

Urban Ministry Diploma 2016-2017 Program Manual

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ETS is Accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada, and the following degree programs are approved: MDiv, MA, MA in Pastoral Ministry, DMin

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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.

You have chosen to enroll in the entry-level program at ETS. We offer this program as a course of study that will lead to the awarding of a Diploma in Urban Ministry at the successful completion of this ETS program.

A Mission Grounded in Dialogue

The ETS ethos is highly diverse and multi-cultural. This environment engenders dialogue as the primary mode of expression. Dialogue is the means of exploring religious diversity and growing in loving responsibility for one another. Dialogue affirms and reinforces the significant contributions of many churches and traditions within the household of faith in manifesting the truth and love of God. Dialogue develops respectful interaction between students, faculty and administration. Dialogue opens doors in a metropolitan area where alienation and fragmentation remain doggedly in place in spite of strong renewal efforts.

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.

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.

URBAN MINISTRY DIPLOMA STUDENT MANUAL

Course Requirements

This UMD 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.

You must successfully complete **six forty-hour courses and two practical theology seminars** in the UMD program to earn the Urban Ministry Diploma.

The required courses for the program are listed on the advising sheet in this manual (see page 6).

ACADEMIC INFORMATION AND POLICIES

Quarters

ETS courses are offered on a quarter system. There are four quarters: Fall, Winter, Spring, and Summer. Summer courses may be offered as needed.

Registration

The dates for registration each quarter are published in the current academic calendar. All students are required to register through their student portal on Populi the student information system. <http://ets.populiweb.com> see page 10. There is a \$20 registration fee. Late registrations will be accepted during the first week of classes. **A \$30 late fee will be charged.** Please complete all of the information required on the registration form.

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 notify the student.

<u>Office</u>	<u>Type of Hold</u>
Finance Office	Financial
Dean's Office	Academic
Library	Overdue books or other library materials

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

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

Course Changes

Dropping Courses

A completed Drop-Add Form signed by you and your advisor must be submitted to the Registrar. There is a \$10 fee for each course dropped. Tuition refunds for courses dropped will be made according to the tuition refund policy, which is found on the ETS website. Please check the current Academic Calendar for the last date on which you may drop a course without a financial penalty.

Grading System/Symbols/Policy

Letter Grade	Grade Points	
A	4.0	Excellent
A-	3.7	
B+	3.3	Good
B	3.0	
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/P	Withdrawn Pass	official drop while passing

W/F	Withdrawn Fail	official drop while failing
I	Incomplete	approved extension on file

Grades of Incomplete

All course work is to be completed by the end of the quarter. An exception is made only in cases of illness or emergencies. The instructor has the right not to grant an Incomplete. Incomplete work must be completed by the end of the following quarter. 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.

Your Responsibilities:

1. Obtain and complete a Petition for a Grade of Incomplete.
2. Negotiate an exact completion date with your instructor.
3. Submit completed petition to the Registrar no later than the date grades are due.
4. Negotiate an extension with the Academic Dean, if work is not completed by the agreed upon date.

Instructor's Responsibilities:

1. Decide whether he/she wishes to grant a grade of Incomplete.
2. Negotiate an exact completion date with you.
3. Inform you of the date grades are due so you may submit your petition on time.
4. Sign and date your petition, if he/she agrees to it.
5. 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.

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 at least two hours before the start of class. If you miss two classes without notifying your instructor, the registrar will be told to inform you that you will be dropped from the class.

Academic Dishonesty/Plagiarism (See full policy on ETS website)

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.”

The following is an outline of functional definitions of plagiarism suggested by Harold C. Martin and Richard M. Ohmann in their book *The Logic and Rhetoric of Exposition* (Revised edition, New York, 1963, 274-78) and utilized in the student handbook of the Methodist Theological School in Ohio.

1. Word for Word Plagiarizing

This is a form of copying without footnotes. 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.

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 UMD Program will assign an advisor to you for the six terms needed to complete the program.

Your Responsibilities

1. Meet with your advisor at least annually to agree on registration choices.

Your ETS Advisor's Responsibilities

1. 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.
2. Maintain a current record of your completion of degree requirements.

Urban Ministry Diploma Course Graduation Check Sheet

<u>Course</u>	Term Completed	Hours
<u>Required Courses:</u>		
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) Ten-Hour Workshops

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

Student

Date

Advisor

Date

FINANCIAL INFORMATION AND POLICIES

Tuition

Tuition information is available on the ETS website. If you have any questions or concerns about tuition costs or payments, please call Finance Department at 313.831.5200. Tuition payments may be made by cash, credit cards (Visa, MasterCard, Discover, American Express), money order or a check made payable to Ecumenical Theological Seminary. 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, credit, or by money order). Payments made by mail should be addressed to the Finance Department. Payment arrangements can be made with the Finance Office.

Tuition payments are due in full 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 with the Finance Manager, in writing, well before registration. Approval of these arrangements must be channeled through the Finance Office.

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

STUDENT LIFE

The Student Life Committee is composed of representatives from the student body, faculty and administration. Its purposes are: to provide avenues of communication among students, faculty and administrators; to provide support links between and among students; and to plan and implement activities for the seminary community. If you are interested in serving as a member of the Committee, please contact Dr. Genetta Y. Hatcher, Vice President of Administration and Student Services and Director of Recruitment.

You are strongly encouraged to attend important seminary community events each year such as Convocation, the Advent/Christmas worship services and celebration, ETS retreats and Commencement. Events will be publicized through the ETS website, flyers and email notifications. You will be part of the ETS Worship Week each quarter. Community Worship is a vital part of student life at ETS.

IDENTIFICATION CARDS

Student identification cards will be created at the New Student Orientation. If you did not attend Orientation, you must contact the registrar to make an appointment to have one made. Your card will be both your student identification and entrance into the Seminary. 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 purchase books from external suppliers such as other book stores or online suppliers. Book lists are available from your professor.

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.

HOSPITALITY

A refrigerator, sink, two microwave ovens, two regular ovens and a 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.

PARKING/SECURITY

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

PUBLIC INFORMATION

The seminary includes certain information regarding each student on the class rosters. Items classified as **public information** are indicated below and are continued in this category unless the registrar is notified in writing during the first week of fall classes of every academic year.

Items Classified as Public Information

- | | |
|--|--|
| 1. Name of student | 7. Annual Conference or religious affiliation |
| 2. Name of student's spouse | 8. Confirmation of student's current status |
| 3. Photograph of student | 9. Place of birth |
| 5. Degree/program for which registered | 10. Dates of attendance |
| 4. Local address | 11. Degrees and academic awards received |
| 5. Phone number(s) | 12. Most recent college attended/degrees awarded |
| 6. E-mail address | |

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.

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

Administration and Staff

		Ext.	
President	Stephen Murray	220	smurray@etseminary.edu
VP of Academic Affairs and Dean	Tony Henderson	204	thenderson@etseminary.edu
VP of Administration	Genetta Hatcher	226	ghatcher@etseminary.edu
DMin Program Director	Urias Beverly	216	ubeverly@etseminary.edu
MDiv and MAPM Program Director	James Waddell	223	jwaddell@etseminary.edu
Admissions/UMD Director	Brandon Grafius	219	bgrafius@etseminary.edu
Ministry Practicum Director	Tony Henderson	215	thenderson@etseminary.edu
Director of Recruitment	Genetta Hatcher	226	ghatcher@etseminary.edu
Coordinator of Academic Initiatives and Registrar	Barbara Pye	207	bppe@etseminary.edu
Manager of Special Events & Media	Pamela Johnson	209	pjohnson@etseminary.edu
Security/Custodian	Willie Hunter	214	whunter@etseminary.edu
Security	Robert Johnson	214	bigjohnson331@comcast.net
Business Manager	Jacquelyn Hines	211	jhines@etseminary.edu

Regular Faculty

	Ext.	
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William Danaher, Jr.	000	wdanaher@etseminary.edu
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James Waddell	223	jwaddell@etseminary.edu

Ecumenical Theological Seminary Registering through Populi

Starting in the 2015-16 Academic Year. ALL students will be required to register through their student portal in Populi. Please follow the directions below.

1. Log in to Populi by going to <http://ets.populiweb.com>
2. You will be required to enter your username and password provided by the Registrar to access your student account. Your username is your first initial and last name with no space (example: jsmith).
 - a. If you do not remember your password please select “Forgot your username or password?” at the bottom of the log in screen to reset your password.
 - b. If you are still unable to access your student account, please contact the Registrar by email at registrar@etseminary.edu to have your password reset and sent to your email on file.
3. Once you have logged into your account. See Figure 1.

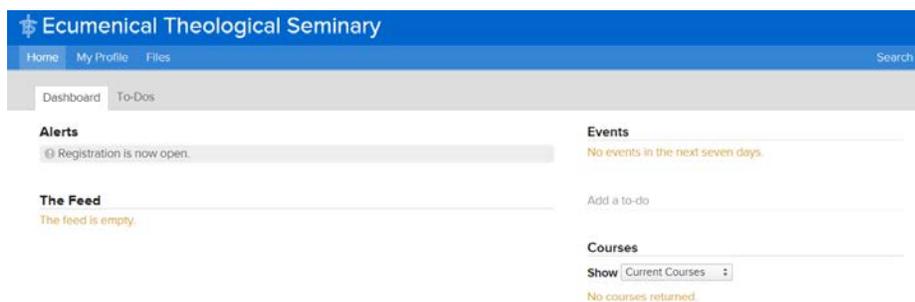


Figure 1

4. Click “Registration is now open” link to register for your courses. See Figure 2.

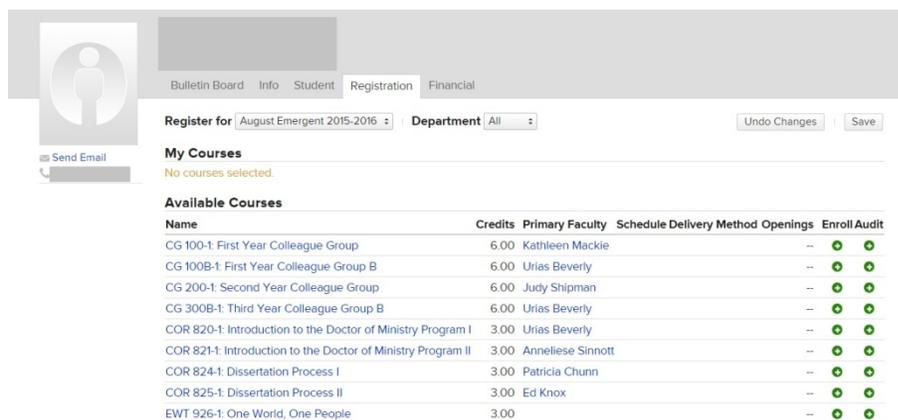


Figure 2

5. Click the green circle  in the enroll column on the right to register.
 - a. You should now see the course(s) you have enrolled in under “My Courses” at the top.
 - b. If you need to remove a course, please select the red circle under “Remove” next to the course you would like to remove.
6. Click “Save” in the top right and your all FINISHED!

If you register for courses and later decide that you need to add or remove a course from your original registration, please log into your student portal and add the course by clicking the green enroll button or remove the course by clicking the red remove button next to the course. If you have any questions please contact the Registrar at registrar@etseminary.edu.