



Course of Study
for Ordained Ministry
2018- 2019

Program Guidelines

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

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TABLE OF CONTENTS

ENROLLMENT	3
EDUCATIONAL REQUIREMENTS	3
REGISTRATION	4
SESSION DETAILS	4
PRE-CLASS PREPARATION	4
TUITION & FINANCIAL AID	4
TUITION.....	4
FINANCIAL AID.....	5
CANCELLATION POLICY.....	5
THE CURRICULUM	5
Advanced.....	5
First Year.....	5
Second Year.....	5
Third Year.....	6
Fourth Year.....	6
Fifth Year.....	6
SCHOOL POLICIES	6
Attendance Policy.....	6
Conduct of Students.....	6
Directed Studies.....	6
Grades.....	7
Transcripts.....	7
The Honor Code.....	7
Academic Integrity.....	7
Special Accommodations.....	7
Harassment.....	7
Inclusive Language.....	8
INFORMATION FOR SUMMER STUDENTS	8
Living Arrangements.....	8&9
Community Life.....	9&10

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 (GBHEM) 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

Course of Study (COS) is a year-round experiential and classroom learning process specifically designed for the education and training of local pastors in The United Methodist Church. Local pastors of part and full-time status are permitted to attend either the summer or weekend session.

Licensed local pastors in The United Methodist Church attending COS shall have:

1. Been certified as candidates for ordained ministry
2. Completed the requirements for licensing 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

Pastoral leaders from other denominations and lay persons may register and take classes in the Course of Study program.

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.

2018 POLICY CHANGE: Students may take any number of courses through Course of Study without permission of the Division of Ordained Ministry. However, the Course of Study School and Conferences will continue the approval process outlined in the Registration section just below.

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

Students must register for courses through the registration link provided on the Duke Divinity Course of Study website:

Summer Course of Study: <https://divinity.duke.edu/events/summer-course-study>

Weekend Course of Study: <https://divinity.duke.edu/events/weekend-course-study>

In order to attend Course of Study, UM local pastors under appointment must receive approval from **BOTH THEIR** District Superintendent and **THEIR** Local Pastor Registrar after registering for courses. Any student not approved will be notified by Duke COS staff as soon as possible. Deadlines for registration will be posted on our website. **Enrollment is not complete until all registration requirements and fees have been received by the Course of Study office.**

SESSION DETAILS

Effective September 2018, Duke Divinity School will offer the *Weekend Course of Study* in a hybrid format in the months of September, November, January and March. Students may enroll in one course each session. The hybrid format requires students to complete 4 hours of online coursework prior to a residential weekend and an additional 4 hours of online coursework following the residential weekend. The residential weekend will occur over a two-day period, Friday through Saturday. Current schedules are available on the website.

Effective Summer 2019, *Summer Course of Study* will be offered in a hybrid format. The hybrid format requires students to complete 4 hours of online coursework prior to a residential week and an additional 4 hours of online coursework following the residential week. The residential week will occur in July 2019. Current schedules and plans are available on the website.

PRE-CLASS PREPARATION AND ONLINE COURSEWORK

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. In addition, effective September 2018, each course will require 8 hours of online learning, beginning with 4 hours of online coursework before the residential portion of the class, and concluding with 4 hours of online coursework after the residential portion of the class.

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. Duke expects students to pay their own fees and receive any scholarship aid directly from their annual conference.

TUITION

Tuition will be published on the website.

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.** There are no refunds given for registration fees, parking fees, or special event fees. Tuition is not refundable after the final deadline to withdraw has passed; see website for deadlines for withdrawal. Fees may apply for cancellations that are not received by dates noted on the website.

THE CURRICULUM

The Course of Study prepares 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 strengthens 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. Students are responsible for completing pre-class assignments and online components for each course according to the deadlines provided by the instructor in the online learning management system. Access to the online learning management system, Sakai, will be given to students once enrollment is complete.

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 online and residential 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

Duke Divinity offers all of the courses in the Basic Course of Study program each summer. In addition, all of the courses are available in a three-year cycle in the hybrid weekend program. Students looking for additional scheduling options are encouraged to explore COS offerings at other schools or explore online options through GBHEM.

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 ACCOMODATIONS

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 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

Students are responsible for making their own housing arrangements.

On-Campus

On-campus housing is available for Summer COS 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](#). Their offices can be reached at (919) 660.1760. Note that phone and cable service are not included in Duke University housing arrangements. You may connect these services through the Duke Office of Information Technology (OIT) at (919) 681.0644. You must provide your own phone and television unit.

No on-campus housing is available for Weekend COS.

Off-Campus

Both Summer and Weekend Course of Study programs negotiate reduced rates at area hotels. For a list of recommended hotels, please see our [website](#). Some hotels offer a free shuttle service to the Duke Campus; we recommend this option to avoid additional fees for parking and the occasional challenges of parking on campus.

MEALS

Meals are available through Duke University's extensive dining options. 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 designate handicapped parking needs when registering. COS staff will send specific information and details prior to your scheduled arrival on campus.**

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

INTERNET ACCESS

Students have access to free wireless internet on 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 each day of class 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, representatives from constituent annual conferences visit. There is a luncheon meal over which students meet with their conference representative(s).

CLOSING CONVOCATION

In July, a special service of worship is held 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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