Course of Study
for Ordained Ministry
2017-2018

Program Guidelines
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COURSE OF STUDY SCHOOL

The Course of Study 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 the summer 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
From the GBHEM Policy Manual:

The Course of Study School provides for the education and training of local pastors in The United Methodist Church. Those admitted to the COS program shall have:

1. Been certified as candidates for ordained ministry
2. Completed the requirements for license for pastoral ministry
3. Be under appointment in the United Methodist Church. Exceptions to the appointment policy must have annual approval of the conference Board of Ordained Ministry, and cannot exceed two years.
4. Received the endorsement of the annual conference Board of Ordained Ministry
5. Received the endorsement of their District Superintendent

Students who are pastoral leaders from other denominations, may at the discretion of the Director, be admitted to the program. These other students are to be admitted at their own expense including an agreed upon amount for tuition. Students coming from the AME, AME Zion and CME churches, however, will not be charged a tuition fee. A report on the number of such special students shall be included in the Director’s report to the Division of Ordained Ministry at the conclusion of school.

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), but may take up to four courses in one year. 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.

REGISTRATION

In order to register for courses, please visit our website. In order to attend Course of Study, UM local pastors under appointment must receive approval from his or her District Superintendent and Local Pastor Registrar after registering for courses. Any student not approved will be notified by Duke COS staff as soon as possible. Registration 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: Fridays; 7:00-10:00pm and Saturdays; 8:00am to 12:00noon. Students are strongly encouraged to come to chapel on Friday evenings at 6:00pm, before classes begin. Worship services will be held in Goodson Chapel at 6:00pm.

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 registration requirements 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 booklist 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: $60
Tuition for Advanced Classes: $160 per class

Late Registration Fee: $25

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

Late Registration Fee: $25 per session

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, as Duke does not accept these payments.

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 (email is acceptable) 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.

Fees may apply for cancellations that are not received by dates noted on the website.

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

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.

Students pursuing Advanced studies should consult the GBHEM Policies and Guidelines handbook for detailed information about requirements. You may request a copy of these policies by contacting the Duke Course of Study office.

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. Each student will sign a conduct covenant, agreeing to abide by these expectations, when he or she applies for Course of Study.

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 courses when confronted with exceptional circumstances. Such requests should be directed in writing to the 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 director, exceptional circumstances are determined, the 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 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 for Course of Study students. 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 agreeing to the terms and conditions and initialing the covenant on the application, 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. Duke Course of Study will follow the procedures outlined in the GBHEM policy handbook in cases of sexual and racial harassment; copies of this handbook are made available to all students online and may also be requested by contacting the Duke Course of Study office.

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.

INFORMATION FOR SUMMER STUDENTS

LIVING ARRANGEMENTS

HOUSING

Housing for the summer session can be arranged on campus through Duke University Conference & Event 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 & Event Services, and 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.

**PARKING**

*Motor Vehicles:* Parking on campus requires the purchase of a parking permit, which can be purchased prior to your arrival on campus by choosing and paying for the permit of your choice online during the registration process. 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 completion of registration, students are 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 guest Duke University network account upon registration. It is important to retain record of this NetID and password; once they are set up, they will never change. 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.

Duke Divinity School
059 Langford Bldg. Duke Box #90968
Durham, NC 27708
(919) 613.5326

Email: dukecos@div.duke.edu