



**Master of Divinity and
Master of Arts Pastoral Ministry**

2016-2017 Student Manual

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OUR MISSION

Ecumenical Theological Seminary provides a multi-confessional 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 God's compassion in relationship to various ecumenical, interfaith, political, social, economic, and cultural contexts.

Educational Values of ETS

Cultural Context- We promote ecumenical and interfaith dialogue and action across a spectrum of faith traditions. We facilitate relationships among city, suburban and rural congregations and colleagues.

Spiritual Formation- We seek to develop an ever-expanding consciousness of the way spiritual and social realities affect each other. We seek to foster justice at local, national and global levels, beginning with accountability to ourselves, our churches and to those who are marginalized.

Community Ministry- We seek to connect academic theory with life practice. We ground ministerial vision and social action in our life of prayer, encouraging ongoing reflection regarding self, community, and world concerns in relationship to God.

Religious Heritage- We seek to utilize educational methods that are flexible, transformational, and uniquely relevant to the needs of our students and our world. We encourage members of our learning community to evaluate and utilize insights from broad spectrums of faith, culture and life experience.

THE STUDENT MANUAL

This Student Manual is designed to meet your needs as a student at ETS. As an ETS student you are responsible for following the policies and procedures in this manual. Ultimately, **you** are responsible for fulfilling the policies and procedures of the seminary that will grant you a degree.

The Student Manual is updated annually. This Manual is available on the ETS website. See the current ETS catalog for other pertinent information.

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 Christian faith in manifesting the truth and love of God. We treasure this dialogue, especially in the Detroit arena—where alienation and fragmentation still remain systematically entrenched despite hopeful efforts at renewal.

Finally, ETS fully embraces the revolutionary potential of the modern age of electronic communication. We still believe in the primacy of face-to-face learning, but we have incorporated the Internet throughout all aspects of institutional life. We believe that the selective utilization of this tool enables a deeper ETS experience and expands the possibilities of who may enter our theological laboratory.

THE MASTER OF ARTS IN PASTORAL MINISTRY PROGRAM

The Master of Arts in Pastoral Ministry Program (MA) has been available at Ecumenical Theological Seminary since 2006. It received full approval 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 orientation. You will take courses that are geared primarily to 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 MA degree generally requires a minimum of two years of full-time study or 5-6 years of part-time study.

The Master of Arts degree 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 modern technology, and the contemporary reality of “multiple Christianities.”

The Master of Arts in Pastoral Ministry degree is a 72 quarter hour program designed to meet your needs for pastoral-theological formation for ministry in a variety of venues. The curriculum is shaped by the conviction that the best preparation for ministry will include study in scripture, theology, spirituality, ethics and pastoral/professional skill formation.

The learning program consists of ten foundational courses (40 credits), an identified area of “concentration,” one or two elective courses, a supervised internship and a final project. 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. The supervised internship and final project provide experience-based learning that will help you to integrate your academic studies with real life ministry.

All MA students are required to participate in non-credit workshops sponsored by the seminary (six total are required), a colleague group and retreats (scheduled as part of courses). The purpose of these components is to enhance your spiritual growth, sense of community and understanding of the context for ministry in greater Detroit.

Course Requirements for a Master of Arts in Pastoral Ministry degree.

The general outline of a Master of Arts in Pastoral Ministry degree is as follows:

- The foundational course selection of required courses (36 credits).
- 12 to 16 credits for courses related to the student’s chosen “concentration” area.
- Supervised Internship (8 credits)*
- Final Project (8 credits)*
- Electives (4 – 8 credits)
- Participation in, workshops, retreats and colleague group.

The Supervised Internship and the Final Project are ordinarily related to the subject area of concentration.

The foundational courses (ten) are:

GEN5001B	Intro to Theological Writing and Research	4 quarter hours
PM 5001	Formation for Ministry	4 quarter hours
PM 5002	Tradition and Trends in Ministry	4 quarter hours
B 5120	Foundations of the Old Testament	4 quarter hours
B 5121	Foundations of the New Testament	4 quarter hours
SYS 5121	Systematic Theology I	4 quarter hours
One elective in	Systematic Theology	4 quarter hours
ETH 5000	Church and Society	4 quarter hours
HIS 5020	Growth & Dev. of Christianity I, or	4 quarter hours
HIS 5220	Growth & Dev. Of Christianity II	4 quarter hours
TPM 5012	Intro. To Pastoral Care and Counseling	4 quarter hours

The required internship and final project courses are:

PM 5100	Supervised Internship	8 quarter hours
PM 5200	Final Project	8 quarter hours

The remaining courses (16 quarter hours) are selected from the course offerings to fulfill the requirements of the student's concentration.

Up to 12 quarter hours of credit may be earned through the Portfolio process for prior learning in a ministry field.

The Master of Arts in Pastoral Ministry program presently offers five concentrations:

- 1. General** – The student will complete the required “foundational courses,” four electives, the Supervised Internship, and the Final Project. This concentration allows the student maximum opportunity to “customize” his or her educational experiences to address specific goals or needs.
- 2. Pastoral Care and Counseling** - In addition to the Pastoral Care and Counseling course which is part of the foundational requirement, the student will take three additional courses in Pastoral Care and Counseling. Both the Supervised Internship and the Final Project will focus on Pastoral Care and Counseling. The student will have one courses open for an elective. With the permission of the internship instructor, the student also may have the option of completing a Clinical Pastoral Education (CPE) internship and incorporating it into this concentration.
- 3. Spirituality** – In addition to the Formation for Ministry course which is part of the foundational requirement, the student will take three additional courses in Spirituality. Both the Supervised Internship and the Final Project will focus on Spirituality. The student will have one course open for an elective. The student also may have the option of registering for a spiritual direction internship and incorporating it into this concentration
- 4. Social Justice** – In addition to completing the required foundational courses, the student will take three courses (chosen in dialogue with your advisor) for this concentration. Both the Supervised Internship and the Final Project will focus on Social Justice.

Descriptions of the Four Required Courses unique to the MA in Pastoral Ministry

The majority of courses offered to students in the Master of Arts in Pastoral Ministry Program are master's level courses available in either the MA or the MDiv programs. There are three required courses that are unique to the MA program. They are:

PM 5002 Tradition and Trends in Ministry. This online 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 our time.

PM 5100 Supervised Internship. Toward the end of your program, you will engage in a Supervised Internship. This internship 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.

8 quarter hours

Clinical Pastoral Education (CPE) or an Internship in Spiritual Direction are ways of fulfilling the Supervised Internship Requirement. These experiences still require your participation in the Supervised Internship seminars.

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 which 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.domincancenter.org; 248 536.3148 or Manressa Retreat Center 248 644. 4933.

A student who completes an internship in spiritual direction may receive up to 20 quarter hours of credit for the internship by arranging to have it fulfill the Supervised Internship Requirement (with faculty approval) and to apply for twelve hours of elective credit. The internship in spiritual direction experience still requires your participation in the Supervised Internship seminar. Contact your advisor or the MAPM Program Director for details regarding credit toward the MAPM 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 CPE or the Internship in Spiritual Direction. (This includes registration fee). See the finance office for current fees for these programs.

PM 5200 Pastoral Ministry 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. 8 quarter hours

Course descriptions for other master's level courses are listed on the website under the Master of Divinity Program.

THE MASTER OF DIVINITY PROGRAM

The Master of Divinity Program (MDiv) has been available at Ecumenical Theological Seminary since 2006. It received full approval from the Association of Theological Schools (ATS) in March of 2005. This program represents a distinctive approach to theological education. It is grounded in an ethics-praxis orientation. You will take courses that are geared primarily to 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 generally requires a minimum of two years of full-time study or 5-6 years of part-time study.

The ETS MDiv degree is as unique as Detroit! This marvelous and spiritually alive city, historically associated with innovation and craftsmanship, is now home to a new departure in theological education among American seminaries. Here at ETS, we love the academic world and the flow of theological ideas that runs through our daily lives. But we love the region even more, with its rare opportunities for services and engagement with the challenging issues of the 21st century. The degree requires 114 quarter credit hours (28.5 courses) to complete. Four key concepts characterize theological study at ETS: (1) ethics-learning to become more concerned with the life [and light] of the other, (2) leadership education-learning to become unsatisfied with "cheap grace" and how to change the communities in which God has planted us, (3) dialogue-learning to position others as our teachers of God, and God's will, and (4) communication-learning the art of sharing and receiving information in an attitude of trust, in an age more characterized by "back-room" deals and "playing it close to the vest."

All of your course work is undertaken in the ethical awareness of diverse ethnic and racial communities, the global reach of modern technology, and the contemporary reality of "multiple Christianities." You begin your study for the MDiv with the foundational course *Church and Society*, in which these realities and challenges are realistically addressed. Here your faith is challenged by others, from different ethnic backgrounds and denominations, as you gain insight into alternative approaches to faith and the realities of modern American life.

As you progress through the program, emphasis is placed on the early acquisition of tools for effective church leadership. You engage your fellow classmates in such areas as *Church Leadership*, *Christian Worship*, *Christian Education*, *Pastoral Care & Counseling*, *Christian Spirituality*, and *Preaching*. Once these introductory courses are completed, you now move forward in the more traditional areas of theological studies. At this point in your career such areas of study as *Biblical Studies*, *Theology*, and *Church History* provide welcome intellectual nurture for the life of enhanced service to the church that lies ahead. The *Ministry Practicum* experience, undertaken during the middle part of your seminary career, provides you with a wonderful opportunity to utilize all that you have learned in a church or parachurch setting.

Upon graduation, you are prepared to join the ranks of those who listened to the call of God on their lives, equipped for better and more focused service to prepare hearts and minds for the kingdom. It is a journey that will challenge you, and sometimes exasperate you, but will be one of the richest and most rewarding experiences of your life. It is something that money cannot buy, and one that you will not trade for "all the treasures of the earth." It's a promise!

If your denomination requires a Master of Divinity from an approved or denominational seminary for ordination and ordination is your goal, you should check with your denominational officials to ensure that an ETS MDiv is appropriate.

Course Requirements for a Master of Divinity degree.

The general outline of a Master of Divinity degree is as follows:

- Required courses (64 credits)
- Ministry Practicum [and Clinical Pastoral Education] (8 credits)*
- Electives (42 credits)
- Participation in workshops and retreats

The required courses are:

GEN 5000	Orientation	
GEN 5001B	Intro to Theological Writing and Research	4 quarter hours
ETH 5000	Church and Society	4 quarter hours
TPM 5001	Church Leadership for the 21st Century	4 quarter hours
TPM 5010	Introduction to Christian Worship	4 quarter hours
TPM 5011	Introduction to Christian Education	4 quarter hours
TPM 5012	Introduction to Pastoral Care and Counseling	4 quarter hours
B 5120	Foundations of the Old Testament	4 quarter hours
HIST 5020	Church History I	4 quarter hours
TPM 5110	Introduction to Preaching	4 quarter hours
PM 5001	Formation for Ministry Year 1	4 quarter hours
PM 5003	Formation for Leadership Year 2	2 quarter hours

All of the above required courses **must** be completed **before** enrolling in Ministry Practicum (see below).

The following required courses may be completed **during or after** your enrollment in Ministry Practicum.

PM 5004	Formation for Service Year 3	2 quarter hours
B 5121	Foundations of the New Testament	4 quarter hours
E 5100	Theoretical Foundations of Christian Ethics	4 quarter hours
HIST 5120	Church History II	4 quarter hours
SYS 5121	Systematic Theology I	4 quarter hours

Ministry Practicum

Ministry Practicum (MP - also known as Theological Field Education in some institutions) is a supervised ministry experience during the middle part of your seminary studies (after 9-18 courses). It takes place in a congregational or other 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 MP class which meets on alternate weeks throughout the school year. You are expected to develop a plan for MP by the time seven to nine courses are completed.

All students must contact the MP director, Dr. Tony Curtis Henderson at 313.831.5200, ext. 204 or by email at, thenderson@etseminary.edu by March 15 of the year you plan to begin MP 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 accomplish.

ADDITIONAL INFORMATION FOR BOTH MAPM AND MDIV STUDENTS

Clinical Pastoral Education

CPE takes place in local hospitals or other agencies. CPE is a 400 hour experience offered at several area hospitals. 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 (ETS Extension #216).

- Four quarter hours normally are granted for each unit of C.P.E. (A student may register for 8 quarter hours for the first unit ONLY.)
- A maximum of 12 credit hours may be earned through C.P.E. experience
- C.P.E. unit(s) may be used to fulfill the Supervised Internship requirement at ETS with the permission of the Director of your program. Attendance at the Supervised Internship is required.

Registration for Clinical Pastoral Education

TPM 6101 CPE Seminar (1 st Unit Only)	8
TPM 6102 CPE 2	4
TPM 6103 CPE 3	4
TPM 6104 CPE 4	4

1. If the unit is not fulfilling the Supervised Internship requirement, you may obtain credit with the approval of your Program Director. You must submit the following materials to your Program Director at least two weeks prior to the end of the quarter for which you requested 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 C.P.E. experience
 - f) Five to eight page theological reflection on the experience as it has impacted your ministry

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 go 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 final paper for the Formation for Ministry course; a sample research paper from your course work; your Supervised Internship and your Final Project. These materials will be reviewed prior to the completion of your degree program. You are responsible for assembling these materials.

Formation Classes

All MAPM and MDiv students are required to take the Formation for Ministry class in their first year and Formation for Leadership in their second year.. More information about this will be made available during New Student Orientation .

ETS Workshops

During the course of your MA studies at ETS you are required to attend 6 workshops that are designed to introduce you to cutting edge ministry in the 21st century. 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.

Retreats

A retreat may be offered each year through your colleague group. If a retreat is part of you colleague group experience, you are required to attend.

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. The Director of the MA Program will serve as your advisor. 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 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 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.

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.

Auditing

You may audit any course with the approval of the instructor. Normally this requires any prerequisites the course requires. You and the instructor should agree upon which, if any, of the course requirements you plan to complete.

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. This work may be undertaken in conjunction with other educational institutions in southeastern Michigan with which ETS has a consortia arrangement. 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:

Independent Study: A course focusing on an area of study not included in the ETS curriculum.

Tutorial: 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 form and Consortium Registration forms are available on the website. This form is to be presented to the institution offering the course at the time of registration.
3. For courses taken through a Consortium Program, registration and fee payment are done at the home institution according to its policies and procedures.
4. 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

You may transfer credits from another graduate institution 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 36 credits may apply.

If a degree was earned in the previous work, not more than half of the credits necessary for that degree may be applied.

Web-Enhanced Learning

ETS utilizes the Internet in a number of master's level courses in the instructional process. The software and host provider is "Populi." It is expected that all students have an e-mail account and access to the Internet. If you do not have a personal computer, you may access the Internet from the ETS computer lab. The Master's course schedule will indicate which courses are "web-enhanced (WE)," i.e., utilize the Internet in some fashion, or is offered entirely online (Internet).

Experiential Learning – Portfolio of Life Experience

In the MAPM and MDiv Programs you may complete a Portfolio of Life Experience for up to 12 quarter hour credits (3 courses). The guideline form reads as follows:

"This process recognizes that many adults entering graduate school today have had significant, extensive experience in a given ministerial or theological area that has contributed to the learning process. By assessing what is learned and putting together a portfolio (a formal written communication demonstrating the experience, defining what was learned and offering supporting documentation) one can apply for graduate credits in the Master of Arts Program."

General Guidelines for Experiential Learning

1. The learning should be equivalent to graduate level work in terms of quality.
2. The student should be able to relate the learning to subject areas traditionally included in the program area.
3. The student's learning should compare with the learning of people who have completed the course work.
4. The learning should include both a theoretical and practical understanding of a subject area.
5. The learning should be evaluated in consultation with the Director of the Master of Arts Program and the Portfolio Mentor to determine whether or not the assessment process is appropriate for him/her.

6. The student should be able to demonstrate that there is some relationship between what has been learned and the proposed program of study. The learning should fit into the student's overall goals in graduate study.
7. Up to twelve credits can be applied for in the Portfolio of Prior Learning. The credits can be:
 - a) for courses already listed in the curriculum (non required courses); or
 - b) for a course not listed but related to your learning and the program of study.
8. The portfolio process is not an easy one. Therefore it is suggested that it be done at a time when the student can direct a significant amount of time and energy to it. Despite the difficulty, it can be an immensely beneficial time, providing tools for reflection on one's experience and integrating experience and learning.
9. Adequate documentation must be provided to substantiate that the student has demonstrated knowledge in a given area, and that this knowledge can be transferred to other areas. Documentation might include:
 - a. Letter/s from co-workers, supervisors
 - b. Samples of programs, speeches that student has developed as a result of what was learned.
 - c. Certificates of workshops
 - d. Job descriptions
 - e. Awards
 - f. Newspaper articles
 - g. Other materials deemed appropriate

10. Fees

<u>Amount</u>	<u>Service</u>
\$30	Introductory Group Session
\$110	Mentor fee for each course
\$70	Per credit hour (Evaluation fee)

All fees are paid to ETS.

Responsibilities of Student

1. Notify the Director of the MA Program of your intent to do a Portfolio of Life Experience. (She will notify you of the next Portfolio Process meeting date.)
2. Meet with Portfolio Mentor to refine assessment and determine courses and credits. Bring your ETS catalog with you. Complete application form and obtain signature of Portfolio Mentor.
3. Submit your application to the Program Director.
4. Submit to the Portfolio Mentor a basic outline of the experience/s and what has been learned.
5. Engage in the portfolio experience initiating contact with the mentor when necessary and at scheduled times.
6. Upon completion of portfolio submit the main document to the Portfolio Mentor who will approve it and forward it to the Program Director. (The original copy stays in the MA Office so it will be necessary to make two copies if the student wished to keep one.)

Responsibilities of Portfolio Mentor

1. Meet with the student to examine the portfolio process and prepare an outline of work to be done.
2. Meet with the student as needed during the time of writing the portfolio.
3. Review the final portfolio before it is passed on to the Director of the Master of Arts in Pastoral Ministry program.

Course Changes

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

Adding Courses

You may add or drop courses during the first week of classes each quarter. Drop-Adds are done through Populi. 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. 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.

<u>Office</u>	<u>Type of Hold</u>
Student Billing	Financial
Dean/Registrar	Academic
Library	Overdue books or other library materials

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. Registrar pulls registration materials and/or deletes name from class list and places a hold on the transcript of any student listed.
3. 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

If you request an Incomplete in a course, all course work is to be completed by the end of the next quarter. If course work is not completed by the deadline, you will automatically receive a grade indicated by your professor. **An exception is made only in cases of illness or emergencies.** The instructor has the right to not grant an Incomplete. If the instructor does not wish to issue a grade of Incomplete, he/she has the right to issue a grade based on the quality of your work to date. There is a fee for filing for an “incomplete.” **Be sure to read the Incomplete Form carefully for additional information.**

Resolution of Grade(s) 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 sixth 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 that was 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, the time for completion of work required to remove the “I” may 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 the date grades are due.

Instructors Responsibilities

1. Decide whether he/she wishes to grant a grade of Incomplete.
2. 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 Registrar a Change of Grade form when your work is completed.

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 2.35 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 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.

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 2.35 or whose grade-point average in any quarter (term curriculum GPA) falls below 2.0 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.

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 Master of Arts in Pastoral Ministry and the Masters of Divinity Programs

Students are expected to use the *MLA Handbook 7th Edition* for all assignments in MAPM and MDiv 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.

FINANCIAL INFORMATION AND POLICIES

Tuition

Tuition information is included in your quarterly registration packet. If you have any questions or concerns about tuition costs or payments, please call the finance office at (313) 831-5200 Ext. 202. money order, check or online using Visa, MasterCard, Discover, AMEX.. A \$45 fee will be charged to accounts with checks returned for insufficient funds, and further checks may not be accepted. (Payments would then be made in cash or by money order.) Payments made by mail should be addressed to the Office of Financial Services.

Generally, tuition payments are due in full by the first day of the Quarter. If necessary, you may talk to the finance office about setting up a payment plan; however the first installment of the payment plan is also due by the first day of the Quarter. Church scholarship payments or other third party payments are handled on a case-by-case basis. Be prepared to have these arrangements finalized in writing with the business office well before registration. Approval of these arrangements must be channeled through the business office.

If you have outstanding tuition, you will not be eligible to enroll for further classes, receive recommendations for scholarships, receive grades or transcripts, or graduate.

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 208. 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.

If you desire to explore any of the possibilities of financial assistance, you should make an appointment with the Financial Aid Officer (ext. 208). 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.

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 the coming academic year, the Student Life Committee has scheduled “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. A Student Life Information Center is located on the balcony of the Renaissance Room. Note: Childcare is not provided by ETS.

LIBRARY

The holding of the John E. Birsdorf Library has 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
Marygrove College Library 8425 W. McNichols, Detroit	313/862-8000
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

Remember—

A Library hold for Overdue or Lost Materials or Fines from the library must be cleared each quarter in order to register for the next quarter of classes or to graduate.

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, your library card and your access to the ETS building. You will also need your ID to purchase a Marygrove or 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 building.

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 Avenue SW
Washington, D.C. 20202-4605**

STATEMENT OF INCLUSIVENESS

The ETS community understands itself to be a community of persons living in community under the God of the Bible. We believe that the biblical God accepts all people. As a community 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.

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 intimate 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.

Administration, Staff and Faculty Directory
2930 Woodward Avenue, Detroit, MI 48201
Telephone: (313) 831-5200 Fax: (313) 831 1353
Web: www.etseminary.edu

Administration and Staff

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DMin Program Director	Urias Beverly	216	ubeverly@etseminary.edu
MDiv Program and MA Program Director	James Waddell	223	jwaddell@etseminary.edu
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UMD Program Director	Brandon Grafius	217	bgrafius@etseminary.edu
Seminary Pastor of Student Life	Genetta Hatcher	226	ghatcher@etseminary.edu
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Admissions Director	Brandon Grafius	217	bgrafius@etseminary.edu
Recruitment Officer	Robyn Moore	219	rmoore@etseminary.edu
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Manager, Special Events and Media	Pamela Johnson	209	pjohnson@etseminary.edu
Security/Maintenance	Willie Hunter	214	whunter@etseminary.edu
Security	Robert Johnson	214	bigjohnson331@comcast.net

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