4) (if not taken during previous Fall Qtr)	**Summer Term** TPM 7004 Interfaith Dialogue (4) Certificate 1 Course (4)	**Summer Term** Certificate 2 Course (4) Elective or Certificate 3 Course (4)

Field Education for the Master of Divinity

FE 7001, 7002, 7003 Field Education Field Education (FE) is a supervised ministry experience during the middle part of your seminary studies after completing 9–12 required core courses. FE takes place in a congregational or other professional setting and provides experience in preaching, worship leadership, pastoral care, teaching, administration, and community outreach. Supervision is provided on site by a member of the pastoral staff and by a lay team, and at ETS through participation in the Field Education seminar which meets on designated weeks throughout the school year. 12 quarter hrs.

All M.Div. students must contact the Field Education director, Rev. Dr. Tony Curtis Henderson, at (thenderson@etseminary.edu) by March 15 of the year you plan to begin FE in the Fall so that he can work with you in locating an acceptable field placement. A suitable church (or other ministry site), supervisor, and lay team must be found and trained, and preliminary planning meeting held – all of which may take months to prepare before your FE experience can begin.

Clinical Pastoral Education (CPE) or an Internship in Spiritual Direction are ways of fulfilling part of the Field Education requirement. These experiences still require your participation in the Field Education seminars. Please contact the Field Education Supervisor or your Academic Advisor for approval.

THE MASTER OF ARTS IN PASTORAL MINISTRY

James Waddell, S.T.M., Ph.D.
Director of the Masters Programs
Associate Professor of Biblical Studies

From the Director of the Masters' Programs:

The Master of Arts in Pastoral Ministry (MAPM) program has been available at Ecumenical Theological Seminary since 2006. The MAPM received full approval and accreditation from the Association of Theological Schools (ATS) in March of 2010. This program represents a distinctive approach to theological education. It is grounded in an ethics-praxis and social justice orientation. You will take courses that are focused primarily on practical training as well as more theoretical courses such as biblical studies, theology, and church history. This combination of courses will provide you with the resources you will need to do ministry in our complex society. Completion of the MAPM degree generally requires a minimum of two years of full-time study or 3-5 years of part-time study.

The MAPM degree program offers you the opportunity to shape your learning experience to help you prepare for a variety of ministries. It also allows you to concentrate on a particular ministry. The style of learning at ETS is one of dialogue, knowing from where you come, but also listening to others with varied experiences. All of your course work is undertaken in the ethical awareness of diverse ethnic and racial communities that characterize ETS, the global reach of educational technology, and the contemporary reality of a plurality of Christianities and faith communities.

The MAPM degree is a 56-quarter hour program (the rough equivalent of 36 semester credits) designed to meet your needs for pastoral-theological formation for ministry in a variety of professional venues beyond the local congregation. The curriculum is shaped by the conviction that the best preparation for ministry will include study in scripture, theology, ethics, church history, and pastoral/ professional skill formation.

The MAPM degree program gives our students choices by offering two tracks to complete the MAPM. The **Traditional/Ecumenical MAPM Track** consists of nine foundational "core" courses (36 qtr credits), two quarters of Field Education, the Final Project, and two elective courses. The required courses give a solid base in the essential areas listed above. The elective course work offers support to individual learning and ministerial needs. Field Education and Final Project provide experience-based learning that will help you integrate your academic studies with real life ministry.

The **Urban Transformation and Renewal MAPM Track** consists of six foundational "core" courses (24 qtr credits), and 8 elective courses. The elective courses require the students to concentrate their electives in two specialized ministry Masters Certificates of their choosing.

All MAPM students are required to participate in non-credit workshops sponsored by the seminary. Two workshops are required. The purpose of these workshops is to enhance your spiritual growth, sense of community, and understanding of the context for ministry in greater Detroit.

In compliance with ATS accreditation Standards the MAPM has a ten-year limit for time to completion of the degree. Beyond the ten-year limit, special permission must be secured from the

Academic Dean in order for the program to be extended and the degree conferred. Students must take this requirement into account when considering part-time study.

The MAPM Pre-doctoral Concentration

Students who are interested in entering the Doctor of Ministry program at ETS who have a Masters degree other than a Master of Divinity may complete an MAPM Pre-doctoral concentration designed to address theological prerequisites for entry into the D.Min. program. Students in this concentration must be admitted to the MAPM program. Each Pre-doctoral MAPM student will complete a specific plan of study approved by the directors of the D.Min. and MAPM programs and the Academic Dean. While "advanced standing" may be granted based on previous graduate study, this concentration will require that a minimum of 16 credits (4 classes) to a maximum of 32 credits (8 classes) be taken at ETS, depending on the number and kind of graduate level Theology or Religious Studies courses previously taken at another institution and reflected on an official transcript.

Descriptions of the Two Required Courses Unique to the MAPM Degree

The majority of courses offered to students in the MAPM program are master's level courses available in both the MAPM and the MDiv programs. There are two required courses that are unique to the MAPM program. They are:

PM 6000 Ministry in Global Context This seminar will investigate the biblical, historical, and theological development of the practice of ministry in the Christian traditions. It will also lead you in the exploration of significant themes, trends, and developments, both traditional and contemporary, that may help define the place and role of ministry in the global contexts of our time. 4 quarter hrs.

PM 7001 Final Project This course is designed to help students develop the ability to recognize and evaluate a ministerial need, formulate an effective plan to address the need, meet specific contemporary needs by implementing the plan, and adequately evaluate the results of the execution of the plan. 4 quarter hrs.

Field Education for the MAPM Program

FE 7001, 7002 Field Education. Toward the middle of your program, after completing the required core courses, you will engage in Field Education (FE). This is the seminary's internship requirement that provides an opportunity for you to engage in experience-based learning in a supervised ministerial setting. A concurrent seminar will assist you with placement and offer guidelines for completing this ministry experience. For the Traditional Ecumenical MAPM Track this is a two-quarter sequence in the Fall and Winter quarters (followed by the Final Project in the Spring quarter). 8 quarter hrs.

All students must contact the Field Education director, Rev. Dr. Tony Curtis Henderson at (thenderson@etseminary.edu) by March 15 of the year you plan to begin Field Education in the Fall so that he can work with you in locating an acceptable field placement. **A suitable church (or other ministry site), supervisor, and lay team must be found and trained, and preliminary planning meeting held – all of which may take months to prepare before your FE experience can begin.**

Clinical Pastoral Education (CPE) or an Internship in Spiritual Direction are ways of fulfilling part of the Field Education requirement. These experiences still require your participation in the Field Education seminars. Please contact the Program Director for approval.

Traditional/Ecumenical Ministry MAPM Track

*** Indicates a course that must be completed before enrolling for Field Education.**
**** Indicates a course that may be completed during or after the Field Education experience.**

	Credit Hours
CORE REQUIRED COURSES	
Theological Writing & Research*	4
Formation for Ministry*	4
Biblical Hermeneutics*	4
Intro to Hebrew Bible (OT)*	4
Intro to New Testament*	4
Ethics: Church & Society*	4
Theology I**	4
or Theology II	
Church History I**	4
or Church History II	
Ministry in Global Context**	4
FIELD EDUCATION	
Field Education I – Fall	4
Field Education II – Winter	4
Final Project	4
ELECTIVES	
Elective	4
Elective	4
	56 TOTAL CR HOURS = 14 total classes

Two 10-hr Workshops (onsite or online) are required.

M.A.P.M. RECOMMENDED 2-Year Sequence

Traditional/Ecumenical MAPM Track

MAPM Year 1	*MAPM Year 2*
Fall Quarter GEN 5000 Orientation to Seminary (0) GEN 5001 Theological Writing and Research (4) PM 5000 Formation for Ministry Year 1 (4) BS 5000 Biblical Hermeneutics (4)	**Fall Quarter** FE 7001 Field Education – 1 (4) SYS 6000 Theology I (4)
Winter Quarter BS 5100 Intro to the Hebrew Bible (OT) – (4) ETH 6000 Ethics: Church & Society (4) HIS 6000 Church History I (4)	**Winter Quarter** FE 7002 Field Education – 2 (4) Elective (4)
Spring Quarter BS 5200 Intro to the New Testament (4) Elective (4)	**Spring Quarter** PM 6000 Ministry in Global Context (4) PM 7001 Final Project (4)
Summer Term GEN 5001 Theological Writing and Research (4) (if not taken during Fall Qrtr)	**Summer Term**

Urban Transformation and Renewal MAPM Track

	Credit Hours	
CORE REQUIRED COURSES		
Theological Writing & Research*	4	
Formation for Ministry*	4	
Intro to Hebrew Bible (OT)*	4	
Intro to New Testament*	4	
Ethics: Church & Society*	4	
Theology I**	4	
or Theology II		
ELECTIVES		
Masters Certificate 1	16	4 classes
Masters Certificate 2	16	4 classes

56 TOTAL CR HOURS = 14 total classes

Two 10-hr Workshops (onsite or online) are required.

M.A.P.M. RECOMMENDED 2-Year Sequence

Urban Transformation and Renewal MAPM Track

MAPM Year 1	*MAPM Year 2*
Fall Quarter GEN 5000 Orientation to Seminary (0) GEN 5001 Theological Writing and Research (4) PM 5000 Formation for Ministry Year 1 (4) Certificate 1 Course (4)	**Fall Quarter** SYS 6000: Theology I (4) Certificate 2 Course (4)
Winter Quarter BS 5100 Intro to the Hebrew Bible (OT) – (4) Certificate 1 Course (4)	**Winter Quarter** ETH 6000 Ethics: Church & Society (4) Certificate 2 Course (4)
Spring Quarter BS 5200 Intro to the New Testament (4) Certificate 1 Course (4)	**Spring Quarter** Certificate 2 Course (4)
Summer Term GEN 5001 Theological Writing and Research (4) (if not taken during Fall Qrtr) Certificate 1 Course (4)	**Summer Term** Certificate 2 Course (4)

MASTERS CERTIFICATES FOR BOTH MAPM AND MDIV STUDENTS

The Masters Certificates are designed to allow you as an ETS Masters student to concentrate your elective classes in a specific area of specialization. The intent is to give you the training you desire and to make you more marketable in the specialized field of your choosing. Our Masters Certificates are also designed to reflect both traditional ministry needs (Traditional/Ecumenical track) and social justice ministry (Urban Transformation and Renewal track). Masters Certificate classes vary from year to year, but the intent is to offer two to four different Masters Certificate concentrations in any given academic year.

Each year, ETS offers sequences of four interconnected courses. These courses can be taken individually as elective courses, but students in the MDiv or MAPM programs who complete all four sequenced courses will receive a certificate in the indicated area of specialization. These certificates allow students to explore particular topics more deeply, and also demonstrate a focused area of study and expertise to future congregations and other potential employers. Certificate offerings rotate on an annual basis.

TRADITIONAL/ECUMENICAL TRACK MASTERS CERTIFICATES
Requirement … 4 classes for each Certificate

Certificate in Pastoral Care
The Certificate in Pastoral Care offers courses that provide the student with a specialized focus on the pastoral care of souls in settings that include, but are not limited to, the local congregation. This certificate offers a variety of courses in the theory and practice of pastoral care.

1. Pastoral Care
2. The Pastor as Shepherd
3. The Visiting Pastor / Ministry of Presence
4. Ministry with Youth
5. Ministry with the Aging
6. Spiritual Care for the Soul
7. Conflict Resolution Ministry
8. Care for the Aging & the Dying
9. Grief Ministry: Death, Dying & Bereavement

Certificate in Pre-Chaplaincy Studies
The Certificate in Pre-Chaplaincy Studies offers courses that introduce the student to the ministry of chaplaincy. These courses are designed to prepare the student to navigate the complex culture of chaplaincy education (CPE) in theory and in practice.

1. Introduction to Chaplaincy
2. Ministry with the Sick and Dying
3. Care for the Aging and the Dying
4. Grief Ministry: Death, Dying & Bereavement
5. Crisis Pastoral Care

Certificate in Family Ministry
1. Family Systems
2. Human Development
3. Marriage, Sexuality & Family
4. Models of Crisis Intervention

Certificate in Community Worship
The Certificate in Community Worship offers the student a specialized focus on what is arguably the heart of the Christian community's religious faith. The student will acquire critical understanding and awareness of the theology and practice of worship.

1. Community worship
2. Prophetic preaching
3. Lectionary preaching
4. Worship as pastoral care
5. Theology of music
6. Liturgical theology and ecumenism

URBAN TRANSFORMATION AND RENEWAL MASTERS CERTIFICATES
Requirement … 4 classes for each Certificate

Certificate in Social Justice
* any combination of four courses, i.e., one allowed from each of the following … (including the seminary's introductory ethics course, Ethics: Church & Society)

Certificate in Environmental Justice
The Certificate in Environmental Justice is designed to interpret climate change as the most comprehensive crisis addressing humanity today, requiring reimagining our species' place on the planet. The selection of courses will work from the widest horizon of awareness towards more place- and population-specific concerns, ranging from what we know about globalized indices of climate emergency and the attempt to perceive such (various theories of apocalypse, Anthropocene geology, IPCC reports, etc.) to much more localized questions regarding food security and water accessibility in cities like Detroit and Flint. The classes will sharpen understandings of our collective history leading to the current emergency and analytical approaches to addressing/remedying such to more practical questions of the policy changes needed, indigenous approaches and creative models embodying alternative ways of engaging eco-systemic health, and the social movements and political challenges necessary to accomplish these.

1. Ecological Crisis and Apocalyptic Theology
2. Modern Cosmology and Indigenous Wisdom
3. Environmental Racism and Front-Line Communities
4. Gift Economy and Urban Food Security

Certificate in African American Religion
1. Introduction to African American Religion
2. Womanist Theology
3. Justice and Liberation through an African American Lens
4. Theology and Ethics in the African American Church

Certificate in Race, Racism, and Diversity
The Certificate in Race, Racism, and Diversity seeks to respond to the emergence of both BLM in the streets and COVID-19 in our bodies today as part of the five-century long crisis of settler colonialism and white supremacy that has shaped Southeast Michigan as well as the rest of the country and the globe in ways that continue to do grave damage to the planet and its varied peoples. Race will be traced out as the modern rationale for extractive plunder and differential access to life opportunities and collective "goods" such as employment, housing, education, health care, and freedom from interdiction (policing, incarceration, forced displacement, etc.) across the globe and with particular focus in the formation of "Detroit." The courses for this Certificate will elaborate the complex ways that notions of skin color have been coercively embedded in our institutional life and social interaction with each other with grave ramifications especially for the health and resilience of POC and the humanity of white-identified folk, as well as profile the deep histories of BIPOC-led resistance to such.

1. Racial Formation and the Big History of Supremacy
2. Race, Colonialism, and Resistance
3. Race Today: Economics, Sexuality, Technology
4. The Racial History of Detroit: 1650 to the Present

Certificate in Interfaith Dialogue & Cooperation
1. World Religions
2. Interfaith Dialogue
3. Indigenous History & Wisdom
4. Judaism, Christianity & Islam

ADDITIONAL INFORMATION FOR BOTH MAPM AND MDIV STUDENTS

Field Education

At the core of the ETS Masters curriculum is the Field Education experience. All work undertaken in the initial block of courses prepares you to enter this experience with competence and confidence. Field Education is a required year-long experience which initiates the second block of coursework. FE is typically begun after completion of nine to twelve courses in the area of ethical training for church leadership, introductory courses in biblical studies, theology, and church history.

The Field Education seminar meets 15 hours per quarter (five classes of three hours each) for three quarters. MDiv students will receive 12 credits for this class, MAPM students will receive 8 credits. MDiv student registration should be completed as follows: Fall – 4 credits; Winter – 4 credits; Spring – 4 credits (with appropriate payment each quarter). MAPM student registration should be completed as follows: Fall – 4 credits; Winter – 4 credits (with appropriate payment each quarter). MAPM students will complete the year sequence by registering for Final Project in the Spring. There are obvious advantages to taking the Field Education close to home and with others who may be ministerial peers for years to come.

Students must contact the Field Education Coordinator by March 15 of the academic year before the Field Ed experience begins in the Fall. The Coordinator will provide preliminary reading, assist in finding a suitable placement, and provide orientation and training for supervising staff and lay team.

Depending on the number of courses taken per quarter, Field Education may begin as early as the fall quarter of the second year of study.

Clinical Pastoral Education

CPE is a 400-hour experience that takes place in local hospitals or other agencies. CPE time frames do not always correlate with the seminary academic calendar. Application to the CPE site must be made well in advance. If you have questions, contact Dr. Urias Beverly (ubeverly540@gmail.com).

Four ETS quarter hours normally are granted for one unit of CPE. A student may register for 8 quarter hours for the first CPE unit ONLY.

A maximum of 20 credit hours may be earned through CPE experience.

CPE unit(s) may be used to fulfill the Field Education requirement at ETS for both the MDiv and the MAPM programs with the permission of the Director of your program. Attendance at all Field Education seminars is required.

Registration for Clinical Pastoral Education

TPM 6101 CPE Seminar (1st Unit Only)	8 credits (first CPE unit)
TPM 6102 CPE 2	4 credits (second CPE unit)
TPM 6103 CPE 3	4 credits (third CPE unit)
TPM 6104 CPE 4	4 credits (fourth CPE unit)

If CPE is not used to fulfill the Field Education requirement, you may obtain elective credits for your CPE units with the approval of your Program Director.

To obtain ETS credits for your CPE experience, you must submit the following materials to your Program Director at least two weeks prior to the end of the quarter for which you request credit:

a) Four verbatim reports
b) Learning contract form
c) Evaluations from student
d) Evaluations from supervisor
e) List of readings, seminars and other resource materials that have supported your CPE experience
f) Five- to eight-page theological reflection on the experience as it has impacted your ministry

Internship in Spiritual Direction

Spiritual Direction is a pastoral ministry in which one Christian assists another to pay attention to God's personal communication to him or her, to respond personally to this God, to grow in intimacy and to live out the consequences of the relationship. There are a number of programs that train students to be spiritual directors. These are usually two-year programs. The programs include group work, courses in spirituality and other related topics, case studies, and supervision. For more information contact: Dominican Center for Religious Development (**www.dominicancenter.org**; (248-536-3148) or Manressa Retreat Center (248-644-4933).

A student who completes an internship in spiritual direction may receive up to twenty (20) quarter hours of credit for the internship by arranging to have it fulfill eight (8) quarter hours of MDiv Field Education requirement (with Advisor approval) or the eight (8) quarter hours of MAPM Field Education requirement (with Advisor approval) and to apply for twelve (12) hours of elective credit. The internship in spiritual direction experience still requires your participation in the Field Education seminars. Contact your advisor and the Director of the Masters Programs for details regarding how to apply Internship in Spiritual Direction credits toward your MDiv or MAPM program at ETS.

Cost: A student registering for an Internship in Spiritual Direction pays ETS the difference between its tuition rate for twenty credits of tuition and the internship program fees. There is an administrative fee to ETS for processing credits for the Internship in Spiritual Direction. (This includes a registration fee). Contact the finance office for current fees for these programs.

Ministerial Formation at ETS

Academic Progress Documented in Your Student Portfolio

It is the intention of the ETS community to be a partner with you as you progress through your training in theological and church leadership. We hope and trust that you will be able to "give back" to the community in many ways after your graduation and after you have assumed a role of church leadership. To this end, you are encouraged to compile and keep a record of your spiritual, psychological, and academic progress during your course of theological studies at ETS. These materials will comprise a written portfolio of your progress through the ETS curriculum. The supporting documents include the following: your program advising form; your final paper for the Formation for Ministry course; a sample research paper from your course work; your Field Education documents and your Final Project paper (MAPM). These materials will be reviewed prior to the completion of your degree program. You are responsible for assembling these materials.

Formation Classes

All MDiv and MAPM students are required to take the Formation for Ministry class in their first year. More information about this will be made available during New Student Orientation, or contact your Program Director.

ETS Workshops

During the course of your studies at ETS you are required to attend workshops that are designed to introduce you to new ideas in ministry (MAPM 2 workshops; MDiv 3 workshops). At least three workshops will be offered each academic year; you are encouraged to attend as many as you can. Details of these workshops, including scheduling and topics, will be made available on the ETS website.

Continuing Education

ETS welcomes students who have already completed their Master's degree to use any ETS course for continuing education for which there is not an equivalent on their already existing transcript(s). A 4-credit course will count as 4 Continuing Education Units (CEUs). CE students are expected to participate fully in the course and complete all assigned work. CE students will receive a Pass/Fail grade for the course.

CE students must possess a theological Master's degree from an accredited institution. Students without a Master's degree may either audit courses, take workshops, or enroll in a program to pursue a Master's degree.

Students applying for CE must fill out the application on the ETS website. The only additional requirements are unofficial transcripts indicating the completion of a Master's degree in a theological discipline.

The cost for taking a Master's course as a CE student is $1000. This is less than half of our standard tuition cost, in an effort to acknowledge and honor the work of pastors and other ministry practitioners, as well as to show appreciation for the prior academic work represented by their Master's degree.

ACADEMIC MASTER OF ARTS

James Waddell, S.T.M., Ph.D.
Director of the Masters' Programs
Associate Professor of Biblical Studies

From the Director of the Masters' Programs:

The Academic Master of Arts (MA) degree program at ETS currently offers a course of study in one academic discipline: **Biblical Studies**. The MA program is intended to prepare students to pursue further graduate study in this discipline.

The academic MA degree is offered in response to a growing interest in programs that offer an alternative to the MDiv degree. The majority of our students are second and third-career individuals, many of whom are already ordained locally and involved in ministry as pastors, ministers, and lay leaders. Students will study with highly qualified faculty in their areas of concentration.

Students in the MA degree program have the opportunity to pursue the academic study of religion in preparation for advanced master's degrees like the Th.M. and terminal degrees like the Ph.D. The MA degree prepares students for careers in teaching and other scholarly endeavors. For those in ministry vocations, who prefer a scholarly approach to religious studies, this program may also be of interest.

56 quarter hours of credit are required to complete the academic MA degree program. This is the equivalent of 37.3 semester hours of credit.

Requirements for the MA in Biblical Studies

The MA in Biblical Studies requires 56 credit hours based on a quarter system (the rough equivalent of 37.3 credit hours based on a semester system). The student will complete 12 credit hours of Core Courses in Biblical Studies, 12 credit hours of language study, 20 credit hours of elective courses in Biblical Studies, 4 credit hours of Master's Thesis work, and a Minor to include 8 credit hours of courses in one specific field of study other than Biblical Studies (i.e., Church History, Theology, or Ethics).

Core Courses in Area of Concentration

	Credit	Quarter/year completed
Foundation Courses in Biblical Studies (12cr) …		
BS 5000 Biblical Hermeneutics (4cr)	_____	_____
BS 5100 Introduction to the Hebrew Bible (OT) (4cr)	_____	_____
BS 5200 Introduction to the New Testament (4cr)	_____	_____

Language Requirement

The student must choose one 3-quarter language sequence as part of the core requirements. If the student chooses to study both languages, the second language sequence may be taken as Minor electives. **(12cr total) …**

BL 5001 Biblical Hebrew I (4cr)	_____	_____
BL 5002 Biblical Hebrew II (4cr)	_____	_____
BLH 6000 Biblical Hebrew Exegesis (4cr)	_____	_____
BL 5101 Koine Greek I (4cr)	_____	_____
BL 5102 Koine Greek II (4cr)	_____	_____
BLK 6100 Biblical Greek Exegesis (4cr)	_____	_____

Master's Thesis Requirement

The student must register for 4 credits of Masters Thesis work as one distinct 4 credit hour course with the approval and direction of the student's advisor.

Master's Thesis Course (4cr) …		
MAMT 8001 Master's Thesis (4cr)	_____	_____

Elective Courses in Area of Concentration

Credit **Quarter/year completed**

The student must complete 20 credits of elective courses (5 classes) in the area of concentration (Biblical Studies). Second language courses do not count for this requirement …

Course _____ _____ _____

Course _____ _____ _____

Course _____ _____ _____

Course _____ _____ _____

Course _____ _____ _____

Course _____ _____ _____

Minor Electives

The student must complete 8 additional elective credits (2 classes) in one area of study other than Biblical Studies (i.e., Church History, Theology, or Ethics). Second language courses may count for this requirement …

Course _____ _____ _____

Course _____ _____ _____

Course _____ _____ _____

Course _____ _____ _____

Course _____ _____ _____

Total Credits / 56 required _____

Certificate in Theological Studies (CTS) Program

This 36 quarter hour program is designed for people who want to deepen and enrich their spiritual life through theological study or are exploring their call to ministry, or who want some limited ministerial training but are not seeking a Master of Divinity Degree.

To earn a Certificate in Theological Studies, a total of eight required courses from the masters' level curriculum must be completed in addition to one elective from any area. In case of special interest or circumstances some course substitutions may be made in consultation with and on the recommendation of your faculty advisor.

Courses in the Certificate in Theological Studies Program

GEN 5001	Intro to Theological Writing & Research	4 quarter hrs.
PM 5000	Formation for Ministry	4 quarter hrs.
BS 5000	Biblical Hermeneutics	4 quarter hrs.
BS 5100	Introduction to the Hebrew Bible (OT)	4 quarter hrs.
BS 5200	Introduction to the New Testament	4 quarter hrs.
ETH 6000	Church and Society	4 quarter hrs.
HIS 6000	Church History I	4 quarter hrs.
	(… or HIS 6100 Church History II)	(4 quarter hrs.)
SYS 6000	Systematic Theology I	4 quarter hrs.
	(… or SYS 6100 Systematic Theology II)	(4 quarter hrs.)
Plus:	One elective course from any area	4 quarter hrs.

If, during your course of study for the Certificate in Theological Studies, you decide that you want to enter the ETS Master of Divinity Program (MDiv), or Master of Arts in Pastoral Ministry Program (MAPM) the courses taken in the Certificate program may be easily transferred. You must meet with the program director of desired program for advising.

Certificate in Ministry Studies (CMS) – Commissioned Ruling Elder Program (CRE) Program

The Certificate in Ministry Studies is a collaboration between ETS and the Presbytery of Detroit. Completion of the program leads to the appointment of "Commissioned Ruling Elder" in the Presbyterian Church (U.S.A.). The program requires the completion of 46 quarter hours, ten 4-credit courses, and three 2-credit master's level courses.

Courses in the Certificate in Ministry Studies – Commissioned Ruling Elder Program

ETH 6000	Church & Society	4 quarter hrs.
BS 5000	Biblical Hermeneutics	4 quarter hrs.
BS 5100	Introduction to the Hebrew Bible (OT)	4 quarter hrs.
BS 5200	Introduction to the New Testament	4 quarter hrs.
HIS 6000	Church History I	4 quarter hrs.
SYS 6000	Systematic Theology I	4 quarter hrs.
TPM 6002	Prophetic Preaching	4 quarter hrs.
TPM 6003	Christian Education	4 quarter hrs.
TPM 6004	Pastoral Care	4 quarter hrs.
TPM 6621	Presbyterian Worship and Sacraments	2 quarter hrs.
SYS 6490	Presbyterian Confessional Statements	2 quarter hrs.
TPM 6630	Presbyterian History and Polity	2 quarter hrs.
TPM 7003	Church Leadership	4 quarter hrs.

Urban Ministry Diploma Program (UMD)

Brandon Grafius, Ph.D.
Director of the Urban Ministry Diploma Program
Associate Professor of Biblical Studies

From the Director of the Urban Ministry Diploma Program:

Program Information
The Urban Ministry Diploma Program (UMD) is a non-degree course of study in theology and ministry designed for clergy and laypeople. The aim of the program is to provide theological and ministerial training that is concise, practical, specific to urban church ministry—and that is multicultural, cross-cultural, and ecumenical in focus. It is intellectually and spiritually empowering for leaders and laity in any Christian tradition, who work in an urban context. The only requirement for entrance is a High School Diploma or GED, as well as a passion for ministry. Students who excel in the UMD program may be admitted into one of ETS's Master's programs, even without a Bachelor's Degree.

The program, begun in 1994 as the Christian Ministry Diploma Program (CMD), targeted persons who desired a seminary-type educational experience that would ordinarily be out of their reach. To meet this need, the UMD Program offers alternative seminary ministry training that embraces and reflects the heart and soul of the city and surrounding communities. Each of the six courses includes 40 hours of classroom instruction over a ten week period.

Urban Ministry Diploma Program Requirements
The UMD program requires six 4-credit courses. Each course is offered once per year. In addition, the program requires the student to take two ten-hour workshops, offered at various times and on various topics throughout the academic year. A graduation checklist is provided below.

Admission to a Master's program
Our accrediting body (ATS) granted ETS an exception which allows students who excel in the UMD program (minimum GPA of 3.25) to apply for admission to either the Master of Arts in Pastoral Ministry or the Master of Divinity program, even without a Bachelor's degree.

Upon completion of the UMD program, the student who wishes to apply for a Master's program is responsible for contacting their advisor or ETS's director of admissions and recruitment. The student will be required to fulfill the admission requirements for the Master's program, including obtaining official transcripts from any college work and completing the statement of purpose. It is recommended that the student obtain new letters of recommendation. The admissions committee will review the completed file for consideration.

Urban Ministry Diploma Course Graduation Check Sheet

Course		Term Completed	Hours
Required Courses:			
UM 101	**Seminar in Urban Ministry**	_____	_____
UM 102	**Church History: The Untold Story**	_____	_____
UM 105	**Biblical Interpretation**	_____	_____
UM 103	**Hebrew Scripture: Old Testament**	_____	_____
UM 107	**Theology in Context**	_____	_____
UM 104	**Christian Scripture: New Testament**	_____	_____

Workshops Completed (2 required)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total # of courses required for graduation = 6 and two workshops

_____ _____
Student **Date**

_____ _____
Advisor **Date**

Please consult the current Urban Ministry Diploma Manual for the most recent information on UMD policies and information.

The Doctor of Ministry Program (D.Min.)

Constance Simon, D.Ed.
Director, Doctor of Ministry Program
Assistant Professor of Christian Education

From the Director of the Doctor of Ministry Program:

The Doctor of Ministry Program is designed to stretch, challenge and mold minds, bodies and spirits of our students. The program is unique in that it is designed as a three-year program where students work with a mentor and their peers to form a colleague group. The program provides ministry leaders opportunities for personal introspection, an expanded lens for research, equips you for the development of new practices in ministry and you will add to the body of professional knowledge. Within this framework you will develop an academic and practical program with an emphasis geared to your specific needs. Your program of study is developed within the experience of the colleague group, strengthened by a content specialist, guided by a chairperson and supported through the peer reader.

Intensive experiential colleague groups provide the settings in which you, your fellow colleagues and faculty mentor are learning, teaching and praying together. The theory and praxis of ministry grow together through personal vulnerability, mutual support and confrontation, thus modeling faithful and effective ministerial leadership. The program is built on six emergent weeks where core courses are taught. Interpreting the meanings of theological symbols in the lived experience of ministry brings the whole context of faith to bear on immediate existential challenges of ministry. Worship, prayer and meditation are an important part of your program and are explored as a basic way of understanding and living your ministry.

Admission Requirements

- Master of Divinity Degree or equivalent

Application Procedure

Submit to the ETS Admissions Office:

- Completed online application
- Two signed recommendations
- Official transcript of credits from all educational institutions attended, emailed directly to Recruitment Manager Aarti Ahuja at aahuja@etseminary.edu
- Resume or Biographical sketch

All admission materials should be submitted two weeks in advance of the Doctor of Ministry Emergent week.

Program Requirements

The ETS Doctor of Ministry program is a three-year process of personal and professional growth. Your experience at ETS will involve the following:

Emergent Weeks

There are two Emergent Weeks of study per year in this program for a total of six in the three year period. The weeks are guided by colleague groups. As a Doctor of Ministry Colleague, you are required to participate in these six Emergent Weeks of study. Each week will include worship, theme course, core courses, and colleague group interaction. The D.Min. Emergent Weeks will occur in the second full week of August and January each year, respectively. All D.Min. participants are required to complete 6 theme courses and 6 core courses and monthly colleague meetings.

Thematic Courses

A new theme is chosen for each Emergent Week. These themes are designed to challenge you theoretically and to enhance your practice of ministry.

Core Courses

Core courses will coincide with your stage in the process. In your first year you will take Introduction to the D.Min. I and Introduction to D.Min. II. During the second year you will take Theoretical Foundations of Ministry Events and Practical Research and Methodology. As a colleague in your third year you will take Dissertation Process I and Dissertation Process II.

Area of Specialty

The area of specialization for your dissertation will be determined by you. The D.Min. Program is designed to help you identify your passion for ministry in the context of your current ministry. This passion will lead to the question and research which you will explore for your dissertation.

Colleague group

Active membership in a colleague group is required while you are in the D.Min. program. Your colleague group, lead by a trained DMin mentor, is an essential context for personal community support, accountability, deepening communal and personal prayer and meditation practice, receiving consultation on issues in your ministry setting, integrating the learnings of the program, and presenting and receiving feedback on writing.

Dissertation Committee

The dissertation Committee consists of the Colleague Group Mentor, the faculty Chairperson, a Content Specialist, and a Peer Reader. The committee works together to advise, suggest and guide the student through the process. Although the committee has designated obligations the student is responsible for their charting their progress.

Papers

There are six summary papers due; one following each Emergent Week. Each paper reflects your individual development in conversation with the members of your colleague group on the thematic course, the core course and the insights gained from group interactions.

There are six Dissertation Component papers. These will be shared and developed in consultation with your colleague group and mentor.

Ministry Event

The culmination of the Doctor of Ministry Program is the ministry event, a ministerial experience that you will research, design, implement and evaluate. The ministry event is your demonstration of your expertise in an area that produces theological growth and excellence in ministry.

Dissertation

Your dissertation brings together all of your component papers and the analysis and findings of your research problem. Once your ministry event has been implemented and the data has been collected, the components will be assimilated into one final document, a dissertation which you will defend before your dissertation committee and an interested audience as a final requirement for the D.Min. degree.

Graduation

Upon satisfactory completion of all requirements, you will be recommended by the Faculty to the Ecumenical Theological Seminary Board of Directors for the awarding of the degree. Your Doctor of Ministry degree is awarded at the annual commencement of ETS.

Course Requirements

6 Core courses	3 credit hours per course	= 18 credit hours
6 Thematic courses	3 credit hours per course	= 18 credit hours
Colleague Group (3 years)	12 credit hours per year	= 36 credit hours
Approved Dissertation		= 18 credit hours
Total credit hours required for degree		90 credit hours

Class locations

The D.Min. Emergent Weeks are held at ETS. Other meetings of the colleague groups may be held at ETS or at other locations according to the needs of the group.

Scheduling

The D.Min. Emergent Weeks are held the second full week in August and the second full week in January.

Advising

Advising is done primarily through the Colleague Group (faculty mentor), and the D.Min. Director.

The Clinical Pastoral Education Concentration within the D.Min. focuses on students with four units of CPE. It is intended for those who are Certified ACPE Educators, those in the Certification Process and those in Professional Spiritual Care. This concentration requires 4 emergent weeks instead of 6.

Courses in the Doctor of Ministry Program

A. Thematic Courses

Each Thematic Course will have a unique theme. These themes are designed to challenge your horizons and to enhance your practice of ministry.

B. Core Courses

- Introduction to the D.Min. I
  The purpose of this course is to orient the new students to each other, the seminary, the ETS D.Min. process and prepare them for candidacy.
- Introduction to the D.Min. II: Preparation for Candidacy
  The purpose of this course is to guide the students into the process of developing a proposal for the doctoral project, out of which will come their dissertation.
- Theoretical Foundations of Ministry Events
  This course is designed to aid you, the ministry practitioner, to better evaluate yourself and your ministry setting as you develop your theory for your project.
- Practical Research and Methodology
  This course will introduce some basic theories and accepted practices that are necessary to design an appropriate research study for one's D.Min. dissertation. Concepts addressed will include qualitative and quantitative research designs, selecting appropriate methodologies for use with those designs, the analysis of one's data, drawing defensible conclusions, and identifying the limitations of one's study.
- Dissertation Process I
  This course assists candidates in finalizing their dissertations as well as prepare their presentations.
- Dissertation Process II
  This course helps candidates consider and pursue the process of publication.

C. Colleague Group

Another essential component of the Emergent Week are the meetings with your Colleague Group. Colleague Group is the setting for the interactive learning that takes place in the small group of colleagues. This group meets each day of the Emergent Week and continues to meet after the Emergent Week also, once a month until the next Emergent Week.

Please consult the current Doctor of Ministry Manual for the most recent information on DMin policies and information.

ADVISING

The advising process is integral to your seminary education and formation. The advising process is designed to support you in your ministerial formation as you ready yourself for professional ministry. You are responsible for maintaining contact with your advisor.

REMEMBER –

Your Responsibilities--

1. Meet with your advisor at least yearly to agree on curriculum choices.

2. Develop a curriculum plan for the upcoming academic year during the Spring Quarter meeting with your advisor. New students should do this before Fall registration.

3. Maintain contact with your seminary advisor.

Your ETS Advisor's Responsibilities—

1. Help you prepare Academic Year Projection forms at the end of each Spring Quarter. The projection forms are curriculum plans for your seminary career.

2. Meet with you to discuss registration choices.

3. Be available to meet with you at your request and/or a faculty member's request to discuss important issues which may arise in your life.

4. Receive from you, and discuss with you, all evaluative materials.

5. Maintain a current record of your completion of degree requirements.

ACADEMIC INFORMATION AND POLICIES

Quarters ETS courses (with the exception of the DMin program) are offered on a quarter system
Course Load Full-time is two courses (8 quarter credit hours) per quarter, six courses (24 quarter credit hours) per year. Part-time is one course per quarter.

Note: The fees described below are current at the time of this document's publication, but are subject to change. For updated information, please see the Tuition and Fees schedule on the seminary's website.

Registration

The dates for registration each quarter are published in the current academic calendar. Registration forms are available on the ETS web site. Early registration is possible and encouraged. Late registrations will be accepted during the first week of classes. **A $60.00 late fee will be charged.** Please complete all of the information required on the registration form.

Specially Arranged Courses

You may occasionally wish to pursue special studies not currently offered in the ETS schedule. These may take the form of Independent Study or Tutorial. You may also transfer in appropriate courses. It is best to check with your advisor before you make plans to take courses not in the ETS curriculum.

Remember this distinction:
Tutorial: A course focusing on an area of study not included in the ETS curriculum.
Independent Study: A course listed in the ETS curriculum but not on the current course schedule. (This possibility is contingent upon the professor's willingness.)

Enrolling in either an Independent Study or a Tutorial calls for taking a few extra steps on your part:

Your Responsibilities for enrolling in a specially arranged course—
1. Meet with your academic advisor to determine your need for such a course. (Your advisor will suggest an instructor who must then agree to the arrangement.)
2. Get an Application for Independent Study or Tutorial from the ETS web site and complete your portion.
3. Send the application to your Independent Study or Tutorial director.
4. Submit the completed form with all of the necessary signatures to the registrar.

Taking Courses at Other Institutions

If you wish to take courses at institutions other than ETS and have them count for ETS credit, follow these procedures:

1. The course must be approved by your program director and your advisor.
2. Guest Student forms are available on the website. This form is to be presented to the institution offering the course at the time of registration.
3. Registration and fee payment for other courses is done at the institution offering the course and according to its policies and procedures. After completing the course, you are responsible for requesting that a transcript be sent to ETS.

Transfer Credits

Transfer credits from another graduate institution will be considered with the following guidelines:

The transfer course is deemed equivalent to a required or elective course in your program.
The transfer course was completed with a minimum of a 3.0 grade.
The institution where the course was taken is fully accredited by an appropriate accrediting body.
If no degree was earned in the previous work, up to two-thirds of the credits required for the degree may apply. (Maximum of 36 credits for the MAPM/Academic MA; 72 credits for the MDiv.)
If a degree was earned in the previous work, not more than half of the credits necessary for that degree may be applied.

Instructional Technology and Distance Learning

ETS uses instructional technology in a number of master's level courses. Both the student information system and the student learning platform are hosted by "Populi." We also use Zoom for our live online lectures and distance learning virtual classrooms. It is expected that all students will have an e-mail account and internet access. The Master's course schedule will indicate which courses are offered only online.

Course Changes

All changes on your course registration form must be done through the online drop/add process.

Adding Courses

You may add courses during the first week of classes each quarter. Drop-Adds are done through the Populi site. There is a $10 fee for each course added.

Dropping Courses

A completed Drop-Add Form must be submitted to the Registrar. There is a $10 fee for each course added or dropped. Tuition refunds for courses dropped will be made according to the tuition refund policy. Please check the current Academic Calendar for the last date on which you may drop or add a course without a financial penalty.

Hold Policy

The types of holds that may be placed on registration and the offices involved are listed below. If holds are placed on registration and/or transcripts, the registrar releases such holds only upon signed release from the office indicating the hold. The offices listed below send lists of holds to the registrar and a notice to the student.

Office	Type of Hold
Student Billing	Financial
Dean/Registrar	Academic

REMEMBER THESE PROCEDURES--

1. Students receiving such notice are not eligible for registration, class attendance, release of transcript or use of facilities and services such as financial aid until the hold is cleared by the initiating office.
2. Students will not be placed on financial hold due to a delay in approved VA or Federal student loan funding.
3. Registrar pulls registration materials and/or deletes name from class list and places a hold on the transcript of any student listed.
4. It is the student's responsibility to return the signed release form to the registrar.

Registration is not official until it is cleared in Student Billing. Instructors will be notified if a student's registration is not completed and the student's name will be dropped from the class list.

Grading System/Symbols/Policy

Letter Grade	Grade Points	
A	4.0	Excellent
A-	3.7	
B+	3.3	Good (The quality expected of graduate students)
B-	2.7	
C+	2.3	Satisfactory (Meeting minimum requirements)
C	2.0	
C-	1.7	
D	1.0	Less than satisfactory
F	0	Failure

Grade Symbols

AU	Audit	no credit or transcript
IP	In Process	courses taken over several quarters
NR	No Record	grade not received
P	Pass	learning goal achieved (A through C-)
W	Withdrawn	leave a course after Drop/Add period has passed
I	Incomplete	approved extension on file
PI	Permanent Incomplete; no credit given; class can be re-taken for credit and grade	

Grades of Incomplete

An instructor may record an initial grade of "Incomplete" ("I") when the instructor determines that events or circumstances beyond the student's control have prevented the student from submitting course requirements completely and on time (with "on time" referring to published or announced due dates) or by the last day of the term. The student must complete a "Request for Incomplete" form

(secured from the Registrar's office or on the seminary's web site). The signatures of the course instructor, the student's advisor, and the Academic Dean are required. When an "I" has been recorded, the student must complete all incomplete course work by the end of **the fourth week** after the end of the term during which the course was taken. After that time the "I" is changed on the permanent record to the grade entered by the instructor on the "Request for Incomplete" form. In other words, the instructor, based on the amount of work the student completed, will determine the student's grade for the course. Only under extreme extenuating circumstances that prevent the student from completing the work required to remove an "I", in consultation with the instructor, the Academic Dean, and the student's advisor, may the time for completion of work required to remove the "I" be negotiated between the student and the instructor. In such a case of extenuating circumstances, a student may not enroll for new courses until all required work has been completed and every "I" has been removed. The purpose of this policy is not to punish the student but to enable faculty and staff to work with the student toward successful completion of all course requirements.

REMEMBER--

Your Responsibilities--

1. Obtain and complete a Petition for a Grade of Incomplete form.
2. Submit completed petition to your Instructor no later than the date grades are due.

Instructor's Responsibilities--

1. Decide whether he/she wishes to grant a grade of Incomplete.
   Inform you of the date grades are due so you may submit your petition on time.
3. Sign and date your petition, if he/she agrees to it.
4. Complete and submit to the Registrar a Change of Grade form when your work is completed.

Academic Problems

In the event that an instructor becomes aware that you are having difficulty in a particular class, you will receive an Early Warning Form. Reception of this form is a signal for you to consult with the instructor and/or your advisor to discuss what requirements you are not adequately meeting.

Satisfactory Academic Progress

All students are expected to maintain the highest level of scholarship of which they are capable. ETS recognizes that many of our students are engaged in full-time vocations and are enrolled in ETS degree programs for the enrichment of their vocational commitments and community engagements. This can lead to a variety of tensions between vocational and academic demands made on the student. Family life is not the least of the student's considerations. Consequently, the student must consider all the various life demands, in order to make good decisions regarding course loads that will allow the student to fulfill the Seminary's requirements for satisfactory academic progress.

• Ministerial Formation (M.Div., M.A.P.M.) – A minimum curriculum grade-point average (curriculum GPA) of 2.5 is required for satisfactory progress toward completion of the student's program. Satisfactory progress is required for a student to be eligible for Field Education (internship) assignment and for eligibility to receive the theological diploma and the academic degree.

• Programs where any course is a prerequisite for another course also require satisfactory completion of each course before taking the next course in the sequence.

• Advanced Studies (Academic M.A., D.Min.) – Individual courses will be credited toward degree requirements only when completed with a grade of "B–" or better.

Academic Probation

Academic Probation status serves as a warning that the student is not making satisfactory progress and, unless improvement is achieved, will be subject to dismissal from the Seminary.

Ordinarily a student who continues on academic probation for two consecutive quarters will be dismissed because of academic deficiency. Probationary status for the specific programs is determined as follows.

• Ministerial Formation (M.Div., M.A.P.M.) – A student whose curriculum GPA falls below 2.5 or whose grade-point average in any quarter (term curriculum GPA) falls below 2.5 will be placed on academic probation.

• Advanced Studies (Academic M.A., D.Min.) – A student whose cumulative curriculum GPA falls below 3.0 will be placed on academic probation.

• A student who has experienced dismissal from the program may petition the Academic Dean and the Director of the Masters Programs for reinstatement to active academic status after a hiatus from the seminary for at least one academic term following dismissal.

Time Frames for Completion of Degree

All credits for a Masters degree or diploma should normally be completed within a maximum ten-year timeframe. However, ETS understands that various life situations may interfere with this goal. As such, students wishing to resume pursuit of their degree or diploma after a substantial period of absence may petition to have their time for completion extended. These requests will be reviewed by the President and/or Academic Dean, in consultation with the appropriate program director. Factors to be considered will be the life circumstances that caused the delay and the student's academic performance in their program thus far. If the decision to re-admit is made, the student will work with their advisor to develop a completion plan, including a proposed timeframe not to exceed 5-7 years based upon credits already completed.

The Doctor of Ministry program is designed to be completed within 3 years, but this may be extended to five years. A student who does not complete the Doctor of Ministry program within five years must petition to have their time to completion extended according to the procedure described above.

Attendance
Because classes are offered in an intensive format, your attendance is very important. However, if you must miss a class due to illness or emergency, it is important that you notify your instructor ahead of time. Please call your instructor or call ETS before 4:30 p.m. (For weekend classes, you must notify the instructor directly.) If you miss the equivalence of two classes without notifying your instructor, the registrar will be told to inform you that you will be dropped from the class.

Writing for the MAPM, the MDiv, and the Academic MA Programs

Students are expected to use the most recent edition of the *MLA Handbook* for all assignments in MAPM, MDiv, and MA classes. The *MLA Handbook* provides rules for the formatting, documenting print and electronic resources, the creation of a bibliography, as well as rules for proper grammar, usage, and mechanics.

Academic Dishonesty/Plagiarism
The faculty at ETS expects that the work that you submit will be your own. Without this presumption, the work of our community loses vision, meaning and purpose. As a result, while you are expected to consult the works of others in the formulation of your own submitted work, it is vitally important to document such sources in a manner consistent with the principles of academic honesty expected of all members of a scholarly community.

The ETS faculty has formally defined plagiarism as "the use of another person's words, ideas, concepts, programs, opinions, models, theories, results, graphs, charts, art work, drawings, photographs, video, or any other intellectual property whether by quoting, summarizing, or paraphrasing that person's spoken or written words without giving proper credit to the author of the material being used."

Any instance of plagiarism, deliberate or through carelessness, will be treated with the utmost seriousness and may jeopardize your continuation as an ETS student.

REMEMBER—

1. **Word for Word Plagiarizing**
This is a form of copying without citations. Attribution or the use of quotation marks enables the writer to lift whole pieces, sentences, and clauses from the original text.
2. **Mosaic**
This is a form of copying phrases from original work without attribution and weaving them together by means of transitional sentences.
3. **Paraphrase**
The presumption is that the purpose of the paraphrase would be to simplify or to throw a new and significant light on a text. It requires much skill if it is to be honestly used and should be rarely resorted to by the student. It is only dishonest when it is not explicitly identified as an exercise in paraphrase and the ideas are not clearly attributed by means of reference and/or footnoting the original author.

It is the policy at ETS that a documented case of academic dishonesty, notably of plagiarism, is cause for a conference including you, the instructor concerned, your faculty advisors and the Dean. The Dean will write a letter reporting the content of the conference and any decisions made. The letter will be sent to you and a copy put in your student file. This letter is destroyed at the time of your graduation. A second instance of documented academic dishonesty is cause for automatic termination of your registration.

Student Grievance Procedure

Students who wish to protest an action by a member of the faculty or staff should follow the steps listed below with the following caveats: 1) as an academic institution ETS reserves certain decisions for the faculty as a matter of academic freedom; for example, course requirements and grading decisions; 2) harassment due to race, sex, or other legally protected class. ETS has different policies that deal with these two areas.

Step 1. If possible, make an appointment to talk with the person with whom you have a grievance. Often, grievances are the result of difficulties with communication.

Step 2. If, after meeting with the person, you are unable to reach a satisfactory resolution, your next step should be to discuss the issue with your Program's Director. Your Program Director will review with you the events leading up to the grievance and listen to your account of the matter. She/he may ask you to put your concerns in writing so that they can be reviewed with the person with whom you have the grievance. The Program Director will follow a similar procedure with the other party. After reviewing the case, the Program Director will make recommendations for resolution. Program Directors will attempt to resolve grievances in a timely fashion (i.e., usually within two weeks) from the time the grievance is brought to their attention and written documentation is filed. In the event the student's Program Director is a party to the grievance, the Dean will fill the Program Director's role described above.

Step 3. If the grievance is not satisfactorily resolved, a request may be made for a hearing with a committee comprised of the President, Vice President for Academic Affairs, and Director of Student Life. This committee may ask that all materials related to the grievance be submitted for review, and will schedule a hearing in order for the disputing parties to present their respective cases. After the hearing, the committee will issue its findings and/or recommendations in a timely manner (again, usually within two weeks). In the event that the Vice President for Academic Affairs, the Vice President for Administration or the Dean of Students is involved in the grievance, a faculty member will replace that person on the committee

Step 4. If the grievance is still not resolved satisfactorily, the decision of the committee may be appealed to the Board of Directors. The decision of the Board is final.

You may wish to consider the following suggestions as you seek to work through a grievance:

1. Always try to solve a grievance informally first. Many difficulties can be resolved through informal discussions, and this avoids stressful, time-consuming, and possibly adversarial procedures. The best first step is often to calm down as much as possible and examine the problem as unemotionally as possible.

2. Focus on the problem, not the person. Be hard on the problem and soft on the person. You will have greater success if you see the person as a potential partner or resource that can help you solve the problem.

3. Be assertive, but be courteous. Civil and respectful behavior goes a long way toward enlisting someone's cooperation in achieving a satisfactory resolution.

4. Focus on the immediate problem. This is not the time to raise other complaints. You may raise those concerns in a different way or at a later time.

5. Prepare for your meeting. Know what you hope to achieve in any meeting that deals with a problem. Do you want a new policy or procedure instituted? Are you seeking an exception to an existing policy? Do you want someone's behavior to change? If you don't know what you want, you might not get it. Also, remember that the approach you take to deal with a problem may differ depending upon the nature of the problem, who is involved, and what you wish to achieve.

6. Put yourself in the other person's shoes. Anticipate and consider other points of view. Most people truly want to be fair. If you understand the other person's perspective, you may discover a way to achieve a resolution that serves the interests of all parties. But to understand their views you must listen very carefully and may need to ask clarifying questions (in as neutral a way as possible) in order to enhance your understanding of their views.

7. Put it in writing. If you do not feel comfortable talking with someone in person, send a letter explaining your side of the incident, how you feel about it, and what alternatives you think are appropriate. Enumerate each point you would like addressed, and ask for a written response to each point. If you forget an item or want to add something later, send an addendum.

8. Try to confine your statements to "I" statements telling how you feel and how you view the incident. In other words, speak only for yourself, do not presume to know what the other person was thinking or intended.

9. Do not use accusatory language.

10. Treat the other person as you would like to be treated.

Students also have recourse to external agencies should the above process not resolve an issue.

- **State of Michigan Licensing and Regulatory Affairs Commission (LARA).** Students may register a complaint regarding distance education with the state using the following link: www.Michigan.gov/documents/lara/Post-Secondary_Student_Complaints_498839_7.pdf The ETS license appears on the LARA page, at https://www.michigan.gov/lara/0,4601,7-154-89334_61343_35395_35396-122798--,00.html
- **Michigan Attorney General, Consumer Protection Division.** For consumer protection issues, students may contact the Attorney General at PO Box 30213, Lansing, MI 48909-7713.
- **Michigan Department of Treasury, Student Financial Services Bureau.**
  - **State of Michigan** financial aid issues may be addressed to the Bureau at (888) 447-2687 or (517) 373-4897. www.michigan.gov/mistudentaid
  - Issues with **Federal Financial Aid** may be directed to the Federal Student Aid Ombudsman Group of the U.S. Department of Education and/or the Federal Student Aid Information Center, at (800) 433-3243, (800) 4FED-AID, or online at www2.ed.gov/programs/fpg/contacts.html
- **Association of Theological Schools (ATS).** The Ecumenical Theological Seminary (ETS) is a member institution of the Association for Theological Schools (ATS), our accrediting agency. ATS maintains accreditation standards, which may be found at

www.ats.edu/Standards-Of_Accreditation. Any student with a complaint regarding violation of ATS accreditation standards should contact the Executive Assistant to the President-Academics, who will file the complaint for review by ATS. standards

Student Conduct Policy

ETS is an intentionally ecumenical environment, with students and faculty from a wide range of traditions. We intend to foster a community of openness, respect, and tolerance for one another's beliefs and faith journeys.

In light of this mission, it is vital that every member of our community treats one another with the utmost respect. This does not preclude disagreement, but it requires an openness to dialogue and a willingness to always consider one another as siblings in Christ.

Conduct that threatens, intimidates, or otherwise contributes to an unhealthy learning environment is not acceptable. If such situations arise, the student may be called into a meeting with some combination of their advisor, relevant faculty members, program director, chief academic officer, and the seminary president. An attempt to reach a mutually acceptable understanding will be made. If detrimental conduct continues after this conversation, the seminary reserves the right to remove students from their academic program.

FINANCIAL INFORMATION AND POLICIES

Financial Aid

Funding one's education is unique for each individual. There are basically two types of financial aid. The source of aid available to the student body is the William D. Ford Federal Loan Program sponsored by the Department of Education. A student must be a citizen of the United States in order to use these funds. Students interested in using the Federal Loan Program can make an appointment with the Financial Aid Administrator at 313.831.5200 Extension 211. The FAFSA – Free Application for Federal Student Aid must be completed. Go to FAFSA.ed.gov for a free application to be completed. Ecumenical Theological Seminary is also an approved site where Veteran's Administration Benefits can be utilized. The Scholarship Program from ETS is defined on the website. If one is interested in applying for a scholarship, the requirements are defined on the website under the Financial Aid section. ETS also works with students who are eligible for benefits through the Department of Veterans' Affairs.

If you desire to explore any of the possibilities of financial assistance, you should make an appointment with the Financial Aid Officer (ext. 211). It is important that you plan ahead because the scholarship application process takes time. The money you apply for today may not be available until the next quarter or academic year.

Financial Aid Warning

Financial Aid "warning" is a status assigned to a student who has fallen below the minimum SAP threshold cumulative grade point average of 2.35 (3.0 for academic MA) and/or whose completion rate

is below 67 percent (the student has completed fewer than 67 percent of hours attempted). A readmitted student whose prior coursework does not meet SAP thresholds may also be assigned to a warning status. New admits, based on the recommendation of the Admissions committee, may also be placed on financial aid warning until successful completion of their first term.
The Financial Aid Office reserves the right to place students on financial aid warning who completely withdraw, i.e., students who fail to demonstrate any measurable progress within a given term. If a student withdraws completely or fails to complete all courses in a term, the student may be placed on warning but will be allowed to appeal.
Note: Students are still eligible to receive financial aid in this status.

Financial Aid Suspension: Unsatisfactory Student Academic Progress

A "suspension" status means that a student has an "unsatisfactory SAP status." Financial Aid suspension is assigned when a student fails to meet his/her progress requirements after being placed on a warning, probation or an academic plan. When students are placed on Financial Aid Suspension, a new academic plan will be developed to provide a pathway for return to normal financial aid status. Students on Financial Aid Suspension are ineligible for financial aid until such time as they successfully complete this academic plan. A student placed on Financial Aid Suspension will be allowed to appeal to the academic dean/chief academic officer through a formal, written letter outlining their circumstances and explaining why they should be removed from suspension status.

Return of Title IV Funds

Title IV Funds refers to the federal financial aid programs authorized under the Higher Financial Aid Act of 1965. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Title IV funds are awarded to a student with the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws prior to the planned ending date, the student may not be eligible for the full amount of the Title IV funds that the student received.

The law specifies how Ecumenical Theological Seminary must determine the amount of Title IV program assistance that you earn if you withdraw from school. Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received more assistance than you earned, the excess funds must be returned by the school and/ or you.

The amount of assistance that you have earned is determined on a pro rata basis. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period. A copy of the worksheet used for the calculation can be requested from Ecumenical /Theological Seminary.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your

permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know your school's refund policy, you should ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

How does a student withdraw from a course?

Drops: Drops occur within the first two weeks of classes, and are always student-initiated. Students are eligible for a full or partial refund when dropping a class. A drop does not remain on a student's transcript. The drop period ends after the second week of the quarter.

Student Withdrawal: Withdrawal forms are to be filled out by student, then signed by the student's advisor and returned to the registrar for entry into the system. The date on the form indicates date of

official withdrawal. A student can initiate a withdrawal at any time during the quarter after the drop period has ended.

Administrative Withdrawal: If students have not been present for the first two weeks of class (or present in the online forums, for online classes), they are withdrawn unofficially. This is determined by date of registrar action, occurring at the end of the second week of classes.

A student may withdraw after the two-week deadline either voluntarily, or involuntarily by absence from two or more consecutive class meetings. In either of these cases, the date of withdrawal will be considered as the student's last date of verified attendance or participation in on-line activities.

Upon receiving a withdrawal, the student will receive either a WP (Withdrawn/passing) or a WF (Withdrawn/failing).

When are Title IV funds required to be returned?

ETS must return unearned funds to the Department of Education within 45 days of the student withdrawal date. Funds must be returned in the following order:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Perkins Loan
4. Direct Plus Loan
5. Pell grant
6. FSEOG

If the funds have been disbursed to the student, the student must repay ETS. Contact the Business Office for payment options.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Employer Reimbursement

Many employers or churches will pay for part of an employee's tuition to help educate and retain their workforce. If you can bring written proof before starting classes that your employer will reimburse a portion of your tuition, you will only need to pay that portion of tuition and fees not covered by your employer. You will remain liable for any tuition and fees not reimbursed by your employer.

Other Awards and Scholarships

The Financial Aid Officer can help you determine and identify other awards and scholarships for which you might be eligible.

UAW-Ford, UAW-GM, UAW-Chrysler Education Programs

Employees are encouraged to contact the education advisor in their location for information about the

educational opportunities available to them through ETS. The plant education advisor and the ETS Financial Aid Officer can work together to assist automotive employees in taking advantage of the education benefits of their contract.

ETS Scholarships Funds

ETS has limited funds available for scholarships. They are normally disbursed on a need basis. The amounts vary from year to year and program to program. You must be admitted to an ETS program in order to be eligible for an ETS scholarship. Application forms for scholarships are available online under Student Resources/ Student Forms or in the financial aid office.

Seminary Life

The Student Life Committee is dedicated to enriching the "student life" experience of ETS students. More specifically, its purposes include: providing avenues of communication among students, faculty and administrators; providing support links between and among students; and planning and implementing activities for the seminary community. Members of the committee include students, faculty, staff and alumni.

The ETS community gathers annually for Convocation in September, Advent worship in early December, and Commencement in early June. Check the ETS web site regularly for a continuous updating of student life activities.

For most academic years, the Student Life Committee will designate a week of each quarter as "Worship Week." During that week, classes will gather for a time of worship and fellowship. Each night, classes that meet on that evening will participate in a twenty-minute worship experience that is planned and led by a designated class. With this arrangement, all students and faculty will be able to participate in this very important aspect of seminary life.

During Orientation Week, the Student Life Committee, Dean of Student Life and Student Life Coordinator will inform students how to best utilize available Student Life services. Students will also be advised how they can participate to improve and expand services. The committee is working on offering promotional items, fund raising, newsletter articles, revision of the annual retreat format, student and spouse support groups and alumni mentoring opportunities. Issues such as the ecology and those who are differently-abled are also items of high priority. Note: Childcare is not provided by ETS.

Library

The holding of the John E. Biersdorf Library have been transferred to Wayne State University effective 9-1-2015. WSU will extend full access rights for ETS students to all of their library holdings. Regular updates to this change will be forthcoming.

Other recommended libraries in the Detroit metropolitan area include:

Cardinal Szoka Library at Sacred Heart Major Seminary

2701 W. Chicago Blvd., Detroit		313/883-8650
(Note: An annual fee gives anyone full access to this superb library.)		
University of Detroit Mercy	4001 W. McNichols, Detroit	313/993-1070
Detroit Public Library	5201 Woodward Ave., Detroit	313/831-1000
Purdy/Kresge Library, Wayne State Univ.	5265 Cass, Detroit	313/577-6424
Kresge Library, Oakland Univ.	Walton Blvd. & S. Squirrel Rd.	810/370-2471
Hatcher Graduate Library, Univ. of Michigan	Ann Arbor	313/764-0400

Identification Cards

Student identification cards will be created at the New Student Orientation. If you did not receive your ID card at Orientation, you must contact Barbara Pye at (313) 831-5200 X 207 to make an appointment to have one made. Your card will be both your student identification and your access to the ETS building. You will also need your ID to purchase a University of Detroit/Mercy library card or to obtain student discounts where available. Lost cards may be replaced for a fee of $25.

Textbooks

Students may order textbooks through online suppliers. Textbooks for each quarter are listed on the ETS website.

Classrooms

The specific location for each class at ETS is posted on bulletin boards throughout the building. Occasionally classes are held at other locations. Check your course schedule for offsite class locations.

Communication

Announcements and information will be posted in the following locations:

a. All scheduling changes and other registration information will be posted on the Registrar's Board outside of the Registrar's Office.

b. Announcements and general information will be posted on bulletin boards throughout the building.

c. On the "Current News" tab on our website.

School Closing Information

Notice of cancellation due to weather or other factors is provided on ETS's main voicemail message at (313) 831-5200. Closing for evening classes will be announced by 3 p.m. Closing due to weather will also be announced on local radio and television stations and on our webpage.

Hospitality

A refrigerator, sink and vending machine are located in the kitchen off the Renaissance Room. There is also a vending machine with drinks on the landing between the Renaissance Room and the stairs to the

Library.

Announcements and information will be posted in the following locations:

a. All scheduling changes and other registration information will be posted on the Registrar's Board outside of the Registrar's Office.
b. Announcements and general information will be posted on bulletin boards throughout the building.
c. On the "Current News" tab on our website.

Parking/Security

Secured parking is available in the parking lot on the east side of the church.

Family Educational Rights And Privacy Act (Ferpa)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the seminary receives a request for access.

A student should submit to the registrar a written request that identifies the records he or she wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

A *student should write the seminary official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the seminary decides not to amend the record as requested by the student, the seminary will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.*

3.The right to consent to disclosures of personally identifiable information contained in a student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the seminary in an administrative, supervisory, academic, research or support staff position. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4.The right to file a complaint with the U.S. Department of Education concerning alleged failures by the seminary to comply with the requirements of FERPA. The name and address of the office that

administers FERPA is:

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

Ecumenical Theological Seminary Directory
2930 Woodward Avenue | Detroit, MI 48201

Telephone: (313) 831-5200 Web: www.etseminary.edu E-mail: contact@etseminary.edu

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