Forthcoming information is annotated from the Divinity Bulletin

What is the Divinity Bulletin?

- Duke Divinity student handbook of policy and practice
- Students are responsible to know and understand the requirements for their degree program
- And, it’s a great place to find answers to questions
What students need to know about academics:

1. Important term dates and deadlines by program
2. Paradigm: stay on it/know your course of study
3. Degree requirements
4. Academic policies and procedures
5. Where to find support
Academic Calendar
All dates and deadlines for an academic term can be found on the academic calendar. Dates are sorted by session, DIVH (dates for hybrid programs) and DIVR (dates for residential programs)

<table>
<thead>
<tr>
<th>DIVH - classes offered for students in hybrid degree programs:</th>
<th>DIVR - classes offered for students in residential degree programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor of Ministry (DMin)</td>
<td>Doctor of Theology (THD)</td>
</tr>
<tr>
<td>Master of Arts in Christian Practice (MA)</td>
<td>Master of Divinity</td>
</tr>
<tr>
<td>Hybrid Mdiv</td>
<td>Master of Theological Studies (MTS)</td>
</tr>
<tr>
<td>Hybrid Certificate in Theology &amp; Health Care</td>
<td>Master of Theology (THM)</td>
</tr>
<tr>
<td></td>
<td>Residential Certificate in Theology &amp; Health Care</td>
</tr>
</tbody>
</table>
Hybrid Programs
DMin, MA, Hybrid MDiv, non-degree Certificate in Theology and Health Care (hybrid)
• Students live in their ministry setting and study at Duke once per term
• Curriculum is hybrid
  • Terms always begin with an immersion week/residency and continue with synchronous online sessions
  • Courses also include asynchronous assignments
• All term dates found on academic calendar as DIVH

Residential Programs
ThD, ThM, MDiv, MTS, non-degree Certificate in Theology and Health Care (residential)
• Students live and go to school in and around Durham
• Classes are in person at Duke
• All term dates found on the Divinity academic calendar as DIVR
Stay on Paradigm/Know your Course of Study

What is a paradigm & why stay on it?

- Paradigm is the Course of Study for each program
- A pathway designed by faculty with the goal and intention of students’ integrative learning and formation
- Paradigms include curricular and pedagogical perspectives, classroom and experiential learning
Stay on Paradigm/Know your Course of Study

What is a paradigm?

MDiv – Hybrid MDiv – MTS – Certif Theol/Health Care – MA - DMin
Engage a specific faculty-designed paradigm that is the course of study for each degree program

ThM and ThD
Work with faculty program director to design course of study; and for THD, this in consultation with matriculation committee
Stay on Paradigm/Know your Course of Study

What is a paradigm & why stay on it?

• We value and are committed to your formation!
• Paradigms provide structure and flexibility – direction is given, though choice still still exists
• Following paradigms maximize your pathway to graduation

Some courses are only offered in the terms listed on paradigms (Fall, Spring, Summer)

...paradigms are a big deal around here.
# Paradigms

(click to find your degree program paradigm)

The Recommended Three-Year Master of Divinity Curricular Paradigm

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Testament 753</td>
<td>Old Testament 753</td>
<td></td>
</tr>
<tr>
<td>Church History 750</td>
<td>Church History 751</td>
<td></td>
</tr>
<tr>
<td>Church Ministry (4E)</td>
<td>New Testament 754</td>
<td></td>
</tr>
<tr>
<td>Biblical Language or Elective</td>
<td>Biblical Language or Elective</td>
<td></td>
</tr>
<tr>
<td>CHURMIN 700 Spiritual Formation Group</td>
<td>CHURMIN 700 Spiritual Formation Group</td>
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</tr>
</tbody>
</table>

First Year Writing Assessment

Field Education Placement 1°

Middle Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christian Theology 755</td>
<td>Christian Ethics 757</td>
</tr>
<tr>
<td>Block Church Studies (4E)/World Christianity (4E)</td>
<td>Block Church Studies (4E)/World Christianity (4E)</td>
</tr>
<tr>
<td>Preaching 758 or NT Interpret (4E)</td>
<td>Preaching 758 or NT Interpret (4E)</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
</tr>
</tbody>
</table>

Middle Review of Student Portfolio (due Nov 1)

Field Education Placement 2°

Senior Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicing Theology in Ministry (3E)</td>
<td>Elective</td>
</tr>
<tr>
<td>World Christianity (3E)/ Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
</tr>
</tbody>
</table>

Senior Review of Student Portfolio (due April 1)

Basic Degree Requirements:
- Maintenance of 2.0 GPA; 24 credits (8 core courses, 5 limited electives, 11 electives); one year Spiritual Formation;
- 2 units Field Education (some students choose to complete a field education during Fall or Spring term)

Writing Assessment: Students are required to complete a writing assessment at the start of their first semester. This assessment is evaluated by an instructor, who then meet with students to provide feedback on their work.

Master of Theological Studies (Core) Curricular Paradigm

This two-year (four semesters) general academic degree is designed to provide an introduction to the theological disciplines: (1) foundation for a graduate research degree (Ph.D.); (2) preparation for lay religious careers; (3) grounding for teaching, research or practice in another field (e.g., history, psychology, music); (4) enhancement of institutional leadership roles; or (5) personal enrichment.

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Testament 752</td>
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</tr>
<tr>
<td>Church History 750</td>
<td>Church History 751</td>
</tr>
<tr>
<td>Elective</td>
<td>New Testament 754</td>
</tr>
<tr>
<td>Elective or Biblical Language</td>
<td>Elective or Biblical Language</td>
</tr>
<tr>
<td>Optional CHURMIN 700 Spiritual Formation Group</td>
<td>Optional CHURMIN 700 Spiritual Formation Group</td>
</tr>
</tbody>
</table>

First Year Writing Assessment

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christian Theology 755</td>
<td>Christian Ethics 757</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective (or optional directed study on thesis)</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
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<tr>
<td>Elective</td>
<td>Elective</td>
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</tbody>
</table>

Senior Review of Student Portfolio (due April 1)

Basic Degree Requirements: Maintenance of 2.0 GPA, 16 credits (7 core courses, 9 electives); 2 units of Spiritual Formation and:

Writing Assessment: Students are required to complete a writing assessment at the start of their first semester. This assessment is evaluated by an instructor, who then meet with students to provide feedback on their work, to...
Does DDS use units or credits? What’s the difference?

We use units: 1 class equals 1 unit.

Credits or credit hours are a measurement established by the Department of Education. Most colleges and universities use this. DDS does not.

One unit equals three credit hours.

Note: some things like Field Education counts for .25 on transcripts, but this does not count toward degree unit requirements.
Degree Requirements & Paradigms

Hybrid Programs: DMin, MA, Hybrid Mdiv, non-degree Certificate in Theology and Health Care (hybrid)
# Notes on Paradigm

## Doctor of Ministry (DMin)

<table>
<thead>
<tr>
<th>Doctor of Ministry</th>
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<tbody>
<tr>
<td>Units of graduate coursework</td>
</tr>
<tr>
<td>GPE requirement to graduate</td>
</tr>
<tr>
<td>Degree requirements</td>
</tr>
</tbody>
</table>

**Paradigm and Other Important Information for DMIN student, including thesis guidelines**
Notes on Paradigm

Doctor of Ministry (DMin)

• Three courses/term follows paradigm.

• Students should take courses in term offered
  • Each term students will take Spiritual Formation Seminar (DMNISTRY 900), which will be on the P/F basis
  • Students may request up to 3 courses beyond Spiritual Formation as Pass/Fail. Requests must be made by drop/add deadline of the term.

• After coursework, students remain in continuation to complete their thesis.
Notes on Paradigm

Master of Arts (MA)

<table>
<thead>
<tr>
<th>Master of Arts</th>
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<tbody>
<tr>
<td>Units of graduate coursework</td>
</tr>
<tr>
<td>GPE requirement to graduate</td>
</tr>
<tr>
<td>Additional degree requirements</td>
</tr>
</tbody>
</table>

Students should choose a track:

Track 1 – Foundations or Track 2 – Congregations

Paradigms and Important Information for MA students
Notes on Paradigm

Master of Arts (MA)

• Three courses/term follows paradigm.
• Students should take courses in term offered.
  • Each term students will take Spiritual Formation Seminar (XTIANPRC 701) which will be graded Pass/Fail
  • Students may request up to 3 courses beyond Spiritual Formation as P/F. Requests must be made by drop/add deadline of the term.
  • Students are eligible for 2 course overloads
• Certificates are offered when available
## Hybrid Master of Divinity (Hybrid MDiv)

<table>
<thead>
<tr>
<th>Hybrid Master of Divinity</th>
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</thead>
<tbody>
<tr>
<td>Units of graduate coursework</td>
<td>24 (over 11 terms)</td>
</tr>
<tr>
<td>GPE requirement to graduate</td>
<td>2.0</td>
</tr>
<tr>
<td>Additional degree requirements</td>
<td>Portfolio (2), Field Education, Spiritual Formation</td>
</tr>
</tbody>
</table>

**Specific paradigms exist for:**

- General Hybrid MDiv
- General Hybrid MDiv for Methodist students

**Paradigms and Important Information for Hybrid MDiv students**
Notes on Paradigm

Hybrid Master of Divinity (Hybrid MDiv)

- Three courses/term in the first two terms follows paradigm; other terms will be two plus a Spiritual Formation milestone.

- You must take courses in the term offered.

- Christian Practice 701 courses are P/F. Students may request up to six more courses as P/F.

- Students may apply for advanced placement, when available.
Notes on Paradigm

Hybrid Master of Divinity (Hybrid MDiv)

- Students are allowed to transfer up to 4 courses into their program following the Transfer Credit Policy
- Students may have up to 2 directed studies
- Students are allowed up to 3 course overloads
- Certificates offered when available
Upcoming Changes to Certificate admissions:

Undergraduate Certificate and the Certificate of Advanced Studies in Theology and Biblical Studies

Next revised as of 2018. Details can be found on the university’s website.
Certificate in Theology and Healthcare students need only 6 courses (3 each term) to complete their certificate, but they may take up to 8 (4 each term)

- Christian Studies 707 or 708 are P/F. Students may request up to 1 more class as P/F.
- Students may overload in the second semester only
Degree Requirements & Paradigms

Residential Programs: ThD, ThM, Mdiv, non-degree Certificate in Theology and Health Care (residential)
## Notes on Paradigm

### Doctor of Theology (ThD)

<table>
<thead>
<tr>
<th>Doctor of Theology</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Units of graduate coursework</td>
<td>12 over 4 terms</td>
<td>All coursework must be 800-level or above</td>
</tr>
<tr>
<td>GPE requirement to graduate</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>Additional degree requirements</td>
<td>Language Requirement, Dissertation</td>
<td></td>
</tr>
</tbody>
</table>

**Coursework guidelines, dissertation info and more important information for THD students**
Notes on Paradigm

Master of Theology (ThM)

<table>
<thead>
<tr>
<th>Master of Theology</th>
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</thead>
<tbody>
<tr>
<td>Units of graduate coursework</td>
</tr>
<tr>
<td>GPE requirement to graduate</td>
</tr>
<tr>
<td>Additional degree requirements</td>
</tr>
</tbody>
</table>

- Four courses/term follows paradigm
- THM students may register for any course of interest
  - Four of the 8 must follow the concentration topic

Coursework guidelines and Other Important Information for THM students
Certificate in Theology and Healthcare students need only 6 courses (3 each term) to complete their certificate, but they may take up to 8 (4 each term)

Paradigm and other Important Information for C-THC students
Notes on Paradigm

Master of Theological Studies (MTS)

<table>
<thead>
<tr>
<th>Master of Theological Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units of graduate coursework</td>
</tr>
<tr>
<td>GPE requirement to graduate</td>
</tr>
<tr>
<td>Additional degree requirements</td>
</tr>
</tbody>
</table>

• Four courses per term follows paradigm.
• Two tracks: MTS Core or MTS Focus
• Other paradigms: dual degree of MTS/JD
• Paradigms and Other Important Information for MTS students
• Students may request up to 4 courses as Pass/Fail.
• Students may bring up to 2 courses into their Divinity program via the Transfer Credit Policy.
• Students may take up to 2 Duke non-DIV courses.
• Students are allowed up to 2 directed studies (including one that can be used for thesis writing).
• MTS students may take up to 2 overloads.
**Notes on Paradigm**

**Residential Master of Divinity (MDiv residential)**

<table>
<thead>
<tr>
<th>Master of Divinity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units of graduate coursework</td>
</tr>
<tr>
<td>GPE requirement to graduate</td>
</tr>
<tr>
<td>Additional degree requirements</td>
</tr>
</tbody>
</table>

- Four courses for credit/term follows paradigm
- Student Pastors follow paradigm of 3 courses/term over four years
- All residential MDV paradigms
- [Paradigms and other Important Information for residential MDV students](#)
Notes on Paradigm

Residential Master of Divinity (MDiv residential)

Specific paradigms:
  • General 3-year MDV
  • General 3-year MDV for Methodist students
  • Four-year paradigm for Student Pastors (MDV4-SP)
  • Four-year paradigm for those on Flexible Pathway (MDV4)
  • Four-year paradigm for Methodist Student Pastors (MDV4-SP)

Paradigms for dual degrees:
  • MDV/UNC Social Work
  • MDV/MPP
What’s the difference between a Limited Elective and an Elective?

- Limited Electives are sets of courses within specific areas of study that are approved each term by the faculty.

- Limited Elective topical areas are:
  - Church Ministry – to be completed in student’s first term
  - Black Church Studies
  - World Christianity
  - New Testament Exegesis
  - Practicing Theology in Ministry
Flexible pathways

For those in residential MDiv and MTS who seek the more flexible pathway of 3 courses/term for 4 years should speak with the office of Academic Programs for approval and the office of Financial Aid for scholarship and aid implications.
Academic Policies and Procedures

All the good stuff.
Academic Policies

Transfer Credit Policies

Do you have previous **graduate coursework*** that you hope to transfer into your Duke degree program?

*only coursework not a part of a degree already awarded; see policy for other guidelines

**Transfer credit policy and worksheet**

Available to students in these programs:

- MA
- MTS
- MDiv (hybrid and residential)
- THD
Academic Policies

Advanced Placement

Do you have previous undergraduate coursework in a topic area? Perhaps you can place out of an introductory course and thus gain advanced placement into more advanced study.

All advanced placement request forms

Available to students in these programs:
- MA
- MTS
- MDiv (hybrid and residential)
Some students may take 2 graduate classes outside of Divinity during entire enrollment that count as electives.

Courses in the Religion Department do not count as “outside of Divinity.”

Each course must be at 500 level or higher and count as an equivalent to a Divinity unit (aka 3 credit hours).

Permission not needed to register, but the office of Academic Programs is happy to review a non-Divinity course to ensure it counts towards graduation.
**Academic Policies**

**Course Overloads**

*gaining approval to take one more course a term than on the paradigm*

- Students allowed a certain number by program
- Students **must apply** and gain approval each term
- Entrance to specific courses not guaranteed
- No overloads are approved in a student’s first term

Available to students in these programs:

- MA
- MTS
- MDiv (hybrid and residential)
- THD
- C-THC
Academic Policies

Directed Studies
self-directed study with a professor

• Required for thesis in THM, optional in MTS

• Approval for up to 2

Directed study form

Available to students in these programs:

MA
MTS
MDiv (hybrid and residential)
THM
THD
Academic Policies

Grading Policies

• Most Divinity courses that count towards graduation units default to grading on the graded basis (A, B, C, D, F etc)

• Some degree requirements for MA, DMIN and hybrid MDiv are Pass/Fail
In the core courses for the MDiv, MA, and MTS degrees, the grading is as follows: A, B, C, and F.

- The grade of D does not exist in core courses.
- Core courses may not be taken on the Pass/Fail grading basis.

Students are required to obtain the grade of C- or better in order to pass a core course.

- Students earning a grade lower than a C- in a core course shall be obliged to retake the course for credit and pass the course with a grade of C- or better.
With approval, students can take course(s) on the Pass/Fail basis

- Courses taken for Pass/Fail are not calculated into GPA
- Requests are made to faculty before the drop/add date of the term
- Generally core courses cannot be taken as Pass/Fail; some Limited Electives can be taken Pass/Fail

Pass/Fail request form

Available to students in these programs:

- MA
- MTS
- MDiv (hybrid and residential)
- C-THC
Core courses are structured with a lecture and a weekly precept.

A precept is a discussion section connected to the lecture of a core course. Enrolling in the precept enrolls you in the core class.

Expect core courses to have:
- lecture 2x per week and precept once per week

Hybrid core courses are structured differently.
Academic Policies

Undergraduate Courses

- Students may take undergraduate courses with permission of the instructor.
- They do not count toward graduation requirement ever.
- Grades earned are not calculated into GPA.

Undergraduate course request

Available to students in these programs:
- MTS
- MDiv (residential)
- THM
- C-THC
Where to find support

There are many academic support structures at Duke Divinity
Information at your fingertips
We do not recommend ‘Googling’ degree program information. The most updated versions are always on the “For Students” part of the DDS website.
General questions. How do I do this or that? Updates and reminders from the school to all students come from this account.

Pro tip: save these emails.
Folks are here to help

- Students with concerns should speak to instructor and/or preceptor/teaching assistant. They are welcome to write Academics to discuss.
- Folks in Student Life, the Chaplain’s office, Field Education are great places to find a listening ear.
Supporting Students with ADA Accommodations

Students needing to apply for ADA accommodations for a documented disability or temporary medical condition are encouraged to reach out to Duke Divinity School’s disability liaison, Ashley Lunn at alunn@div.duke.edu.

Duke Student Disability Access Office
The goal of the Center for Writing and Academic Support is to help students at the Divinity School master core theological concepts and write well.

We offer an array of tutoring services—which can be booked via the Center’s Sakai site—such as meetings with
• Writing tutors, who can read students’ papers and offer both written and verbal feedback
• Subject-area tutors in Church History and Bible, who can discuss course readings and assignments
• Advisors who can help students with effective study and reading strategies, as well as map out an ongoing program of academic support
Center for Writing and Academic Support

The Center also organizes:

- RISE—a two-day program that orients students to academic skill-sets and expectations at the School
- The Writing Assessment—a mandatory essay assignment for students in the MA, MTS, and MDiv programs that provides an opportunity to practice and receive feedback on an academic paper
GO BE GREAT!