Course of Study
for Ordained Ministry
2016-2017

Program Guidelines

This publication is available in alternative format on request. Please call 919.613.5326

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# TABLE OF CONTENTS

**ENROLLMENT** ............................................................................................................. 3

**EDUCATIONAL REQUIREMENTS** ............................................................................... 3

**APPLICATION** ........................................................................................................... 4

**SESSION DETAILS** .................................................................................................. 4

**PRE-CLASS PREPARATION** ......................................................................................... 4

**TUITION & FINANCIAL AID** ...................................................................................... 4
  Summer Session: Basic Classes ................................................................. 5
  Summer Session: Advanced Classes ...................................................... 5
  Weekend Session ......................................................................................... 5

**CANCELLATION POLICY** .......................................................................................... 5

**FINANCIAL AID** ......................................................................................................... 5

**THE CURRICULUM** ................................................................................................. 5
  Advanced ............................................................................................................ 6
  First Year ........................................................................................................... 6
  Second Year ..................................................................................................... 6
  Third Year ........................................................................................................ 6
  Fourth Year ...................................................................................................... 6
  Fifth Year .......................................................................................................... 6

**SCHOOL POLICIES** ................................................................................................. 7
  Attendance Policy .......................................................................................... 7
  Conduct of Students ........................................................................................ 7
  Directed Studies ............................................................................................. 7
  Grades ............................................................................................................... 7
  Transcripts ...................................................................................................... 7
  The Honor Code ............................................................................................... 7
  Academic Integrity ........................................................................................... 8
  Special Accommodations ............................................................................... 8
  Harassment ....................................................................................................... 8
  Inclusive Language ............................................................................................ 8

**INFORMATION FOR SUMMER STUDENTS** .......................................................... 8
  Living Arrangements .......................................................................................... 8&9
  Community Life ................................................................................................. 10&11
COURSE OF STUDY SCHOOL

The Course of Study for Ordained Ministry has been established by the General Board of Higher Education and Ministry of the United Methodist Church as an alternate educational route for persons seeking to serve as pastors in United Methodist congregations. Duke Divinity School cooperates with the Board to offer the course of study program each summer and on a part-time basis on weekends throughout the academic year. Advanced courses for pastors who have completed both an undergraduate degree and the basic course of study and are seeking ordination in full connection are offered in both the summer and the weekend sessions. Course instructors include faculty and staff of the Divinity School and other universities and institutions, as well as experienced pastoral leaders. University credit is not granted for basic or advanced courses completed.

ENROLLMENT

The Course of Study is open to ministers of all communions and is recognized as the official course of study required by the United Methodist Church for candidates for the ministry who are following the local pastor route. Students following the local pastor route shall have been certified as candidates for ordained ministry, completed the requirements for license as a local pastor, and received the endorsement of the annual conference Board of Ordained Ministry prior to enrollment in the Course of Study. In all but exceptional cases, students are expected to be under appointment to a congregation with supervision by a district superintendent and a pastoral mentor. The full process leading to ordained ministry in the United Methodist Church is specifically set forth in The Discipline, which should be read carefully and discussed with a member of the Conference Board of Ordained Ministry and/or a District Superintendent.

Local pastors of part and full-time status are permitted to attend either the summer or weekend session.

EDUCATIONAL REQUIREMENTS (See paragraphs 318-324, 2012 Book of Discipline)

Full-time local pastors are required to complete four courses per year in a Course of Study School and, upon completion of the five–year program, are expected to be involved in continuing education. Full-time local pastors cannot be enrolled as a full-time student in any college or university (¶318.1e).

Part-time local pastors are required to complete a minimum of two courses per year in a Course of Study School (¶318.2i). It is expected that full-time local pastors will complete the full course of study curriculum within eight years and part-time local pastors within twelve. Students may take no more than four classes through Course of Study per year without special permission by the Division of Ordained Ministry, their Superintendent and the director of the Course of Study School.

Local Pastors may apply for and be elected to associate membership within an annual conference once they have satisfied the conditions established by ¶322.1. If a local pastor or an associate member wishes to pursue membership in full connection within an annual conference, the Discipline provides that they may be received as probationary member so long as they satisfy the requirements of ¶324.6.
APPLICATION

In order to register for courses, please visit our website. In order to attend Course of Study at the discounted tuition rate for UM local pastors under appointment, an individual must receive approval from his or her District Superintendent and Local Pastor Registrar prior to registering for courses. Applications for Weekend Course of Study must be received no later than the first day of the month prior to the session. Deadlines for Summer Course of Study registration will be posted on our website.

SESSION DETAILS

Duke Divinity School will offer the Weekend Course of Study in 4 three-week sessions in the months of September, November, January and March. Students may enroll in one course each session. The typical class schedule is: Friday’s; 7:00-10:00pm and Saturday’s; 8:00am to 12:00noon. Students are strongly encouraged to come to chapel on Friday evenings at 6:15pm, before classes begin. Worship services will be held in Goodson Chapel at 6:15pm.

Summer Course of Study is offered in 2 two-week sessions in the month of July for both Basic and Advanced courses. The typical daily class schedule is: Class Period 1; 7:45-10:00am, Break and Worship; 10:00-11:00am, followed by Class Period 2; 11:00am-1:15pm. The Advanced COS course will require 2.5 additional hours, TBD by faculty member depending on instructional needs. Additional information regarding the Summer Program is outlined on the last few pages of this document.

Enrollment is not complete until all application materials and fees have been received by the Course of Study office.

PRE-CLASS PREPARATION

Advanced preparation is required of all students. Each course has made available a book list and pre-work that is to be completed before the session begins, according to the deadlines set by the instructors. Course of Study at Duke Divinity has provided Writing Guidelines to assist students in completion of their assignments with best academic practices. We ask that you would take particular note of the sections on plagiarism and asking for help. Students with learning disabilities should contact the Director to discuss appropriate accommodations.

TUITION & FINANCIAL AID

The information listed in this bulletin applies to students who are United Methodist pastors under appointment and in the care of their annual conference Board of Ordained Ministry. Students not fitting these criteria should contact the Course of Study staff for information. Duke expects students to pay their own fees and receive any scholarship aid directly from their annual conference.
TUITION

*Summer Session: Basic Classes (years one to five)*

Application fee (non-refundable):
- Early Bird: $140 (before or on March 1)
- Regular: $170 (after March 1)

Tuition for Basic Classes: $50
Tuition for Advanced Classes: $150 per class

*Weekend Session*

- Registration fee (non-refundable): $50
- Tuition for Basic Classes: $150 per class
- Tuition for Advanced Classes: $200 per class

*For All Students*

Additionally, students may be eligible for funds from their conference Board of Ordained Ministry to cover non-tuition expenses. Students will receive scholarship aid directly from their annual conference.

CANCELLATION POLICY

There are times when it is necessary for a student to cancel their enrollment in Course of Study. Cancellations must be communicated in writing to the Course of Study office and to the district superintendent and Board of Ministry representative. As has been the longstanding policy of the Divinity School, there are no refunds given for registration fees.

Returned Check Policy

Should a student’s payment be returned because of insufficient funds, an additional fee of $15 will be assessed.

FINANCIAL AID

Students may be eligible for funds from their conference Board of Ordained Ministry to cover tuition and/or non-tuition expenses. In order to receive an annual conference scholarship, students must be in touch with their Local Pastor Registrar. Conferences will issue financial aid awards directly to the students.

THE CURRICULUM

The Course of Study proposes to prepare faithful and effective pastoral leaders for the church. Such leadership is never developed in the abstract but rather in context. The Course of Study curriculum is designed to provide classroom learning that can then be used to improve the pastoral leader’s ministry.

Course descriptions are provided below. Access to book lists and pre-class assignments for each course will be made available online no later than one month prior to each individual session. Again, students should read their textbooks and complete all assigned pre-class work prior to coming to the first session of class.
ADVANCED COURSES
Each year advanced courses are offered in areas that are pertinent to the pastor’s role and responsibility in the local church, and are designed to fulfill the Basic Graduate Theological Studies (BGTS) requirements for ordination. Students pursuing Advanced Studies as a route to ordination should choose classes based on individual annual conference requirements. Students should consult their annual conference Board of Ordained Ministry to determine which courses fulfill those specific requirements.

FIRST YEAR COURSES
121: Bible I—Introduction
122: Theological Heritage I—Introduction
123: Formation and Discipleship
124: Transformative Leadership

SECOND YEAR COURSES
221: Bible II—Torah and Israel’s History
222: Theological Heritage II—Early Church
223: Worship and Sacraments
224: Administration and Polity

THIRD YEAR COURSES
321: Bible III—Gospels
322: Theological Heritage III—Medieval and Reformation
323: Congregational Care
324: Preaching

FOURTH YEAR COURSES
421: Bible IV—Prophets and Wisdom Literature
422: Theological Heritage IV—Wesleyan Movement
423: Mission
424: Ethics

FIFTH YEAR COURSES
521: Bible V—Acts, Epistles, and Revelation
522: Theology in the Contemporary Church
523: Evangelism
524: Theological Reflection: Practice of Ministry
SCHOOL POLICIES

ATTENDANCE POLICY

Students are expected to attend all class sessions during Course of Study. There are no excused absences from Course of Study classes. Absences may affect class participation grades, and therefore a student’s overall performance at Course of Study. Per the policy set by the General Board of Higher Education and Ministry, a student missing more than 20% of contact hours for any one course shall not receive a grade for the course. If you find you must miss a class, please be courteous to your instructors by notifying the instructor of your absence and arranging to share notes with one of your classmates.

CONDUCT OF STUDENTS

The Course of Study expects and will require of all its students continuing cooperation in developing and maintaining high standards of scholarship and conduct. The Divinity School expects Course of Study students to participate in a communally-shared concern for growth in faith and life reflecting the dignity of our calling.

DIRECTED STUDIES

We understand that, from time to time, we may not offer a class that a student is in need of. Students taking Basic Course of Study courses are encouraged to explore when other COS programs (such as Candler and Wesley) are offering a course. If this option is unavailable, students are encouraged to pursue taking the course online through GBHEM’s correspondence program.

Students may request a directed study for Basic Course of Study courses when confronted with exceptional circumstances. Such requests should be directed in writing to the faculty director of the Course of Study Program. Exceptional circumstances may include, but are not limited to, time constraints imposed by an annual conference body or official, conflicting schedule of course requirements in light of the transition to the new curricular paradigm, personal illness, etc. If in consultation with the faculty director, exceptional circumstances are determined, the faculty director and/or associate director will work with the student and instructor to facilitate the directed study. Details such as fees, deadline for submitting grades, etc. will be determined by the faculty director.

As directed studies satisfy the course requirements of Basic Course of Study classes as defined by the General Board of Higher Education and Ministry, they will include robust reading and writing requirements, as well as significant interaction between the instructor and the student.

GRADES

Grades are assigned by faculty following completion of all coursework. Grades range from “A” to “F.” While a “D” is considered a passing grade, an annual conference may have different standards. Students are encouraged to be in contact with their local pastor registrar regarding these requirements.

TRANSCRIPTS

Duke Divinity School does not hold official transcripts. Official transcripts for Course of Study work are available through the General Board of Higher Education and Ministry; contact the GBHEM COS Registrar at cosregistrar@gbhem.org or (615) 340.7416.

THE HONOR CODE

Ministerial and theological education involves developing and shaping a life of honor and integrity, virtues rooted in our faith. Therefore, we in the Divinity School of Duke University pledge, individually and corporately, to exhibit our commitment to these virtues by abstaining from any form of cheating, lying or plagiarism and by respecting the facilities of the Divinity School and the property of our peers and professors.
We do also assume responsibility for the maintenance of these virtues by pledging, individually and corporately, to report any violation of this code. By signing their application to the Course of Study school, students indicate their willingness to abide by all policies outlined in these program guidelines and all University policies.

**ACADEMIC INTEGRITY**

All students are expected to do their own work. Friends and spouses may help with spelling and punctuation and may proofread papers but should not participate in the research and writing of the papers. **Plagiarism, the use of someone else’s work without giving appropriate recognition, is a highly serious matter of academic dishonesty.** Plagiarism and other instances of academic dishonesty will be dealt with harshly and could result in the failure of the class involved. It is at the discretion of the Course of Study Director whether to report academic dishonesty to the student’s District Superintendent, their Board of Ordained Ministry, and their Bishop.

**SPECIAL ACCOMMODATIONS**

Students with learning disabilities should contact the Director to discuss appropriate accommodations.

**HARASSMENT**

Duke University is also committed to the free and vigorous discussion of ideas and issues. To allow this to happen, no form of harassment is acceptable at Duke University. It is inconsistent with the University’s commitments to excellence and respect for all individuals. In addition to the University’s policy, students will be furnished with copies of the General Board of Higher Education’s policy on harassment as well.

**INCLUSIVE LANGUAGE**

Using inclusive language that expands and enriches our understanding of God includes the practice, when writing and speaking of persons or God, of using precise language and explicit pronouns; referring to collective and abstract nouns without gender; and avoiding the exclusive use of either masculine or feminine pronouns for God.

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**INFORMATION FOR SUMMER STUDENTS**

**LIVING ARRANGEMENTS**

**HOUSING**

Housing for the summer session can be arranged on campus through Duke University Conference Services. Their offices can be reached at (919) 660.1760. Off-campus options are also available. See COS webpage for more information.

Weekend Course of Study reduced rate housing has been arranged at area hotels. Information on housing options will be provided online.

**On-Campus**

On-campus housing is provided in cooperation with Duke University Conference Services. Students may request housing on Central Campus in one, two or three bedroom apartments. Central Campus is within an easy walking distance of the Divinity School and is served by the free Duke Transit System. Central Campus is also equipped with a convenience store, a swimming pool, and tennis courts. Residence hall rooms and Central
Campus apartments will be provided by reservation on a first come, first served basis. On-campus housing assignments will be available on registration day. Further information regarding room / apartment rates and housing applications can be found on the Duke Conference Services website.

**Off-Campus**

Students living within a fifty-mile radius of the campus may commute daily. Others may wish to make housing arrangements at motels or campgrounds in the area. Persons desiring to live off-campus must make their own arrangements. For a list of recommended hotels, please see our website.

**MEALS**

Meals are available in the Duke University cafeterias; the Duke Medical Center cafeterias; and the fast-food facilities in the Bryan Center, the University student union. Because of the hospital’s schedule and needs, both very early and late meals are available at a reasonable price in the Medical Center cafeterias. In addition to the University facilities, Durham has a wide variety of restaurants, including fast-food chains and low- to medium-priced restaurants located close to campus.

Many students choose to prepare food in their campus room or apartment. Apartments located on Central Campus are equipped with a kitchen. Students must bring their own cookware and utensils. In addition, students living in Central Campus may bring microwaves or toaster ovens for their use during the school term. Combination dorm-sized microwave/refrigerators are available for rent in the residence halls.

**PARKING AND AUTOMOBILE REGISTRATION**

*Motor Vehicles:* Parking on campus requires the purchase of a parking permit, which can be done prior to your arrival on campus by completing an application online. Students must obey all parking and traffic regulations.

*Handicapped Parking:* Please contact COS staff regarding handicapped parking needs.

*Bicycles:* Bike racks are available for students and are located adjacent to the Divinity School building.

**PHONE AND CABLE SERVICE**

Phone and Cable service are not included in the students housing arrangements. If a student wishes to connect these services they must do so on their own by contacting Duke Office of Information Technology (OIT) at (919) 681.0644. If a student does connect these services, students must provide their own phone and television units.

**INTERNET ACCESS**

Students, while on campus, will have access to free wireless internet. Access to the internet is also available on the Duke Visitors network which is available throughout campus.

**MAIL SERVICE**

During your summer stay, all correspondence should be addressed to “Your Name” c/o Course of Study, Duke Divinity School, Duke Box #90968, Durham, NC 27708. Mail will be delivered daily to individual student mailboxes located in the Student Lounge. General mail services are available at the campus post office in the Bryan University Center. Students are asked NOT to forward mail through the U.S. Postal Service from their
home address to the Course of Study. Students are encouraged to make arrangements for someone to collect their mail at their home and forward only those items that need immediate attention.

MEDICAL CARE
The most convenient and accessible health care to Course of Study students is the Duke University Medical Center, located on the Duke campus. Duke University Medical Center provides a wide variety of health care services, ranging from basic primary care to highly specialized treatments. All students are asked to complete the medical information form as part of the registration process. Students with ongoing medical concerns are encouraged to bring pertinent medical records and prescriptions with them if they need medical care during the Course of Study.

OTHER SERVICES

LIBRARY ACCESS
Upon receipt of the signed application forms and payment of all fees and tuition, students will be given access to the Duke Divinity Library’s online resources to assist in their studies. During the summer sessions, the Divinity School Library is available for use by Course of Study students. Hours are Monday – Friday, 8:00 a.m. – 5:00 p.m.

COMPUTER SERVICES
A computer cluster is available in the Divinity School library during regular library hours (Monday-Friday, 8:00 a.m. – 5:00 p.m.). Additional computer clusters on the Duke University campus are available for word processing use. Students are also encouraged to bring personal computers from home if they own them. Students will be assigned a temporary Duke University network account upon their arrival. This account provides access to the Duke University network both through on-site computer clusters and for remote system access.

SUMMER COURSE OF STUDY COMMUNITY LIFE

WORSHIP
Worship services will be conducted every day beginning at 10:10 a.m. in Goodson Chapel. The worship leaders and preachers are chosen from students and faculty to represent the diversity of our community.

FELLOWSHIP
Fellowship opportunities are scheduled during the course of the summer session. Periodic activities scheduled during the afternoons or evenings provide opportunities for students and their families to spend time as a community.
STUDENT GOVERNMENT

Student officers and class representatives are elected annually. They work with the Director and school staff to help maintain the excellent opportunities for fellowship and learning at the school, and are a liaison between the student body and staff.

ANNUAL CONFERENCE VISITATION

In July, the third Thursday of Course of Study, representatives from constituent annual conferences visit. There is a luncheon meal over which students meet with their conference representative(s).

CLOSING CONVOCATION

In July, the evening of the last Thursday of the Summer Course of Study, a special service of worship is held in Duke University Chapel to close the school and to recognize those students who are completing their fifth year or advanced studies. Immediately after the service a reception for all students and families is held in the Divinity School.

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