



BRITE

DIVINITY SCHOOL

Student Handbook

2025-2026

GENERAL INFORMATION - https://brite.edu/student_handbook

Brite Divinity School reserves the right to change any statement, policy or procedure set forth in this handbook, when deemed in the best interest of Brite Divinity School and within established procedures. This handbook is for informational purposes only and does not constitute a contract between any student and Brite Divinity School.

Brite Divinity School regularly reviews and assesses program requirements and program offerings. From time to time, necessary changes occur which will have an impact upon a student's progress toward degree completion. While the Divinity School will strive to accommodate students in implementation of changes, the Divinity School reserves the right to make such changes and to require students to adjust their programs accordingly. Changes to academic programs are not made lightly. There is no guarantee that an entering student will not experience changes in requirements before graduation, especially if time to graduation is longer than the time to complete the program as a full-time student.

The Divinity School's distinctive purpose is educating persons for varied ministries in churches and communities. Churches, however, retain the exclusive right and responsibility to determine the appropriate qualifications for ordained and licensed ministry, to assess the fitness for ministry of individual candidates, and to credential persons for ministerial leadership.

WELCOME FROM THE DEAN - <https://brite.edu/deans-page>

Welcome to Brite Divinity School. You are joining a community where we believe that a truly transformative education happens at the intersection of rigorous scholarship, committed justice, and faithful practice. We are delighted to have you with us.

As you begin your journey, we invite you to engage with your whole self—with your intellect, your heart, and your humanity. This is a place to be bold and creative, to ask the difficult questions that will shape your faith, and to grow into the person you are called to be. We are a community that embraces the hard work of theological inquiry, not as an end in itself, but as a vital part of our shared commitment to creating a more just and compassionate world.

The theological education you will receive here is designed to be a catalyst for your unique vocation. Whether you feel called to congregational ministry, to lead a non-profit, to teach, or to pioneer new forms of justice-centered work, your time at Brite will equip you. We will partner with you to integrate your mind and spirit, encouraging your witness and work in a world that is longing for God's justice and peace.

I look forward to walking alongside you and watching you flourish. Welcome home.

Rev. Dr. Shonda R. Jones
Academic Dean and Executive Vice President

MISSION, VISION AND CORE VALUES - <https://brite.edu/mission-vision-and-core-values>

Vision

A world transformed by God's love, mercy, and justice

Mission

Brite Divinity School educates and inspires people to serve God's diverse world as leaders in churches, the academy, and public life.

Integrated Core Values

Scholarship that engages churches, the academy, and public life;

Justice that enhances diversity, flourishing and wholeness; and

Practice that enlivens intellectual, spiritual, and professional growth.

HISTORY AND RELATIONSHIP WITH TCU - <https://brite.edu/history-and-relationships>

History

Texas Christian University has had a concern for the education of ministers since its founding as AddRan College in 1873 by two brothers, Addison and Randolph Clark, both ministers of the Christian Church (Disciples of Christ). In the early years, it fulfilled this concern within the framework of the undergraduate B.A. program. Classes in Bible were offered to all students; those wishing to prepare for the ministry simply devoted a large part of their junior and senior years to concentration in Bible and religion. In the 1890s, the board of the University set in motion plans to establish a separately endowed and governed school to provide both undergraduate and graduate education for church leadership. By 1895, bylaws for a College of the Bible had been approved. However, it was not until 1907, that the first graduate theological degree, the Bachelor of Divinity, was awarded. The B.A. was regarded as a prerequisite of this new program, but the two curricula were scarcely distinguishable.

The College of the Bible received its name, separate charter of incorporation, and its first permanent building in 1914 as the result of a gift from Mr. and Mrs. L.C. Brite, cattle ranchers in Marfa, Texas. Though graduate enrollment was on the rise, Brite College continued to serve also as the undergraduate Department of Religion for AddRan College for another twenty-five years. In 1939, Brite initiated a standard three-year curriculum for the B.D. degree and became a member of the American Association of Theological Schools, giving up its undergraduate instruction in order to meet accreditation standards for graduate theological institutions. Two years later, this body recognized Brite as an accredited graduate theological seminary—the second Disciples seminary to receive this accreditation.

In 1963, the charter was renewed and the name was changed to Brite Divinity School. The name of the basic degree earned at Brite was changed from Bachelor of Divinity to Master of Divinity in 1967. Two years later, the Divinity School began to offer a program of study leading to the Doctor of Ministry degree. In 1988, the Master of Theological Studies and the Certificate of Theological Studies were introduced. In 1997, the American Association of Theological Schools granted Brite preliminary approval to offer the Doctor of Philosophy in two areas: Biblical Interpretation and Pastoral Theology and Pastoral Counseling (now known as Pastoral Theology: Transforming Persons, Communities, and Practices). In 1999, Brite introduced two new accredited degree programs, the Master of Theology and the Master of Arts in Christian Service. The three degree programs received ongoing approval from the Association of Theological Schools in 2006. Brite changed the name of the Master of Arts in Christian Service program in 2013 to the Master of Arts in Theology and Ministry to reflect more accurately the diversity of students' academic and vocational goals.

In the school's earliest years, administrative tasks were carried as an added responsibility by persons whose primary concern was teaching. Since Brite's separate incorporation in 1914, the school has had a series of deans who have given major attention to administration with part-time teaching responsibilities. They are Colby D. Hall (1914-1947), D. Ray Lindley (1947-1950), Roy C. Snodgrass (1950-1955), Elmer D. Henson (1955-1971), William E. Tucker (1971-1976), M. Jack Suggs (1976-1989), Leo G. Perdue (1989-1999), Mark G. Toulouse (1999-2002), Interim Dean David J. Gouwens (2002-2005), Nancy J. Ramsay (2005-2012), Joretta Marshall (2012-2019), and Michael Miller (2019-2025), and Shonda Jones (present).

Since 1978, TCU and Brite have affirmed a series of formal agreements specifying the relationship between the two corporations. In 1999, the Brite Board of Trustees created the Office of President. Five persons have served in this office: Leo G. Perdue (1999-2002), Interim President D. Duane Cummins (2002-2003), D. Newell Williams (2003-2023), and Interim President Michael Cooper-White (2023-2024), and Stephen Cady (current).

In 1953, Brite moved into the south wing of the TCU Religion Center, which was completed that year. In 1998, the main building of the Divinity School was renamed to honor contributions made to the life and work of the Divinity School by Jo Ann and Wayne Moore. The central unit of this complex is the Robert Carr Chapel. In 2001, Leibrock Village, Brite's student housing complex, opened for occupancy. The Divinity School completed a significant expansion of its classroom, office, and special event space with the construction of the Nell A. & W. Oliver Harrison Building, which opened in 2012.

Relationship with TCU

Although Brite Divinity School and Texas Christian University are independent institutions, they celebrate their rich historical relationship and enjoy a shared heritage, affiliation, traditions, and values with the Christian Church (Disciples of Christ). The two institutions operate under a Supporting Services Agreement that articulates the University's contractual commitment to provide essential administrative support, operational and maintenance services, and the vision of both institutions to assure a continuing spirit of mutual involvement, cooperation, and support for the benefit of students, staff, and faculty.

Relationship with Christian Church (Disciples of Christ)

Brite Divinity School is related to the Christian Church (Disciples of Christ) in many official and unofficial ways. It reports biennially to the Plenary Assembly of the Christian Church (Disciples of Christ) in the Southwest. It is a member of the Christian Church (Disciples of Christ) Council on Theological Education of the Higher Education and Leadership Ministries. It receives financial support through the denomination's Church Finance Council. Many of the administrative officers, faculty, and students of Brite Divinity School serve the Christian Church (Disciples of Christ) at the local, regional, and general levels.

ACCREDITATION - <https://brite.edu/accreditation>

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Brite Divinity School is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award masters and doctoral degrees. Questions about the accreditation of Brite Divinity School may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org)

Degree programs and CIP codes

Divinity/Ministry:

Master of Divinity – 39.0602

Master of Arts in Theology and Ministry – 39.0602

Doctor of Ministry – 39.0602

Theology/Theological Studies:

Master of Theological Studies – 39.0601

Master of Theology – 39.0601

Bible/Biblical Studies:

Doctor of Philosophy in Biblical Interpretation – 39.0201

Association of Theological Schools (ATS)

Brite is also 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: M.Div., M.A.T.M., M.T.S., D.Min., Th.M., Ph.D.

The Commission contact information is:

The Commission on Accrediting of the Association of Theological Schools in the United States and Canada

10 Summit Park Drive

Pittsburgh, PA 15275

Telephone: 412-788-6505; Fax: 412-788-6510

Website: www.ats.edu

NONDISCRIMINATION POLICIES - <https://brite.edu/nondiscrimination-statement>

Brite Divinity School and TCU prohibit discrimination and harassment on the basis of age, race, color, religion, sex (including sexual harassment and sexual violence), sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status and any other basis protected by law, in the University's programs and activities as required by Title IX, Title VII, The Age Discrimination Act of 1975, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and other applicable laws and regulations.

Brite Divinity School and Texas Christian University (TCU) operate under a Supporting Services Agreement that articulates the University's contractual commitment to provide essential administrative support, operational and maintenance services, and the vision of both institutions to assure a continuing spirit of mutual involvement, cooperation, and support for the benefit of students, staff, and faculty. Both institutions are committed to providing a positive learning and working environment free from discrimination and harassment. Brite Divinity School adheres strictly to all TCU policies concerning Title IX and nondiscrimination.

Inquiries about Brite's policies and compliance with Title IX, nondiscrimination policies, or inquiries on how to file a complaint of discrimination should be directed to:

Vanessa Daley
Chief of Staff
Brite Divinity School Harrison, Suite 312F
Fort Worth, TX 76129
817-257-7579
v.daley@tcu.edu

Inquiries about Brite's and TCU's policies and compliance with Title VII, The Age Discrimination Act of 1975, or other aspects of Brite's and TCU's equal opportunity or affirmative action programs should be directed to:

Ms. Yohna Chambers-Hastings
Vice Chancellor and Chief Human Resources Officer
TCU Box 298200
2701 W. Berry St.
817-257-5103
y.chambers@tcu.edu

Know Your Rights / Conozca sus Derechos

Individuals seeking an accommodation for a documented disability should contact the following: For students: Student Access and Accommodation; For employees: Human Resources. Inquiries regarding campus accessibility or the accessibility of the TCU website, as required by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act and related regulations and statutes should be directed to:

Ms. Andrea Nordmann
Chief University Compliance Officer
TCU Box 297080
The Harrison 3200
Fort Worth, TX 76129
817-257-5520
askcompliance@tcu.edu or To Report a Barrier

BOARD OF TRUSTEES - <https://brite.edu/board-of-trustees>

The Board of Trustees has authority and responsibility for Brite Divinity School. The Board sets and reviews basic policies of the institution and through its corporate officers provides for leadership, management, and oversight of the School. Members are drawn from the Christian Church (Disciples of Christ) and several other denominations. Qualifications include active membership in a church or synagogue.

Officers

- Virzola Law, Chair
- Caesar Rentie, Vice Chair
- Chris Dorsey, Secretary
- Brittany Brooks, Assistant Secretary

Members

- Janet Anderson, Fort Worth
- Candyce Black-Wells, Snellville, GA
- Stephen M. Cady, Fort Worth
- Bill Curtis, Fort Worth
- J. David Dickson, Waco
- Chris Dorsey, Indianapolis, IN
- Scott Green, Fort Worth
- Robert Hawley, Fort Worth
- Jeffrey B. King, Fort Worth
- Andy Mangum, Fort Worth
- Stephen S. Mosher, Fort Worth
- Steffen Palko, Fort Worth
- Evangelina Perez, Fort Worth
- Russ Peterman, Fort Worth
- Beth J. Rivers, Fort Worth
- Nathan A. Russell, Elyria, OH
- Robert A. Simon, Fort Worth
- Rebecca Stephenson, Fort Worth
- Estrus Tucker, Fort Worth
- Linda Pilcher Wassenich, Dallas
- Meg Witmer-Faile, Argyle

Honorary Trustees

- W. Roger Barker, Weatherford
- Anne T. Bass, Fort Worth
- Eugene Brice, Fort Worth
- Charles Brittan, Spring
- Linda Brookshire, Fort Worth
- Stephanie Steves Burk, Aledo
- Dani Loving Cartwright, DeSoto
- Chad E. Cline, Fort Worth
- Michaela J. Cromar, Fort Worth
- Bronson C. Davis, Fort Worth
- Timothy Cap Diebel, Norwalk, IA
- Benard Calvin Hendrick VII, Midland
- Clayton J. Hoover, Corpus Christi
- Allan Howeth, Fort Worth
- Elaine V. Kellam, Frisco
- Jo Carolyn McVeigh, Arlington

- James Oglesby, Granbury
- Robert H. Patterson, Tyler
- Tommy Potter, Fort Worth
- Paul R. Ray, Jr., Fort Worth
- Rena E. Reynolds, Fort Worth
- Martha Hackley Salmon, Jacksboro
- Larry J. Smith, Kemah
- Roy C. Snodgrass III, Austin
- Timothy Stevens, Fort Worth
- David K. Teegarden, Bullard

ADMINISTRATIVE OFFICERS AND STAFF

Administrative staff members are persons appointed by the President with responsibilities for specified administrative tasks requiring part-time or full-time service. They carry out their administrative duties under the general supervision of the School's executive and academic officers, in partnership with them and with the Permanent Faculty. Occasionally, administrative positions are connected with faculty appointments, which may or may not be tenure-track.

Administrative Operating Officers

Shonda Jones, Executive Vice President and Dean

Donald Dale Walker, Vice President for Advancement

Administrative Personnel

Lizette Acosta, Director of the Center for Lifelong Learning

Warner Bailey, Director of Presbyterian Studies

Loren Baxter, Director of Technology Resources

Monica Bradley, Director of Admissions

Cathy Caero, Senior Accountant

Jeffrey Chanta, Community Experience Coordinator

Natalya Cherry, Director of Methodist Studies

Vanessa Daley, Chief of Staff

Russell W. Dalton, Coordinator for Vocation Development

Donna Davis, Manager of Advancement Data

Erin Edwards, Metz Stevens Family Ranch Director for Ecclesial Innovation

and Director of Student Success

Melissa Fallon, Administrative Assistant

Kyle Fauntleroy, Director of Development

Ariel Feldman, Director of the Jewish Studies Program

Rachel Harris, Assistant to the Dean

Kevin R. Henson, Director of Development

Will Horn, Admission Counselor and Recruiter

Erin Houchin, Director of Brite Housing

Timothy S. Lee, Director of Asian / Asian American and Pacific Islander

Church Studies Program

Alexis Mineor, Administrative Assistant

Zachary Moon, Director of Chaplaincy Studies

Chaitanya Motupalli, Associate Dean for Academic Affairs

Oluwatomisin Oredein, Assistant Dean for Strategic Initiatives and Theological Imagination

Annette Owen, Campus Chaplain

Lance Pape, Director of Disciples Formation

Marsha Philesten, Assistant to the President

Kelsey Samuels, Director of Marketing and Communications

Andy Shelton, Director of Field Education and Supervised Ministry

Kim Starkey, Coordinator of Office Services for Academic Affairs

Ashley Washington, Assistant to the Chief of Staff

Jeremy L. Williams, Director of the Center for Theology and Justice

Michael Yandell, Director of Soul Repair Center and Doctor of Ministry Program

THE PERMANENT FACULTY

The Permanent Faculty is comprised of persons engaged in instruction and other services on a continuing and full-time basis who hold academic rank of full professor, associate professor, assistant professor, instructor, lecturer, or Minister-in-Residence. The Permanent Faculty confer and act, in partnership with the School's executive and academic officers, to review academic policies of the School, and in cooperation with the Dean, to develop and provide for matters relating to the scope, nature, integrity, and quality of the School's educational undertakings.

NATALYA CHERRY, *Associate Professor in Methodist Studies and Theology*

B.A. (Georgetown University), 1998; M.Div. (Wesley Theological Seminary), 2001; PhD (Southern Methodist University), 2018. Ordained 2005. United Methodist. Since 2018.

RUSSELL W. DALTON, *Professor of Religious Education*

B.A. (Central Michigan University), 1984; M.Div. (Gordon-Conwell Theological Seminary), 1988; Th.M. in New Testament (Harvard Divinity School), 1990; Ed.D., (Union Theological Seminary and the Presbyterian School of Christian Education, Virginia), 1998. American Baptist Churches USA. Since 2004.

ARIEL FELDMAN, *Rosalyn and Manny Rosenthal Professor of Jewish Studies*

B.A. (University of Haifa), 2002; M.A. (Ibid.), 2004; Ph.D. (Ibid.), 2008. Judaism. Since 2011.

WIL GAFNEY, *The Right Reverend Sam B. Hulsey Professor of Hebrew Bible*

B.A. (Earlham College), 1987; M.Div. (Howard University School of Divinity), 1997; Ph.D. (Duke University), 2006. Ordained 2008. Episcopal Church. Since 2014.

NAMSOON KANG, *Professor of Theology and Religion*

B.Th. (Methodist Theological Seminary, Seoul), 1979; Th.M. (Ibid.); M.Phil. (Drew University), 1991; Ph.D. (Ibid.), 1993. United Methodist. Since 2006.

TIMOTHY S. LEE, *Associate Professor of the History of Christianity*

B.A. (University of Illinois [Urbana]), 1983; M.A. (University of Chicago), 1986; Ph.D. (Ibid.), 1996. Ordained 1996. Christian Church (Disciples of Christ). Since 2002.

SHELLY MATTHEWS, *Professor of New Testament*

B.A. (University of North Dakota), 1984; M.Div. (Boston University School of Theology), 1987; Th.D. (Harvard Divinity School), 1997. Ordained 1987. United Methodist. Since 2011.

BARBARA J. MCCLURE, *Christie Cozad Neuger Professor of Pastoral Theology and Practice*

B.A. (Houghton College), 1989; M.Div. (Princeton Theological Seminary), 1996; Ph.D. (Emory University), 2003. Presbyterian Church (USA). Since 2013.

MICHAEL ST. A. MILLER, *Associate Professor of Theology*

B.A. (University of the West Indies, Mona Campus), 1981; Th.M. (Columbia Theological Seminary), 1990; Ph.D. (Claremont Graduate University), 1996. Since 2019.

OLUWATOMISIN OREDEIN, *Associate Professor of Black Religious Traditions, Constructive Theology and Ethics*

B.A. (The University of Virginia), 2007; M.Div. (Duke Divinity School), 2010; Th.D. (Duke Divinity School), 2017.

LANCE B. PAPE, *Granville and Erline Walker Associate Professor of Homiletics*

B.A. (Austin Graduate School of Theology), 1991; M.Div. (Yale Divinity School), 1994; Ph.D. (Emory University), 2010. Ordained 1994. Christian Church (Disciples of Christ). Since 2010.

TIMOTHY H. ROBINSON, *Alberta H. and Harold L. Lunger Associate Professor of Spiritual Resources and Disciplines*
B.A. (Milligan College), 1987; M.Div. (Emmanuel School of Religion), 1993; Ph.D. (Graduate Theological Union), 2006. Ordained 1993. Christian Church (Disciples of Christ). Since 2006.

JEREMY L. WILLIAMS, Assistant Professor of New Testament
B.A. (Vanderbilt University), 2012; M.Div. (Yale University), 2016; M.A. (Harvard University), 2020; Ph.D. (Harvard University), 2021. Christian Methodist Episcopal Church. Since 2021.

(“Since” date indicates the beginning of service with the Divinity School.)

FACULTY AMERITAE/I

M. EUGENE BORING, *Emeritus Professor of New Testament*

DAVID J. GOUWENS, *Emeritus Professor of Theology*

JORETTA MARSHALL, *Emerita Professor of Pastoral Theology and Pastoral Counseling*

WALTER R. NAFF, D.D. *Emeritus Assistant Professor of Ministerial Practice*

CHRISTIE COZAD NEUGER, *Emerita Professor of Pastoral Theology and Pastoral Counseling*

CAROLYN OSIEK, *Emerita Charles Fischer Catholic Professor of New Testament*

NANCY J. RAMSAY, *Emerita Professor of Pastoral Theology and Pastoral Care*

STEPHEN V. SPRINKLE, *Emeritus Professor of Practical Theology*

HOWARD W. STONE, *Emeritus Professor of Pastoral Theology and Pastoral Counseling*

SUSAN J. WHITE, *Emerita Professor of Spiritual Resources and Disciplines*

D. NEWELL WILLIAMS, *Emeritus Professor of Church History*

JAMES O. DUKE, *Emeritus Wylie and Elizabeth M. Briscoe Professor of History of Christianity and History of Christian Thought*

AFFILIATE AND OCCASIONAL FACULTY (*Over the Past Three Years*)

DAVID R. BROCKMAN, *Theology*

B.A. (University of Texas at Arlington), 1980; M.T.S. (Brite Divinity School), 1999; Ph.D. (Southern Methodist University), 2006.

JO HUDSON, *Practical Theology*

B.A. (University of North Texas), 1978; M.S. (Ibid.), 1978; M.Div. (Perkins School of Theology), 1994; Ph.D. (Texas A&M University), 1993.

JOSEPH McDONALD, *New Testament Greek, Biblical Hebrew*

B.A. (University of Minnesota), 1999; M.A. (Graduate Theological Union and Jesuit School of Theology), 2007. Ph.D. (Brite Divinity School), 2015.

OCCASIONAL FACULTY

XOCHITL ALVIZO, *Religion and Culture*

B.A. (University of Southern California), 2001; M.Div. (Boston University School of Theology), 2007; Ph.D. (Boston University School of Theology), 2015.

WARNER M. BAILEY, *Presbyterian Studies*

B.A. (Texas Christian University), 1960; M.Div. (Austin Presbyterian Theological Seminary), 1964; M. Phil. and Ph.D. (Yale University), 1967-1970.

JONATHAN S. BARNES, *Religion and Culture*

B.A. (Gardner-Webb University), 1993; M.Div. (Baptist Theological Seminary at Richmond), 2000; Ph.D. (University of KwaZulu-Natal), 2010

DUANE R. BIDWELL, *Practical Theology*

B.S. (Texas Christian University), 1988; M.Div. (Brite Divinity School), 1997; Ph.D. (Brite Divinity School), 2003.

RITA NAKASHIMA BROCK, *Religion and Culture*

B.A. (Chapman University), 1972; Rel.M. (Claremont School of Theology), 1975; M.A. (Claremont Graduate University), 1981; Ph.D. (Ibid.), 1988.

KELLY COBLENTZ BAUTCH, *Jewish Studies*

B.A. (Indiana University), 1991; M.T.S. (Harvard University, Divinity School), 1994; M.A. (University of Notre Dame), 1999; Ph.D. (University of Notre Dame), 2002.

EUNIL DAVID CHO, *Pastoral Theology, Pastoral Care*

B.A. (University of Michigan), 2011; M.Div. (Candler School of Theology, Emory University), 2015; Ph.D. (Graduate Division of Religion (GDR), Emory University), 2020.

IRASEMA CORONADO, *Religion and Culture; Borderlands Studies*

B.A. (University of South Florida), 1983; M.A. (University of Arizona), 1989; Ph.D. (University of Arizona), 1998.

GIANLUIGI GUGLIERMETTO, *Christian Theology*

“Laurea” (Università di Torino, Italy) 1997; Ph.D. (Claremont Graduate University), 2008.

ELAINE HEATH, *Practical Theology*

B.A. (Oakland University), 1990; M.Div. (Ashland Theological Seminary), 1995; Ph.D. (Duquesne University), 2002.

KATIE HAYS, *Practical Theology*

M.Div. (Yale Divinity School), 1994; D.Min. (Princeton Theological Seminary), 2010.

ROBYN HENDERSON-ESPINOZA, *Practical Theology*

B.A. (Hardin-Simmons University), 2001; M.T.S. (Garrett-Evangelical Theological Seminary/Northwestern University), 2006; Ph.D. (University of Denver/Iliff School of Theology), 2016

MATTHIAS HENZE, *Jewish Studies*

M.Div. (University of Heidelberg), 1992; M.A. (Harvard University), 1996; Ph.D. (Harvard University), 1997

MELANIE C. JONES, *Ethics, Theology, and Culture*

B.A. (Howard University), 2009; M.Div. (Vanderbilt Divinity School), 2012; Ph.D. in progress (Chicago Theological Seminary), ABD.

CHARLOTTE KROEKER, *Worship*

B.A. (Wheaton College), 1971; M.M. (Oklahoma City University), 1975; Ph.D. (Kansas State University), 1981.

GEORGETTE I. LEDGISTER, *Religion and Culture*

B.A. (Emory College, Emory University), 2006; M.Div. (Candler School of Theology, Emory University), 2010; Ph.D. (Laney Graduate School), 2018.

TAMARA E. LEWIS, *History of Christianity and Black Church Studies*

B.A. (University of Central Arkansas), 1994; M.A. (Tennessee State University), 1999; M.Div. (Vanderbilt University), 2000; M.A. (ibid), 2011; Ph.D. (ibid), 2014

KATHLEEN D. MCCALLIE, *Pastoral Theology*

B.A. (Oklahoma State University), 1981; M.A. (Oklahoma State University), 1984; M.Div. (Perkins School of Theology), 1988; Ph.D. (University of Oklahoma), 2006

RICKY MCCLATCHY, *Baptist History*

B.A. (Howard Payne University), 1981; M.Div. (Southwestern Baptist Theological Seminary), 1984; Ph.D. (Southwestern Baptist Theological Seminary), 1990.

RALPH D. MECKLENBURGER, *Jewish Studies*

B.A. (University of Cincinnati), 1968; B.H.L., M.A.H.L. and Ordination (Hebrew Union College and Jewish Institute of Religion), 1972.

NESTOR MEDINA, *Theology*

B.R.E. (Tyndale University College), 1994; M.A. (University of St. Michael's College, Toronto School of Theology, University of Toronto), 2000; Ph.D. (University of St. Michael's College, Toronto School of Theology, University of Toronto), 2008

MATILDE KATHLEEN MOROS, *Religion and Culture*

B.A. (College of Wooster), 1990; M.T.S. (Harvard University, Divinity School), 1996; M.Div. (Princeton Theological Seminary), 2005; M.Phil. (Drew University, Graduate Division of Religion), 2011; Ph.D. (Drew University), 2014

JUDITH NEWMAN, *Jewish Studies*

B.A. (Princeton University), 1983; C.A.S. (Berkeley Divinity School), 1988; M.A.R. (Yale Divinity School), 1988; Ph.D. (Harvard University), 1996.

CAROL A. NEWSOM, *Hebrew Bible*

B.A. (Birmingham-Southern College), 1971; M.T.S. (Harvard Divinity School), 1975; Ph.D. (Harvard University), 1982; Honorary Doctorates (Birmingham-Southern College), 2006; (University of Copenhagen), 2009; (Virginia Theological Seminary), 2013.

MELISSA PAGAN, *Religion and Culture*

B.S. (Loyola Marymount University), 2005; M.A.B. (Loyola Marymount University), 2007; M.A.T. (Loyola Marymount University), 2010; Ph.D. (Emory University), 2016.

SANTIAGO O. Piñón, *Religion and Culture*

B.A. (Southwestern Assemblies of God University), 1993; M.A. (Abilene Christian University), 2001; M.Div. (University of Chicago), 2001; Ph.D. (University of Chicago), 2012.

ANNETTE YOSHIKO REED, *Jewish Studies*

B.A. (McGill University), 1997; M.T.S. (Harvard University, Divinity School), 1999; M.A. (Department of Religion, Princeton University), 2001; Ph.D. (Department of Religion, Princeton University), 2002.

BRYCE E. RICH, *Visiting Assistant Professor of Theology and Louisville Postdoctoral Fellow*

B.A. (University of Kentucky), 1993; M.A. (Lancaster Theological Seminary), 2009; Ph.D. (University of Chicago), 2017. Eastern Orthodox. Since 2017.

ANDREW J. SHELTON, *Practical Theology*

B.A. (University of Texas at Arlington), 1998; M.Div. (Texas Christian University), 2003

NICOLE S. SYMMONDS, *Religion and Culture*

B.S. (Florida A&M University), 2002; M.Div. (Emory University), 2013; Ph.D. (Emory University), 2021.

NATHAN WALTON, *Religion and Culture*

B.A. (University of Virginia), 2009; M.Div. (Duke University, Divinity School), 2012; Ph.D. (University of Virginia), 2018.

ROGER WEDELL, *Practical Theology*

B.A. (Texas Christian University/ California State University), 1970; M.Div. (Brite Divinity School), 1974; Ph.D. (Graduate Theological Union), 1982.

PAUL WESTERMEYER, *Worship*

B.A. (Elmhurst College), 1962; B.D. (Lancaster Theological Seminary), 1965; S.M.M. (Union Theological Seminary), 1966; M.A. (University of Chicago), 1974; Ph.D. (University of Chicago), 1978.

ANDREW WRIGHT, *Practical Theology*

B.A. (Texas Christian University), 1991; M.Div. (The School of Theology, University of the South), 1995; M.S.T. (The General Theological Seminary), 2003; D.T. (The General Theological Seminary), 2012.

FACILITIES - <https://brite.edu/britecampus>

Campus

Located on Texas Christian University's 302 acre campus, Brite Divinity School provides the amenities and resources of a major university. Brite students enjoy full access to student resources such as the TCU Mary Coutts Burnett Library, TCU Writing Center, TCU Counseling and Mental Health Center, TCU Health Center and TCU Recreation Center.

Brite students have opportunities to participate in all aspects of university life including world-class lectures, fine arts performances, and sporting events.

Facilities

Classes and many other activities of Brite Divinity School are conducted in the Moore Building and the Harrison Building, which are located at the heart of the TCU campus. Reservations to use the classrooms in the Moore Building and the Harrison Building are made through the Dean's office. For assistance with reservations for the Bass Conference Center in the Harrison Building, please see Facilities Coordinator in Moore 228.

The use of Brite facilities by outside groups or by Brite groups holding events open to the entire campus or community must be approved by the Office of the Dean. By policy, any facilities request will take into account the larger needs of the Divinity School as a first priority.

Reservations for Robert Carr Chapel can be made through the Office of Religious and Spiritual Life at TCU (817.257.7830). Brite Divinity School students, faculty and staff have access to other TCU buildings, including The Mary Coutts Burnett Library, the Brown-Lupton University Union, and the TCU Recreation Center. Information about these facilities can be found online at www.tcu.edu.

Library resources of Brite Divinity School are an integral part of the Mary Coutts Burnett Library, Texas Christian University, a research facility consisting of over 2 million items, including more than 200,000 works in religion and theology. With Internet access to the library's online catalog, online databases, full-text electronic journals, and document delivery options, students may access library services and resources from anywhere at any time. In addition, cooperative agreements provide access to resources held by other Texas universities and seminaries.

Housing - Leibrock Village

Leibrock Village, built in 2001, is Brite Divinity School's 56-apartment residential community. The Village is located a short, ten-minute walk from the Brite Divinity School academic buildings. One-and two-bedroom apartments are provided with refrigerator, stove, dishwasher, garbage disposal, and blinds, but residents bring their own furniture. No furniture or storage is provided. A laundry room on each floor serves eight apartments. Scenes of the village and floor plans can be viewed at: <https://www.brite.edu/leibrock>.

Students enrolled full-time, as defined by program, in a graduate degree program of Brite Divinity School or in a TCU graduate program are eligible to live in Leibrock Village for a maximum of forty-eight (48) consecutive months. Proof of eligibility may be requested. Admission to Brite or a TCU Graduate program does not in itself guarantee that housing at Leibrock Village will be available to the student or their family.

PhD students are permitted residency for a maximum of ten consecutive semesters. No one may be in residency longer than sixty months without permission of the Director of Brite Housing.

Students admitted as "Special" students, enrolled for nine semester hours at Brite Divinity School, are eligible for Brite Divinity School Housing for one semester only. To remain eligible for Brite Divinity School Housing, "Special" students must be admitted to a degree program of Brite Divinity School.

Housing Application. Students are eligible to apply for residency in Leibrock Village after acceptance to Brite Divinity School or a TCU graduate program. Go to <https://www.brite.edu/leibrock> for application forms. The security deposit is held for the duration of occupancy and refunded to the student when vacating, subject to the terms and conditions of the Brite Housing Agreement. A background check is required as part of the application process for all residents over the age of 18. Apartments are assigned on a space-available basis. Priority is established by the date the housing application and security deposit are received. Questions concerning the housing application process may be directed to the Director of Brite Housing, 817-257-7338, or e-mailed to erin.houchin@tcu.edu.

Housing Fees. The Brite Housing Fee is charged to the student's University Student Account by the semester, and is paid as a part of the regular billing system at TCU. Electricity, water, internet access through the TCU network, laundry, and one parking space per bedroom at Leibrock Village are included in the housing fee. The only pets that are allowed in Leibrock Village are fish. Fish aquariums are not to exceed 10 gallons in capacity. All other pets or animals are prohibited for health purposes.

Questions concerning service animals should be referred to the Center for Academic Services – Student Access and Accommodation, The Harrison, Suite 1200.

Residents wanting to request an emotional support animal accommodation in Leibrock Village are responsible for presenting relevant, verifiable, professional documentation to the Center for Academic Services – Student Access and Accommodation, The Harrison, Suite 1200.

Off-Campus Housing. Information for off-campus housing can be obtained online at <http://rlh.tcu.edu/off-campus-living/>.

PARKING - <https://brite.edu/parking>

Brite Divinity School and Texas Christian University (TCU) operate under a Supporting Services Agreement that articulates the University's contractual commitment to provide essential administrative support, operational and maintenance services, and the vision of both institutions to assure a continuing spirit of mutual involvement, cooperation, and support for the benefit of students, staff, and faculty. Under that agreement, all students, faculty, staff and guests of Brite Divinity School are expected to abide by the policies of Texas Christian University as they pertain to campus behavior, parking rules and regulations, and other matters within the oversight of TCU police. A limited number of visitor parking spaces are available for guests of Brite Divinity School, but guests must register in advance with TCU Parking at <https://parking.tcu.edu/visitor-parking/>. Visitor parking is not to be used by current students, faculty or staff. Students, faculty and staff wishing to park on campus may purchase a permit via the [TCU T2 Parking Portal](#).

For more information about campus parking and traffic regulations, please visit [TCU Parking & Transportation](#). An interactive TCU campus map showing parking may be viewed here: <https://maps.tcu.edu>

ENERGY CONSERVATION AND RECYCLING POLICIES - <https://brite.edu/energy-conservation-and-recycling-policies>

Energy Conservation

Brite Divinity School, along with Texas Christian University, is dedicated to a program of energy conservation. The Brite community is encouraged to use energy wisely, to use what they need, but need what they use.

Goals have been established to conserve energy and reduce consumption through optimum use of facilities and the elimination of wasteful practices. Building Managers are encouraged to support energy conservation goals and to report malfunctioning systems to the Facilities Work Control Center at TCU, at (817) 257-7956. During unoccupied hours, heating and air conditioning will be managed in campus buildings controlled by the Energy Management System.

The Associate Vice Chancellor for Facilities at TCU, under the Vice Chancellor for Finance and Administration at TCU, is responsible for the coordination of the energy program. Questions about energy conservation and suggestions for improvement should be made directly to the TCU Energy Manager, (817) 257-4928.

Recycling

Brite Divinity School and Texas Christian University are concerned about the environment. Reasonable effort is made by the University in concert with student and community groups to recycle waste products. Paper, plastic, and metal waste are major targets for recycling. For specific information on programs and products, contact the TCU Grounds Department, (817) 257-7198.

DENOMINATIONAL PROGRAMS - <https://brite.edu/denominational-programs>

The student body, faculty, and staff at Brite Divinity School are interracial, international, and ecumenical. While the largest numbers of students at Brite are Disciples and United Methodists, more than twenty different denominations are represented in the student body. Faculty and staff are active members in over ten different denominational/religious bodies. The ecumenical spirit is also strengthened by Brite's membership and participation in the Council of Southwestern Theological Schools embracing eleven Protestant and three Roman Catholic institutions. Selected students and faculty members from COSTS schools have participated in inter-seminary courses on a variety of topics, including an intensive experience in interfaith dialogue. COSTS institutions continue to explore further possibilities of regional and sub-regional cooperation.

Faculty and students are engaged in local, state, and national ecumenical organizations and programs. With the support of the faculty, local churches, and judicatory leaders, Brite offers formal and informal programs that connect with various denominational and faith traditions.

Christian Church (Disciples of Christ)

The Disciples Formation program prepares students to lead in ministry by assisting in the ordination process, providing personal and professional support and engaging students in the larger denomination. Directed by a member of the Permanent Faculty, programs offer opportunities for students to develop their theological stance and pastoral identity.

Baptist Studies

The Baptist Studies Program is an integral part of the Divinity School. Designed to meet the special interests and needs of Baptists, this Program offers graduate courses in Baptist history, thought, and polity and provides opportunities for Baptist students in field settings in Baptist churches, worship, and other community experiences. Special lectures and workshops by Baptist professors and ministers enrich the seminary experience of Brite students. A limited number of student scholarships are provided by the Cooperative Baptist Fellowship to support Cooperative Baptist Fellowship M.Div. students.

Episcopal Studies Program

The Episcopal Studies Program at Brite Divinity School provides a continuing Anglican/Episcopal presence within a broadly ecumenical theological school. The program offers a community of learning, worship, and fellowship within the Brite Community. Our graduates will be trained to serve effectively in ordained and lay leadership positions in the Episcopal Church.

Metropolitan Community Churches

Brite Divinity School is a recognized partner school of the Metropolitan Community Churches (MCC). MCC students preparing for ordination may complete their required coursework at Brite and receive advising in the ordination process.

Presbyterian Studies The Presbyterian Studies Program supports Presbyterian women and men who are in the process of discerning a call to ministry. By mentoring, providing a Reformed and Presbyterian focus, and enriching Brite's work through relationships with the presbyteries of the Presbyterian Church (U.S.A.) and the Cumberland Presbyterian Church, as well as Austin Presbyterian Theological Seminary, the Program seeks to prepare students to meet all constitutional requirements for ordination or certification to ministry in Presbyterian congregations. The Program embraces students in all degree plans, but focuses primarily on those preparing for professional ministry in local churches as pastors or directors of Christian education.

United Church of Christ

Students from the United Church of Christ tradition will find courses at Brite Divinity School that support their pastoral identity and formation within this denomination. In addition, Brite has several graduates who are leaders within the United Church of Christ, and who serve as informal mentors for students.

United Methodist Studies

The University Senate of the United Methodist Church has approved the Divinity School to teach United Methodist students. The courses taught at Brite in United Methodist history, doctrine, mission, and polity—which are required for ordination in the United Methodist Church—have been officially approved by appropriate denominational offices. With the assistance of the Office of the Associate Dean for Academic Affairs, students preparing for deacons' ordination may meet UMC expectations with either the Master of Arts in Theology and Ministry or the Certificate of Theological Studies.

PROGRAMMATIC INITIATIVES - <https://brite.edu/programatic-initiatives>

Asian/Asian American and Pacific Islander Church Studies

The Asian/Asian American and Pacific Islander Church Studies Program (AAPICS) provides resources for Brite students to learn about the history, culture, and theology of Asian and Asian-American Christianity. This is done through regularly offered courses on the subjects and lectures offered by visiting scholars and church leaders in Asian/Asian-American communities. The program also serves as a center for promoting Asian/Asian-American theological studies and training leaders for Asian-American churches (especially those affiliated with the Christian Church [Disciples of Christ]).

Black Church Studies

Black Church Studies is an academic field that espouses linking divine justice and social justice in the development of excellence and leadership in the academy, church and community. The mission of the Black Church Studies program (BCS) at Brite Divinity School to provide an excellent teaching-learning context for shaping ministerial preparation and theological reflection for seminarians of all races and backgrounds. Our vision is for future church leaders and scholars to gain wider knowledge about, deeper appreciation of, and increased sensitivity for the Black Church within American society by emphasizing its teachings of freedom, justice, and equality.

Borderlands Institute

The Borderlands Institute aims to bring border awareness issues to students, faculty, and religious and community leaders in ways that will effectively shape their respective ministerial work and/or research. Students will have the opportunity to travel to the U.S./Mexico border to learn about border related issues. The Borderlands Institute host a variety of events featuring scholars and religious and community leaders to critically reflecting on borderlands topics, such as immigration, the environment, and human trafficking. The Borderlands Institute is funded by the Henry Luce Foundation for Theology.

Carpenter Initiative on Gender, Sexuality, and Justice

The Carpenter Initiative on Gender, Sexuality, and Justice promotes conversations about healthy sexuality, enhances ministries with diverse communities that include bisexual, transgender, lesbian, and gay persons, and provides sanctuary and encouragement for ongoing dialogue and justice-oriented practice. The three areas include: 1) events for Brite's community of students, staff, and faculty; 2) public opportunities for constituencies beyond Brite as well as for the Brite community; and 3) courses for our students in multiple degree programs.

Jewish Studies Program

The Jewish Studies Program supports regular course offerings in the literature and history of Second Temple Judaism, contributes to educational opportunities in the local community, and fosters interfaith dialogue rooted in a better understanding of Judaism and Christianity.

The Latina/o/x Church Studies Program

The Latina/o/x Church Studies Program is dedicated to the study of the religious and theological experiences of Latina/os communities in the U.S. The Program prepares all students who are interested in learning more about Latina/os for future service to the religious Latina/o/x community. Latina/o Church Studies is an interdisciplinary theological program examining a variety of topics, which include, but are not limited to: the varied histories of Latina/os, the racialization and ethnicization of Latina/os, and the formation and relations of gender, sexuality, and sexual orientation of Latina/o/x persons.

SOUL REPAIR CENTER - <https://brite.edu/soulrepair>

Since 2012, The Soul Repair Center at Brite Divinity School has offered public education and conducted research on moral injury and recovery for military veterans. During this time, it has educated religious and non-profit communities, employers, educators, religious leaders, chaplains, seminarians, and medical care-givers about the ways to support processes of healing for those who experience military moral injury and their families.

Lifelong Learning - <https://brite.edu/life-long-learning>

CENTER FOR THEOLOGY AND JUSTICE - <https://brite.edu/center-for-theology-and-justice-2>

The CTJ brings together people and resources to catalyze and amplify the study and practice of justice at Brite Divinity School. The Center brings theological perspectives to any issues of justice, especially systemic injustice. Key concerns include, but are not limited to, tending to how anti-Black racism, women and gender (LGBTQIA+) discrimination, poverty, ecological crises, immigration policies, and anti-Semitism manifest in systems (e.g. mass incarceration, housing, education, healthcare, voting rights, public policy, etc.)

Lifelong Learning - <https://brite.edu/life-long-learning>

Brite Divinity School is dedicated to being a resource for the church, clergy and community. Brite students, faculty and staff engage with the church and community in navigating the changing religious and social landscape. Brite offers a variety of programs designed to foster and strengthen relationships with congregations and organizations in the Fort Worth area and beyond.

For leaders of all faith communities, we offer educational opportunities to maintain a high level of effectiveness in their ministry through exposure to scholarly advances, information and skills related to the practice of ministry, engagement with contemporary issues of faith and society, and time for worship, renewal, and relaxation.

ADMISSION TO FIRST MASTER'S DEGREES

Admission application forms for all programs are available online: [APPLICATION](#)

Admissions Requirements for Master's Degrees

Brite Divinity School is selective in its admissions policies. Through a thoughtful evaluation process the Admissions Committee seeks to accept applicants who are capable of engaging in graduate theological education and give evidence of being able to use that education in the service of the church, academy, and public life. Factors taken into consideration in making this determination include the applicant's academic record, personal references that address the applicant's maturity of character and clarity of purpose, and the applicant's writing ability as reflected in a personal essay.

For admission to a Master's degree programs (M.Div., M.T.S., and M.A.T.M.) or Certificate of Theological Studies program, a student must possess a bachelor's degree or its equivalent as shown by a complete and certified transcript from an accredited college or university. Ordinarily the Divinity School expects that students will have achieved an overall grade point average of at least 2.75 and an average of not less than 3.0 in courses taken at the junior and senior level. Those with a GPA between 2.50 and 2.749 or whose junior and senior course level work is below 3.0 may be eligible for admission on academic probation. Students admitted on academic probation must limit registration to nine credit hours. Financial aid is available to these students, although continuation of aid is contingent upon satisfactory progress in the student's course of study.

A student admitted to Brite Divinity School is not considered to be a fully matriculated student until that student is formally registered for classes at Brite.

Preparation for Graduate Theological Education

The faculty advises those who are in the process of completing an undergraduate degree to select college courses in the liberal arts and humanities that provide a broad introduction to the history of culture and an understanding of contemporary life and thought. Extensive undergraduate study in religion is not a requirement for admission, although some coursework in religion is generally helpful to students beginning graduate theological education. Before entering Brite Divinity School, prospective students are strongly urged to acquire knowledge of Microsoft Word and Microsoft Outlook, and the ability to navigate within either the Windows or Macintosh operating systems.

Brite Divinity School welcomes applications from those for whom considerable time has elapsed between the completion of their undergraduate degree and their desire to attend a graduate seminary. If, however, these applicants do not meet the minimum academic standards for admission to a degree program, they may be required to take additional upper level courses in the liberal arts in order to gain admission on academic probation.

Personal Interview and Campus Visit

A personal interview via Zoom with the Director of Admissions or the Admissions Associate is required of all applicants to the Master of Divinity, Master of Theological Studies, Master of Theology, Master of Arts in Theology and Ministry, and Certificate of Theological Studies programs.

The Office of Admissions strongly encourages prospective students to visit campus. In addition to an interview, a campus visit provides the opportunity to tour the Brite and TCU campus, attend classes, and meet Brite students and faculty. Overnight accommodation may be arranged as needed.

To make an appointment for a personal interview and campus visit, contact the Office of Admissions at Brite Divinity School or complete a Request for Information form [here](#).

Denominational Endorsement

Typically, applicants admitted into the Master of Divinity program with the intention of preparing for ordained ministry are expected to be certified as ministerial candidates by the responsible governing body of their

denomination or to be making reasonable progress toward such certification. Normally, evidence of such certification must be filed with the office of the Director of Field Education and Supervised Ministry. Successful Master of Divinity applicants who do not anticipate ordination are not subject to this requirement.

Procedure

Online application forms for master's degree programs and certificate programs are available from the Office of Admissions of Brite Divinity School online: [APPLY](#). The applicant must provide an official transcript of all college and university work pursued to date. (Prior to enrollment, the applicant must provide a final transcript that certifies completion of an undergraduate program of study and receipt of a baccalaureate degree or, in the case of the Th.M., a first theological Master's degree.)

Application Deadlines

The Masters Admissions Committee of Brite Divinity School meets monthly throughout the year. Applicants are notified promptly of the Committee's decision. If the action is favorable, the applicant will receive an offer of admission as well as an indication of any tuition grant or stipend award. If the Admissions Committee identifies deficiencies, applicants may be required to complete remedial work. Once enrolled, a student who fails to register for two or more semesters in succession must file an application for readmission before permission to re-enroll may be granted.

The non-refundable application fee for all Master's degree programs is \$75.

All Master's students at Brite with demonstrated need receive full scholarships covering tuition and fees scholarship for an initial experimental period through Spring 27. Other merit and need-based scholarship and financial aid packages are available throughout the application cycle, though applicants are encouraged to submit their applications by the first Friday in April in order to ensure priority consideration for scholarship support. Earlier deadlines for special awards may apply. If admission has been granted and accepted, a student is eligible to apply for student loans through the Office of Scholarships and Student Financial Aid at TCU. We strongly encourage those requesting student housing to have their applications on file no later than May 1 for the fall semester and November 1 for the spring semester.

The Master's Admissions Committee gives careful consideration to every application. Brite Divinity School, however, reserves the right to deny admission to those applicants who, in the judgment of the Committee, have not demonstrated adequate academic preparation, personal maturity, or emotional stability, or who, in the judgment of the Committee, are not compatible with the Divinity School's self-understanding as described in its mission statement.

COLLABORATIVE DEGREE PROGRAMS - <https://brite.edu/collaborative-degrees>

As part of the Collaborative Degree Program, Brite Divinity School and Texas Christian University allow qualified students pursuing a Master of Divinity, Master of Arts in Theology and Ministry or a Master of Theological Studies the opportunity to concurrently pursue a Master of Social Work or a Master of Business Administration.

These collaborative degree programs allow students to integrate advanced learning across professional fields and to prepare to serve in a wide variety of ministerial settings and non-profit organizations.

Candidates for the Collaborative Degree Program must be admitted to both a Brite Divinity School masters program and either TCU Neeley School of Business Masters of Business Administration Program or TCU Harris College of Nursing and Health Sciences Master of Social Work Program.

Brite Divinity School-Neeley School of Business

M.Div./M.B.A., M.A.T.M./M.B.A. and M.T.S./M.B.A. Degree Programs

These programs are designed to help graduates apply managerial, financial, operational, and marketing skills as well as diverse theological fields of study and practice to religious and non-profit organizations and bi-vocational careers.

Admissions/Degree Requirements

Candidates must be admitted to Neeley's M.B.A. program and to Brite's Master of Arts in Theology and Ministry (M.A.T.M.), Master of Theological Studies (M.T.S.) or Master of Divinity (M.Div.) program. Before taking any business courses, the candidate must participate in a START Workshop, which is held every August. In the event a student elects to complete only one degree after having been admitted to both programs, previously allowed course substitutions will be honored. The student must then meet all remaining requirements at the degree granting institution.

Brite Divinity School-Harris College of Nursing & Health Sciences

M.Div./M.S.W., M.A.T.M./M.S.W., and M.T.S./M.S.W. Degree Programs

The purpose of these dual degree offerings is to equip graduates to assume leadership positions in a wide variety of ministry and social service agencies and organizations that promote human rights and social and economic justice.

Admissions/Degree Requirements

Candidates must be admitted to the Department of Social Work's M.S.W. Program and Brite Divinity School's Master of Arts in Theology and Ministry (M.A.T.M.), Master of Theological Studies (M.T.S.) or Master of Divinity (M.Div.) program. In the event a student elects to complete only one degree after having been admitted to both programs, previously allowed course substitutions will be honored and he/she must then meet all remaining requirements at the degree granting institution. Students must apply for dual degree status prior to completing 21 hours in either program (Advanced Standing MSW students will need to declare at admission into the program).

ADMISSION TO MASTER OF THEOLOGY (TH.M.)

Please note that admissions to this program are currently on hold pending a formal review.

Brite Divinity School offers the Master of Theology in four areas of study: Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism; New Testament and Literature of Early Christianity; Pastoral Theology and Pastoral Care; History and Theology.

A. General Application Information

In addition to area specific requirements (see B.), all Th.M. applications must include the following:

1. Application and Admission Fee

Applications are available from: <https://www.brite.edu/admissions/Apply/>.

Each application must be accompanied by a non-refundable \$75 application fee.

2. Statement of Purpose

As part of the application, the candidate must submit a statement of purpose. This is a very important part of the application. The candidate should prepare it carefully, being sure to specify the reasons for applying to the Th.M. Program of Brite Divinity School.

3. Three Letters of Recommendation

These should come from persons who are able to evaluate your academic and professional qualifications, such as undergraduate or graduate faculty familiar with your work. These letters must be submitted directly from the reference to the Admissions Office via the online form found here:

<https://fs11.formsite.com/sF1Om1/5kj4xpwadg/index.html>

4. Financial Certificate for International Students

In order to meet requirements for entry into the United States, international applicants must demonstrate that they have the financial resources to cover the cost of their education. Visa documents are issued only when all admission procedures have been satisfied. Applications for financial awards to international students are considered in competition with all other applications received. For international applicants offered admission, all financial sponsors are required to send their agreed upon supportive funds to TCU 14 days prior to the term start.

5. Transcripts

Official transcripts (bearing the signature of the registrar and the seal of the institution) of all post-secondary work are required. Transcripts are to be sent directly to Brite Divinity School from each institution.

6. Test Scores

a. Graduate Record Examinations Scores (GRE) are required.

b. Test of English as a Foreign Language (TOEFL). Applicants whose primary language is other than English and who have not received their education at an English-speaking college or university will also submit TOEFL scores of normally not less than 600 (computer-based 250 or internet-based 100).

You may select either the computer-based or paper-based test format. Online information about the GRE and TOEFL is available [here](#) or you may contact Educational Testing Service (ETS), P.O. Box 6000, Princeton, New Jersey 08541-6000. Please use Institutional Code 6803 when requesting that test scores be sent to Brite Divinity School. We realize that the GRE scores of international students, particularly those whose native language is not English, may be affected by language and cultural differences. These scores are taken into consideration only as part of a student's total profile when such students' applications are evaluated. The scores are nevertheless required and must come

directly from the Educational Testing Service.

B. Additional Area Application Requirements

1. Hebrew Bible & New Testament Specific Requirements for Admission

Hebrew Bible and New Testament applications must contain the following area specific requirements:

- a. M.Div., M.T.S., or M.A. degree with courses in biblical studies and Biblical Hebrew and Greek;
- b. Reading knowledge of both Biblical Hebrew and Biblical Greek is required for matriculation. During orientation, entering students will take brief diagnostic tests in both biblical languages (thirty minutes allowed for translation in each testament with the aid of a dictionary). Students who do not pass the tests or have not had one of the two languages may achieve competency by passing a one-semester / three hour graduate course in the language;
- c. Provide a Writing sample (thesis, research paper, article, or essay) demonstrating the applicant's area of interest in biblical studies, scholastic preparation, and intellectual ability.

2. Pastoral Theology and Pastoral Care Specific Requirements for Admission

Pastoral Theology and Pastoral Care applications must contain the following area specific requirements:

- a. M.Div. degree or its equivalent.
“Equivalent” means that the Pastoral Theology and Pastoral Care department may consider an applicant who has a theological degree other than the M.Div. from an accredited seminary or divinity school. The Pastoral Theology and Pastoral Care department will assess the applicant's transcript and recommend course work necessary to achieve equivalency. At minimum, the applicant will be expected to have completed within the existing theological degree:

9 hours of pastoral care, pastoral theology, or pastoral counseling
3 hours of ethics
6 hours of theology
6 hours of Bible
6 hours of church history

The department may also require courses in other disciplines expected from an M.Div. program to prepare a student for ministry. Normally, and by ATS standards, equivalent work, plus the previous degree, would equal the number of hours required for an M.Div. degree.

- b. Provide a document (thesis, research paper, article, lecture, writing project) in the applicant's area of specialty that demonstrates abilities to conceptualize and communicate through the written word.

3. History and Theology Specific Requirements for Admission

- a. M.Div., M.T.S., or M.A. degree with courses in historical studies, theology, and ethics.
- b. Provide a writing sample (thesis, research paper, article, or essay) demonstrating the applicant's area of interest, scholastic preparation, and intellectual ability.

C. Th.M. Application Deadline

Completed Th.M. applications must be received no later than April 15 (fall matriculation) and October 15 (spring matriculation). The Advanced Programs Admissions Committee, the Associate Dean for Academic Affairs, and the Dean make admission decisions. Admission is competitive and students are selected on the basis of a total profile of their scholastic preparation and intellectual ability. Applicants are notified by May 31 of admission for the following fall semester/ November 15 for the following spring semester.

D. Th.M. Admissions Timeline (Fall / Spring)

February 1 / August 1

Last date for applicants to take the paper-based GRE in order for Brite to receive the scores by April 15 / October 15.

February 15 / August 15

Last date for international applicants to take the paper-based TOEFL in order for Brite to receive the scores by April 15 / October 15.

March 1 / September 1

Last date for applicants to take the computer-based GRE or TOEFL in order for Brite to receive the scores by April 15 / October 15.

April 15 / October 15

Completed applications must be on file.

May 15 / November 15

Admission decisions will be communicated by this date to all applicants whose files are complete by April 15 / October 15.

May 31 / December 7

Deadline for response to offers of admission and financial award. If a reply is not received by May 31 / Dec. 7, Brite may rescind the offer of admission and financial award. An offer of admission is made for a specific entrance date. In some cases, admission may be deferred until the following semester.

ADMISSION TO DOCTOR OF MINISTRY PROGRAM

Admission application forms for all programs are available online [here](#).

For admission to the Doctor of Ministry program, a student must possess a Master of Divinity degree or its formal academic equivalent from an accredited theological school, and at least three years of experience in the full-time practice of ministry following completion and reception of the M.Div. or its equivalent. The non-refundable application fee is \$75.

Applications to the Doctor of Ministry program are evaluated with a view to determining the applicant's academic preparation for advanced studies and potential for creativity and effectiveness in Christian ministry. Additional information on requirements for admission to the Doctor of Ministry program may be found in the program descriptions in this bulletin.

Requirements for Admission:

1. M.Div. degree or its equivalent from an accredited school, verified by submission of official transcripts.
2. Official academic transcripts for all other degrees and previous academic work.
3. Minimum cumulative grade point average of 3.25 (on a 4.00-scale).
4. At least three years of experience in the full-time practice of ministry following completion of the M.Div. degree or its equivalent.
5. *TOEFL score of normally not less than 600 (computer-based 250 or internet-based 100) for applicants whose primary language is other than English and who have not received their education at an accredited English-speaking college or university.
6. Three recommendations that assess and evaluate the applicant's previous performance in ministerial practice, academic work, interpersonal relationships, and personal maturity.
7. A personal statement, typed and double-spaced, which includes: A brief autobiography and theological self-reflection on call into ministry; Your theological understanding of your vocation; A tentative description of a DMin project; Indicate the way or ways in which this particular degree program will contribute to your effectiveness in ministry.
8. A research paper (that could be from a previous master's program) or a written reflection on an issue or question in ministry that engages and cites theological and other relevant scholarly sources (no sermons, please). The writing sample should be at least 3,000 words, not including footnotes and bibliography.
9. A non-refundable application fee of \$75, paid online [here](#).
10. An interview with the D.Min. Director and/or a member of the faculty.

*For international applicants offered admission, all financial sponsors are required to send their agreed upon supportive funds to TCU 14 days prior to the start of the term.

Completed applications should be submitted by May 1 for matriculation in October.

ADMISSIONS TO DOCTOR OF PHILOSOPHY

Admission application request forms for all programs are available online [here](#).

Brite offers the Doctor of Philosophy in the area of Biblical Interpretation.

General Application Information

In addition to area specific requirements (delineated at the end of this section), all Ph.D. applications include the following:

1. Application for Admission and Financial Award. Each application must be accompanied by a non-refundable \$75 application fee paid online [here](#).
2. Statement of Purpose. This is a very important part of your application. Prepare it carefully, indicating the reasons for your application to Brite Divinity School.
3. Three Recommendations. These should come from persons able to evaluate your academic and professional qualifications, such as undergraduate or graduate faculty familiar with your work. You are responsible for seeing that the recommendations are submitted. These recommendations must be submitted for the reference of the Admissions Office using the online form available [here](#).
4. Financial Certificate for International Students. In order to meet requirements for entry into the United States, international applicants must demonstrate that they have the financial resources to cover the cost of their education. Visa documents are issued only when all admission procedures have been satisfied. Applications for financial awards to international students are considered in competition with all other applications received.

For international applicants offered admission, all financial sponsors are required to send their agreed upon supportive funds to TCU 14 days prior to the term start.

5. Transcripts. Official transcripts (bearing the signature of the registrar and the seal of the institution) of all post-secondary work are required. Transcripts are to be sent directly to Brite Divinity School from each institution. To prevent delays, you should arrange with registrars to provide transcripts before mid-year grades are posted.
6. Test Scores:
 - a. Graduate Record Examinations Scores (GRE) are required.
 - b. Test of English as a Foreign Language (TOEFL). Applicants whose primary language is other than English and who have not received their education at an English-speaking college or university will also submit TOEFL scores of normally not less than 600 (computer-based 250 or internet-based 100).

You may select either the computer-based or paper-based test format. Online information about the GRE and TOEFL is available at [here](#) or you may contact Educational Testing Service (ETS), P.O. Box 6000, Princeton, New Jersey 08541-6000. Please use Institutional Code 6803 when requesting that test scores be sent to Brite Divinity School. We realize that the GRE scores of international students, particularly those whose native language is not English, may be affected by language and cultural differences. These scores are taken into consideration only as part of a student's total profile when such students' applications are evaluated. The scores are nevertheless required and must come directly from the Educational Testing Service.

Completed Ph.D. applications must be received no later than January 15. The Advanced Programs Committee, the Associate Dean for Academic Affairs, and the Dean make the decision for admission into the Program. Admission

is competitive and students are selected on the basis of a total profile of their scholastic preparation and intellectual ability. Applicants are notified by March 31 of admission into the Ph.D. Program for the following fall semester.

Ph.D. Admissions Timeline

November 1

Last date for applicants to take the paper-based GRE in order for Brite to receive the scores by January 15.

November 15

Last date for international applicants to take the paper-based TOEFL in order for Brite to receive the scores by January 15.

December 1

Last date for applicants to take the computer-based GRE or TOEFL in order for Brite to receive the scores by January 15.

January 15

Completed applications must be on file at Brite Divinity School.

March 31

Admission decisions will be sent by this date to all applicants whose files are complete by January 15.

April 15

Deadline for response to offers of admission and financial award. If your reply is not received by April 15, Brite may rescind the offer of admission and financial award. An offer of admission is made for a specific fall entrance date. In some cases, admission may be deferred until the spring semester.

Area Specific Admission Requirements

Ph.D. in Biblical Interpretation

For admission to the Ph.D. in Biblical Interpretation, a student must possess a Master of Divinity degree, Master of Theological Studies degree, Master of Arts degree, or Master of Theology degree (or equivalent) with a concentration in biblical studies from an accredited theological school.

A writing sample (thesis, research paper, article, or essay) demonstrating the applicant's area of interest in biblical studies, scholastic preparation, and intellectual ability.

BIIN applicants are encouraged, if possible, to arrange an interview with the Biblical faculty and the Associate Dean for Academic Affairs.

Applications to the Ph.D. in Biblical Interpretation program are evaluated with a view to determining the applicant's academic and scholarly potential for independent research and vocations of teaching biblical interpretation and related historical and theological areas in theological schools, colleges, and universities, or for the scholarly enhancement of ministerial practice.

NON-DEGREE APPLICANTS - <https://brite.edu/nondegree-applicants>

Certificate of Theological Studies

Applicants must possess a B.A. degree or its equivalent. Admissions standards are the same as for the Master of Theological Studies degree program.

Other Non-degree applicants

Persons who desire to take courses at Brite Divinity School not leading to a degree or certificate may apply to be special students. "Special Student" usually designates those who are pursuing graduate work at another institution who need to take specific courses, persons with undergraduate degrees from accredited colleges or universities who wish to take a course in a particular area of interest, or persons with graduate theological degrees who wish to take a course for professional development. On occasion, Brite will allow those who have not fully completed the application for admission to a degree program to enroll as a Special Student for one semester. Continuation in studies at the Divinity School requires either regular admission to a degree program or a new application to enroll as a Special Student that is subject to the approval of the Associate Dean for Academic Affairs.

Some courses may not be open to Special Students when the nature, size, or scope of the course requires that it be restricted to degree candidates. In addition, those enrolled in degree programs receive priority over Special Students in the registration process. Special Students who are approved to enroll in a course but are unable to do so because the course closes are able to reapply to take the course the next time it is offered. If approved, the Special Student may register for the course one day after the start of pre-registration.

Successful completion of a course is noted on the student's transcript, and transcripts will be mailed to other institutions upon request. However, no work taken as a Special Student will count automatically toward a degree at Brite. If the student wishes to enroll for a degree, the regular admission procedure must be followed. After admission as a degree candidate, students may petition the Associate Dean for Academic Affairs for an evaluation of their work as a Special Student.

Tuition grants of fifty percent are available for those Special Students who are in the process of applying for admission to a degree program the next semester. Such grants, however, will be awarded for no more than twelve semester hours. For those Special Students who have a graduate theological degree but who wish to take additional courses, tuition grants of up to sixty percent may be available for a maximum of six hours. Special Students taking courses to transfer to another institution will be expected to pay full tuition.

The maximum number of hours accepted for work completed as a Special Student is twelve hours toward the M.Div., M.A.T.M., and M.T.S. degrees. Hours completed as a Special Student do not count toward the Th.M., D.Min. and Ph.D. degrees.

Audit Enrollment

At Brite Divinity School occasional visitation of classes by students is allowed with the consent of the instructor. In all cases, attendance of more than one-third of the class sessions requires official enrollment as an auditor. Auditors are admitted to classes on space-available basis only. Interested returning students should consult the instructor and the Associate Dean for Academic Affairs. New students should consult Brite's Office of Admissions. An audit fee is charged, and written permission of the instructor and the Associate Dean for Academic Affairs is required. Full-time students enrolled in a program other than the PhD program, and faculty spouses, are eligible for grants equivalent to the audit fee. Brite will pay audit fees for up to two courses audited by PhD students. Normally, no more than one course per semester may be audited.

The only period during which students may register for an audit or change a credit class to audit is from the second day of late registration as published in the Divinity School calendar up to the end of the time period covered by the first one-third of the class sessions. Students wishing to audit courses must be admitted for graduate study through the Admissions Office and have written approval of either the instructor of the course for which they wish to

register or the Associate Dean for Academic Affairs. Classroom recitation and participation may be restricted at the discretion of the instructor; no grade is assigned and no credit is awarded.

If credit is desired, the student must register for and repeat the regular course after paying regular tuition. If a student switches from credit to audit enrollment for a class, that too may be done no later than the time period covered by the first one-third of the class sessions.

The student's name will appear on the instructor's class roll. In order for "AU" to appear on the transcript, however, the instructor must certify at the end of the semester that the student has attended as an auditor. Audits not approved by the instructor as a final grade will be omitted from the student record.

APPLICANTS WITHOUT A COMPLETED UNDERGRADUATE DEGREE -

<https://brite.edu/applicants-without-a-completed-undergraduate-degree>

In exceptional circumstances, the faculty Masters Admissions Committee may consider a person without an undergraduate degree for admission to the M.Div., M.T.S., or M.A.T.M degrees. Applicants for exceptional admission must present a persuasive case as to why earning an undergraduate degree is impossible or no longer makes sense in light of the applicant's circumstances.

If the applicant terminated an undergraduate degree plan, they must wait at least one year following termination to apply. All applicants without an undergraduate degree must provide a detailed written description of how their education and professional experiences have prepared them for graduate theological education. This statement should include attention to how the applicant imagines successfully navigating an academic institution (meeting deadlines, following directions, completing work that may not directly align with the applicant's interests). Successful experience navigating other institutions should be clearly described.

Applicants without an undergraduate degree must also provide a writing sample in addition to the required application essays and statement described above. The writing sample will respond to the following extra essay prompt and should demonstrate that the applicant is well-versed in religious studies. Extra essay: Choose a cultural artifact that has captivated your imagination—a work of art or literature, a photograph, movie, song, piece of music, or icon from popular culture—and write a 3-5 page theological reflection on it.

Promising applicants who have not demonstrated academic readiness for graduate theological coursework will be encouraged to complete an undergraduate degree or, at a minimum, complete nine hours of undergraduate course work in the humanities, earning a "B" or better in each course. Where this is successfully accomplished and the above concerns are addressed, applicants will be invited to apply and will receive due consideration for admission to a first master's program at Brite. Applicants in this situation should include at least one letter of recommendation from a faculty member who taught the student during this course of study.

INTERNATIONAL APPLICANTS - <https://brite.edu/international-students>

As of March 7, 2025, Brite Divinity School is temporarily unable to accept applications from international students.

International students are welcome to apply to Brite Divinity School.

Each student must be proficient in the English language at the time of admission. For students who have not received their education at an accredited English-speaking college or university, the Divinity School requires an official report from the Educational Testing Service of at least 550 (computer-based 213 or internet-based 79-80) on the Test of English as a Foreign Language (TOEFL) for first masters degrees, and normally 600 (computer-based 250 or internet-based 100) for Th.M., D.Min. and Ph.D. degrees. American citizens for whom English is a second language may also be required to take the TOEFL exam. International students must be prepared to demonstrate financial capability before a notice of final acceptance and an I-20 form are issued. All financial sponsors are required to send their agreed upon supportive funds 14 days prior to the start of the term.

TRANSFER OF CREDITS AND DEGREE TRANSFERS - <https://brite.edu/transfers>

Transfer from Another Institution

Students wishing to transfer from other seminaries to Brite Divinity School follow the basic application procedure. In addition, a student applying for transfer from another fully accredited theological seminary is requested to attach a "Statement of Explanation and Purpose" for the proposed transfer. A student seeking to transfer must also have a letter from the seminary indicating "student in good standing" status. After a transfer student has been admitted, the student may petition the Office of the Associate Dean for Academic Affairs to receive transfer credit toward the Brite degree. Transfer students seeking transfer credit must complete a "Transfer Credit Request Form" which is available in both the Office of Admissions and the Office of the Associate Dean for Academic Affairs. The material requested at the bottom of that form (including course descriptions and other catalog information) must be submitted by the student before transcripts will be reviewed by the Associate Dean for Academic Affairs. Once all materials are complete and turned into the Office of the Associate Dean for Academic Affairs, the transcript will be evaluated to determine (a) the total number of hours that may be accepted for transfer credit, and (b) the transferred courses that meet Brite degree program requirements. Only the courses with a grade of B- or better, and courses normally completed within the last seven years, will be accepted for credit. Please note: A copy of the appropriate seminary catalog must be forwarded to the Associate Dean for Academic Affairs for transfer credit evaluation.

Applicants to the M.Div. program with a completed degree from a fully accredited theological seminary may apply for transfer consideration for up to one-quarter the number of hours completed for the previous degree. Transfer credit will be considered under the following conditions: (1) These applicants will be required to complete with the faculty of Brite Divinity School at least sixty semester hours for the M.Div. degree; (2) graduate credit earned at a fully accredited seminary must be compatible with the curricular structure of Brite Divinity School programs in order to receive semester hour transfer; (3) normally Brite Divinity School does not accept for transfer any hours completed more than seven years prior to enrollment; and (4) normally hours which are part of a completed degree are not transferable into the M.T.S., M.A.T.M., Th.M., Ph.D. or C.T.S. programs.

Applicants to the M.Div. program with a completed non-seminary graduate degree who petition for transfer consideration will be reviewed on a case-by-case basis. Normally no more than six semester hours credit will be granted toward the M.Div. degree. Normally, Brite Divinity School does not accept the transfer of any hours completed more than seven years prior to enrollment. Applicants with non-seminary credits that did not contribute to a completed degree program may be eligible to receive a maximum transfer credit of six semester hours toward the M.Div. program and three semester hours toward the M.T.S., M.A.T.M., and Th.M. programs. In all cases, these hours must be compatible with the purposes and the curricular structures of these Brite programs in order to receive semester hour transfer credit.

Students, once accepted into a degree program at Brite Divinity School, may occasionally take courses in other seminary or graduate programs. Academic credit in such cases will be limited to twelve hours for the M.Div. program, six hours for the M.T.S. and M.A.T.M. programs, three hours for the Th.M. program, and three hours for the C.T.S. program. Students who transfer hours from another institution upon entering Brite may be limited in the number of additional hours they may take at another institution. Hours taken at another institution while enrolled at Brite will be added to any hours transferred to Brite upon matriculation. The combination of transferred hours must be less than fifty percent of the hours required for the degree. In all cases, only elective credit will be granted for such course work. The twelve-hour limitation placed on the M.Div. program does not include C.P.E. courses. All arrangements for credit must be preapproved by the Office of the Associate Dean for Academic Affairs.

In all cases, a student who transfers from another institution to the M.Div. program must complete at least forty-one semester hours at Brite Divinity School to receive a degree. A student may transfer no more than twenty-four of the credit hours necessary for the Master of Theological Studies degree, twenty-three semester hours for the Master of Arts in Theology and Ministry degree, twelve semester hours for the Ph.D. degree, nine semester hours for the Master of Theology degree or the Certificate of Theological Studies, or three semester hours for the Doctor

of Ministry degree. Doctoral courses at the 90000 level taken at Brite Divinity School while in the Th.M. program may be evaluated for transfer credit into the program Ph.D. program. These hours are evaluated by the Associate Dean for Academic Affairs at the end of the first full year of Ph.D. study at Brite Divinity School. Normally, a transfer student must complete the final twenty-five semester hours of the M.T.S. and M.A.T.M. programs, fifteen semester hours of the Th.M. program, or twelve hours of the C.T.S. program at Brite Divinity School directly under the supervision of the Brite faculty. (C.P.E. work is not normally under the direct supervision of Brite faculty and will not count toward this requirement.)

Transfer credit hours are not used in the calculation of the cumulative GPA.

Transfer Between Brite Programs

Students currently enrolled in the M.A.T.M., M.T.S. or the M.Div. programs who would like to transfer into one of the other programs may make application to do so (through the Office of Admissions) once they have completed 18 hours at Brite. Only grades of “C” (2.0) or above will be transferred. Those who wish to transfer from the M.T.S. or M.A.T.M. programs to the M.Div. program, however, must have a cumulative GPA of at least 2.75. Normally, students transferring from the M.Div. to the M.T.S. program must complete at least 12 hours and the 4-hours Colloquium and Final Exercise independent research study courses while enrolled in the M.T.S. program. Normally, students transferring from the M.Div. to the M.A.T.M. program must complete at least 12 hours while enrolled in the M.A.T.M. program.

CRIMINAL BACKGROUND CHECKS - <https://brite.edu/criminal-background-check>

Brite Divinity School, along with other institutions of theological higher education, conducts criminal background checks as an expression of our commitment to the safety and security of our learners and the congregations, agencies, and other institutions our students serve. We are also committed to this requirement because excellence in ministry calls us to fulfill the best practices of our profession.

As part of the application the prospective student completes a criminal background check form and the Office of Admissions then initiates a criminal background check. Should that background check reveal any information that might compromise the applicant's participation in the life of the Divinity School, an administrator will contact the applicant and offer the opportunity to respond to the report. If the reported information is accurate and/or of a significant nature, the provisional offer of admission and financial aid may be revoked.

The charge to the applicant included in the application fee is \$75.00 covers the fee for the background check. Applicants may review the information received in the background check, but the document will remain in possession of the Divinity School.

Students who apply to multiple degree programs at Brite, must complete the background check for each admission, unless the admission is a transfer from one degree program to another. The request for the background check is handled by the Admissions Office.

The actual reports from the external company hired to process background checks for Brite Divinity School are returned to the Dean, and remain confidential to the Dean. Records of the reports are kept in the Dean's office for seven (7) years. At that time, all background records are disposed of, or erased.

Action Taken Upon Report of Criminal Activity for Students and Applicants at Brite Divinity School

Findings of criminal activity reported by a criminal background check will be reviewed by the Dean. If a concern arises, the Dean will consult with the Director of Admissions and/or the Director of Student Success. If the concern rises to the level of a "criminal record," or if there is concern about the well-being of the prospective student (e.g., numerous driving under the influence records), or of others on campus (e.g., criminal assault or sexual misconduct), the Dean will contact the prospective student directly. If the student is entering a professional degree program in which Supervised Ministry is a requirement, the Dean shall notify the student and alert them to the fact that the Director of Field Education and Supervised Ministry must also be advised about the situation.

Initially, the Dean, or someone designated by the Dean, will contact the student or applicant regarding the information contained in the report by phone (or email if phone contact is not possible). If phone contact is made, a contact report of the conversation will be prepared.

Should the report be of a concerning nature in the eyes of the Dean, the student or applicant will have the opportunity to view and respond to the report and provide further information to the Dean and/or others named above. Such responses are due within 10 business days following the date the student or applicant is sent a copy of the adverse report.

The Screening Committee will conduct a review of any situation involving criminal behavior discovered by a background check on a case-by-case basis. The review will occur as soon as reasonably possible following disclosure or discovery of the information and the expiration of the time period for the student or applicant's opportunity to respond to the report and provide additional information. Continuing students who have an adverse report, will have the opportunity to meet with the Screening Committee during the review to discuss continued enrollment.

The Screening Committee shall consider the criminal activity in the context of the applicant's/student's fitness for ministry and any other appropriate factors when making their determination of the student's acceptance or continued enrollment.

Additionally, criminal activity reported by the criminal background checks will be compared to the application of the student or applicant to determine whether the applicant or student disclosed the activity in their application. If the student or applicant did not disclose the behavior in their application, they will be offered the opportunity to explain the omission. Ordinarily, failure to inform the Divinity School about past criminal activity on the application will be considered unethical behavior and may result in denial of the application or termination of enrollment.

The Screening Committee's review will conclude with a formal, written decision that includes information on the criminal behavior, the process undertaken by the Committee, and the basis for their decision. An applicant or student will be informed of the Screening Committee's decision by letter.

A student may appeal the decision of the Screening Committee to the President. The decision of the President is **FINAL** with regard to admission or continued enrollment of a student.

ORIENTATION REQUIREMENTS - <https://brite.edu/orientation-requirements>

All entering students are required to review orientation materials and to attend the Orientation program scheduled just prior to the beginning of their first semester at Brite. All masters and certificate students must also complete a Writing Assessment, the Seminar on Healthy Boundaries, and the Thinking Theologically Seminar. Th.M., D. Min. and Ph.D. students must complete the Seminar on Healthy Boundaries. Failure to complete these requirements could result in a canceled registration.

The Office of Admissions provides an Orientation schedule in advance of these events. Please consult this schedule for dates, times, and places or contact the Office of Admissions.

Boundary Training

Entering students in every degree program must complete a three-hour boundary training seminar the first semester they are enrolled in classes. If, for some reason, the person cannot complete the boundary training at that time, they will not be allowed to engage in Field Education or Supervised Ministry until they have completed the training.

If students have completed a judicatory or denominational boundary training seminar at any time in the three years prior to enrolling in their first semester at Brite, they may present the Certificate to the Associate Dean for Academic Affairs, who may exempt them from the requirement.

Students who have taken the boundary training at Brite within the last five years, and who are re-applying for their initial degree program or a subsequent degree program at Brite, will also be exempt from the three-hour training.

Title IX Training

Students who enroll in Brite Divinity School are required to engage in the online Title IX training offered through Texas Christian University during their first semester at Brite. For more details, please see the Title IX policy statement.

STUDENT FINANCIAL SUPPORT AND POLICIES

PROGRAM RATES - <https://tcu.box.com/s/31g7fmnp0nyxmf6tnar0o2nw7zmfcmi8>

HOUSING RATES - <https://tcu.box.com/s/tsj2xwxbktmfkpn96vcy65wvbovh5osx>

TUITION AND FEES - <https://brite.edu/tuition-and-fees>

The following charges are for the 2025-2026 academic year. Costs are likely to change each year. Current charges are available from the Office of Admissions.

Brite Divinity School tuition in 2025-2026 is \$1000 per semester hour for the Masters and Ph.D. programs as well as for students who entered the D.Min. program prior to May 2015. Students entering the D.Min. program in May 2015 or after are charged a program fee of \$13,200. This fee is due in equal installments of \$2200 in May and October for three years. Prior to Summer 2023 and after Spring 2027—the period of Next Brite scholarships—the basic Brite tuition grant under provisions of the Elmer D. Henson Awards program is available to all qualified and admitted students in the Master of Divinity program. That grant normally provides from 50-80 percent of tuition, or, in 2022-2023, \$500--\$800 per semester hour. The student’s cost is \$200-\$500 per semester hour. Tuition assistance is also available for Master of Arts in Theology and Ministry, Master of Theological Studies, Master of Theology, Certificate of Theological Studies, and other certificate programs. All students admitted to the Doctor of Philosophy program receive full tuition grants for the first four years of study.

NOTE: Tuition grants will be awarded for all the hours required for the student’s degree program plus an additional three hours (M.A.T.M., M.T.S., Th.M., C.T.S., and other certificate programs) or six hours (M.Div. and Ph.D.) should a student be required either to repeat courses or to choose to take courses beyond the number required for a degree. For credit hours beyond this limit, the student will be expected to pay full tuition. Ph.D. students are also eligible for remission of audit fees for up to two audit courses. All such courses must be related to the student’s program, and must be approved by the Associate Dean for Academic Affairs.

Regular Fees (per semester)

Brite Student Government Fee	\$20
Divinity School Fee	(9 or more hours) \$1,110

For part-time students (less than nine semester hours) the Divinity School Fee is \$135 per semester hour and the Brite Student Government Fee is \$20.00.

NOTE: Students should also be prepared, at time of registration, to pay their Health Insurance Premium, if covered through TCU’s plan.

Summer School

Tuition is the same as in the fall and spring semesters of the following academic year. The Divinity School Fee is \$135 per semester hour. Tuition grants and awards are available for the summer terms.

Graduation Fees

For M.Div., M.A.T.M., M.T.S., and Th.M. degree candidates	\$ 65
For D.Min. degree candidates	\$100
For Ph.D. degree candidates	\$100

SCHOLARSHIPS, GRANTS AND AWARDS - <https://brite.edu/scholarships-awards-grants>

Next Brite Scholarships

In May 2023, the Brite Board of Trustees announced that all qualified Masters students would receive a 100% scholarship covering tuition and fees for a period of four years (ending after the 2026-27 academic year). Brite's leaders want to ensure "that all who are admitted may come and thrive." At the time of successful admission to Brite Divinity School, a student's record will be updated to reflect that they are a recipient of the Next Brite Scholarship. Upon successful registration for a semester's course load, the Next Brite scholarship funds will be made available and applied to student accounts by the TCU Financial Aid office. Students eligible for scholarships or other benefits (e.g., stipends for living/personal expenses, etc.) that are not applied to tuition and fees and other qualified education expenses, should continue to pursue those. During the period of Next Brite Scholarships, outside scholarship or stipend money paid directly to Brite on behalf of students will be credited to student accounts, if this is in accordance with scholarship/grant-givers wishes.

Masters Degrees Merit Awards

Masters students seeking additional funds may apply for Merit Awards. Merit Awards provide annual stipends ranging from \$5,000 - \$10,000 for three years of full-time study. Recipients of these merit awards are expected to excel academically, to demonstrate outstanding potential for leadership in the church and in the wider community. Successful applicants must have an undergraduate GPA of 3.5 or better and submit a completed application for a masters program. An admissions interview is required as part of the application process. The Fall 2026 Merit Awards application deadline is January 15, 2026. [CLICK HERE](#) to complete a Merit Award application.

Doctor of Ministry

Doctor of Ministry students are not eligible to receive Brite Divinity School tuition grants. The total tuition cost for the three-year program is \$13,200, which is split into six equal payments of \$2,200. After the first three years, there is a modest continuing fee (\$375) until completion of the degree.

Doctor of Philosophy

Students in the Ph.D. program receive tuition grants of 100 percent. In addition, students receive an annual stipend that is determined annually at the time of admission to the program. All awards are based solely on merit and are normally continued for four years. Persons receiving financial awards are expected to be full-time students. "Full-time" for Ph.D. students is defined as a minimum of six hours per semester. Certain students are selected as research assistants to assist faculty members and receive \$1,000 per semester for five hours work per week. Brite Divinity School expects a 3.50 grade point average to maintain a student's stipend and a 3.25 grade point average to maintain the tuition award.

Limits on Awards and Grants

Tuition grants are typically provided for all students through the completion of their regular programs. However, Next Brite Scholarships may be discontinued after the Spring 27 semester, as noted above. Financial aid is limited to three hours beyond the degree requirements in the M.A.T.M., M.T.S., Th.M., and Certificate programs, and is limited to six hours beyond the degree requirements in the M.Div. and Ph.D. programs

GRADUATE ASSISTANTSHIP - <https://brite.edu/graduate-assistantships>

As a part of the Financial Aid package, many students are given a Graduate Assistantship, and assigned to work with one or more faculty or staff members. Each faculty member may request a student assistant for the fall and spring semesters of each year. Assistants enrolled in Brite's M.Div., M.T.S. or M.A.T.M. programs receive a \$850 stipend per semester while students in the Th.M., D.Min. or Ph.D. programs receive a \$1000 stipend per semester. The stipend is paid out in one payment or in installments. Five hours of work per week is expected. Should a faculty member's schedule for student hours vary significantly from the normal routine, they should work out an agreement with their assistant in writing.

The faculty member has the right to recommend to the Associate Dean for Academic Affairs' office the appointment of his or her assistant and to recommend the termination of that assistant, should the latter's work prove unacceptable. Likewise, a student assistant may resign from the position by providing two weeks' notice to both the professor and the Associate Dean's office. The faculty member may then choose another assistant. In all cases, the request should be directed to the Associate Dean's office for action. Only with special permission of the Dean may a student assistant use workspace outside the faculty member's office.

At the discretion of the faculty member, a student assistant may be assigned a key to that faculty member's office. No other person is authorized to have a key. A key must be returned to the building deputy when the assistantship ends. Outside keys are not to be distributed to student assistants for reasons of security and protection of files. As a Graduate Assistant, students may have access to confidential files, student grades, examinations, and other materials which require careful handling. This involves not only special responsibility, but the exercise of a high level of integrity and self-discipline. As in many other areas of student life, confidentiality is a particular concern, and it is expected that what is said and done within the boundaries of the Graduate Assistantship will be held in confidence. Any breach of this confidentiality can result in the revocation of the Assistantship and the implementation of other disciplinary procedures.

STUDENT WORKER POLICY - <https://brite.edu/student-worker-policy>

Students, both undergraduate and graduate, are not permitted to work than 20 hours per week for Brite Divinity School while classes are in session. This limit applies to all Brite employment regardless of the number or type of positions held. Exceptions to his policy may be considered on a case-by-case basis and must be approved in writing by the Executive Vice President and Dean or Associate Dean.

The hourly rate for student workers is set each year by the President in consultation with the Vice Presidents. Faculty and staff who wish to hire student workers for their department should contact the Chief of Staff for assistance with drafting the position description and coordinating with the TCU Career Center to advertise the position. As a general practice, student worker positions should be posted and advertised publicly to allow all students the opportunity to apply.

FEDERAL, STATE, AND PRIVATE LOAN FUNDS - <https://brite.edu/studentloans>

Federal Student Loans

Contact the Office of the Associate Dean for Academic Administration for more information.

Financial Aid Satisfactory Academic Policy (SAP)

The following Financial Aid Satisfactory Academic Policy (SAP) applies to Brite students receiving state or federal aid (including loans):

- Brite students are subject to the academic performance standards established by the institution. Both qualitative and quantitative measurements are reviewed by the Associate Dean for Academic Affairs before certifying continued eligibility in the program.
- Students enrolled in the M.Div., M.T.S., M.A.T.M., and Ph.D. programs are expected to complete all degree requirements within a period of seven years from the date of the earliest credit to be counted on the degree (including transfer credit, if any). Th.M. students must complete all degree requirements within four years and D.Min. students must complete all requirements within six years from the date of the earliest credit to be counted on the degree (including transfer credit, if any). Extension of time must be applied for in writing through the Office of the Associate Dean for Academic Affairs.

Students who fail to meet these standards, due to significant extenuating circumstances, may appeal for reinstatement of aid eligibility by submitting a request to the financial aid office.

Brite and TCU's SAP policy for graduate students who receive Title IV aid is at least as strict as the standards for students enrolled in the same educational program who are not receiving Title IV aid. See

<https://financialaid.tcu.edu/consumer-information/policies/academic-satisfactory-progress.php>

All students are required to maintain certain requirements to receive federal or state financial aid. Credit hours attempted, credit hours completed and GPAs are reviewed by the Associate Dean for Academic Affairs to determine whether satisfactory progress is being maintained.

Return of Federal Financial Aid

A student who withdraws from the Divinity School before the 60 percent point in the enrollment period (summer, fall or spring) may have to return a pro-rated portion of the financial aid they received or that TCU received on his/her behalf. Detailed information about the federal policy on the Return of Title IV Funds is available at

<https://financialaid.tcu.edu/consumer-information/policies/withdrawal-return.php>

Other Scholarships/Loan Funds

Student Assistantships. A limited number of student graduate assistantships are awarded to students who provide assistance to professors or staff with instructional, administrative or research responsibilities.

Normally, these assistantships are awarded to full-time students. Contact the Office of the Associate Dean for Academic Administration for more information.

Brite Emergency Grants and Loans. Students experiencing unexpected financial hardships may obtain a small grant or short-term loan from funds which have been provided by several dedicated persons and organizations.

Arrangements for these grants and loans are made through the Office of the Dean.

Further information on numerous grant and loan sources administered by agencies and organizations outside the Divinity School is available through the Forum for Theological Education at <https://www.fteleaders.org/grants-and-fellowships>

STUDENT-INITIATED WITHDRAWAL FROM COURSES AND REFUND POLICY -

<https://brite.edu/student-initiated-withdrawal-from-courses-and-refund-policy>

The purpose of student-initiated withdrawal from courses is to enhance the learning opportunity in a program of study. In cases when a student may lack the background needed for the mastery of course content, the subject matter in a course does not match student need or interest as anticipated, or course requirements will limit effective appropriation of learning in a semester's over-all program of study, a student may officially withdraw from a course in accordance with the policy stated below.

Mere absence from a class does not constitute withdrawal. In order to withdraw from a course, a student must follow official established procedure. During the withdrawal period stipulated in the Brite Divinity School/TCU Calendar in each semester, students may elect to withdraw from any class according to standard procedures. The date of withdrawal for all purposes, including tuition adjustment, shall be the date of official withdrawal. There will be no withdrawals after the withdrawal period. Dates and refund percentages are noted in the Brite Divinity School/TCU Calendars published each spring and fall.

Withdrawals and Refunds

For a fall or spring semester, a student who withdraws from a course on or before the semester's fifth day of classes may receive a 100 percent tuition refund. Please note that Next Brite Scholarship funds are not eligible for refund. If withdrawal from a course occurs on or before the semester's tenth day of classes, a 75 percent tuition refund is made. A 50 percent tuition refund is made upon withdrawal from a course on or before the semester's fifteenth day of classes, and a 25 percent tuition refund is made if withdrawal occurs on or before the semester's twentieth day of classes. No refunds are made after the semester's twentieth day of classes, although students may withdraw without a refund until the final withdrawal date posted on the academic calendar.

The refund and withdrawal schedule for intensive courses in January, Summer, and October varies according to the length of the class. Students enrolled in a one-week course may withdraw from the course on the first class day for a full tuition refund. No refunds or withdrawals are permitted after the first class day of one-week courses. Students enrolled in intensive courses longer than one week may receive a 100 percent tuition refund if withdrawal occurs on or before the second class day. A 75 percent refund is made upon withdrawal on or before the third class day and a 50 percent refund is made upon withdrawal on or before the fourth class day. If withdrawal occurs on or before the fifth class day, a 25 percent refund is made. No refunds are made after the fifth class day of intensive courses lasting more than one week. The final day to withdraw from two week courses is the fifth class day. Students may withdraw from three-week courses on or before the eighth class day and from five-week courses on or before the thirteenth class day.

Normally fees are not refunded when a student withdraws from a course once a semester or summer course has begun.

Calendar dates and refund percentages for the fall and spring semesters are noted in the Brite Divinity School/TCU Calendars. Any student who experiences unusual hardship may seek special consideration through a written petition to the Dean of the Divinity School. Petitions should, where possible, be documented with supporting statements from a physician. That a student is doing unsatisfactory work in a course will not be taken as sufficient reason for special consideration. If, in the judgment of the Dean, the request is justified, a grade of "Q" (dropped with the Associate Dean's cooperation) may be assigned by the Associate Dean after consultation with the instructor of the course. The Associate Dean will notify the Office of the Registrar. A copy of the "Q" grade assignment will also be placed in the student's academic file and sent to the instructor and the Dean.

Students who withdraw from all classes at Brite Divinity School, and remain unregistered over the course of two full semesters, must formally apply through Brite's Office of Admissions for readmission to Brite Divinity School.

CALENDARS

Fall 2025 – <https://tcu.box.com/s/shkqkcmcmkhgrsn80wspvz2phh15er38>

Spring 2026 - <https://tcu.box.com/s/02vo33hhlg8gxqrp6pgvzxid0xxngn2n>

COMMON LIFE AND STUDENT SERVICES

STUDENT SUCCESS - <https://brite.edu/student-success>

A commitment to community weaves through everything we do at Brite. The Department of Student Success works directly with students to provide multiple opportunities for worship, spiritual formation, and collaborative learning. The life of the community reflects Brite's commitment to inclusivity, and all are invited and welcomed to serve God and God's people. Brite embodies an ethos in which all persons are valued by God and one another.

[Weekly Chapel Service](#)

[Community Conversation](#)

[First Thursdays Coffee Hour](#)

[Pastoral Care](#)

STUDENT RESOURCES - <https://brite.edu/student-services>

Located on Texas Christian University's 302-acre campus, Brite Divinity School provides the amenities and resources of a major university. The two independent institutions operate under a Supporting Services Agreement. As a result, Brite students enjoy full access to student resources including:

- [TCU Library](#)
- [TCU Campus Maps](#)
- [TCU Recreation Center](#)
- [TCU Health Center](#)
- [TCU Writing Center](#)
- [TCU Substance Use and Recovery Services](#)
- [TCU Counseling and Mental Health Center](#)
- [TCU Student Access and Accommodations](#)
- [TCU Center for Connection Culture](#)
- [TCU Intercultural Center](#)
- [TCU Post Office and Mailing Services](#)
- [TCU Center for Career and Professional Development](#)

SAFETY <https://brite.edu/safety>

Brite Divinity School and Texas Christian University (TCU) operate under a Supporting Services Agreement that articulates the University's contractual commitment to provide essential administrative support, operational and maintenance services, and the vision of both institutions to assure a continuing spirit of mutual involvement, cooperation, and support for the benefit of students, staff, and faculty. Brite Divinity School and TCU comply with all requirements related to public safety, including those governed by the Clery Act and Title IX.

TCU utilizes the TCU Alert System to notify the Horned Frog community of an emergency, weather-related closure or delay. TCU Alert is a mass communication program that includes phone, text and email communication, as well as indoor and outdoor loudspeakers, and emergency lighting on campus. TCU will post similar information that is distributed on the TCU Alert System on tcu.edu and share with local media outlets, as necessary.

INCLEMENT WEATHER - <https://brite.edu/inclement-weather>

TCU's Office of Emergency Management routinely and carefully monitors weather conditions with Horned Frogs' safety and well-being as their top priority. When inclement weather conditions are expected, the university may need to delay opening or close the campus for safety.

Brite Divinity School will follow TCU campus delays and closures.

TCU Alert is the Primary Notification

[TCU Alert](#), the university's mass notification system that utilizes text, phone and email, is the primary notification method in the event of a winter weather delay or closing. The TCU Alert notification will also be posted to [TCU's homepage](#) and [TCU News](#).

STUDENT ASSOCIATIONS - <https://brite.edu/student-associations>

Student associations play an active role in cultivating community life. Students organize activities, provide leadership in worship, and collaborate with student groups around shared concerns. The Director of Community and Spiritual Life, who serves as an advisor for all student associations and groups, strives to empower and equip students to lead in the Brite community and beyond.

A student organization seeking to receive recognition as an official Brite student interest group must obtain approval through the Office of the Dean at Brite Divinity School. Any group wishing to be recognized shall submit a name, a statement of mission and purpose, and the name of a faculty or staff member who agrees to act as advisor for the group to the Director of Community and Spiritual Life. Student groups must agree to uphold the Brite Divinity School non-discrimination policy and membership must be open to all Brite students.

Only officially recognized student organizations shall be eligible to reserve Brite Divinity School facilities for their meetings, obtain any funding for activities, or use the Brite name as a part of the group's name.

To maintain Brite recognition and the associated eligibility described above, each Brite student group must submit a list of officers to the Director of Community and Spiritual Life annually in the fall semester.

Brite Student Association

The purpose of the Brite Student Association (BSA) is to be an intentional community that helps to form and support a diverse community and to give voice to all persons and concerns so as to create an atmosphere of advocacy, nurture life-long connections, and support the intellectual and spiritual life of the community.

CODES OF CONDUCT

STUDENT CODE OF CONDUCT - <https://brite.edu/student-code-of-conduct>

When students enter Brite Divinity School, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the philosophy and mission of Brite. Student conduct, therefore, is not considered in isolation within the seminary community but as an integral part of the education process. All students are expected to know and abide by this code of student conduct and to hold their families and guests to this Code of Student Conduct while on TCU or Brite Divinity School premises. Academic Codes of Conduct can be found under the Academic Policies section of this handbook.

This Code of Conduct is not intended to constitute a contract, express or implied, between any applicant, student, staff, or faculty member and Brite Divinity School. The provisions of this Code of Conduct are subject to change without notice. This Code of Conduct is not intended to limit the authority, on the part of any authorized Brite Divinity School employee or staff member, or of its Dean, President, or Board to address behaviors covered under this Code of Conduct in any manner which complies with Brite's Charter, By-laws, or any other policy or rule of Brite.

In the event a complaint is brought under this Code of Conduct, and another policy or rule of Brite Divinity School likewise may apply to the same conduct, the President may, in the President's discretion, halt, delay, or limit proceedings under this Code, or take other appropriate action, so as to promote the efficient use of Brite resources, prevent the possibility of inconsistent results/proceedings, or prevent duplicative, unnecessary, or repetitious results/proceedings.

In addition to the expectations listed here, students are expected to abide by the Title IX policy of the institution. For procedures in response to violations of non-academic matters, see the "Non-Academic Withdrawal and Dismissal Policy."

The following are understood to be violations of the Student Code of Conduct:

- **Infliction of bodily or emotional harm.** Infliction or threat of infliction of bodily or emotional harm, whether done intentionally or through negligence, including threat or action in retaliation for making allegations of misconduct. Assault, sexual assault, verbal harassment, sexual harassment, and stalking are some, but not all, of the behaviors prohibited. This does not preclude one's right to freedom of speech.
- **Destruction of property.** Actual or threatened damage to or destruction of Brite or University property or property of others, whether done intentionally or otherwise.
- **Weapons or dangerous devices.** Use, storage, carrying, or possession of weapons or dangerous devices including, but not limited to, firearms, ammunition, martial arts devices, sling shots, air powered guns, blow guns, fireworks, or flammable liquid. Use of a weapon or threatened use of a weapon may result in immediate expulsion in addition to the filing of criminal charges.
- **Tampering with Safety Equipment and Arson.** Use of equipment designed for safety or security in a manner inconsistent with the intended use of the equipment or intentional or unintentional use of flame or heat in a dangerous manner. Violators of this policy may also face criminal charges. This includes but is not limited to:
 - the activation of a smoke detector in a non-emergency situation whether done intentionally or by failure to exercise reasonable care;
 - discharging a fire extinguisher in a non-emergency situation;
 - tampering with or activating a building alarm in a non-emergency setting;
 - setting unapproved fires inside a building and on campus;
 - non-emergency or prank use of emergency telephones.
- **Dishonest Conduct.** Dishonest conduct, including, but not limited to:
 - knowingly reporting a false emergency including improper use of emergency notification equipment;
 - knowingly making a false accusation of misconduct;
 - giving false testimony or providing fraudulent evidence at any disciplinary proceeding;

- misuse or falsification of Brite or University documents, forms, records, or identification cards by actions such as forgery, alteration, or improper transfer;
 - submission, to a Brite or University official, of information known by the submitter to be false;
 - failure to meet financial obligations to the University or Brite, giving a worthless check, or both;
 - possession of a false identification card or possession of another's identification card.
- **Theft/unauthorized use of property.** Theft or attempted theft, or the unauthorized use or possession of, Brite or University property or services, or the property of others.
- **Unauthorized or abusive use of computer equipment, programs, or data.** Use of computer equipment, programs, or data in a manner that violates the intended use of the equipment, the confidentiality of the information, or the integrity of the computer system's security including, but not limited to:
 - unauthorized reproduction of software or use of illegally obtained software (individuals who violate U.S. copyright law and software licensing agreements may be subject to criminal or civil action by the owner of the copyright);
 - unauthorized use of computing resources or use of computing resources for unauthorized purposes as described in the *Brite Student Handbook* or in the policies of TCU (www.security.tcu.edu);
 - transporting copies of University programs, records or data to another person or computer site without written authorization;
 - providing unauthorized security passwords to another person or using another's password or attempting to breach the security of another user's account or deprive another user of access to the University's computing resources;
 - using the University's computing resources for personal or financial gain;
 - attempting to destroy or modify programs, records or data belonging to Brite or the University or another user.
- **Failure to comply with Brite or University authority.** Failure to comply with directives of authorized Brite or University officials, identified as such, in the performance of their duties including, but not limited to, Brite Administration, TCU Administration, University police officers and other officers. Failure to comply with directives includes, but is not limited to:
 - failure to identify oneself when so requested
 - violation of a disciplinary sanction.
- **Alcohol.** Except for certain specified areas in Divinity School residence halls approved by the President's Office and for specific events authorized by the President in Divinity School buildings, the consumption, sale or use of alcoholic beverages is prohibited on the campus.
- **Drugs.** Use, production, distribution, sale, or possession of drugs in a manner prohibited under state and federal law. Possession of drug paraphernalia is considered the same as possession of drugs.
- **Unauthorized presence.** Unauthorized entrance to or presence in or on Brite or University premises. This includes unauthorized possession or use of a University key or I.D. card.
- **Disorderly conduct.** Conduct that interferes with or obstructs Brite or University-authorized activities, including teaching, research, administration, or other activities conducted, sponsored, or permitted by Brite or the University. Disorderly conduct includes, but is not limited to:
 - causing a nuisance with noise by talking, yelling, singing, playing a musical instrument, a radio or stereo, etc., sufficiently loud to disturb other members of the University or Brite community;
 - lewd, indecent, or obscene conduct;
- **Violation of local, state, or federal criminal laws.** Commission of conduct which, if it occurred, would violate any under federal, state, or municipal criminal law.
- **Violation of other published or announced Brite or University rules or regulations.** Violation of other published or announced Brite or University rules or regulations including rules governing residential living, student organizations, traffic regulations, recreational activities, or athletic events.
- **Building Security and Community Safety**
 - **Building security.** Activities that jeopardize building security for any Brite facility are expressly prohibited.
 - **Community safety.** Behaviors that endanger the well-being of any or all of the Brite community are strictly prohibited.

- **Academic misconduct.** Any act that violates the academic integrity of Brite or the University is considered academic misconduct.

Violations of Law and University Discipline

Disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of the **Code** without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this **Code** may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Violations to the Code of Conduct

Violations to the Code of Conduct will be addressed through processes found in the section on the Non- Academic Violations to the Code of Conduct. Processes for addressing violations related to Title IX are found in the Title IX policy.

ACADEMIC CONDUCT AND PLAGIARISM POLICY - <https://brite.edu/academic-conduct-and-plagiarism-policy>

An academic community requires the highest standards of honor and integrity in all of its participants if it is to fulfill its missions. In such a community faculty, students, and staff are expected to maintain high standards of academic conduct. The purpose of this policy is to make all aware of these expectations. Additionally, the policy outlines some, but not all, of the situations which can arise that violate these standards. Further, the policy sets forth a set of procedures, characterized by a “sense of fair play,” which will be used when these standards are violated. In this spirit, this policy outlines below: (1) Academic Misconduct; (2) Procedures for Dealing with Academic Misconduct, and (3) Sanctions. These are not meant to be exhaustive.

I. Academic Misconduct

Any act that violates the spirit of the academic conduct policy is considered academic misconduct. Specific examples include, but are not limited to:

A. Cheating, includes, but is not limited to:

1. Copying from another student’s test paper, laboratory report, other report, or computer files and listings.
2. Using in any academic exercise or academic setting, material and/or devices not authorized by the person in charge of the exercise or setting.
3. Collaborating with or seeking aid from another student during an academic exercise without the permission of the person in charge of the exercise.
4. Knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release.
5. Substituting for another student, or permitting another student to substitute for oneself, in a manner that leads to misrepresentation of either or both students’ work.

B. Plagiarism

The appropriation, theft, purchase, or obtaining by any means another’s work, and the unacknowledged submission or incorporation of that work as one’s own offered for credit. Appropriation includes the quoting or paraphrasing of another’s work without giving proper credit. Webster's New Collegiate Dictionary defines "plagiarize" as "to steal or purloin and pass off as one's own (the ideas, words, writings, etc. of another)."

Students are encouraged to consider the following precautions against plagiarism noted by J. Raymond Hendrickson in *The Research Paper*:

1. Your paper should be largely in your own words. You get information from your sources, but the expression of it should be your own. Normally not more than 10% of your paper should be direct quotation. If the proportion is higher than this, you should have some exceptional reason.
2. It is not sufficient to credit only long direct quotations. Even short quotations of two or three words should be set off by quotation marks.
3. Do not make merely verbal changes . . . a few omissions, a few substitutions of synonyms, a few changes in the tense of verbs. If you are so near to quoting, it would be better to give an exact quotation and to use quotation marks. But, in doing so, do not forget the first rule.
4. You must credit the source from which you took every fact, idea, or argument which is not your own.
5. You must credit the source from which you actually got the material, not the original source from which your source got it. As much as possible, you should verify the material in the original source; when you have done so, you may cite the original source as your own (pp. xiv-xv).

C. Copyright Infringement and Fair Use Laws

Copyright infringement is the unauthorized duplication of copyrighted information or data and software packages as defined by federal law. Copyright infringement is discussed in more detail in the Electronics and Computer Information and Policies section of the Student Handbook..

Fair Use Laws. The fair use of copyrighted material is not an infringement of copyright. Section 107 of U.S. Copyright law lists four factors in determining fair use in specific instances. These factors include the purpose of the use, the nature of the copyrighted work, the amount of the work used, and the effect of the use upon the work being utilized. The Mary Coats Burnett Library website states: "You may, as a faculty member or student, make a single copy of a chapter, article, short story, short essay, short poem, chart, graph, diagram, drawing, cartoon, or picture for your private study and research without seeking permission." For more specific information about fair use and copyright law, ask the Brite Librarian or a reference librarian.

D. Collusion

The unauthorized collaboration with another in preparing work offered for credit.

E. Abuse of Resource Materials

Mutilating, destroying, concealing, or stealing such materials.

F. Computer Misuse

Unauthorized or illegal use of computer software or hardware through the TCU Computer Center or through any programs, terminals, or freestanding computers owned, leased, or operated by Brite or TCU or any of their academic units for the purpose of affecting the academic standing of a student.

G. Fabrication and Falsification

Unauthorized alteration or invention of any information or citation in an academic exercise or academic setting.

Falsification involves altering information for use in any academic exercise or academic setting. Fabrication involves inventing or counterfeiting information for use in any academic exercise or academic setting.

H. Multiple Submission

The submission by the same individual of substantial portions of the same academic work (including oral reports) for credit more than once in the same or another class without authorization.

I. Complicity in Academic Misconduct

Helping another to commit an act of academic misconduct.

J. Bearing False Witness

Knowingly and falsely accusing another student of academic misconduct.

II. Procedures for Dealing with Academic Misconduct

A. Definitions

1. "Day" refers to a school day on which classes are meeting.
2. "Dean" refers to the Brite Dean.
3. "Associate" Dean refers to the Brite Associate Dean for Academic Affairs.
4. "Faculty" refers to the instructor of the course in which the suspected academic misconduct occurred.
5. "President" refers to Brite's President.

B. Investigation and Initiation

1. Students who know of an act of academic misconduct should report the incident to the faculty member teaching the course. The faculty member will obtain the basic facts of the allegation and ask the student reporting the misconduct to write and sign a statement of facts. The name(s) of the student(s) reporting suspected academic misconduct will remain confidential during the informal faculty/student meeting, but must be revealed to the accused student if the resolution proceeds beyond the faculty member and the accused student.
2. Faculty who suspect academic misconduct or who have academic misconduct reported to them must initiate an investigation and meet with the accused student within five (5) days of becoming aware of the incident. A faculty member who is made aware by another person of an act of academic misconduct has the responsibility to investigate the allegation, and, if warranted, pursue the issue as outlined below
3. In instances where the suspected academic misconduct is discovered during an academic exercise, the faculty member has the right to suspend immediately the student involved in the alleged activity from further work on the academic exercise.

4. A student, once accused of academic misconduct, will proceed in the course without restriction until resolution of the issue or until the Dean has taken an action as specified in III.B that removes the student from the course.
5. An "I" grade should be given by the instructor if the alleged misconduct occurs near the end of a semester, for example, during finals, and a sanction outlined in section III has not been applied by the instructor or the Dean.
6. If more than one student is accused of the same act of misconduct (e.g., giving and receiving aid), each individual student is guaranteed the right to have the cases heard separately. With each student's permission, the cases can be combined. The faculty/student conference (C.1) is excepted from this requirement.

C. Resolution

Faculty members will report in writing to the Dean all cases of academic misconduct. This written report will be placed in the student's file. This is the first step to be taken in resolving an incident of suspected academic misconduct. The Dean may increase the severity of faculty sanctions based upon knowledge of previous academic misconduct.

1. Meeting between Faculty Member and Student.
 - a. Within five (5) days of suspecting misconduct, the faculty member will hold a meeting with the student. At this meeting, the faculty member will inform the student of all allegations against them and present any information supporting the allegations.
 - b. The student will be given the opportunity to respond to the allegations. The student has the right not to respond.
 - c. The faculty member will decide whether or not academic misconduct has occurred, and if warranted, apply any combination of sanctions in III.A below, or refer the matter to the Dean for more severe sanctions (probation, suspension, or expulsion). Findings of academic misconduct are based on the preponderance of the evidence.
 - d. The faculty member will notify the student in writing of his or her decision and will send copies to the Dean. Any such copies of the findings will be kept on file in the Dean's office.
2. Meeting with Dean. This meeting takes place when the student wishes to appeal either the findings of the faculty member or the severity of the sanction(s). It also takes place in cases where the faculty member recommends sanctions in addition to those listed in III.A.3 and 4 or if the student has been found guilty of academic misconduct previously.
 - a. Within five (5) days of being notified by the faculty member of the disposition of the incident of academic misconduct, the student may request a meeting with the Dean.
 - b. The Dean will become acquainted with the facts and meet with the parties involved in the case. All parties possess the right to meet with the Associate Dean without others being present.
 - c. The Dean may either support or reverse the findings of the faculty member, and may lessen the sanction(s) imposed by the faculty member even while supporting the findings. The Dean may also increase the severity of the sanction(s).
 - d. The Dean will notify the student and faculty member of his or her decision in writing and may send copies to the faculty member and the Associate Dean for Academic Affairs. Any such copies of the findings will be kept on file in the student's permanent academic file.
3. Appeal to the President. Should the student wish to appeal the decision of the Dean, he or she has the right to request an appeal to the President.
 - a. The student must submit the appeal in writing to the President no later than five (5) days from the date of receiving written notification of the Dean's finding.
 - b. Upon receipt of the appeal letter, the President may request materials from the student, the faculty member, and the Dean.
 - c. The President will notify the student, Associate Dean, Dean, and faculty member of the decision. A copy of the decision will be kept in the student's academic file.
4. The decision of the President is final and will be communicated in writing to the student, Dean, Associate Dean, and faculty member.

III. Sanctions

In cases of academic misconduct, the faculty member may elect any one or more of the actions specified in this Academic Conduct Policy, III.A. 2-4. In cases of academic misconduct, the President and the Dean may elect any one or more of the actions specified in the Academic Conduct Policy, III.B. 2-5.

A. By the faculty member:

1. Grant no credit for the examination or assignment in question (treated as a missed assignment).
2. Assign a grade of F for the examination or assignment in question.
3. Recommend to the Dean that the student be dropped immediately from the course with a grade of F.
4. Recommend to the Dean that the student be placed on probation, suspended or expelled from the Divinity School.

B. By the President or Dean,:

(Previous academic misconduct will be taken into account when either the Dean, or President considers sanctions for academic misconduct.)

5. Apply sanctions in III.A.
6. Drop student from the course with a grade of F. This grade cannot be changed by student-initiated withdrawal and the grade will be included in the computation of the GPA even if the course is repeated.
7. Place the student on disciplinary probation at the Divinity School for a specified period of time.
8. Place the student on suspension from the Divinity School for a specified period of time.
9. Expel the student from the Divinity School.
10. In a case where the Dean as defined above is not the Dean of Brite, he or she shall normally recommend to the Brite Dean and/or President that the student be placed on probation, suspended or expelled.

Reviewed and Revised July 2023

RIGHTS AND RESPONSIBILITIES - <https://brite.edu/student-rights-and-responsibilities>

Brite Divinity School is committed to educating people for church, academy, and public life in a complex world, while promoting the values of free inquiry, intellectual integrity, ecumenicity, and diversity. The students, staff, and faculty of Brite are called into a community that engages mutual respect and the highest standards of personal, corporate, and academic integrity.

Student Rights

The following student rights are illustrative of Brite's commitments and are reflected in the policies and procedures of the institution:

- **Nondiscrimination and Inclusion:** In accordance with Brite's Nondiscrimination and Inclusion Statement all students, faculty and staff of Brite have the right to expect inclusionary policies and processes. Brite's nondiscrimination and inclusion policy extends to its adherence to Equal Employment Opportunities and is encompassed in the above statements.
- **Freedom from Harassment:** In accordance with Brite's Nondiscrimination and Inclusion Statement, and alongside expectations of the Federal government through Title IX, Violence Against Women Reauthorization Act and Campus Sexual Violence Elimination Act (VAWA and Campus SaVE), all students, staff, and faculty at Brite have the right to be free from harassment (sexual, racial, gender, able-bodied, etc.). Policies and procedures can be found under the Title IX section in the Codes of Conduct.
- **Open Door and Grievance:** All members of the student community are free to seek information from staff and faculty members responsible for any aspect of community life on any matter that is troubling to them, or to call attention to any condition that may appear to be operating to their disadvantage or the disadvantage of the Divinity School. A list of appropriate staff and faculty members responsible for various aspects of community life can be found on the Brite website (www.brite.edu)
- **Student Records:** Brite Divinity School abides by the Family Educational Rights and Privacy Act of 1974 (FERPA), a federal law which provides that the Divinity School maintain confidentiality of student records. More information can be found under Academic Information and Policies.
- **Students with Disabilities:** Brite Divinity School and Texas Christian University affords students with disabilities reasonable accommodations in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. To be eligible for disability-related academic accommodations, students are required to register with the TCU Office of Student Access and Accommodation and have their requested accommodations evaluated. If approved for accommodations, students are required to discuss their official TCU Notification of Accommodation with their instructors. Accommodations are not retroactive and require advance notice to implement. The Office of Student Access and Accommodation is located in The Harrison, Suite 1200. More information on how to apply for accommodations can be found at <https://www.tcu.edu/access-accommodation/> or by calling Student Access and Accommodation at (817) 257-6567.
- **Academic Evaluation:** Students have the right to academic evaluations which are neither prejudiced nor capricious and which are based on stated class requirements. These requirements are placed in each individual course syllabus.
- **Written student complaints:** Students have the right to submit written complaints that include: written grade appeals; written concerns or grievances against faculty and staff; written complaints by students against students for non-academic violations of the Code of Conduct; and written complaints related to Title IX (Gender, Sexual Harassment).
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Institutional Accountability

Brite Divinity School is accountable to its students, denominational and academic constituencies, as well as to accrediting agencies and the federal government to maintain policies and procedures that reflect academic and institutional integrity. The following are illustrative of Brite's commitments and are reflected in the policies and procedures of the institution:

- **Policies and Procedures:** Brite Divinity School will maintain, to the best of its abilities, the various policies and procedures that reflect the commitments named in our mission statement as well as our nondiscrimination and inclusion statement. In addition, we seek to remain informed on federal and state mandates related to the educational mission of the institution. All policies and procedures can be found on

the website (www.brite.edu). They are available in print, as requested. It is the expectation that every student, staff, and faculty member will abide by the policies of Brite Divinity School as well as by the various policies of Texas Christian University, where applicable. TCU's policies can be found on the TCU website (www.tcu.edu).

- **Provision of Qualified and Committed Members of the Staff and Faculty:** Brite Divinity School seeks the highest standards of expectations for the members of its faculty and staff. We remain committed to the policies of tenure and promotion, as evidenced in our Governance Manual and to the careful selection, support, and training of adjunct faculty. Likewise, we commit ourselves to the careful selection, support, and training of our staff.
- **Safety and Security:** Brite Divinity School is committed to providing the safest and most secure campus possible for its faculty, staff, students, and guests. Brite's affiliation with Texas Christian University, along with policies established by the federal government (the Clergy Act, for example) require that we report to the TCU police such things as: incidences of verbal or physical violence to self or others, warnings about suicide or homicide, sexual and domestic violence, and other infractions as noted on the TCU website (<http://police.tcu.edu>). All incidences of crime are reported to the federal reporting agencies through TCU's collective report. Guests on campus are also expected to abide by TCU and Brite policies.
- **Academic Freedom and Integrity:** The role of academic freedom in an educational institution such as Brite is central to our mission. Students, staff, and faculty exercise the freedom to openly inquire about matters of intellectual concern. Policies related to academic integrity include attention to concerns of plagiarism, inclusive and respectful use of language in the classroom and on campus, and appropriate standards for classroom conduct in order to foster the ongoing activities of education.

Student Responsibilities

Brite Divinity School encourages optimal educational opportunities by fostering various standards and policies that contribute to the learning and teaching process in the classroom and on campus. Students are responsible for recognizing not only the above-named institutional accountabilities, but also for attending to individual student responsibilities, such as:

- **Common Life Policies:** Students are expected to know and adhere to the various policies outlined in Brite's Student Handbook. These policies can also be found online. In addition, students are obligated to adhere to various TCU policies (library usage, use of facilities, involvement in TCU activities, campus safety and security, etc.). Students are also responsible for guests they invite to campus and for their adherence to policies. Violations of policies will be subject to disciplinary action.
- **Financial Obligations:** Students are expected to meet financial obligations in accordance with policies established by Brite Divinity School and Texas Christian University. Students involved in the Federal Loan process shall work with the Office of Financial Aid at TCU and abide by their policies (<http://financialaid.tcu.edu/>).
- **Academic Conduct:** Maintaining academic integrity rests at the core of the educational process and students are expected to know and abide by Brite's Code of Academic Conduct as identified in the *Student Handbook*.
- **Standards of Professional Behavior:** Students at Brite Divinity School are responsible for maintaining appropriate professional behavior. This includes activities conducted in field placement and supervised ministry settings. Brite does not tolerate disruptive behavior and/or harassment. See policies related to Disruptive Behavior, Lack of Academic Progress, and the Brite Student Code of Conduct in Brite's *Student Handbook*.

Student Open Door and Grievance Policy - <https://brite.edu/student-open-door-and-grievance-policy>

The Divinity School expects that every decision made in the management of affairs that pertain to student life and the administration of policies affecting it will consider the individual interests of students affected by them. Staff, faculty members, and students at all levels are expected at all times to treat one another as they themselves, under the same circumstances, would rightfully expect to be treated.

All members of the student community are free to seek information from the staff members responsible for any aspect of community life on any matter that is troubling them, or call attention to any condition that may appear to be operating to their disadvantage or the disadvantage of the Divinity School. Such informal discussions when a problem first develops can enable many problems to be cleared up without delay.

Some misunderstandings are inevitable, and not every real or imagined cause of personal dissatisfaction can be removed by such discussions. In these circumstances, the following steps are suggested for resolving these problems or concerns:

1. Initiate a discussion with the appropriate or primary staff or faculty member to see if a resolution can be found to the problem or concern (for example, if the problem is related to a housing concern, the student should first speak with the Director of Student Housing for Brite Divinity School);
2. If the above step is not appropriate or fails to arrive at a satisfactory solution, the student (and, as appropriate, primary staff or faculty member) should place their concerns in writing and deliver the document to the office that constitutes the immediate supervisor. This, then, serves as a "written complaint." For assistance in discerning who the immediate supervisor is, it might be helpful to be in conversation with the Director of Community and Spiritual Life or the Associate Dean for Academic Affairs.
- 3.
1. In cases where a student concern relates to a faculty member, it is appropriate for students to initiate this process with the Dean.
2. In cases where the concern relates to the Dean, the initial conversation begins with the President.
3. In cases where the concern relates to the President, the initial conversation begins the Dean, and may be referred to the Chair of the Board.
3. The student and the immediate supervisor of the staff or faculty member about whom the concern is raised should then meet to see what options are available to address the concern;
4. If appropriate, the student and supervisor of the person should discuss the concerns with the staff or faculty member about whom the concern was raised to determine a satisfactory solution;
5. If the process fails after the above steps have been taken, students may request further review.
1. In the case of student concerns with staff, faculty, or Dean, students may appeal to the President. Within a reasonable period of time, a final decision will be made by the President, the President's designee.
2. In the case of student concerns with the President, appeals may be made to the Chair of the Board.

All final decisions will be reported to all parties concerned.

Concerns related to possible violations of the Divinity School's Equal Employment Opportunity and Harassment Policy or Title IX should be addressed by students through the Complaint Procedure set forth in that policy.

A student's standing at the Divinity School will not be adversely affected in any way by his or her appropriate use of the Open-Door Policy.

For the policies and procedures to follow regarding a concern about the conduct of another student, please see the section on Codes of Conduct

PROCEDURES IN RESPONSE TO VIOLATIONS OF STUDENT CODE OF CONDUCT -

<https://brite.edu/student-code-of-conduct-violations>

Successfully responding to physical, behavioral or emotional health concerns generally requires a student's full attention and withdrawal from enrollment, student housing, or non-curricular activities may be necessary. The Office of the Dean (including the Assistant Dean of Common Life and the Associate Dean for Academic Affairs) is designated by the Divinity School to assist students in the withdrawal process; when appropriate, the Dean may act on Brite's behalf to withdraw a student who is determined to be a direct threat to self or others.

In accordance with the Clergy Act (<http://www2.ed.gov/admins/lead/safety/campus.html>) Brite Divinity School works closely with the TCU police department in responding to matters of safety and concern. (www.police.tcu.edu).

This policy and associated procedures do not take the place of appropriate disciplinary action in response to breaches in the Student Code of Conduct, other Brite policies related to Title IX or harassment, or other regulations. Students voluntarily withdrawing may be subject to disciplinary procedures if conduct violations are shown to have occurred. The administrative withdrawal policy may be applied at the discretion of the Dean in extreme circumstances in which, at the discretion of the Dean, the regular disciplinary system cannot be applied or is not appropriate.

Procedures Related to Violations of the Code of Conduct Due to Harm to Others, Mission, or Disruptive Behavior

Definitions

Harm to others—including but not limited to verbal threats or behaviors indicative of disruption, intimidation or violence toward other persons; behavior that places other students at risk or exposure to any reasonable threat to their health/safety or academic pursuits; behavior which may be unintentional or indirect but which impacts the rightful expectation of each student to an academic and/or living environment that is conducive to academic pursuit.

Harm to the academic mission—including but not limited to threats or behaviors which would cause significant damage to any Divinity School property; behavior that disrupts the academic and/or residential living communities and impedes the educational mission; and behaviors that impede the lawful activities of the Brite community members or which interfere with the orderly functioning of the Divinity School. This may include disruptive behaviors in classes or during Brite-related activities.

Disruptive Behavior – including but not limited to conduct that substantially interferes with or obstructs the teaching or learning process. Civil expression of disagreement with the course instructor, during times when the instructor permits discussion, is not itself disruptive behavior and is not prohibited. When any student, acting individually or in concert with others, obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, the student may be asked to stop the disruptive behavior by an instructor or staff of the Divinity School. If the student continues, an instructor/staff member is authorized to tell the student to leave the area or classroom and, if the student will not leave, to call campus police. The incident should be reported to the Dean's office as soon as possible.

Procedures

If a student, staff or faculty member believes that a threat of harm to self or others is imminent, immediately contact the TCU Police Department, or call 911. Do not take time to notify others; proceed directly to contact with the Police. Once the Police have been called, please contact the Dean's office as soon as possible.

If the threat is less imminent, the Dean may advise a student to withdraw. If in the discretion of the Dean, information or circumstances show that the student may pose a direct threat to self or other members of the Brite community, the Dean is empowered administratively to withdraw a student in the immediate interim, pending a medical assessment, and any other relevant information. In such cases, the Dean will move expeditiously to meet

with the student in a timely manner regarding a final determination. In cases when the Dean is unable to meet promptly with a student the Dean may designate a faculty or staff person from the Divinity School to meet with the student on the Dean's behalf and/or to carry out some of the following procedures.

Upon learning of allegations of disruptive, threatening, or harmful behavior, the Dean or the Dean's designate will initiate the following procedures in order to determine the facts:

- The Dean or the Dean's designate will notify the student of the general concern, and will then schedule a mandatory meeting with the student.
- In the meeting, the student will be apprised of the specific nature of the Divinity School's concerns and afforded the opportunity to discuss the reported behavior and/or circumstances at issue.
- The Dean or the Dean's designate may confer with other resources (i.e., health care providers, Campus Police, housing director, academic colleagues, etc.) or others as appropriate to the circumstances.
- Upon consultation, the Dean or the Dean's designate may require an evaluation of the student's behavior and any relevant physical/mental conditions by an appropriate medical professional if the Dean believes that an evaluation will facilitate an informed decision. This evaluation may be done by physicians/counselors from Texas Christian University, or by outside health professionals, including the student's treating health professional, as indicated and appropriate in the Dean's judgment. If so required, the Dean may further require the student waive confidentiality in writing.
- The Dean will carefully review all of the relevant information. If a designate has collected information, the designate will provide that information to the Dean. A designate other than the President will not be involved in the process after this point. Following review of the information the Dean will notify the student of the findings and may, at the Dean's discretion withdraw the student.
- The Dean may, however, conclude that with specific support, a student can continue enrollment, attend academically-related activities and/or live in residential housing. In this case, the Dean will indicate, based on the best professional advice, specific conditions or expectations that must be met in order to remain enrolled. These include, but are not limited to required treatment, damage charges (whether fines or restitution), education and/or counseling when there is a question of self-care or risk to the student community. *Non-compliance with such conditions/requirements will result in an administrative withdrawal from the Divinity School or disciplinary action.*

When after careful review of all relevant information the Dean concludes that an administrative withdrawal is in the best interests of the student and/or the Brite community, and the student has refused the option of a voluntary withdrawal, the Dean may impose an administrative withdrawal based on information gained during the inquiry.

- The Dean will inform the student of her/his decision and give the student written notice of an administrative withdrawal, including the beginning date and duration of the withdrawal.
- The Dean will also discuss the procedures for submitting any documentation that may be required for return to the Divinity School, including the requirement for clearance procedures for hospitalizations and/or withdrawals relating to medical or behavioral health issues.
- The student will leave campus within the time frame established by the Dean in the written notice. If the student refuses to comply with an administrative withdrawal, the Dean may consider immediate disciplinary action and/or request that the student be escorted from the Divinity School property by an appropriate party.
- Decisions about campus security will be done in collaboration with the TCU Police, including the possibility of issuing a "no trespass warrant." In such cases, the student may not visit the Brite or TCU campuses without the prior authorization of the TCU Police.
- Students withdrawn for medical and/or behavioral health issues **must** receive clearance before returning to Brite, which may include medical clearance.

At any time in the process, the student may elect to withdraw voluntarily. Decisions under this policy may be appealed to the President of the Divinity School

Appeals Process

A student may appeal the Dean's decision under this policy to the President of the Divinity School. A withdrawal may remain in effect during the appeal, pending a decision from the President.

In the event a student wishes to appeal, the following steps apply:

- The student must submit a written letter of appeal to the President within **five business** days of receipt of the Dean's withdrawal decision.
- The appeal must state the following:
 - The specific reason for the appeal, i.e. lack of due process, procedural error, etc.
 - Any evidence supporting the grounds for the appeal, i.e., contrasting medical or professional opinion, etc.
- After reviewing the written appeal, the President of the Divinity School may meet with the student to gain further understanding of the situation, and/or clarify any questions the student may ask.
- The President will consult with the Dean and or other officials and review all pertinent information utilized in the withdrawal decision. The President may require a waiver of confidentiality from the student if deemed necessary.
- The student will be notified in writing of the President's decision within **ten** business days of receipt of the appeal.
- The President will notify the Dean of the decision, indicating any modifications or amendments to the initial finding, if any.
- The decision of the President will be final.

The President of the Divinity School has purview over the appeal process. If the President is unavailable to decide any appeal, he or she may appoint an appropriate professional to act in his or her absence.

TITLE IX POLICY - <https://brite.edu/title-ix>

Brite Divinity School and Texas Christian University (TCU) operate under a Supporting Services Agreement that articulates the University's contractual commitment to provide essential administrative support, operational and maintenance services, and the vision of both institutions to assure a continuing spirit of mutual involvement, cooperation, and support for the benefit of students, staff, and faculty. Brite Divinity School and TCU comply with all requirements related to public safety, including those governed by the Clery Act and Title IX.

Brite Divinity School adheres strictly to all TCU policies concerning campus safety, including Title IX and Clery Act reporting.

TITLE IX COORDINATOR

The Title IX Coordinator is responsible for monitoring and overseeing Brite's compliance with Title IX, coordinating Brite's response, investigation and resolution of all reports made under this policy, and ensuring Brite takes appropriate actions to eliminate, prevent the recurrence of, and remedy the effects of conduct prohibited by this policy. The Title IX Coordinator is also responsible for ensuring appropriate education and training.

The Title IX Coordinator at Brite Divinity School is:

Vanessa Daley
2925 Princeton Street, Suite 312 H
Fort Worth, TX 76129
Phone: 817.257.7579
Email: v.daley@tcu.edu

A report of violation of this policy may be made to the Title IX Coordinator at any time. The Title IX Coordinator is available to meet during regular office hours, in person, by telephone, or by email, with any student, employee or third-party to discuss this policy or the applicable procedures. Outside of regular office hours, a report of violation of this policy may be made to the Title IX Coordinator by telephone, email, or mail to the above-listed office address.

For additional information, please visit <https://www.tcu.edu/institutional-equity/title-ix/index.php>

ELECTRONICS AND COMPUTER INFORMATION AND POLICIES - <https://brite.edu/electronics-and-computer-information-policies>

Audio and Video Recording

Professors will generally grant permission for students to record class lectures for use in personal studies *only*. Before recording lectures, students should ask permission of the professor and obtain a Recording Agreement form (to be signed by both the professor and the student) from the Office of the Associate Dean for Academic Affairs (see Appendix B). Lectures recorded by the student may not be shared with other people outside the classroom setting without the written consent of the lecturer.

Information contained in the recorded lectures is protected under federal copyright laws and may not be published or quoted outside the classroom setting without the expressed consent of the lecturer and without giving proper identity and credit to the lecturer. Students agree to abide by these guidelines with regard to any lectures they record while enrolled as students at Brite Divinity School, Texas Christian University.

Student Photocopier

Multi-Function Devices used for copying and scanning are available to students in the Mary Coutts Burnett Library. Using the Student ID card, copies are charged to the student's account.

Computer and Internet Access

Students may access computer and Internet resources using: wireless network service with registered devices, Brite computer labs, most TCU computer labs, or by a library laptop loaner.

Wireless access is available throughout campus via Eduroam <https://it.tcu.edu/eduroam/>. Additional guidelines and requirements for device registration may be found at <https://it.tcu.edu/support/student-computing>.

There are graduate student lab options in the Mary Coutts Burnett Library. The TCU campus public computer labs are located in the Library and in the Writing Center Lab in Reed Hall. Network printers are available in the Mary Coutts Burnett Library labs. In addition, TCU offers students the option of checking out a laptop to use within the Library.

Computer Policies

All members of Brite Divinity School follow the Computing Resources Policy established by the University. Even though all computers at Brite are owned by the Divinity School, these computers are linked to the University network.

For more information on computer policies, see <https://security.tcu.edu/>. It is the responsibility of every person who uses Brite and University computing resources to read and abide by these policies.

TCU and Brite consider user accounts to be the private property of those who have opened them, and as a result will never ask users to reveal their passwords. However, users who request assistance from Computer Services or the Technology Resources staff at Brite give the staff implicit permission to view specific data in their accounts that is necessary to investigate, diagnose, or correct the problem.

Cases of misconduct will be addressed through the processes outlined in the Non-academic Violations of Code of Conduct policy. Issues of plagiarism will be addressed through the Academic Conduct Policies.

LIBRARY CONDUCT POLICY - <https://brite.edu/library-conduct-policy>

Students of Brite Divinity School are expected to be familiar with and adhere to the published academic policies, rules, regulations, and procedures of Brite Divinity School and Texas Christian University. This is a reminder that personal conduct in the Library is subject to the Codes of Conduct section in this handbook. In addition, the “Academic Conduct and Plagiarism Policy” published in this handbook includes all resources of the Mary Couets Burnett Library.

Please be aware of the following:

- Students are advised not to loan borrowed Library resources to others for use. Likewise, students may not give their Student Identification Cards to others—including spouses, children, siblings, or friends—for the purpose of borrowing resources from the Mary Couets Burnett Library. In all cases, the student is responsible for the return or replacement of items charged to the student’s account.
- Writing notes or comments in materials, highlighting, removing contents, or marking contents by folding corners or pages is considered an abuse of resource materials. Likewise, students are not to hide, conceal, or otherwise make unavailable for use any reference, reserve, or circulating material. No resource is to be removed from the Library or stored in lockers or carrels unless properly processed by Library Circulation Staff.
- Unless designated as a public access terminal, all computers in the Library are for the sole use of current students, faculty, and staff of Texas Christian University. Use of such equipment is restricted to activities associated with the academic process as outlined by the “Computing Resources Policy” of Brite and Texas Christian University. Students may not loan their TCU identification numbers, passwords, or PINs to others—including spouses, children, siblings, or friends—for the purpose of accessing restricted University computer accounts or Library databases. Students assume full responsibility for the appropriate use of computing resources accessed with their TCU identification numbers. In some cases, students may be required to reimburse the University for electronic services or data delivery fees associated with unauthorized or non-University related computer use.

GENERAL ACADEMIC INFORMATION AND POLICIES - <https://brite.edu/general-academic-information-policies>

School Terms

The school is organized for the long term (fall and spring) on a semester basis. The summer school consists of a three-week term in May followed by a five-week term and then a four-week term. Individual classes in these terms vary in length between one week and the entire term. A limited number of courses may take place over the entire summer. Students may take one course in the May term and no more than twelve hours over the course of the summer terms. Normally, a student must complete all course requirements prior to the first day of any subsequent course(s) in the summer.

On-campus elements of the Doctor of Ministry and Doctor of Philosophy programs consist of fall and spring terms and, for the D.Min., specially-designed one-week or two-week courses in October and May.

Academic Load

The normal load for a masters student giving full-time to academic work is nine to twelve hours per semester. A student serving as minister of a church or doing other equivalent outside work should not register for more than twelve hours per semester. On the basis of excellent grades and by special permission of the Associate Dean for Academic Affairs, a student may enroll for a total of fifteen hours per semester. Students on a two-day schedule must limit their course load to eleven hours unless, on the basis of a grade point average of 3.50 or above, the Associate Dean for Academic Affairs grants permission for a registration of more than eleven hours.

A student serving a church or doing other equivalent outside work may complete the requirements for the Master of Divinity degree in three years by attending at least one session each summer. A student who wishes to serve as minister of a church or to do other equivalent outside work while in the seminary, and who does not wish to take summer session work regularly, should plan to devote four years to the Master of Divinity degree. Although a heavy summer load is *not* recommended, students may take up to fifteen hours per summer by taking a maximum load in each segment of the summer schedule.

Add/Drop Period

If adding a course during the ADD/DROP period, check with the Office of the Associate Dean for Academic Affairs for space availability. Usually no additions are permitted after classes begin.

Final Examinations

Each semester the Associate Dean for Academic Affairs' office publishes a schedule for final examinations.

No student will be required to take more than two final exams in a 24-hour period. It will be the student's choice as to which exam is changed and the new time of the exam will be mutually agreeable to the student and the professor but must be taken during the final examination period. Arrangements to change exam times must be made one week prior to the last day of regular class sessions before final examinations begin. Unless the student is graduating, the exam must be taken during final examination week. Rescheduling of final examinations is permitted only for graduating seniors and to meet the 24-hour rule.

Students graduating in May and December must make arrangements to have examinations completed 72 hours prior to commencement exercises.

In recognition of spring and fall final examination schedules and the requirement that grades for graduating students must be reported to the registrar no later than 72 hours prior to graduation, study days will be available for faculty to reschedule final examinations for GRADUATING STUDENTS ONLY. Only final examinations originally scheduled the last two days of final examination week may be rescheduled on the corresponding study day, at the same time of day as originally scheduled.

Final examinations for graduating students originally scheduled for the last two days of final examination week may be rescheduled at times other than on study days. However, if such a rescheduled examination (e.g., rescheduled during first three days of exam week) violates the “two examinations in 24-hours” rule, the rescheduled examination must be the one changed; the student does not have the option to change either of the other two regularly scheduled examinations.

Hooding Ceremony for Graduates

Brite graduates receive diplomas at the Texas Christian University commencement ceremonies in May and December. Prior to the TCU commencement all Brite graduates participate in a worship service during which graduates receive academic hoods.

Readmitted Students and Credit Hours

Students who fail to register for two or more full semesters in succession must file an application for readmission, and be officially readmitted, before permission to register may be granted. Course work at Brite Divinity School that is more than seven years old for the M.Div., M.A.T.M., M.T.S., and Ph.D. programs, more than six years old for the D.Min. program, or more than five years old for the C.T.S. and Th.M., programs, normally will not be counted toward the degree. Grades for these courses will not be counted in the cumulative grade point average.

Student-Initiated Institutional Withdrawal

The decision to withdraw from the Divinity School is significant academically and financially. Therefore, the Divinity School urges students to consult with the Dean and the Director of Community and Spiritual Life prior to taking action. In all cases of withdrawal related to physical or mental health concerns, students are subject to clearance procedures related to the medical/behavioral health issues that must be addressed prior to returning to academic or residential life. It is important to inform the Dean if a withdrawal is medically-related so the student can be assisted appropriately upon returning to the Divinity School.

Concerns about the safety, health, or well-being of any individual may be referred to the Director of Community and Spiritual Life, or the Dean. This includes, but is not limited to threats, verbal references, or behaviors indicative of the possibility of suicide and/or self-mutilation; behaviors indicating purging, self-starvation or withdrawal of sustenance, chronic and/or serious abuse of alcohol or other drugs; demonstrated inability to satisfy reasonable expectations of self-care; and/or a serious medical condition for which a licensed physician recommendation indicates in-patient or specialized treatment. Students who wish to withdraw in order to seek attention, can initiate the process with either the Director of Community and Spiritual Life, or the Dean.. There is no retribution or punishment for seeking care of self. The institution reserves the right to institute processes as noted at the end of this policy statement.

Students who withdraw voluntarily sever their connection with the Divinity School. Students may withdraw by notifying the Dean who will notify the Associate Dean for Academic Affairs. Students are responsible for dropping all classes in which they are enrolled.

Students who fail to register for two consecutive semesters without notifying the Divinity School will be considered withdrawn.

Clearance Procedures for Hospitalizations And/or Withdrawals Relating to Medical or Behavioral Health Issues

Students who withdraw voluntarily or who are withdrawn administratively from the Divinity School for medical or behavioral health issues may request to return. The Divinity School, however, reserves the right to require sufficient documentation indicating the student’s ability and readiness to resume studies and/or residency. In cases of hospitalization or any withdrawal related to a physical or mental health condition, the following is **required**:

- The student **must** submit written letters from her or his health care provider(s); this may include a physician, psychiatrist, clinical social worker or licensed therapist, clearly indicating treatment, prognosis, **and** an informed professional recommendation as to:
 - a. whether the student is qualified and ready to resume academic work, and/or live in Divinity School housing;
 - b. any specific recommendations necessary for academic success.
- A current waiver of confidentiality form **will be required**, allowing the Dean to discuss the student's return and matters related to treatment compliance with Divinity School officials, or other clinical or mental health professionals with whom the student has or is currently working with, in order to assess whether the student is qualified and ready to return to Brite Divinity School.
- An on-campus interview with the Dean and/or University health professional(s) may be required.

After consulting with health professionals and/or other appropriate Brite officials, the Dean will make a decision and notify the student in writing of the decision. Decisions under this policy may be appealed to the President of the Divinity School.

Term Papers

The faculty of Brite Divinity School has adopted [Guidelines for the Preparation of Term Papers](#). For term papers, the official style manual is Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th edition., rev. by Wayne C. Booth, Gregory G. Colomb and Joseph M. Williams and the University of Chicago Press Editorial Staff (Chicago: University of Chicago Press, 2018). In some cases, the Brite "Guidelines," as well as individual faculty, may specify exceptions. Students writing dissertations and theses will follow *The Chicago Manual of Style*, 17th edition (Chicago: University of Chicago Press, 2017) and/or the *APA Style Guide*.

Students may not fax papers in order to meet deadlines or for any other purpose.

Transcripts of Academic Records

Students and former students may request official transcripts of their academic record at Brite Divinity School from the TCU Office of the Registrar for a transcript processing fee. All transcript requests must be made by the student and can be requested via the Registrar's website. <https://www.parchment.com/u/registration/33200/account>. Official transcripts can be obtained electronically as a pdf. file or traditional paper copies can be mailed. All transcripts are processed thru Parchment. The Office of the Registrar works to satisfy the transcript request on the day it is received. Electronic pdf requests normally take ½ business day to receive. Transcripts cost \$11.00 each. Transcripts will not be released unless the student has satisfied all financial obligations to the University. Please see www.reg.tcu.edu for further details.

Simultaneous Enrollment in Other Degree Programs

Students at Brite Divinity School may only be enrolled in one degree program at a time unless they have been admitted to Brite's dual degree program with the TCU Department of Social Work or Brite's program with the Neeley School of Business. Students enrolled in a program at Brite may not be enrolled in any other degree program outside of Brite Divinity School or the TCU programs listed above. Exceptions are granted only in cases where undergraduate students at TCU are within nine hours of receiving their undergraduate degrees.

Advanced Standing

When a student takes an advanced course in an area, whether it had a prerequisite or not, the student may upon satisfactory completion of the course, petition to have the course satisfy the basic course requirement in the area. This requires approval of the faculty member who taught the advanced course and the Associate Dean for Academic Affairs.

Change in Program Requirements

Requests for a waiver of a required course or any other change in program requirements must be submitted in writing by the student to the Office of the Associate Dean for Academic Affairs. The Associate Dean will gather relevant data and forward the request to the Dean, who in consultation with the appropriate academic committee will make a decision. The request should include a rationale for the change in program. Changes in program requirements are rare and made only due to extraordinary circumstances.

COURSE POLICIES - <https://brite.edu/course-policies>

Course Offerings

Each faculty member is responsible for cycling required and elective course offerings described in the Course Listing in the Student Handbook. Projections of course offerings are requested and reviewed by the Associate Dean for Academic Affairs' office.

Course Prospectus

Prior to advance registration, the Associate Dean for Academic Affairs requests a prospectus from the faculty for each course offered. The prospectus includes basic information on the following: course number and title, prerequisites, outline of course content, class procedures, summary of requirements, required book list, and grading procedures

Travel Courses

Occasionally, faculty at Brite Divinity School may teach a course that involves travel. In these cases, such courses receive normal academic credit. Students who participate in travel courses led or taught by persons who have no formal academic association with Brite Divinity School, or with other ATS accredited seminaries, will not normally receive academic credit for such courses. However, recognizing the value inherent in many such trips, members of the faculty express a general willingness to consider offering specialized reading courses in their areas of expertise relevant to the travel engaged in by the student. In this way, a travel course could be used to enhance independent study that results in academic credit, even though students would not receive academic credit for the travel itself.

Course Prerequisite Waiver

A professor may, for cause, waive the stated prerequisite for his or her course. However, if the prerequisite is a required course, that course must still be taken before completion of program.

Course Numbering System

Course numbers consist of five digits.

Courses in the 60000-69999 series will normally be taken by first-year M.Div., M.A.T.M., M.T.S. and C.T.S. students. These courses satisfy basic theological studies requirements.

Courses with an initial number in the 70000s do not satisfy basic theological studies requirements for M.Div. students. Courses in the 70000s include some lecture courses, denominational requirements, biblical languages, and seminar courses. These courses are available to M.Div., M.A.T.M., M.T.S., C.T.S., and Th.M. students. (Th.M. students must take 90000 level courses in their Area of Specialization and related areas.)

Courses with an initial number in the 80000-89999 series are for Doctor of Ministry students. DOMI courses are D.Min.-specific.

Courses with an initial number in the 90000-99999 series are for Master of Theology (Th.M.) and Ph.D. students.

Courses with a second digit that is a five (5) have a Masters-level prerequisite.

The last digit in each course number indicates semester hour value. A zero designates a course that may be repeated for degree program credit and/or is offered with varying semester hour value. The minimum and total maximum semester hour value of such courses is indicated in the course description.

Independent Study Courses

Normally, independent studies will not be granted apart from exceptional circumstances. The guidelines for completion of the course are given to the student by the faculty member offering the course and must be approved by the Associate Dean for Academic Affairs. Reading courses are not normally used to meet basic (core) requirements. The Independent Study Approval Form is available in the Office of the Associate Dean for Academic Affairs. It must be completed by the student and the faculty member and approved by the Associate Dean for

Academic Affairs. The form requires a statement of the exceptional circumstances that justify the independent study course.

Courses Taken Outside Brite and TCU

Courses taken outside Brite/TCU

A student wishing to take an elective course outside Brite should petition the Associate Dean in writing. The Associate Dean may approve a graduate level course that reasonably contributes to the student's academic program. Approval to take a course outside Brite to satisfy a Brite degree program requirement is rarely granted and only for exceptional circumstances. A student wishing to take a course outside Brite to satisfy a Brite degree program requirement should petition the Office of the Associate Dean. Departmental approval is normally required in advance. The student should consult the Brite department involved and request a supporting letter to be included with the petition to the Associate Dean.

Courses taken in TCU units

A Brite student who wishes to take a course offered in a unit of Texas Christian University must obtain the appropriate form in the Office of the Associate Dean. The original is signed by a departmental advisor in TCU and returned to the Associate Dean. A duplicate copy of the form should be completed and left at the departmental office. This procedure insures that there is space available for the Brite student in the class and that all course prerequisites have been satisfied. M.Div. students may take up to 12 elective semester hours of graduate course work in other TCU units; M.T.S. and M.A.T.M. students may take up to 6 elective semester hours and C.T.S. students may not take graduate course work in TCU units for credit toward the certification. Master of Liberal Arts (MLA) courses, however, do not count toward degree programs at Brite. Normally, courses from TCU divisions may be taken following the completion of twenty-one (21) hours of Brite courses.

For students who transfer from another institution to Brite Divinity School, courses taken in TCU units will not count toward the number of semester hours that must be completed at Brite Divinity School for that masters degree.

Repeating a Course

If a course taken at Brite Divinity School is repeated at Brite, the official grade is the last letter grade received. All grades for any one course, if taken more than once, at Brite Divinity School will be listed on the transcript and will be counted for the purpose of computing a GPA. However, only three hours credit will be extended toward degree completion, no matter how many times the course is taken. Only grades earned at TCU and Brite Divinity School may be used in GPA calculations. Financial aid restrictions may apply to Brite Divinity School students repeating courses.

Textbooks

Normally, textbooks for Brite courses are found at the TCU Book Store at 2950 West Berry, Fort Worth, TX 76109, Telephone (817/257-7844), or online at <http://www.bkstr.com/tcustore/shop/textbooks-and-course-materials> . Textbooks are usually in stock well before the beginning of each term.

Teaching Assistantships

A teaching assistant (TA) who is not the Instructor of Record/Faculty person teaching the course, may have an ongoing instructional role within a course.^[1] A teaching assistant (TA)

- will normally be a PhD student at any stage in her or his program;
- will have regular supervision throughout the course from the faculty instructor;
- and may contribute to some course evaluation processes (if so, under supervision with clear evaluation criteria and grading processes, with the instructor of record retaining final accountability).^[2]

Normally the course will be the introductory course in their department of admission. Involvement in a course outside the student's major area but related to the course of study may be possible if resources (people and funding) are available and if no other PhD students are registered for the course or, in multiple level courses, in the section/s to which the TA contributes.^[3]

In the semester prior to the course being taught, after consultation with other members of the Department, the Faculty Instructor of Record will invite the student to take up this role of TA. The invited person will be advised of their duties and expected time commitment. Such roles will sometimes be compensated as part of a PhD stipend or, in special circumstances,^[4] by the payment of the current rate (see the Associate Dean for the current rate). This obligation assumes a minimum stipend of \$3000, the likelihood of a one-semester TA opportunity, and will be set in place by PhD admission letters in 2015 and thereafter.^[5]

In the semester prior to the teaching of the course, the Faculty person responsible for the course will send a recommendation to the Faculty Committee verifying the person's expertise (CV and statement of eligibility under this policy to be attached), and indicating duties, regular supervision, and the course's evaluation criteria and processes (if the person's duties involve some evaluation work). Upon the Faculty Committee's review and motion to approve, final approval rests with the full Faculty.^[6]

[1] A Teaching Assistant (TA) as defined in this policy is not to be confused with a Student Assistant (SA). The latter assist faculty in a variety of non-instructional tasks.

[2] This policy does not pertain to PhD students employed to teach Introductory language courses.

[3] This policy does not pertain to the occasional visit by a PhD student to a class for the purpose of making a one-off presentation.

[4] Special circumstances include a student who, because of their own resources, chooses not to accept financial aid.

[5] This commitment assumes the admission of students who, given appropriate instruction in their PhD program and supervision by faculty, will be able to carry out the duties of a TA as described by this policy.

[6] The rationale for this process is that all instructional appointments should be approved not only by the Faculty Committee but by the full Faculty including "non-adjunct instructional appointments" for Brite Choir, assistants for the Foundations for Preaching course, and Theological Reflection Group leaders for Supervised Ministry.

Class Cancellations

When a faculty member is unable to meet a class in order to carry out other professional duties, the faculty member may cancel the class or arrange the work of the class in advance, such as the administration of a test or the use of an audio-visual presentation.

Attendance Policies

The Divinity School attendance policy is that regular and punctual class attendance is essential and no assigned work is excused because of absence, no matter what the cause. Records of class attendance are kept by faculty. When an accumulation of absences reaches the point of endangering a student's academic status, the faculty member should report this situation to the Dean and the Associate Dean for Academic Affairs. An instructor should not assume that continued absence from class indicates an official withdrawal until notified by the Registrar of the University that the student has withdrawn.

When a student is absent to represent the Divinity School, then official Divinity School absence may be granted by the Office of the Dean or the Associate Dean for Academic Affairs. Faculty and staff who wish to have an activity sanctioned for official Divinity School absence status must submit the names of all students, including date and hours absent from campus, to the Associate Dean for Academic Affairs no later than one week prior to the date of the activity. The Associate Dean for Academic Affairs reviews and approves the request as appropriate and forwards the names for publication and distribution to all Brite faculty. Faculty members are required to permit students to make up work missed because of official Divinity School absences.

Serious illness or family emergencies may be verified by the Office of the Associate Dean for Academic Affairs but are not considered official absences. Illnesses that will be verified are those involving hospitalization, or catastrophic accidents or illness. When a serious illness or emergency has been verified, each instructor should assist the student to make up any missed work. Time lost through such absences should not prejudice class standing. Faculty members should specify the appropriate time frame for making up missed work.

Students who miss an instructional experience are expected to meet with faculty to discuss their absence as soon as possible. Faculty may permit a student to make up missed work or assess a penalty for class absence.

Advising

All entering students are assigned a faculty advisor with whom they are required to meet as part of orientation. Advisor's assist students in reflection on vocational direction, degree program requirements, and course electives. Entering students are expected to meet with their Advisor either during new student orientation or within the first two weeks of their first semester.

After their first semester, students have an opportunity to indicate their preference for a permanent academic advisor. There are limits, however, to the number of students a faculty member can advise and the availability of a faculty advisor based on research leaves. Further, students following certain academic programs and certificates will be assigned specific advisors.

Students wishing to change advisors should first be in conversation with their current advisor to alert them to their desire to change. Following this conversation, students should contact the Associate Dean for Academic Affairs to formally request a change in advisor.

During the Fall and Spring semesters, the Divinity School holds an advising week immediately prior to advance registration week for the following semester. Returning students are strongly encouraged to see their advisor, but advising will be optional. Faculty Advisors will contact their advisees regarding scheduling an advising appointment one week before advising week, and all students will have the option to see their faculty advisor.

All masters level students are encouraged to complete 60000 level course requirements early in their programs. Students who leave requirements until their last year of study run the risk of not being able to graduate on time because required courses may not be offered or because of conflicts in scheduling. **Final responsibility for choice of academic program and for successful completion of all program requirements rests with the student and not with the advisor.**

Registration

During the Fall and Spring semesters, the Divinity School holds advance registration for the following semester. Only students registered and attending classes at the time of advance registration are eligible to participate in advance registration. E-mail messages will be sent to students' TCU mail accounts announcing registration dates. Advance registration may be completed by the student through use of my.tcu.edu.

MY.TCU.EDU

MY.TCU.EDU is TCU's Student Web Services application. With my.tcu.edu you can:

- Enroll in classes
- Add/drop classes
- Check your schedule
- Check holds and enrollment appointment
- Check your grades
- Browse available classes
- Change your email password, address, and telephone number information

To access my.tcu.edu, go to: <http://my.tcu.edu>.

How to Enroll Online

To enroll on the internet, you will need to log in to MY.TCU.EDU. In order to log in you will need your User Name and Password. If you know your TCU ID number:

- Go to <https://newuser.tcu.edu/>
- Fill in the blanks for Student (TCU) ID number, birthdate (i.e., 04/15), and last name
- Click on "Continue"
- The system will allow you to choose your user name. Once you are satisfied with your user name you can click "Continue"

- The system will then ask you to select a password. The password is case sensitive, and must be at least 7 characters that is a combination of numbers, letters, and special characters.
- The system will then ask you to select a couple of password verification questions and provide the appropriate answers. You can select from the questions provided or customize your own questions.
- Click on "Finish"
- The system will tell you that you are now ready to log on to my.tcu.edu and ask you to "Click here to go to my.tcu.edu"
- Log in to my.tcu.edu using your User Name and password

If you have forgotten either your User Name or Password you will need to click on the link on the MY.TCU.EDU log in page to get that information. Passwords may be reset or accounts unlocked by accessing <https://password.tcu.edu/> from a web browser.

Searching for Classes

There are several ways to access class information. One way that gives you flexibility in planning is to use the CLASS SEARCH page which you can access from the Registrar's Home Page or from MY.TCU.EDU. This program allows you to search by subject, class days, class times and class status (Any, Open, Closed). You can define your search as broadly or narrowly as you choose to design your "perfect schedule." For example, if you want to see all the New Testament classes offered for the term, click the down arrow by Subject Code, scroll down and select NETE and click on SEARCH. You will see a listing of all courses offered by the New Testament department for the term. Open classes will be listed in black, closed in red, and permit-only classes in blue. This listing will also show class sizes and number of students currently enrolled, professor name, meeting days and times, subject name, course number, section number, and the five-digit class number you need to know for enrollment purposes. If you do not want any classes before 10:00 a.m. or after 2:00 p.m., you can enter that time criteria into the search boxes and click on SEARCH and the computer will list all classes available during those times. Just remember, the more information you give the computer, the more you can narrow your search.

Logging On

- Log in to my.tcu.edu and click on the **Student Center** button in the "Student Quick Links..." section.
- Once in **Student Center**, click on "**Enroll**" under Academics.
- Select the desired term. Click "Continue."
- Above your schedule you will see tabs labeled "My Class Schedule," "Add ", "Drop," "Swap," "Edit," and "Term Information."
- When you click on any of these buttons you will get specific instructions on how to update your schedule.

Adding a Class

- To add a class to your schedule, enter the Class Number in the "Enter Class Nbr" field.
- If you do not know the five digit class number, click the **TCU Class Search** button to view the schedule of classes.
- To add another class, follow the same steps.
- After you have selected all the classes you want to add, click the **GREEN "Proceed to Step 2 of 3"** button.
- Verify your addition(s) was successful by checking the **GREEN "Finish Enrolling"** button. You will then see the status report for enrollment confirmations and errors.

Permission Numbers

- To use a permission number to enroll in a class, after you enter the class number for the class on the **ADD CLASSES** page, enter a permission number in the "Permission Nbr" field, then click on the "Next."

Wait list

- If a class is full and you place your name on the waiting list, you are placed on the list in whatever order you made the request. If someone drops the course, the computer automatically goes to the first person on the wait list and places them in the class. However, if being placed in the class would take you over 14 hours, the request to place you in the class will fail and the computer will go to the next person on the wait list. If you place yourself on a wait list for a class, be sure to keep checking to see if you have been placed in the class. You can be placed in the class anytime through midnight on the Last Day to Add Classes. You will be

billed for the class if your status changes from "FULL" to "ENROLLED" so it is very important for you to **check your schedule daily**.

Dropping a class

- To drop a class, select the **Drop** tab.
- To drop the class, select the class and press the **GREEN “Drop Selected Classes”** button.
- To modify a class's units, grading option, requirement designation option or instructor, select **Update** from the Action column.
- Confirm your selection by clicking on the **GREEN “Finish Dropping”** button.

Printing your Schedule

- When you have enrolled in all the classes you desire, you can print a copy of your schedule. You can also access your class schedule on the Student Center page in the Academics section. Your current class schedule should be visible, and underneath it you can click “weekly schedule” to view your current schedule in more detail or see the schedule of a different term.

Logging Off

- **YOUR FINAL STEP IS TO CLICK THE SIGN OUT BUTTON IN THE TOP RIGHT CORNER OF THE SCREEN – THIS IS VERY IMPORTANT!**
- When using a computer in a Brite/TCU lab, also be sure to log off of your user account.

For information on accessing e-mail, contact the Help Desk at x5855.

First-Year Program Courses – Masters Students

Courses at the 60000 level provide a critical foundation for later study in the M.Div., M.A.T.M., and M.T.S. programs. As a result, students in these programs are strongly encouraged to complete 60000 level courses during their initial years of study at Brite Divinity School. In their first year, entering M.Div. students should enroll, at a minimum, in:

- CHTH 60003 Introduction to Christian Theology

The following courses are also appropriate first year courses:

- HEBI 60003 Interpreting the Hebrew Bible in Context
- NETE 60003 Introduction to the New Testament
- CHHI 60033 History of Christianity: Turning Points
- CHET 60013 Introduction to Theological Ethics
- Practical theology courses such as PRTH 60003 Congregational Leadership, WRSP 60003 Christian Worship, or PTPC 60003 Pastoral Care in a Complex World

Students who do not take required 60000 level courses as early as possible in their programs risk future schedule conflicts and delay of graduation.

M.Div., M.A.T.M., M.T.S., Enrollment in D.Min. –Specific Courses.

Doctor of Ministry program-specific courses are open to a limited number of M.Div., M.T.S., and M.A.T.M. students who meet the following requirements: a 3.4 GPA, 35 hours completed in program at the time of application, and the written permission of the instructor and the Associate Dean for Academic Affairs. In addition, certain courses may require prerequisites. The number of M.Div., M.T.S., and M.A.T.M. students in any D.Min.-specific course may be limited at the discretion of the instructor and the Associate Dean for Academic Affairs.

M.Div., M.A.T.M., M.T.S., Enrollment in Ph.D. –Specific Courses

Th.M. students are eligible to take Ph.D.-specific courses. Ph.D.-specific courses are normally closed to M.Div., M.T.S., and M.A.T.M. students. Exceptions are allowed in the area of Biblical Interpretation when students possess proven ability to work at the level of the Ph.D. class. Students must obtain the written permission of the instructor and the Associate Dean for Academic Affairs. The number of M.Div., M.T.S., and M.A.T.M. students in any Ph.D.-specific course may be limited at the discretion of the instructor and the Associate Dean for Academic Affairs.

Enrollment of M.Div., M.T.S., and M.A.T.M. students will normally be handled through a different course number.

Grading and Point System

The definitions of grades and the grade point system at Brite Divinity School are as follows:

A+ 4.00
A 4.00 Excellent
A- 3.70
B+ 3.30
B 3.00 Good
B- 2.70
C+ 2.30
C 2.00 Marginal
C- 1.70
D+ 1.30
D 1.00 Poor
D- 0.70
F 0.00 Failure
I Incomplete
P Pass
NC No credit
Q Dropped with Dean's permission
AU Audit

Pass/No Credit

Brite students may not elect the Pass/No Credit grading option. Certain courses may be designated by Brite faculty and administration as Pass/No Credit. These include PRTH 65013 Supervised Ministry I, PRTH 65023 Supervised Ministry II, SPIR 70023/80023 Spiritual Resources and Disciplines, and PTPC 75053 Clinical Pastoral Education. Pass/No Credit courses are disregarded in the calculation of the student's GPA.

Grade Reports

The Registrar's Office requires faculty to report grades on-line using the internet (MY.TCU.EDU). Final grades for the fall and spring semesters are reported no later than 72 hours after the end of the semester; the office also places final grade reports on my.tcu.edu. In reporting grades directly to students, faculty members are to keep grade information confidential. If graded material is left for students to pick up in the absence of the instructor, it must be placed in sealed envelopes or returned by some other method that preserves confidentiality. Normally, faculty should always complete all grade evaluations before this time period expires. The "I" should never be reported when students have finished all required work.

The Registrar's Office also provides online report forms for faculty to record mid-semester unsatisfactory progress for any student. Directions accompany the form. The faculty member will also want to inform the student of such unsatisfactory progress.

Incompletes

The grade of "I" (Incomplete) may be granted by faculty members and the Associate Dean for Academic Affairs only in cases of truly exceptional circumstances beyond the control of the student that prevent the completion of course work by the end of the semester. A student may request the grade of "I" from the course instructor by obtaining a form from the Office of the Associate Dean for Academic Affairs. The student will complete the form listing reasons for the "I" grade request, secure the approval signature of the instructor and submit the approved form to the Office of the Associate Dean for his/her signature. The official time limit for completing work for the course, and thereby changing the "I" to a final grade, is within sixty calendar days of the completion of the course (last day of final exams). This means that the work must be submitted to the course instructor well in advance of this date to allow for course evaluation and processing of the grade change. To remove an "I" from a student's transcript, the instructor must access the Faculty Center and post the replacement grade. The system will forward the grade change to the Associate Dean for Academic Affairs for online approval. Upon that approval, the grade will automatically be changed on the student's transcript. Failure to remove the "I" within 60 days of the completion of the course (last day of final exams)

will result in a grade of “F” to be recorded on the student’s transcript. Any extension of the official time limit (the “official time limit” refers to the date by which the student is to have submitted the course work) must also be for truly exceptional circumstances beyond the control of the student and is by student request to the instructor combined with the completion of a form provided by the Office of the Associate Dean for Academic Affairs. No extension shall be granted beyond the end of the semester in which the grade is to be removed. Further, the “I” is never to be used in the event a student simply does not complete expected work on time (without prior arrangement due to the conditions described in point 2 of the Incomplete form). At the end of a semester, missed work should be given no credit. There can be no extension of time granted the student to complete missed work.

Grade Appeals

Faculty members are expected to provide information at the start of each semester on how the final grade will be determined. Questions about an assigned grade should be directed to the instructor of the class. Should a question arise, it is usually best to make an appointment for an office visit.

If a student feels that concerns have not been addressed, can speak with the Dean about the matter..

Grade Appeals Procedure

Students who wish to appeal a grade or the result of a critical component of a degree requirement (e.g., qualifying exam, oral exam, juried exhibition, thesis, dissertation etc.) must adhere to the following procedures. In the event a student questions the appropriateness of a grade or component of a degree requirement the student must first discuss the matter with the faculty member(s). These discussions between the faculty member and the student should occur as early as possible after the grade is assigned or result given. In the event that the faculty member(s) agree(s) to a change, the normal process for changing a grade or reporting a result shall be followed. If the student wishes to appeal the decision of the faculty after these discussions, the student must follow the formal grade appeal process outlined below. This appeal process must start within thirty calendar days following the conclusion of the term in which the grade or result was given. Normally, appeals may be made based upon a decision of a faculty member that varies with the syllabus descriptions, or a weight attached to a particular assignment that is different than that described in the syllabus, or a mistake in calculation as described in the syllabus. Grade appeals outside these categories must provide a preponderance of evidence that unprofessional behavior or prejudice on the part of the faculty member(s) has affected the grade or result assigned by a faculty member.

1. Appeal to the Dean

If a student has discussed an assigned grade or result with the faculty member(s) as outlined above and is not satisfied with the outcome, the student may appeal the faculty member’s decision in writing to the Dean (see exceptions in next paragraph). Exceptions to deadlines set forth herein for students in unusual circumstances (for example, studying abroad) may be granted in writing by the Dean. The Dean will become familiar with the facts of the case by communicating with the student and the faculty member(s). The parties have the right to meet with the Dean without the other party present. The faculty member will respond in writing to the Dean concerning the student’s appeal. The Associate Dean may either accept or deny the student’s appeal. The Dean will normally notify the student and faculty member(s) of the decision in writing within ten academic days. In the event the Dean accepts the student’s appeal, the Dean will instruct the Associate Dean to initiate the change of grade or result.

If the Dean is involved in the appeal as the faculty member, the President will assume the Dean’s role in the appeal process.

2. Appeal to the President

The Dean’s decision on the matter may be appealed in writing by the student or faculty member(s) to the President within ten academic days of the Dean’s decision. The President will normally notify the student, faculty member, the Associate Dean, and the Dean of the decision in writing within ten academic days. In the event the President upholds the student’s appeal, the change of grade or result shall be initiated by the Associate Dean. The decision of the President is final.

Dean's List

Each fall and spring semester, M.Div., M.T.S., and M.A.T.M. students who achieve a grade point average of 3.80 or above in a given semester on a minimum of nine completed graded credit hours are honored by being named to the Dean's List. Students with one or more grades designated as "Incomplete" are ineligible for the Dean's List that semester.

Academic Probation and Academic Dismissal

Brite Divinity School's probation and academic dismissal policy is composed of the following policies:

1. If a student's cumulative GPA falls below 2.50, or if a student receives a grade of "F" in any three- or four-credit hour course, the student will be placed on academic probation.
2. All students on academic probation are limited to an enrollment of nine hours per semester.
3. If a student's cumulative GPA falls below 2.50 for two consecutive semesters, or if a student receives a grade of "F" in any three- or four-credit hour course for two consecutive semesters, the student will receive notice of academic dismissal from Brite Divinity School.
4. If a student's cumulative GPA falls below 2.50, or if a student receives a grade of "F" in any three- or four-credit hour course three times while in program (non-consecutive semesters), the student will receive notice of academic dismissal from Brite Divinity School.
5. Normally, if a student receives a grade of "F" in any two courses that meet core or distributive requirements in any masters program, the student will receive notice of academic dismissal from Brite Divinity School.
6. Students who enter a Brite degree program on probation must complete nine graded semester hours work with a cumulative GPA of 2.50 or above before they will be removed from probationary status.
7. Students on academic probation are not usually allowed to register for courses taught by adjunct faculty (whether during a regular semester or during the summer).
8. Students on academic probation are not usually allowed to register for Independent Study Courses.
9. If a student completes at least two summer modules of work (six semester hours or more), the summer's work will count, for academic probation purposes, as the equivalent to a fall or spring semester of work at Brite Divinity School (the Summer Semester includes work taken during the May module).
10. Students who are admitted to Brite Divinity School on academic probation may be denied tuition grants. Students placed on academic probation after completing at least one semester's work are normally subject to an immediate reduction in student aid to no more than 50% tuition.
11. Normally, if students who enter on probation do not achieve a 2.50 GPA their first semester, they will not be allowed to continue in program.

Students may be withdrawn from individual courses for lack of academic progress on the recommendation of the faculty member and the approval of the Dean. Students who fail to make satisfactory academic progress toward degree completion may also be denied tuition grants or have current tuition grants reduced. Students may be dismissed from the Divinity School at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT - <https://brite.edu/ferpa>

Brite Divinity School abides by The Family Educational Rights and Privacy Act of 1974. This Act, as amended, is a federal law that states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. Texas Christian University accords all the rights under the law to students who are declared independent.

Institutional Policy and Statement of Procedures:

1. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students with the following exception permitted under the act:
 - o personnel within the institution*
 - o officials of other institutions in which students seek to enroll
 - o persons or organizations providing student financial aid
 - o accrediting agencies carrying out their accreditation function
 - o persons in compliance with a judicial order
 - o persons in an emergency in order to protect the health or safety of students or other persons

*Within the Brite Divinity School and Texas Christian University community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include all Brite Divinity School and Texas Christian University personnel including University Police, faculty, advisors, administrative staff, clerical staff and student employees within the limitations of their need to know.

At its discretion, the institution may provide directory information in accordance with the provisions of the acts to include the following:

1. name
2. home address
3. home telephone number
4. major field(s) of study
5. dates of attendance
6. degrees and awards received (including Dean's List)
7. participation in officially recognized activities and sports
8. weight and height of members of athletic teams

Under the regulations defined by the Family Education Rights and Privacy Act, you can choose to restrict the information listed above from release. Please note that unless otherwise indicated, this information will not be made available to any oral or written request nor will it appear in any publication. You can elect this option on my.tcu.edu by taking the following steps:

1. Log in to my.tcu.edu
2. Click on Student Center
3. Scroll down to Personal Information
4. Click on drop down and choose Privacy Setting
5. Click on arrow
6. To restrict release of personal information, click "FERPA ON"
7. To allow release of personal information after previously restricting the information, click "FERPA OFF" [The default setting for this feature is FERPA OFF]
8. The law provides students with the right to inspect and review information contained in their education records. The Registrar at Texas Christian University has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic, cooperative education, and placement records. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest. Only records covered by the act will be made available within forty-five (45) days of the request.

Students may have copies made of their records with certain exceptions (e.g. a copy of the academic record for which a financial "hold" exists, or a transcript of an original, or source document which exists elsewhere). Their copies would be made at the students' expense at prevailing rates. Education records do not include records of instructional, administrative, and educational personnel, which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

9. Students may not inspect and review the following as outlined by the act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.
10. Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the registrar, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable.

If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Registrar of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Office of the Registrar who, within a reasonable period of time after receiving such requests, will inform students of the date, place and time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense.

Decisions of the hearings will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearings, if the decisions are in favor of the students. If the decisions are unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearings. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudication of their challenges were unfair or not in keeping with the provisions of the act may request, in writing, assistance from the Chancellor of the institution or his designee and have the right to file complaints with the U.S. Department of Education. Complaints should be sent directly to the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D. C. 20202-4605

Revisions and clarifications to this policy will be published as experience with the law and institution's policy warrants.

Personal Data and Changes in Data

1. Address changes: Address or telephone number changes should be reported to the Office of the Associate Dean for Academic Affairs. In addition, it is the student's responsibility to see that addresses and phone numbers are kept current through my.tcu.edu.
2. New students are requested to have photographs taken during Orientation.

3. Brite Divinity School and Texas Christian University use the Social Security card as the documentation to allow an individual to change his or her name of record (also known as the primary name). The Office of Human Resources, the Office of the Registrar, and the Office of Career Services are authorized to change an individual's name of record. A Social Security card bearing the new name must be presented to one of these offices.

In an effort to provide better customer service to all of our community, these offices will also inquire as to whether the individual has a preferred name different from the name of record, in which case the data entry operator will override the defaulted preferred name with the preference. (Photo ID is necessary for preferred name changes.)

The original documentation for all current or former students will be retained in the Office of the Registrar. An audit notification of changes in name of record will be available for the authorizing office (Human Resources Office, Office of the Registrar, or Career Services) periodically as well as on request.

FIELD EDUCATION AND SUPERVISED MINISTRY - <https://brite.edu/field-education>

Field Education and Supervised Ministry is a learning/serving experience. It produces growth in professional skills, and personal and vocational identity with students functioning in ministerial settings. Through reflection, academic studies are integrated with ministerial practice.

Field Education

While Brite Divinity School does not operate a job placement service, the Office of Field Education and Supervised Ministry serves as an honest broker to help match students seeking jobs with congregations and agencies looking for part-time seminary workers.

Students seeking "learning and earning" experiences while in seminary can commence the search process by filling out the [Field Education Information Application](#). As requested, the Director of Field Education and Supervised Ministry provides vocational counseling and conversation for students seeking employment.

Supervised Ministry

The Supervised Year in Ministry (PRTH 65013 and PRTH 65023, which must be taken sequentially in the fall and spring semesters) is an essential component of Brite's M.Div. and M.A.T.M. degree programs. The purpose of the Supervised Year in Ministry is threefold: (1) to make a Minister-in-Training available to a local church or agency for service as a pastor, youth minister, student associate, or other agency-based ministries; (2) to help the student toward a better self-understanding both as a person and as a pastor or non-profit ministerial leader; and (3) to help the student develop a sustainable spiritual discipline and professional ministerial career.

The Supervised Year in Ministry is normally undertaken by M.Div. and M.A.T.M. students in the second academic year along with regular academic courses. The program requires close supervision in an approved field setting (confirmed by a learning covenant signed by the supervisor, the student and the Director of Field Education and Supervised Ministry) and participation in a Theological Reflection Group (TRG). While encouraged to experience the total work of ministry, the student may concentrate in one or more specific areas such as parish ministry, chaplaincy, youth ministry, or Christian education. The supervised year in ministry carries a total of six semester hours credit. A student must have satisfactorily completed twenty-one semester hours of seminary credit before enrollment in the supervised year.

Arrangements for field settings are made in cooperation with the Office of Field Education and Supervised Ministry. The director of the program is responsible for training approved field supervisors and for nominating theological reflection group leaders to the full faculty for confirmation. The director consults with field supervisors, TRG leaders, and students on matters pertaining to supervised ministry.

A mandatory meeting is held in the spring for students who plan to enroll in Supervised Ministry in the fall. An orientation for students and their supervisors is held each year on the Thursday before the first day of class and an orientation for students and their lay/peer training committee members is held each year on the Saturday before the first day of classes.

Theological Reflection Groups

The Theological Reflection Groups are regularly scheduled meetings of small groups of students (7 or less) with a pastoral leader and a faculty consultant. These conferences are reflective and integrative in nature. Aspects of ministerial practice are presented during the conference for analysis and evaluation, utilizing, and integrating the various theological disciplines. The student is expected to be able to share (communicate) his/her theological perspective.

[CLICK HERE](#) to view the 2025-2026 Theological Reflection Group Leaders.

DEGREE PROGRAM REQUIREMENTS

MASTER OF DIVINITY

The Master of Divinity degree is the basic graduate degree in theological education. The eighty-one-hour program of study leading to this degree is designed to prepare students for various forms of ministry in the church. In recognition of the great diversity of students' undergraduate preparation and vocational goals, the M.Div. curriculum is flexible and allows much freedom in the selection of courses. Certificates in Biblical Studies, Black Church Studies, History, Theology, and Ethics, Latina/o/x Church Studies, Military Chaplaincy, Pastoral Care, and Sexual and Gender Justice are available within the structure of the program.

Curriculum

I. Basic Theological Studies - 45 hours

Requirements for Basic Theological Studies are normally satisfied by courses in the 60003-69999 series. However, a student with a special background in a subject matter may, with approval, substitute an advanced course for a 60003-69999 series course.

Bible - 6 hours

HEBI 60003 Interpreting the Hebrew Bible in Context
NETE 60003 Introduction to the New Testament

Early Judaism - 3 hours

JWST 60013 Understanding Early Judaism

History - 3 hours

CHHI 60033 History of Christianity: Turning Points

Theology - 3 hours

CHTH 60003 Introduction to Christian Theology

Ethics - 3 hours

CHET 60003 Introduction to Theological Ethics

Contextual Studies - 3 hours

BRIT 65003 Thinking Theologically in Context

Homiletics - 3 hours

HOML 65003 Foundations for Preaching

Leadership - 3 hours (One course selected from the following)

PRTH 60003 Congregational Leadership
PRTH 60033 The Church's Mission and the Minister's Vocation
PRTH 60043 Transforming Leadership
PRTH 70970 Leadership in Nonprofit Organizations

Pastoral Care - 3 hours

PTPC 60003 Pastoral Care in a Complex World

Religious Education - 3 hours

REED 65003 Religious Education in Ministry

Spirituality - 3 hours (One course selected from the following)

SPIR 60003 Spiritual Life and Leadership

SPIR 70403 Martyrs, Monks, and Mystics

Supervised Ministry - 6 hours

PRTH 65013 Supervised Ministry I

PRTH 65023 Supervised Ministry II

Worship - 3 hours

WRSP 60003 From Sacred Ritual to Christian Worship

II. Denominational Requirements for Ordination (*required of all Baptist, Disciples of Christ, Episcopal, Metropolitan Community Church, Presbyterian, and United Methodist students*) - 0 to 23 hours

1. CHHI 70113 The Christian Church (Disciples of Christ) is required of Disciples students.
2. United Methodist students are required to take CHHI 70134 History and Doctrine of the United Methodist Church, PRTH 70212 United Methodist Polity, PRTH 70223 Evangelism, and a course on Mission. Students should consult their Annual Conference for any additional requirements unique to their Conference.
3. Baptist students are required to take CHHI 70133 Baptist History and CHTH 70113 Survey of Christian Theology from Baptist Perspectives.
4. Presbyterian students are required to take NETE 70013 Basics of Biblical Greek, NETE 75013 Biblical Greek II, HEBI 70013 Biblical Hebrew I, HEBI 75033 Biblical Hebrew II, Reformed Theology, Presbyterian Polity, and an exegesis course in both Testaments
5. Episcopal students are required to take Anglican History, Anglican Thought, Episcopal Polity, and The Book of Common Prayer.
6. Metropolitan Community Church students are required to take MCC Polity, PTPC 75053 Clinical Pastoral Education, a Sexual Studies course, and a course on LGBTQ History.

III. Electives – 13-36 hours

The remaining hours are to be selected in consultation with the student's faculty advisor. Graduate courses from TCU divisions normally do not receive credit toward the M.Div. degree. Exceptions are considered on a case-by-case basis by appeal to the Dean. or the Masters Committee. Master of Liberal Arts (MLA) courses, however, do not count toward a degree at Brite.

Degree Requirements

1. Eighty-one semester hours of credit must be completed with a grade point average of at least 2.50, based on a four-point grading system.
2. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.
3. All entering students are required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.
4. Entering students should work to complete courses at the 60000 series level.
5. Entering students should complete required courses early in their program.
6. A student who transfers from another institution must take at least forty-one semester hours in Brite Divinity School to receive the degree.
7. Students who give evidence of special deficiencies will be required to do remedial work in the areas of their deficiencies.
8. The student is required to participate in an approved program of Supervised Ministry which in the judgment of the student and Director of Field Education and Supervised Ministry meets the needs of the individual student, viewed in the light of the student's past experience and stated goals. This program shall be developed on the initiative of the student in consultation with the Director of Field Education and Supervised Ministry and may be amended from time to time with the approval of the Director of Field Education and Supervised Ministry. A minimum program shall include the following:
 1. Two semesters of work in a church or institution under approved supervision.
 2. Concurrent with these semesters in Supervised Ministry the student shall successfully complete PRTH 65013 and PRTH 65023.

3. Work done before enrollment in the seminary does not count toward this requirement, although previous experience shall be given consideration making field assignments. Work undertaken without consultation with the Director of Field Education and Supervised Ministry shall not count toward this requirement.
4. Any variation from the above must be with the counsel and approval of the Director of Field Education and Supervised Ministry.
9. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and the approval of the Dean. Students may be dismissed from the Divinity School at the discretion of the Dean at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress. Likewise, the Dean has both the authority and the responsibility to take action, including dismissal from a program of study or the Divinity School itself, if a student's conduct is determined to be contrary to the professional and ethical standards of the field of ministry.
10. Normally students must complete the last nine semester hours at Brite.
11. All degree requirements must be completed within seven years from the date of the earliest credit counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Administration after consultation with the Masters Programs Committee. Additional course work may be required.

MASTER OF ARTS IN THEOLOGY AND MINISTRY

The Master of Arts in Theology and Ministry (M.A.T.M.) degree is a forty-eight-semester-hour degree with two tracks: Congregational Ministry and Social Transformation. This degree is designed for persons who serve (or plan to serve) vocationally or bi-vocationally as specialized ministers or leaders in community agencies of non-profit networks. The degree provides a basic understanding of theological disciplines with a mixture of practical coursework in order to focus on Christian service in various church and community settings. For example, United Methodist students preparing for deacons' ordination may fulfill, with assistance from the Office of the Associate Dean for Academic Affairs, UMC expectations and utilize this degree to meet specific educational requirements. Normally those pursuing ordination in a vocation other than deacon pursue the M.Div. degree. Similarly, persons interested in non-profit agency work or service in a community organization might find the M.A.T.M. a degree that provides theological education alongside experience in a chosen context of service. Certificates in Biblical Studies, Black Church Studies, History, Theology, and Ethics, Latina/o/x Church Studies, Pastoral Care, and Sexual and Gender Justice are available within the structure of the program.

Curriculum

I. Distributive Requirements - 27 hrs.

1. ***Religious Heritage*** - 12 hrs.
 1. Bible - HEBI 60003 Interpreting the Hebrew Bible in Context and NETE 60003 Introduction to the New Testament
 2. History - choose one from CHHI 60033 History of Christianity: Turning Points or CHHI 70013 History of Christianities in the United States
 3. Theology - CHTH 60003 Introduction to Christian Theology
2. ***Cultural/Global Context*** - 6 hrs.
 1. Choose one from CHET 60013 Introduction to Theological Ethics, or CHET 65013 History of Christian Ethics
 2. Choose one from CHHI 70023 The Church in the Midst of Pluralism, CHHI 70533 The Black Religious Experience in America, CHTH 70013 Postcolonial Theologies, CHTH 70043 Feminism and Theology, JWST 60003 Introduction to Judaism, RECU 60013 Religious Plurality: Theologies and Geopolitics of Religion, RECU 60023 Christian Theology of Religions, RECU 60033 Religious Fundamentalism, RECU 60043 Interreligious Dialogue, RECU 60063 World Religions and Gender, RECU 60073 Introduction to U.S. Latina/o/x Christianity, RECU 65053 African-American Experiences and Perspectives in Social Ethics, RECU 70003 Intro to Black Church Traditions and Culture, or RECU 70053 Studies in World Christianity
3. ***Personal and Spiritual Formation*** - 9 hrs.
 1. Choose one from SPIR 70403 Martyrs, Monks, and Mystics: History of Christian Spirituality, SPIR 60003 Spiritual Life and Leadership, SPIR 65013 Spirituality and Ecological Justice, or SPIR 70053 Eros of God: The Song of Songs in Christian and Jewish Spirituality
 2. Supervised Ministry (6 semester hours in congregational or non-profit settings): PRTH 65013 Supervised Ministry I and PRTH 65023 Supervised Ministry II

II. Specialization - 9 hrs.

Track 1: Congregational Ministry: Any combination of three additional courses chosen from among PRTH, WRSP, REED, PTPC, SPIR, and HOML. All prerequisites for desired courses must be met.

Track 2: Social Transformation: Any combination of three additional courses in Cultural/Global Context (see I.b.2 above), religion and culture, social ethics, or leadership. All prerequisites for desired courses must be met.

Course plans for specializations are developed in consultation with an advisor and other appropriate faculty members. The plan is to be sent to the Office of the Associate Dean prior to the completion of 18 hours. The Associate Dean, in consultation with the advisor and other appropriate faculty members will approve the plan.

III. Electives - 12 hrs.

Specialization and elective hours are to be selected in consultation with the student's faculty advisor. Graduate courses from TCU divisions normally do not receive credit toward the M.A.T.M. degree. Exceptions are considered on a case-by-case basis by the Associate Dean for Academic Administration after consulting with the Masters Committee. Master of Liberal Arts (MLA) courses, however, do not count toward a degree at Brite.

Master of Arts in Theology and Ministry Degree Requirements

1. Forty-eight semester hours of credit must be completed with a grade point average of at least 2.50, based on a four-point grading system.
2. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.
3. All entering students are required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.
4. Except for approved transfer credit, M.A.T.M. students will normally fulfill all their course requirements through courses taught by Brite faculty or adjunct faculty.
5. Normally the degree requires two academic years of full-time study or the equivalent. A student who transfers from another institution must complete the final twenty-five semester hours of the M.A.T.M. program at Brite Divinity School directly under the supervision of the Brite faculty.
6. Students who give evidence of special deficiencies may be required to do remedial work in the areas of their deficiencies.
7. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and with the approval of the Dean or Associate Dean. Students may be dismissed from the Divinity School at the discretion of the Dean at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress.
8. All degree requirements must be completed within seven years from the date of the earliest credit counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean after consultation with the Masters Programs Committee. Additional course work may be required.
9. Normally, students transferring from the Brite Divinity School M.Div. program to the M.A.T.M. program must complete at least 12 hours while enrolled in the program.

MASTER OF THEOLOGICAL STUDIES

The Master of Theological Studies degree is a general theological degree designed for persons who want to explore disciplines related to theology and religion. The degree requires forty-nine semester hours and provides a basic understanding of theology, biblical studies, history and ethics. Certificates in Biblical Studies, Black Church Studies, History, Theology, and Ethics, Latina/o/x Church Studies, and Sexual and Gender Justice are available within the structure of the program.

The M.T.S. is an appropriate degree program for (1) lay persons who seek to enrich their theological understanding; (2) persons who wish to examine and develop religious and theological perspectives on their life situations; or (3) persons who plan to use the M.T.S. degree as preparation for further graduate study such as a Master in Theology. The degree is not designed for those who want to pursue vocations such as ordained ministry. Normally those seeking to prepare for ministerial vocations pursue the M.Div. or M.A.T.M. degrees at Brite.

Curriculum

I. Distributive requirements - 24 hours

Six hours (two courses) from each of the following areas:

1. **Biblical Studies** (prerequisite must be met as required)—HEBI 60003 Interpreting the Hebrew Bible in Context, HEBI 65013 Exegesis in the Hebrew Bible, HEBI 65023 Exegesis in Apocrypha and Pseudepigrapha, NETE 60003 Introduction to the New Testament, NETE 65013 Exegesis in the Gospels and Acts, NETE 65023 Exegesis in the N.T. Epistles, NETE 65033 Exegesis in the Gospels and Acts (Greek), or NETE 65043 Exegesis in the N.T. Epistles (Greek)
2. **Historical Studies** (must choose at least one 60000 level course)—CHHI 60033 History of Christianity: Turning Points, CHHI 70013 History of Christianities in the United States, or any other CHHI 70000 level course
3. **Theological/Ethical Studies** (70000s as approved by advisor and the Associate Dean for Academic Affairs)—CHTH 60003 Introduction to Christian Theology, CHET 60013 Introduction to Theological Ethics, or CHET 65013 History of Christian Ethics
4. **Cultural/Global Context**—CHHI 70023 The Church in the Midst of Pluralism, CHHI 70533 The Black Religious Experience in America, CHTH 70013 Postcolonial Theologies, CHTH 70043 Feminism and Theology, JWST 60003 Introduction to Judaism, RECU 60013 Religious Plurality: Theologies and Geopolitics of Religion, RECU 60023 Christian Theology of Religions, RECU 60033 Religious Fundamentalism, RECU 60043 Interreligious Dialogue, RECU 60063 World Religions and Gender, RECU 60073 Introduction to U.S. Latino/a Christianity, RECU 65053 African-American Experiences and Perspectives in Social Ethics, RECU 70003 Intro to Black Church Traditions and Culture, or RECU 70053 Studies in World Christianity

II. Electives - 21 hours

Distributive and elective hours are to be selected in consultation with the student's faculty advisor. Graduate courses from TCU divisions normally do not receive credit toward the M.T.S. degree. Exceptions are considered on a case-by-case basis by the Associate Dean after consultation with the Masters Committee. Master of Liberal Arts (MLA) courses, however, do not count toward a degree at Brite.

III. Colloquium/Final Exercise - 4 hours

Students will participate in a three-hour MTS Colloquium, normally in the penultimate semester of study, which provides students with a foundation in theological research and writing and lays a substantive foundation for a final exercise. Following completion of the colloquium, students will complete a final exercise. The final exercise consists of a one-hour independent research study course in one of the appropriate departments, as listed in the above Distributive requirements taken in the final semester of the program. The student will work closely with a professor to integrate material covered in coursework and produce a final paper, normally 25-40 pages in length.

Degree Requirements

1. Forty-nine semester hours of credit must be completed with a grade point average of at least 2.50, based on a four-point grading system.
2. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.
3. All entering students are required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.

4. Except for approved transfer credit, M.T.S. students will normally fulfill all their course requirements through courses taught by Brite faculty or adjunct faculty.
5. Normally the M.T.S. requires two academic years of full-time study or the equivalent. A student who transfers from another institution must complete the final twenty-five semester hours of the M.T.S. program at Brite Divinity School directly under the supervision of the Brite faculty.
6. Students who give evidence of special deficiencies may be required to do remedial work in the areas of their deficiencies.
7. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and with the approval of the Dean or Associate Dean. Students may be dismissed from the Divinity School at the discretion of the Dean at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress.
8. All degree requirements must be completed within seven years from the date of the earliest credit counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean after consultation with the Masters Programs Committee. Additional course work may be required.
9. Normally, students transferring from the Brite Divinity School M.Div. program to the M.T.S. program must complete at least 12 hours and the 4-hour Colloquium and Final Exercise courses while enrolled in the M.T.S. program.

CERTIFICATES

Masters and Certificate of Theological Studies students who wish to concentrate their studies in a particular area may pursue a certificate in Biblical Studies, Black Church Studies, History, Theology, and Ethics, Latina/o Church Studies, Military Chaplaincy, Pastoral Care, or Sexual and Gender Justice. These certificates may only be taken alongside the C.T.S., M.Div., M.A.T.M. and M.T.S. degrees.

Brite cooperates with TCU graduate departments and schools in offering a Comparative Race and Ethnic Studies (CRES) Certificate and a Women and Gender Studies (WGST) Certificate. To earn the CRES Certificate, students will take BRIT 70005/80005/90005 Graduate Introduction to Comparative Race and Ethnic Studies, CRES 70001 Portfolio, and two other Brite courses approved for the program. WGST Certificate students must complete BRIT 90003: Graduate Colloquium in Feminist Methodology and Theory, and three additional Brite courses approved for the program. For further details, contact the Associate Dean for Academic Affairs.

Certificate Requirements

1. Current C.T.S. and masters degree program students interested in pursuing a certificate in Biblical Studies, Black Church Studies, History, Theology, and Ethics, Latina/o/x Church Studies, Military Chaplaincy, or Sexual and Gender Justice may obtain an application form from the Office of the Associate Dean for Academic Affairs after completion of six hours of coursework in the relevant area(s). Students interested in pursuing the Pastoral Care certificate may obtain an application after 9 semester hours of PTPC courses taught by at least two permanent faculty members in PTPC. Criteria for admission and continuance in the Pastoral Care certificate include: a minimum 3.25 overall GPA, and in each PTPC course, a minimum B+ grade and demonstrated competence in pastoral care practice. Decisions regarding admission to any certificate will be made by faculty in the area in consultation with the Associate Dean for Academic Affairs.
2. Fifteen semester hours of credit (the six concentrated certificates open to masters students) must be completed with a grade point average of at least 2.50, based on a four-point grading system with the exception of the Pastoral Care certificate which requires at least a grade point average of 3.25.
3. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.
4. All entering students are required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.
5. Normally, transfer credit will not count toward a certificate.
6. Students who give evidence of special deficiencies may be required to do remedial work in the areas of their deficiencies.
7. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and with the approval of the Dean or Associate Dean. Students may be dismissed from the Divinity School at the discretion of the Dean at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress.
8. All certificate requirements must be completed within five years from the date of the earliest credit counted toward the degree. Extensions may be granted in extraordinary circumstances by the Associate Dean after consultation with the appropriate degree program committee. Additional course work may be required.

Biblical Studies

A certificate in Biblical Studies is available to students who seek to deepen their engagement with historical and contemporary Biblical scholarship to enhance their preparation for ministry or to prepare for further graduate study in Biblical Studies.

Certificate Courses – 15 hours

1. Either HEBI 60003 or NETE 60003 (degree program students will take this course as part of their basic theological studies requirement).

2. Either HEBI 70013 Biblical Hebrew I and HEBI 75033 Biblical Hebrew II **OR** NETE 70013 Basics of Biblical Greek and NETE 75013 Biblical Greek II.
3. Six hours of advanced coursework in Hebrew Bible, Jewish Studies, and/or New Testament.

Black Church Studies

A certificate in Black Church Studies is available to (1) seminarians of all races interested in shaping their ministerial preparation and theological reflection to be inclusive of a wider knowledge of, deeper appreciation for, and increased sensitivity to the issues and exigencies of Black life within American Christianity; and (2) individuals interested in preparing for ministry within a Black church context and/or tradition as leaders (pastors, preachers, lay leaders, chaplains, pastoral counselors, campus ministers, etc.).

Certificate Courses - 15 hours

1. RECU 70003 Introduction to Black Church Traditions and Culture. This course should be taken in the first year of study.
2. Four three-hour courses in Black Church Studies chosen with reference to vocational goals and in consultation with the Black Church Studies director.

Note: M.Div. students pursuing this certificate in conjunction with their degree may count RECU 65053 African-American Experiences and Perspectives in Social Ethics to satisfy **both** the three-hour Basic Theological Studies Requirement in area C.4. (Theology and Ethics) **or** the second half of the Contextualization requirement in area E **and** three hours of the concentration in Black Church Studies

History, Theology, and Ethics

A certificate in History, Theology and Ethics is available to students who seek to deepen their engagement with one or more of these fields to enhance their preparation for ministry or to prepare for further graduate study.

Certificate Courses – 15 hours of coursework in History, Theology, and/or Ethics (degree program students may count six hours of Basic Theological Studies coursework in History, Theology, and/or Ethics toward the fifteen hours of coursework required for the certificate).

Latina/o/x Church Studies

The Certificate in Latina/o/x Church Studies is designed for any Brite student who has an interest in Latina/o religious traditions and communities. The certificate enables students to enhance their knowledge of Latino/a/x religious communities as well as deepen their understanding of the discipline of Latina/o Church Studies. It will provide them with a broad knowledge base and the intellectual and practical tools to understand the unity and diversity of the Latina/o/x religious community within their respective ministries/vocations/careers.

Certificate Courses – 15 hours

1. RECU 60073 Introduction to U.S. Latina/o/x Christianities
2. 12 hours of coursework in any discipline with a primary focus on Latina/o/x religious traditions and communities. This may include one Brite travel-seminar class (3 credit hours) and one course (3 credit hours) through the Hispanic Summer Program.

Military Chaplaincy

A certificate in Military Chaplaincy provides the Chaplain Candidate of any branch of the United States Armed Forces with an academic and practical foundation rooted in the progressive theological traditions of excellence, faithfulness, respect for religious and spiritual variety, and service to all people. The core commitments that Brite's Military Chaplaincy Concentration embodies are to free and diverse religious expression, and to "provide or perform" for the spiritual needs of all service members, their families, and dependents.

Those interested in this concentration should be aware that in order to serve as a Chaplain in a branch of the U.S. Armed Forces, eligible candidates must fulfill the current requirements of the respective Services.

Certificate Courses – 15 hours

1. PTPC 60003 Pastoral Care in a Complex World (M.Div. students pursuing the certificate in conjunction with their degree may also count this course toward their basic theological studies requirement).
2. Three hours of coursework in military chaplaincy.
3. Nine hours of additional coursework in Pastoral Care or courses related to war and peace.

Note: M.Div. students pursuing this concentration can negotiate with the Director of Field Education and Supervised Ministry to coordinate the Supervised Ministry requirement (6 semester hours in basic theological studies) with a candidate's Military Chaplaincy Training Program in one of the Services.

Pastoral Care

A certificate in Pastoral Care is available for (1) individuals interested in local church ministry with a pastoral care focus; and (2) M.Div. students interested in preparing for ministry as pastoral care specialists (chaplains, pastoral counselors, campus ministers, etc.). If accepted into the concentration, the individual will be assigned an advisor from among the PTPC faculty.

PTPC 60003 Pastoral Care in a Complex World is a required course for all M.Div. students in Practical Theology and also meets a Pastoral Care Concentration requirement.

Certificate Courses - 15 hours

1. PTPC 60003 Pastoral Care in a Complex World (M.Div. students pursuing the certificate in conjunction with their degree may also count this course toward their basic theological studies requirement).
2. PTPC 75023 Short-Term Pastoral Counseling or PTPC 75043 Pastoral Conversation and Collaboration. Students in the certificate are strongly encouraged to take both courses and may apply one of these courses to the additional courses outlined in C below.
3. Two additional PTPC courses to be chosen with reference to vocational goals and in consultation with the student's advisor.
4. Hospital-based Clinical Pastoral Education (PTPC 75053). Clinical Pastoral Education programs may be completed at any training center accredited by the Association for Clinical Pastoral Education. CPE offers students first-hand experience in ministry to individuals and families confronting illness, surgery, dying, grief, etc. (see PTPC 75053). Students entering a CPE program must register prior to the course at Brite Divinity School.

Sexual and Gender Justice

A certificate in Sexual and Gender Justice is available to those students who seek a critical engagement with issues of gender and sexual justice to enhance ministry contexts in the church and wider community or who intend to pursue further graduate study focusing on sexual and gender justice.

Certificate Courses – 15 hours of coursework in any discipline with a primary focus on sexual and/or gender justice (degree program students may, with the approval of the Associate Dean or Masters Committee, count three hours of coursework in the certificate toward the second half of the Contextualization requirement in the M.Div. program or the Cultural/Global Studies requirement in the M.T.S. and M.A.T.M. programs).

COLLABORATIVE DEGREE PROGRAMS

Brite Divinity School and Texas Christian University have joined together to offer students the opportunity to earn masters degrees from each institution. These programs allow students to integrate advanced learning across professional fields and to prepare to serve in a wide variety of ministerial settings and non-profit organizations.

Brite Divinity School-Neeley School of Business M.Div./M.B.A., M.A.T.M./M.B.A. and M.T.S./M.B.A. Degree Programs

These programs are designed to help graduates apply managerial, financial, operational, and marketing skills as well as diverse theological fields of study and practice to religious and non-profit organizations and bi-vocational careers.

Degree Requirements

Candidates must be admitted to Neeley's M.B.A. program and to Brite's Master of Arts in Theology and Ministry (M.A.T.M.), Master of Theological Studies (M.T.S.) or Master of Divinity (M.Div.) programs. Before taking any business courses, the candidate must participate in a START Workshop, which is held every August. In the event a student elects to complete only one degree after having been admitted to both programs, previously allowed course substitutions will be honored and they must then meet all remaining requirements at the degree granting institution.

The M.B.A./M.A.T.M. and M.B.A./M.T.S. degrees require 33 credit hours from the Neeley School of Business and 39-40 credit hours from Brite Divinity School. The M.B.A./M.Div. requires 33 credit hours from the Neeley School of Business and 69 hours from Brite Divinity School. Students will transfer nine hours of coursework completed at the Neeley School of Business to meet elective hours toward the M.A.T.M. and M.T.S. degrees and twelve hours of coursework toward electives in the M.Div. program. Students in Neeley's full-time M.B.A. program will transfer 21 hours from coursework completed at Brite toward their electives. Students in the Professional M.B.A. program will transfer 15 hours from coursework completed at Brite toward their electives. The full-time M.B.A. program will be completed in 3 semesters, while the professional program would normally require 6 semesters.

COLLABORATIVE DEGREE PROGRAMS

Brite Divinity School and Texas Christian University have joined together to offer students the opportunity to earn masters degrees from each institution. These programs allow students to integrate advanced learning across professional fields and to prepare to serve in a wide variety of ministerial settings and non-profit organizations.

Brite Divinity School-Texas Christian University Department of Social Work Dual M.S.W./M.Div., M.S.W./M.A.T.M, M.S.W./M.T.S. Degree Programs

The purpose of these dual degree offerings is to equip graduates to assume leadership positions in a wide variety of ministry and social service agencies and organizations that promote human rights and social and economic justice.

Admissions/Degree Requirements

Candidates must be admitted to the Department of Social Work's M.S.W. Program and Brite Divinity School's Master of Arts in Theology and Ministry (M.A.T.M.), Master of Theological Studies (M.T.S.) or Master of Divinity (M.Div.) program. M.A.T.M. and M.Div. dual degree students should complete the first year of their program at Brite. In the event a student elects to complete only one degree after having been admitted to both programs, previously allowed course substitutions will be honored and they must then meet all remaining requirements at the degree granting institution. Students must apply for dual degree status prior to completing 21 hours in either program (Advanced Standing M.S.W. students will need to declare at admission into the program).

The M.S.W./M.A.T.M. Dual Degree

The M.S.W./M.A.T.M. dual degree requires 54 credit hours from the TCU Department of Social Work and 33 credit hours from Brite Divinity School. Students will transfer 15 credit hours from Social Work to satisfy the M.A.T.M. Specialization, Global/Cultural Context requirement, and three credit hours of electives. This coursework will normally be drawn from Social Work courses in Diversity and Social Justice, Administration and Management, Professional Foundations, and Social Welfare Policy. Students will register conjointly at both institutions for 6 hours of Field Work but will only pay the tuition at Brite for those hours. Students will transfer six hours from Brite toward electives in Social Work. A student's field placement must be approved by administrators from both programs.

M.S.W./M.T.S. Dual Degree

The M.S.W./M.T.S. dual degree requires 54 credit hours from Social Work and 34 credit hours from Brite Divinity School. Students will transfer 15 credits hours from Social Work to satisfy M.T.S. elective hours at Brite Divinity School. Students will transfer six hours from Brite to satisfy elective hours in Social Work.

M.S.W./M.Div. Dual Degree

The M.S.W./M.Div. dual degree requires 54 credit hours from Social Work and 66 hours from Brite. Students will transfer 15 credit hours from Social Work to satisfy requirements in Leadership, The Ministry of Care, and 9 hours of electives at Brite. Students will register conjointly at both institutions for 6 hours of Field Work but will only pay the tuition at Brite for those hours. Students will transfer six hours from Brite toward electives in Social Work. A student's field placement must be approved by administrators from both programs.

A full-time student in the Traditional M.S.W. Program would have coursework that looks like the following:

M.S.W. Foundation – Year 1

Fall:

Professional Foundation
Micro Practice
HBSE 1
Research 1
Field 1

Spring:

Social Welfare Policies and Services
Macro Practice
HBSE II
Diversity & Social Justice
Field 2

M.S.W. Concentration – Year 2

Fall:

Persp. of Mental Health Practice
Advanced Micro Practice
Elective*
Field Seminar 3

Spring

Advanced Macro Practice
Administration and Management
Elective*
Field Seminar 4

*6 hours of electives are chosen from courses at Brite Divinity School.

List of Approved Elective Courses in the dual degree with Brite Divinity School:

1. Christian Social Ethics and Economic Justice
2. African-American Experiences and Perspectives in Social Ethics
3. Contemporary Ethics in Theological Perspective
4. Ministry in the Lesbian, Gay, Bisexual, Transgender, and Queer Community
5. Sexuality and Pastoral Practice
6. The History of Christian Spirituality
7. Pastoral Theology: Selected Issues – Gender, Race, and Class in Pastoral Practice
8. Spiritual Life and Leadership
9. Religious Plurality: Theologies and Geopolitics of Religion
10. Interreligious Dialogue

Students in the Advanced Standing M.S.W. Program that decide to enter the dual degree program will be able to complete the requirements of the M.S.W. by taking their elective courses from a departmentally approved list of courses offered at Brite Divinity School. Choices of field placement will be made on an individual basis through consultation with both the Department of Social Work and Brite Divinity School.

A full-time student in the Advanced Standing M.S.W. Program would have coursework that looks like the following:

M.S.W. Concentration Year

Fall:

Persp. of Mental Health Practice
Advanced Micro Practice
Elective*

Spring

Advanced Macro Practice
Administration and Management
Elective*

*6 hours of electives are chosen from courses at Brite Divinity School.

List of Approved Elective Courses in the dual degree with Brite Divinity School:

1. Christian Social Ethics and Economic Justice
2. African-American Experiences and Perspectives in Social Ethics
3. Contemporary Ethics in Theological Perspective
4. Ministry in the Lesbian, Gay, Bisexual, Transgender, and Queer Community
5. Sexuality and Pastoral Practice
6. The History of Christian Spirituality
7. Pastoral Theology: Selected Issues – Gender, Race, and Class in Pastoral Practice
8. Spiritual Life and Leadership
9. Religious Plurality: Theologies and Geopolitics of Religion
10. Interreligious Dialogue

Courses approved for transfer can be changed at the discretion of the chair of the Department of Social Work or the chair's designate and the Executive Vice President and Dean of Brite Divinity School or the Dean's designate.

Master of Theology (Th.M.)

The Master of Theology degree is an advanced masters degree program at Brite Divinity School. The twenty-four hour program leading to this degree is designed to provide students with a more complete mastery of a particular area of theological study than is normally provided at the M.Div. level. Students who enter the program may seek a variety of objectives: to prepare for further graduate study at the doctoral level, to prepare for some forms of teaching (in institutions, public or private, where masters preparation is expected for entry level positions), to use scholarly study to enhance ministerial practice, or to engage in disciplined and critical reflection upon a specialized form of ministry. By the end of the program, students will be expected to demonstrate an advanced understanding of their chosen area of study through the completion of a thesis project.

Degree Requirements

This degree requires the completion of twenty-four semester hours, and a thesis. All courses require approval of the student's advisor.

I. Areas of Study

1. Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism. The history, theology, literature, religion, and language of ancient Israel and Early Judaism in ancient Near Eastern and Jewish settings. Contemporary methods of biblical interpretation.
2. New Testament and Literature of Early Christianity. The history, theology, literature, religion, and language of early Christianity in Graeco-Roman and Jewish settings. Contemporary methods of biblical interpretation.
3. Pastoral Theology and Pastoral Care. The theory and practice of ministry in pastoral theology and pastoral care.
4. History, Theology, and Ethics. Preparation in theological analysis and constructive formulation, including study in history, theology, historical theology, and ethics.

II. Language and Research Methodology

Reading knowledge of both Biblical Hebrew and Biblical Greek is required for matriculation into Areas A and B. During the first week of classes, entering students will take brief diagnostic tests in both biblical languages (thirty minutes allowed for translation in each testament, with the aid of a dictionary). In light of the diagnostic, the BIIN faculty will provide direction to each student for fulfilling the ancient language requirement. Results of the diagnostic examinations and language remediation will be communicated to the entire BIIN faculty and the Associate Dean's office. In addition, all students will take at least three hours in advanced translation and interpretation in the language of their specialization.

Work in the area of History, Theology and Ethics requires knowledge of one modern language other than English (typically French, German, Italian, Korean, Spanish, or Modern Hebrew). The modern language requirement is met by passing a two hour exam normally prepared and graded by a Brite faculty member. Exams will be graded Pass/No Pass. The two-hour exam will require a translation of no more than two pages from a book or journal article. Students may make use of a dictionary. Students should be in conversation with the faculty member conducting the examination for particular instructions.

Brite occasionally offers BRLN 90000 to provide a foundation from which students can prepare for a modern language exam. This course, while beneficial, does not satisfy the modern language requirement. Students who have completed BRLN 90000 are encouraged to continue to develop their translation skills before taking an exam with a faculty member.

Students in the area of Pastoral Theology and Pastoral Care will need to demonstrate competence in both quantitative and qualitative research methodologies. This requirement can be met by passing an acceptable graduate level course, approved by the faculty, at an accredited college or university with a grade of "B" or better.

III. Curriculum

1. The program requires 24 hours of course work.
2. Course work will typically include twelve hours at the 90**3 level in the area of one's specialization, or related areas. The remaining nine hours of courses will be at the 70000-90000 level. Courses are to be planned in consultation with the student's advisor.

3. In the final semester of program, students must complete a three-hour independent research study course (****94013) including the writing of a thesis, normally 40-50 pages in length. Students must pass an oral examination based upon the thesis project, which will be conducted by the student's advisor and a faculty member chosen, in consultation with the student, by the student's advisor.

Additional Degree Requirements

1. Twenty-four semester hours of credit must be completed with a cumulative grade point average of at least 3.25, based on a four-point grading system.
2. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.
3. All entering students are required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.
4. Except for approved transfer credit, Th.M. students will normally fulfill all their course requirements through courses taught by Brite faculty.
5. The Th.M. requires at least two semesters of academic study.
6. Master of Theology students who are not enrolled in any class during a fall or spring semester will be charged a fee for continuation in program by enrolling in BRLB 90001 Dissertation or Thesis Research in Library. This fee will allow use of the Mary Coutts Burnett Library. If a student is enrolled in BRLB 90001 or any other courses in the spring semester and is advance registered for BRLB 90001 or any other courses in the fall semester, library access will continue during the summer without enrolling in BRLB 90001. Library copy cards function in the summer only if the student is enrolled in a summer semester course (either BRLB 90001 or any other summer semester course). BRLB 90001 will not count toward the twenty-four credit hours required by the degree.
7. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and with the approval of the Dean. Students may be dismissed from the Divinity school at the discretion of the Dean at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress.
8. All degree requirements must be completed within four years from the date of the earliest credit counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean after consultation with the Advanced Programs Committee.

ADMISSION TO DOCTOR OF MINISTRY PROGRAM

Applications for admission to the D.Min. program *are available online at* <https://brite.edu/applications> .

For admission to the Doctor of Ministry program, a student must possess a Master of Divinity degree or its formal academic equivalent from an ATS accredited theological school, and at least three years of experience in the full-time practice of ministry following completion and reception of the M.Div. or its equivalent. The non-refundable application fee is \$75.

Applications to the Doctor of Ministry program are evaluated with a view to determining the applicant's academic preparation for advanced studies and potential for creativity and effectiveness in ministry.

Requirements for Admission:

- M.Div. degree or its equivalent from an ATS accredited school, verified by submission of official transcripts. M.Div. equivalency is defined by the ATS as “72 graduate semester hours *or* comparable graduate credits in other systems that represent broad-based work in theology, biblical studies, and the arts of ministry and that include a master's degree.”
- Official academic transcripts for all other degrees and previous academic work.
- Minimum cumulative grade point average of 3.25 (on a 4.00-scale).
- At least three years of experience in the full-time practice of ministry following completion of the M.Div. degree or its equivalent.
- *TOEFL score of normally not less than 600 (computer-based 250 or internet-based 100) for applicants whose primary language is other than English and who have not received their education at an accredited English-speaking college or university.
- Three letters of recommendation that assess and evaluate the applicant's previous performance in ministerial practice, academic work, interpersonal relationships, and personal maturity. At least one reference should be from an academic source, one should be from a clergy colleague or supervisor, and the final reference may be chosen at the applicant's discretion.
- A personal statement, typed and double-spaced, which includes the following: a theological self-reflection on the applicant's call to ministry, a statement of the applicant's theological understanding of vocation, the concentration the applicant wishes to pursue and the reasons for that choice, and a tentative description of a final D.Min. project or thesis. Applicants should articulate how this particular degree program will contribute to their effectiveness in ministry.
- A research paper (that could be from a previous master's program) *or* a written reflection on an issue or question in ministry that engages and cites theological and other relevant scholarly sources (no sermons, please). The writing sample should be about 3,000 words, not including footnotes and bibliography.
- A non-refundable application fee of \$75, made payable to Brite Divinity School.
- An interview with the director of the D.Min. program.

*For international applicants offered admission, all financial sponsors are required to send their agreed upon supportive funds to TCU 14 days prior to the start of the term.

Completed applications should be submitted by April 15 for matriculation the following fall.

DOCTOR OF MINISTRY

Purpose of the Degree

The Doctor of Ministry is a thirty-hour advanced professional degree designed to enhance the practice of ministry and leadership in the church and other public settings. It is available to persons who hold the M.Div. degree or a comparable degree, who have worked in a ministerial context for at least three years after earning the first graduate theological degree, and who continue in the tasks and responsibilities of ministry during the course of their doctoral study. The D.Min. offers opportunities for professional, spiritual, intellectual, and personal growth through the rigorous academic study of theology, careful contextual analysis, and deepened engagement with the Spirit in the world. In a community of co-learners, the D.Min. helps practitioners engage the complex issues they face every day by developing capacities for theological reflection, creative leadership, and critical awareness of the important issues that demand prophetic witness. The degree is suitable for pastors, chaplains, leaders of faith-based and non-profit agencies, religious educators, spiritual directors, and others who are called to transformational, spiritually-informed leadership in the world.

Program Goals and Outcomes of Brite Divinity School's Doctor of Ministry degree:

Goals:

- To increase learners' abilities to conduct skillful contextual analysis that contributes to effective leadership in communities of faith, other institutions, and in the public square.
- To increase learners' capacities for theological reflection on the practice of ministry in communities of faith, other institutions, and in the public square.
- Enhance learners' capacities for ministry practice in diverse settings.
- Contribute to learners' professional growth as leaders in communities of faith and in society.

Outcomes:

- Learners will demonstrate advanced capacities for integrative theological reflection on the practice of ministry in communities of faith, other institutions, and the public square.
- Learners will demonstrate the ability to identify some issue or situation in the practice of ministry and to analyze the situation from a variety of critical perspectives.
- Learners will contribute new knowledge and understanding to the practice of ministry through the completion of a written project.

Curriculum

Students may choose one of three tracks in which to concentrate for the Doctor of Ministry:

The **Transforming Spirituality** concentration is designed for persons who seek advanced study in historical and contemporary spirituality and who wish to enhance their capacities for transformational spiritual leadership with persons and communities.

The **Chaplaincy Reimagined** concentration is designed for persons discerning a vocation in chaplaincy and who wish to equip themselves to pursue career opportunities in chaplaincy *and* for experienced chaplains who seek to further enhance their practice of ministry in diverse chaplaincy settings.

The **Leadership for Justice** concentration is designed for spiritual leaders in diverse contexts who seek to enhance their capacities for effective leadership toward institutional and social change.

There are four required courses (total of 9 credit hours) common to all D.Min. students and each concentration includes two additional required courses (total of 6 credit hours) specific to the concentration. The remainder of coursework (9 credit hours) is filled through electives. Each student is required to complete either a final project or a thesis (6 credit hours).

	<u>Common Requirements-9 hours</u> *Theological Reflection in Ministry- 3 hours *The Theological Disciplines and the Practice of Ministry- 3 hours *Research Methods and Writing: 1.5 hours *Project / Thesis Development- 1.5 hours	
Spirituality Concentration	Chaplaincy Concentration	Leadership for Justice Concentration
<u>Requirements-6 hours</u> Martyrs, Monks, and Mystics: The History of Christian Spirituality-3 Theories of Human Development-3 <u>Electives-6 hours from among the following (or other approved electives):</u> Practice of Spiritual Direction-3 Practices of Spiritual Care-3 Emotions and the Flourishing Life-3 Epistemologies of Religious Experience-3 Howard Thurman: Spirituality and the Quest for Justice-3 Teaching the Bible-3 Spirit and Nature-3 Soul Care Amidst Climate Crisis-3 Song of Songs in the History of Spirituality-3 Readings in Contemplative Spirituality-3 Introduction to Jewish Mysticism-3 <u>Free Elective-3 hours</u>	<u>Requirements-6 hours</u> Introduction to Chaplaincy Studies-3 <i>and EITHER</i> Military Chaplaincy-3 OR Health Care Chaplaincy-3 <u>Electives-6 hours from among the following (or other approved electives):</u> Practices of Spiritual Care-3 Practice of Spiritual Direction-3 Interreligious Dialogue-3 Theologies of Religion-3 Religion and Violence-3 Soul Care Amidst Climate Crisis-3 Religion and Violence-3 Epistemologies of Religious Experience-3 Cosmopolitan Leadership-3 Sexuality, Race, Class in Pastoral Care-3 Moral Injury and Soul Repair-3 Trauma Informed Pastoral Care-3 One unit of CPE-3 (must be taken during the D.Min. program) <u>Free Elective- 3 hours</u>	<u>Requirements-6 hours</u> Transforming Leadership-3 Preparing to Do Justice-3 <u>Electives-6 hours from among the following (or other approved electives):</u> Cosmopolitan Leadership-3 Religion and Violence-3 Ecological and Climate Justice-3 Soul Care Amidst Climate Crisis-3 African American Experience in Social Ethics-3 The Bible and Black Lives Matter-3 New Testament, Gender, and Sexuality-3 Mass Incarceration and the New Testament-3 Spirituality and the Quest for Justice: Howard Thurman-3 History of Justice Movements in the U.S.-3 Ministry Among the LGBTQ Community-3 Sexuality, Race, Class in Pastoral Care-3 <u>Free Elective-3 hours</u>
Final Project or Thesis-6 hours	Final Project or Thesis-6 hours	Final Project or Thesis-6 hours

Delivery

Brite's D.Min. program is offered in a hybrid format. Students are required to take two seminars in person on the Brite / TCU campus in Fort Worth, during the first year of enrollment (offered as one-week intensives in October and in May). The courses "Introduction to Research Methods" and "Developing a D.Min. Project or Thesis" are offered online. Beyond that, students may choose from a variety of online and in-person course offerings as they are available to complete the degree (see chart above for examples of courses offered).

For additional information on the final project or thesis, please see the project guidelines below.

Additional Degree Requirements

1. Thirty semester hours of credit must be completed with a cumulative grade point average of at least 3.25, based on a four-point grading system.
2. All entering students are required to submit evidence of completion of a Seminar on Healthy Boundaries. Students who cannot show evidence of completion of such training should plan to participate in one of Brite's trainings in August or January. Students who do not complete this requirement will be subject to the cancellation of their registration.
3. All students are required to develop a portfolio of their academic work that will serve as a basis for a mid-program review. The portfolio should consist of major papers written for courses, special projects, evaluations given by professors, and any other materials deemed relevant by the student in consultation with the program director.
4. After completion of 12-15 hours a mid-program review will be scheduled. Students will submit their academic portfolio along with a cover letter (1 or 2 pages) in which the student will reflect on their learning thus far, evaluate their progress, and identify any issues they might need to address in the final stages of their coursework. The cover letter should also identify the topic of the D.Min. final project. Depending on the student's progress, these mid-program reviews are generally due either September 31st or January 31st. Students will not be able to register for courses beyond 15 hours until their mid-program review is completed. Students will submit their portfolio in

DOCTOR OF PHILOSOPHY IN BIBLICAL INTERPRETATION

The Ph.D. Program in Biblical Interpretation (BIIN) is an advanced academic degree designed to prepare the student for independent research and vocations of teaching biblical interpretation and related historical and hermeneutical areas, or for the scholarly enhancement of ministerial practice. The Ph.D. Program provides opportunities for study of the Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism; New Testament and Literature of Early Christianity; Themes and Issues in Biblical Theology; the History of Biblical Interpretation; and Theological Hermeneutics. The Program is designed to guide the student to develop competence that advances theological understanding for the sake of church, academy, and society, as well as in pedagogical skills to convey this body of knowledge to others.

A. Degree Requirements

The BIIN Ph.D. includes successful completion of 42 semester hours, qualifying examinations leading to candidacy, and a dissertation. A cumulative minimum grade point average (GPA) of 3.25 or better is required. All courses, an area of concentration in either Hebrew Bible or New Testament, and a second area of study must be selected in collegial dialogue with the student's advisor. Successful completion of 42 semester hours means that a student who receives a grade lower than "B-" in any course will not receive credit for that course. The student is directed to fill out Form BPhD-3, Advising Form, and to schedule an appointment with a faculty member who will serve as the student's advisor for the Program.

All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters. Entering students are also required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.

A student wishing to take a TCU course to satisfy a Brite Ph.D. Program requirement should consult the Brite department involved and petition the Associate Dean for Academic Affairs. Departmental approval is normally required in advance (see Form BPhD-4).

B. Areas of Study

1. *Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism*

The history, literature, religion, and language of ancient Israel and Early Judaism in ancient Near Eastern and Jewish settings, including contemporary methods of biblical interpretation.

2. *New Testament and Literature of Early Christianity*

The history, literature, religion, and language of early Christianity in Graeco-Roman and Jewish settings, including contemporary methods of biblical interpretation.

3. *Themes and Issues in Biblical Theology*

The theology of the Old and New Testaments as both distinctive, separate collections and as two related parts of the larger Christian Bible, including contemporary models of approaching biblical theology.

4. *History of Biblical Interpretation*

The major historical interpretations of the Bible: beginning with biblical writers' interpretations of earlier texts and traditions and continuing through the major periods of Christianity (Patristic, Medieval, Renaissance and Reformation, and Modern and Contemporary).

5. *Theological Hermeneutics*

The major models of modern and contemporary theology, their interpretation, and their use of the Bible in constructive work.

C. Graduate Seminars and Courses

Course work will include at least thirty hours of 90000 PhD specific courses in the primary area of focus. Remaining courses may be completed in BIIN or other areas at the 90000 level; if such courses are not initially offered at the 90000 level, they may be taken only with the permission of the instructor, who will identify appropriate doctoral level requirements, and in consultation with the student's BIIN advisor.

Following the required approvals a 90000 level section will be created by the Associate Dean's office.

D. Languages

1. *Modern Languages (Form BPhD-5)*

In addition to English, reading knowledge of two other modern languages (typically French, German, Italian, Korean, Spanish, or Modern Hebrew) is required. At least one of these modern languages is

encouraged prior to matriculation. Reading knowledge in the second modern language is encouraged before beginning the second year of residence.

The modern language requirement is met by passing a two hour exam normally prepared and graded by a Brite faculty member. Exams will be graded Pass/No Pass. The two-hour exam will require a translation of no more than two pages from a book or journal article. Students may make use of a dictionary. Students should be in conversation with the faculty member conducting the examination for particular instructions.

Brite occasionally offers BRLN 90000 to provide a foundation from which students can prepare for a modern language exam. This course, while beneficial, does not satisfy the modern language requirement. Students who have completed BRLN 90000 are encouraged to continue to develop their translation skills before taking an exam with a faculty member.

Students whose first language is not English and who have submitted scores on the TOEFL of not less than 600 (computer-based 250 or internet-based 100) or superior GRE scores for Writing Assessment may choose to demonstrate proficiency in English as a modern language. Normally, the professor teaching the Ph.D. Critical Introduction (HEBI 95713 or NETE 95713) will write a letter at the end of the course for the student's academic file certifying the student's English research competence. English will then be counted as one of the two required modern languages for students who so elect, though reading knowledge in two other modern languages is encouraged.

2. Ancient Languages (Form BPhD-6)

Reading knowledge of both Biblical Hebrew and Biblical Greek is required for matriculation. During the first week of classes, entering students will take brief diagnostic tests in both biblical languages (thirty minutes allowed for translation in each testament, with the aid of a dictionary). In light of the diagnostic, the BIIN faculty will provide direction to each student for fulfilling the ancient language requirement. Results of the diagnostic examinations and language remediation will be communicated to the entire BIIN faculty and the Associate Dean's office. In addition, all students will take at least three hours in advanced translation and interpretation in the language of their specialization.

3. Special Language Proficiency

Advanced proficiency in either Biblical Hebrew or Greek will be demonstrated corresponding to the student's area of study or specialization. For HB students, this proficiency normally will be demonstrated through successful completion of a comprehensive written, translation exam administered by a faculty member or a specially designated advanced Hebrew course (with a grade of B or higher). The Biblical Hebrew exam or advanced course can be completed any time after admission to the Ph.D. Program and must be completed before qualifying examinations are scheduled. For NT students this proficiency will be demonstrated through successful completion of the Advanced Greek course (with a grade of B or higher). The Advanced Greek course can be taken when it is offered in the rotation of seminars and must be completed before qualifying examinations are scheduled. Examination results will be filed in the student's academic file. Students may retake the Hebrew language exam and language courses, as determined by the BIIN faculty. Instructors or examiners notify the Associate Dean for Academic Affairs in writing to place the course/exam results in the student's file.

E. Extensive Research

Ph.D. students are required to do extensive research following ATS guidelines. During both their course of studies and their dissertation research, students shall be required to use competently the language(s) in which relevant primary texts are written, as well as those in which there is important secondary material. This should include at least one ancient and one or more modern languages. Students engaged in theological disciplines that use behavioral or social scientific research methods shall be required to demonstrate competence in these research methods.

F. Research Methodology

Competence in research methodology is demonstrated by seminar papers, qualifying examinations, and the dissertation. In addition, two methodological courses are required: HEBI 95713 Critical Introduction to the Hebrew Bible and NETE 95713 Critical Introduction to the New Testament.

7. Pedagogy

Students will learn to teach by means of mentoring relationships with faculty and classroom instruction under the supervision of faculty through teaching assistantships. Some students will serve as teaching assistants to the biblical faculty and some will occasionally teach Hebrew or Greek language courses at Brite or an introductory level undergraduate course in the TCU Religion Department.

8. Annual Review of Student's Academic Progress

Annual written review of the student's progress is conducted by the Associate Dean for Academic Affairs, in consultation with the faculty. Progress in the Program is contingent upon positive academic performance, successful completion of qualifying examinations, competency in original research and writing, and development of pedagogical skills. No grade below B- is accepted for credit and a minimum cumulative 3.25 grade point average is required for graduation.

I. Fee for Continuation

Ph.D. students who are not enrolled in any class during a fall or spring semester will be charged a fee for continuation in Program by enrolling in BRLB 90001, Dissertation or Thesis Research in Library. This fee will allow use of the Mary Couets Burnett Library. If a student is enrolled in BRLB 90001 or any other courses in the spring semester and is advance registered for BRLB 90001 or any other courses for the fall semester, library access will continue during the summer without enrolling in BRLB 90001. Library copy cards function in the summer only if the student is enrolled in a summer semester course (either BRLB 90001 or any other summer semester course).

J. Ph.D. Program Timeline

A minimum of two full years of residency is required. The degree is to be completed within seven years of the earliest credit granted toward the degree. A candidate may petition for an annual extension, but the total time in program must not exceed ten years. Extensions are considered by submitting a written request to the Office of the Associate Dean. Following consultation with the Dissertation Director, the Associate Dean for Academic Affairs and the Advanced Programs Committee, the Associate Dean will determine whether to grant an extension. Appeals of the decision of the Associate Dean and Advanced Programs Committee may be made in writing to the Dean.

K. Qualifying Examinations

Following the completion of course work and modern and ancient language requirements, students will elect qualifying examinations according to the guidelines for the student's major area.

These examinations are administered three times a year. Applications for qualifying examinations are available from the Associate Dean for Academic Affairs. BIIN qualifying examinations are graded pass or no pass (Form BPhD-11). Upon successful completion of qualifying examinations, the student is admitted to candidacy. Request for extension of time to take qualifying exams requires the appropriate form be submitted to and approved by the Associate Dean (see [Form BPhD-12](#)).

L. Dissertation

1. Dissertation Proposal Timeline and Approval

The candidate must conduct original research and write a dissertation that contributes new knowledge to the field. Typically, within six months following the successful completion of qualifying examinations, the candidate will present the dissertation proposal (15-20 pages) to the Dissertation Committee appointed by the Dissertation Director in consultation with the student, the area, and the student's advisor. A request for extension beyond six months to submit a dissertation proposal can be made by completing the appropriate form and acquiring the approval of the Associate Dean for Academic Affairs (BPhD-13).

The dissertation proposal will first be approved by the Dissertation Director and Dissertation Committee and then submitted to the Advanced Programs Committee for final approval. The student should tailor the approval page as shown in Form BPhD-14. The Advanced Programs Committee will vote whether to certify that the proposal meets minimal acceptable standards: demonstrates an understanding of the research methodology and subject matter, illustrates an understanding of the body

of knowledge in the discipline or disciplines involved, and meets the standards of scholarly creation, writing, and general readability. The proposal must describe the research question, outline the procedures to be followed, and discuss the significance of the proposed dissertation. When Institutional Review Board (IRB) approval is needed, the proposal needs to be approved before related IRB materials are submitted to the IRB by the Director. No data may be collected before the proposal has been approved and the Subjects Review has been granted. Any advice or suggestions from Advanced Programs Committee members will be communicated directly to the student and the Dissertation Director.

Revised dissertation proposals need to have changes approved only by the Dissertation Director, not by the Advanced Programs Committee. It is the student's responsibility to adhere to the Proposal and Dissertation Guidelines.

2. Dissertation Manual of Style

Students in the BIIN Program must use *The Chicago Manual of Style* (17th ed.) supplemented by *The SBL Handbook of Style*. They are to use the same manual of style for both the Proposal and Dissertation. In addition, the student must follow the list of abbreviations for biblical books as shown in *The SBL Handbook of Style*.

3. Dissertation Proofread/Copy Edited

The dissertation will be professionally proofread/copy edited, and the Dissertation Director will determine when both the form and content are ready for an oral defense. Pre-approved proofreaders/copy editors are available for consultation (see the Associate Dean for Academic Affairs for a list and cost).

4. Dissertation Committee

The Dissertation Committee will be composed of three to five members. The Dissertation Director must be a Hebrew Bible, New Testament, or Jewish Studies faculty member of Brite or TCU.

If during the process of developing the dissertation proposal, it becomes clear to the Dissertation Director and student that there is a need for a committee member with particular expertise not available from Brite and TCU faculty, they will identify such a scholar and petition the Advanced Programs Committee making a case for the addition of the scholar and requesting approval to invite the scholar to join the committee. The Advanced Programs committee will consider the matter expeditiously and approve such a petition only if it can be shown that the topic and/or method of the dissertation warrant it. Brite will remunerate the scholar \$300 when the dissertation is completed. Normally outside members will participate in the oral defense through web-based video conferencing. Students who wish to have the outside member present for the defense must be willing to assume financial responsibility for expenses associated with bringing the outside member to campus for the dissertation defense.

5. Dissertation Approval

Final approval of the dissertation requires the signatures of the Dissertation Committee, Associate Dean for Academic Affairs, and the Dean. No dissertation will be accepted for library archiving without acquiring the appropriate signatures. The student should tailor the signature page as shown on Form BPhD-15a, and the dissertation title page as shown on Form BPhD-15.

M. Oral Defense of Dissertation

Before a student may graduate an oral defense of dissertation shall occur. The parameters below will be followed.

1. Scheduling of Oral Defense

The Dissertation Director in consultation with the Dissertation Committee, the Associate Dean for Academic Affairs, and the candidate will set the date and time of the defense. The candidate is

encouraged to prepare a defense date as early as possible to allow for corrections and filing of final copy. Timeline for the oral defense may be found in the Proposal and Dissertation Guidelines.

2. Oral Defense Protocol

The oral defense will be approximately one hour, including time for the Dissertation Committee to meet privately to determine their response. The oral defense is open to the student's Dissertation Committee, the Associate Dean for Academic Affairs, and faculty at Brite. The Chair of the Dissertation Committee in consultation with the student defending the dissertation can invite other Ph.D. students to attend the defense. The Dissertation Committee members are the only ones who may speak or ask questions at the orals.

3. Evaluation of Oral Defense

At the end of the oral defense, the Dissertation Committee votes on one of the following grades: pass with distinction, pass, conditional pass, or no pass. A grade of pass is given when the dissertation requires no further written revisions, apart from minor corrections stipulated by the Committee. A conditional pass may require either (1) written revisions and/or (2) a second oral defense. No more than two public oral defenses may be made. A grade of no pass will result in termination from the Ph.D. Program. Students are directed to read the Proposal and Dissertation Guidelines to determine the effect of a conditional pass grade and the bearing subsequent work may have on graduation deadlines (also see Form BPhD-17).

4. Final Dissertation Compliance

When it has been determined that the dissertation requires no further written revisions, the text must be sent electronically to UMI for filing. Detailed instructions for submitting the text to UMI can be found online at <https://lib.tcu.edu/submit-thesis-or-dissertation.asp>. The appropriate fees must be paid online. Care should be taken to ensure compliance with May and December graduation deadlines. The text should be submitted and all fees paid no later than April 10 for May graduation or November 10 for December graduation.

N. Travel Grants

A limited amount of money is available each year to support Ph.D. students' travel expenses for dissertation related work and to enhance student programs by attending professional meetings or by participating in archaeological expeditions, course-workshops, and similar events. If you wish to apply for such funds, please fill out application form BPhD-21. You should describe the event you wish to attend and if possible attach a published description of the event with your application. Students usually receive only one grant during their time in program. The maximum grant that can be awarded is \$1000; and lesser amounts may be given depending on the number of applicants and need. Preference may be given to those closest to the end of their program. The Advanced Programs Committee will consider applications for the period from June through May 31 of the following year at its March meeting.

In addition to the total dollar amount requested, the Committee must have an estimate of how the money will be spent by category, e.g., approximately \$xxx airline travel; \$yyy conference fee; approximately \$xxx food and accommodations.

Funds are awarded in March for use in the next fiscal year (June 1 through May 31). This means that any plane flight, conference, course or expedition that a travel grant is awarded to help support must actually have occurred during this period.

The deadline for submitting applications is 5:00 p.m. on February 15. The form should be delivered to the Office of the Associate Dean for Academic Affairs.

BIIN Ph.D. Hebrew Examination

If a student intends to meet the Advanced Hebrew requirement through an examination, the exam can be scheduled any time after admission to the Ph.D. Program. Ph.D. students majoring in Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism must complete the Hebrew Examination before the Qualifying Examinations can be scheduled.

The Hebrew Examination will be available in the Office of the Associate Dean for Academic Affairs at 8:00 a.m. on the day selected for the exam. The exam must be returned to that office by 5:00 p.m. of that day.

To schedule the examination, the student must complete the following steps:

1. Obtain the BIIN Ph.D. Hebrew Examination Application from the Office of the Associate Dean for Academic Affairs (see Form BPhD-7);
2. Set the date for the examination and agree upon its content by securing the signatures of the two Hebrew Bible/Jewish Studies faculty members who will prepare and grade the Hebrew Examination;
3. Return the completed Hebrew Examination Application to the Associate Dean for Academic Affairs at least two weeks prior to the scheduled date for the Hebrew Examination.

The BIIN Ph.D. Hebrew Examination will contain the following:

Reading and translating at least three passages (up to 80 total verses) in the Hebrew Bible, using critical resources, pointing out grammatical phenomena, and interpreting the BHS textual apparatus as required. Texts will be selected in dialogue between the Ph.D. student and Hebrew Bible/Jewish Studies faculty examiners.

Grading the BIIN Ph.D. Hebrew Examination

1. The Hebrew Bible/Jewish Studies faculty members will read the examination and assign one of three grades: Pass with Distinction, Pass, or No Pass.

The Hebrew Bible/Jewish Studies faculty examiners will provide written notification to both the student and the Associate Dean for Academic Affairs of the examination results within three weeks following completion of the examination.

BIIN Ph.D. Hebrew Bible

Qualifying Examinations

The BIIN Ph.D. Hebrew Bible Major Qualifying Examination can be scheduled after successful completion of course work and modern and ancient language requirements.

Procedure to Schedule Qualifying Examinations

1. Qualifying Examinations begin the fourth week of September and January and the second full week of April. The student chooses one of these periods to take the Qualifying Examinations. The minor exam may be taken during the same week, or in the week directly following (the three exams must be taken within a two-week period).
2. To record and file plans for taking the Qualifying Examinations, the student must obtain the BIIN Ph.D. Hebrew Bible Qualifying Examinations form (BPhD-9) from the Associate Dean for Academic

Affairs. Form BPhD-9 requires the signatures of the student, all faculty members involved with the Major and Minor Qualifying Examinations, and final approval of the Associate Dean for Academic Affairs.

3. In preparation for the Qualifying Examinations, the student must meet with all faculty members involved in order to discuss the particular areas of the doctoral examinations, bibliographies, and the content of the two examinations and to secure each faculty member's signature.

4. The student must adhere to the deadlines in returning the completed Qualifying Examinations form to the Office of the Associate Dean for Academic Affairs. The form must be filed with the Associate Dean for Academic Affairs by May 1 for September Qualifying Examinations, September 15 for January Qualifying Examinations, or by January 15 for April Qualifying Examinations.

Qualifying Examinations Procedure

1. The Major Qualifying Examination is comprised of two separate exams of six hours each (a lunch break is not counted as part of the six hours). The first exam will cover "Critical Methods and Hermeneutics in the study of the Hebrew Bible." Students will answer two of four questions. The second exam will cover four of the areas, a.-h. below. Students will answer two of four questions. The Qualifying Examinations will be typed, using a computer and workspace provided by Brite Divinity School. Exams will be closed book and closed notes unless otherwise arranged with the examiners. No help will be available from faculty during the testing period.

1. Pentateuch (including introductory issues associated with individual books)
2. Deuteronomistic History (including introductory issues associated with the Former prophets)
3. Latter Prophets and Prophecy (including introductory issues associated with Isaiah, Jeremiah, Ezekiel and at least three further prophetic books)
4. Wisdom Literature (including introductory issues associated with individual books)
5. Other Writings (including introductory issues associated with individual books)
6. History and Archaeology of Israel
7. Old Testament Theology/Israelite Religion
8. Secondary History Chronicles, Ezra Nehemiah

2. The Minor Qualifying Examination is a six-hour exam (not including lunch) and will focus in depth on:

1. A particular or specialized hermeneutical or methodological issue or issues, which by arrangement with examiners, will not form a major focus of Exam 1;
2. One of the areas a.-h. in Exam 2 but not covered in that exam, or on a another defined topic in biblical studies;
3. Another field that will support research or teaching competencies and/or demonstrate interdisciplinarity;
Besides topics a.-g. listed in Exam 2, examples of areas of study for Exam 3 include: Jewish Studies (i.e. Jewish literature and history in the Hellenistic and Roman Epochs); New Testament; Post-colonial studies; Feminist and Womanist theology and hermeneutics; Literary approaches to the Bible; the Bible in African America; Persian empire; Metaphor theory; Queer theory; Minoritized biblical studies; Theories of culture; a major figure in a field (e.g., Ricoeur on hermeneutics; Jameson and Marxist literary theory); approaches to the study of religion; a religious tradition (e.g., Islam, Hinduism); or other topics as arranged with advisor and examiner.
4. Students will normally answer two of four questions. New Testament and Jewish Studies Exams are arranged with the New Testament and Jewish Studies faculty and may entail an exam in which a student answers three of five questions in a six-hour exam period.

3. International students for whom English is not their first language may petition prior to the exam date for an extra hour of exam writing time. Petitions should be directed to the Associate Dean for Academic Affairs when submitting the Qualifying Examination form.

Grading the Qualifying Examinations

1. Possible outcomes for qualifying exams as a whole and for each individual question comprising the qualifying exams are: Pass or No Pass.
2. The Hebrew Bible faculty will provide written notification to the student and the Associate Dean for Academic Affairs of the examination results within three weeks following completion of the examinations.
3. Student responses to questions of each exam area will be read by at least two members of the permanent faculty in the applicable area, who will consult and determine the outcome (Pass or No Pass) of each response. If the two readers disagree on whether a response is of passing quality, a third member of the BIIN permanent faculty will read it. The decision of the majority of readers will stand. A student must satisfactorily answer all exam questions. If a student receives a “No Pass” on one to three of the six answers they submit during the initial three exam process, the student will have one opportunity to remedy such an outcome via a procedure determined by the examiner and/or readers of the exam (e.g., re-write or revise a question in an exam or take home format; respond to another question in an exam or take home format; respond to another question in an exam or take home format; write a brief research paper on the topic being examined, and so forth). A student who in the initial exam process does not pass five or more exam questions will fail the exams as a whole and will not be allowed to re-take them. The student will be dismissed from the program. If the re-taken exam(s) is judged to be of passing quality by two members of the BIIN permanent faculty, then the student will be said to have passed the exam(s). If both faculty members agree that the re-taken exam does not meet passing standards, then the exam does not pass. If the two readers disagree on whether the paper or exam is of passing quality, a third member of the BIIN permanent faculty will read it. The decision of the majority of readers will stand. A student may only re-take (a) failed exam(s) one time. There will be no exceptions to this policy.
4. Appeals of the outcomes of the qualifying exam follow the grade appeals process described in the Student Handbook.

BIIN Ph.D. New Testament and Literature of Early Christianity

Qualifying Examinations

The Ph.D. BIIN New Testament and Literature of Early Christianity Qualifying Examinations can be scheduled after successful completion of two modern language examinations, the Ph.D. BIIN Greek Examination, and 42 hours of coursework.

In addition to the New Testament and Literature of Early Christianity Qualifying Examination, the student must select one of the following four areas for the Minor Qualifying Examination:

1. Hebrew Bible Themes and Issues in Biblical Theology
2. History of Biblical Interpretation
3. Theological Hermeneutics

Procedure to Schedule Qualifying Examinations

1. Qualifying Examinations are administered during the fourth week of September and January and the second full week of April. The student chooses one of these weeks to take the Qualifying Examinations.

2. To record and file plans for taking the Qualifying Examinations, the student must obtain the BIIN Ph.D. New Testament and Literature of Early Christianity Qualifying Examinations form (BPhD-10) from the office of the Associate Dean for Academic Affairs. Form BPhD-10 requires the signatures of the student, all faculty members involved with the Major and Minor Qualifying Examinations, and final approval of the Associate Dean for Academic Affairs.
3. In preparation for the Qualifying Examinations, the student will meet with all faculty members involved in order to discuss the particular areas of the doctoral examinations, bibliographies, the content of the two main examinations, the minor exam, and to secure each faculty member's signature.
4. The student must adhere to the deadlines in returning the completed Qualifying Examinations form to the Office of the Associate Dean for Academic Affairs. The form must be completed and filed with the Office of the Associate Dean for Academic Affairs by May 1 for September Qualifying Examinations, by September 15 for January Qualifying Examinations, or by January 15 for April Qualifying Examinations.

Qualifying Examinations Procedure

1. The Major Qualifying Examination is comprised of two separate main exams of six hours each (a lunch break is not counted as part of the six hours).
2. The student selects a day from the week chosen to take the First Major Qualifying Examination, in New Testament and Literature of Early Christianity. This first major qualifying exam is designed to test **general competency** in the study of the New Testament and related literature. The student will answer three out of three questions. No texts or other materials (e.g., class notes) are to be brought to the Qualifying Examinations (except an unmarked copy of the Greek NT), unless otherwise arranged with the examiners. No help will be available from faculty during the testing period. The Qualifying Examinations will be typed, using a computer and workspace provided by Brite Divinity School. With this first major exam, students will typically choose three areas for their three questions from a-h below. At least two of the three areas must be chosen from a – d. None of the three chosen areas may directly overlap with the student's **specialized area** (See second main exam below).
 1. Synoptic Gospels
 2. Gospel of John
 3. Acts of the Apostles
 4. Pauline Epistles, non-disputed (e.g. Romans, 1 & 2 Corinthians, Galatians, Philippians, 1 Thessalonians, Philemon)
 5. Pauline Epistles, disputed (e.g., Colossians, Ephesians, 2 Thessalonians, 1 Timothy, 2 Timothy, Titus)
 - f. General Epistles (Hebrews, James, 1-2-3 John, 1-2 Peter, Jude)
 - g. Revelation
 - h. An extra-canonical text or set of texts, closely related to the Literature of the New Testament, chosen in consultation with your advisor and/or relevant faculty (e.g., The Acts of Paul, The Gospel of Mary, The Didache, or another text under the category of the "Apostolic Fathers")

General competency may be assessed according to the student's knowledge of 1) the history of the interpretation of the texts under consideration, including awareness and analysis of a variety methods and approaches undertaken in this history of interpretation; 2) relevant contextual issues—e.g. Roman world, Jewish apocalyptic, Stoic philosophy, etc.; 3) the text in current cultural and/or ideological interpretation; 4) the reception history of the text.

3. The student selects a second day during this week for the second main exam. On this day, the student will answer three of four questions covering a **specialized** area of interest. If the specialized area of interest falls under the

categories of a – h above (see Exam Question one), that area can be tested only in the second main exam; and cannot be chosen for the first main exam as well. The specialized area should be chosen with an eye to acquiring a command of the literature, and generating research toward, the student's dissertation topic. The three questions, formulated in consultation with the faculty, shall cover *the major issues*, *the history of interpretation*, and at least one *approach/method* linked to the specialized area. No texts or other materials (e.g., class notes) are to be brought to the Qualifying Examinations (except an unmarked copy of the Greek NT), unless otherwise arranged with the examiners. No help will be available from faculty during the testing period. The Qualifying Examinations will be typed, using a computer and workspace provided by Brite Divinity School. No help will be available during the testing period.

4. The Minor Qualifying Examination is a six-hour exam (not including lunch) and will focus in depth on an area not covered in the Major Qualifying Examination. The student selects one of the following six areas for the Minor Qualifying Examination. The student will answer two of four questions in the minor area. Hebrew Bible and Jewish Studies Exams are arranged with the Hebrew Bible and Jewish Studies faculty. The other four areas will be designed collaboratively by New Testament faculty, in conversation with the student. The minor areas include:

5. Hebrew Bible
6. Jewish Studies
7. Early Christian Studies (e.g., Martyrs, Apologists, Apocryphal Acts)
8. Cultural Hermeneutics
9. Feminist and/or Womanist Hermeneutics
10. Interdisciplinary Field (proposed by the student and in consultation with NT faculty)

While the minor area may enhance the specialized area (for example, a chosen minor focus on Cultural, or Feminist hermeneutics might be relevant to a specialized area in the Gospel of John), care must be taken that there is no direct overlap between the content taken up, and the questioned developed for, the minor and the specialized area. Each exam must distinct.

5. International students for whom English is not their first language may petition prior to the exam date for an extra hour of exam writing time. Petitions should be directed to the Associate Dean for Academic Affairs when submitting the Qualifying Examination form.

Grading the Qualifying Examinations

5. Possible outcomes for qualifying exams as a whole and for each individual question comprising the qualifying exams are: Pass or No Pass.
6. The New Testament faculty will provide written notification to the student and the Associate Dean for Academic Affairs of the examination results within three weeks following completion of the examinations.
7. Student responses to questions of each exam area will be read by at least two members of the permanent faculty in the applicable area, who will consult and determine the outcome (Pass or No Pass) of each response. If the two readers disagree on whether a response is of passing quality, a third member of the BIIN permanent faculty will read it. The decision of the majority of readers will stand. A student must satisfactorily answer all exam questions. If a student receives a "No Pass" on one or two of the six answers they submit during the initial three exam process, the student will have one opportunity to remedy such an outcome via a procedure determined by the examiner and/or readers of the exam (e.g., re-write or revise a question in an exam or take home format; respond to another question in an exam or take home format; write a brief research paper on the topic being examined, and so forth). A student who in the initial exam process does not pass three or more exam questions will fail the exams as a whole and will not be allowed to re-take them. The student will be dismissed from the program. If the re-taken exam(s) is judged to be of

passing quality by two members of the BIIN permanent faculty, then the student will be said to have passed the exam(s). If both faculty members agree that the re-taken exam does not meet passing standards, then the exam does not pass. If the two readers disagree on whether the paper or exam is of passing quality, a third member of the BIIN permanent faculty will read it. The decision of the majority of readers will stand. A student may only re-take (a) failed exam(s) one time. There will be no exceptions to this policy.

8. Appeals of the outcomes of the qualifying exam follow the grade appeals process described in the Student Handbook.

1. .

PROPOSAL AND DISSERTATION

BIBLICAL INTERPRETATION (BIIN)

1. PH.D. DISSERTATION TOPIC

Possible areas and topics for the Ph.D. dissertation should be considered from the beginning of residency. Seminar and course papers may be chosen to explore such possibilities. As a first step toward the dissertation proposal, the student must select a dissertation topic in consultation with his/her Academic Advisor (or Dissertation Director, if different).

2. DISSERTATION PROPOSAL

Typically, within six months following successful completion of qualifying examinations, the candidate will present the Dissertation Proposal (15-20 pages) to a Dissertation Committee appointed by the Dissertation Director in consultation with the student, the department, and the student's advisor.

The Dissertation Proposal will normally address the following matters:

Statement of Thesis

What is the original proposition or point of view that you plan to argue?

What is the hypothesis or major question that you are attempting to answer?

Brief History of Research

How will your study fit into other scholarly research on the topic?

How will your research contribute to study of this topic?

Hermeneutical Perspective

Which interpretive models are operative in your study?

Why is this perspective appropriate to your study?

Methodology

Describe the practices and procedures you will employ to develop your thesis.

Explain your rationale for the selection(s)

If the dissertation involves human participants, include your rationale for selecting the procedure and participants for this research including a description of the specific manner in which the practices and procedures conform to policy. See *Brite Governance Handbook* 3.5 Research Involving Humans: Policy & Procedure, and *Brite Support Manual* Appendix Q "Research Proposal and Consent Formats for Review" for information regarding Brite's policy, and adherence to policies and procedures of the TCU Institutional Review Board. The requirements include IRB approval in advance of commencing any research with human participants. Additional information about research with human subjects can be found online at www.research.tcu.edu.

Proposed Outline

Describe the chapters and the content of each.

Working Bibliography

List primary and secondary sources.

3. **PROPOSAL/DISSERTATION CONTENT AND FORM**

Students in the BIIN Program must use *The Chicago Manual of Style* (17th edition) supplemented by *The SBL Handbook of Style*. They are to use the same manual of style for both the Proposal and Dissertation. Students are to:

1. Follow the list of abbreviations for biblical books in *The SBL Handbook of Style*.
2. Tailor the title page and signature page as established by Brite (Forms BPhD-15 and -15a).

The Dissertation Director will determine when form and content are ready for an oral defense.

4. **DISSERTATION COMMITTEE**

The Dissertation Committee will be composed of three to five members. The Dissertation Director must be a Hebrew Bible, New Testament, or Jewish Studies faculty member of Brite or TCU.

If during the process of developing the dissertation proposal, it becomes clear to the Dissertation Director and student that there is a need for a committee member with particular expertise not available from Brite and TCU faculty, they will identify such a scholar and petition the Advanced Programs Committee making a case for the addition of the scholar and requesting approval to invite the scholar to join the committee. The Advanced Programs committee will consider the matter expeditiously and approve such a petition only if it can be shown that the topic and/or method of the dissertation warrant it. Brite will remunerate the scholar \$300 when the dissertation is completed. Normally outside members will participate in the oral defense through web-based video conferencing. Students who wish to have the outside member present for the defense must be willing to assume financial responsibility for expenses associated with bringing the outside member to campus for the dissertation defense.

5. **APPROVAL OF DISSERTATION PROPOSAL**

The student should tailor the approval page as shown in Form BPhD-14. The dissertation proposal will first be approved by the Dissertation Director and Dissertation Committee and then submitted to the Advanced Programs Committee as directed by the Associate Dean for Academic Affairs for final approval.

Normally, the student will be asked to meet with the Advanced Programs Committee to offer a brief oral presentation of her or his proposal and address questions raised by the Committee. The Dissertation Director will also typically be present for the conversation. The Advanced Programs Committee will vote whether to certify that the proposal meets minimal acceptable standards: demonstrates an understanding of the research methodology and subject matter, illustrates an understanding of the body of knowledge in the discipline or disciplines involved, and meets the standards of scholarly creation, writing, and general readability. The proposal must describe the research question, outline the procedures to be followed, and discuss the significance of the proposed dissertation. When Institutional Review Board (IRB) approval is needed, the proposal needs to be approved before related IRB materials are submitted to the IRB by the Director. No data may be collected before the proposal has been approved and the Subjects Review has been granted. Any advice or suggestions from Advanced Programs Committee members will be communicated directly to the student and the Dissertation Director.

Revised dissertation proposals need to have changes approved only by the Dissertation Director, not by the Advanced Programs Committee. It is the student's responsibility to adhere to the Proposal and Dissertation Guidelines.

1. Student Responsibility

The candidate's initiative is important at every stage of the Ph.D. Proposal and Dissertation process. The candidate must clarify the process and procedures for the completion of the work (e.g. reading of drafts) by collaborating with the Dissertation Director and the Dissertation Committee.

2. Extension of Time

A request for an extension beyond six months to submit a dissertation proposal can be made by completing the appropriate form and acquiring the approval of the Dissertation Director and the Associate Dean for Academic Affairs (BPhD-13).

6. DISSERTATION

Students are encouraged to submit dissertations under 300 pages in length (including bibliography and appendices). Permission to exceed this page limitation should be obtained in advance from the Dissertation Director and Dissertation Committee.

1. Dissertation Timeline

In order to meet the March 1 oral defense deadline, the following timeline must be followed (all dates are “***no later than***” and are based on a May graduation. If a December graduation is necessary, timelines must be arranged with the Dissertation Committee.):

November 1

Completed first draft of dissertation submitted to Dissertation Committee

January 10

Dissertation Committee returns draft to candidate with suggestions

February 10

Student has revised draft professionally proofread/copy edited and submits sufficient copies for all Committee members

March 1

Oral defense is held no later than March 1, but an earlier date is recommended.

(See Section VII, 3. (b) for oral defense timeline.)

APRIL 10

Clean, Final copy must be submitted to the Associate Dean for Academic Affairs

2. Format

The following format must be adhered to—there are no exceptions:

- Paper must be acid free, white in color.
- Printing must be on one side of the paper only and be letter quality. Font size must be 12 point. Font style must be Times New Roman. Text color must be black.
- Typed lines must be double-spaced, except for table of contents, footnotes, captions, glossary, appendices, and bibliography, which are single-spaced.
- Block quotations (quotations over five lines) are single-spaced. Block quotations must be indented four spaces from the left margin or eight spaces if the quotation begins a paragraph. Do not use quotation marks in the block quotation except for quotations nested within the block. Double-space before and after a block quotation.
- Tabulation must be five spaces.
- The text is justified on the left margin, but is not justified on the right margin.
- All margins should be one inch.

7. ORAL DEFENSE

1. Scheduling of Oral Defense

Public oral defense of the dissertation is required. The Dissertation Director in consultation with the Dissertation Committee, the Associate Dean for Academic Affairs, and the candidate will set the date and time of the defense. The candidate is encouraged to prepare a defense date as early as possible to allow for corrections and filing of final copy.

2. Oral Defense Protocol

The oral defense will be approximately one hour, including time for the Dissertation Committee to meet privately to determine their response. The oral defense is open to the student's Dissertation Committee, the Associate Dean for Academic Affairs, and faculty at Brite. The Chair of the Dissertation Committee in consultation with the student defending the dissertation can invite other Ph.D. students to attend the defense. The Dissertation Committee members are the only ones who may speak or ask questions at the orals.

3. Evaluation of Oral Defense

(a) Grading

The Dissertation Committee will give the public oral defense a grade of pass with distinction, pass, conditional pass, or no pass. A grade of pass is given when the dissertation requires no further written revisions apart from minor corrections stipulated by the Committee. A conditional pass may require either (1) written revisions and/or (2) a second oral defense. No more than two public oral defenses may be made. A grade of no pass will result in termination from the Ph.D. Program (see Form BPhD-17).

2. Revisions and Graduation Postponement

Two Weeks After Orals

In the event the oral examination results in a pass, requiring minor revisions, or a conditional pass requiring substantial written revisions, the candidate has two weeks from date of orals to make the needed changes.

Graduation Deadline and Postponement

If a second oral defense is required, it must be scheduled in time to meet graduation deadlines. Major revisions and a second oral defense will normally postpone graduation.

8. FINAL DISSERTATION COMPLIANCE

1. Electronic Filing and Fees

When it has been determined that the dissertation requires no further written revisions, the text must be sent electronically to UMI for filing. Detailed instructions for submitting the text to UMI can be found online at <https://lib.tcu.edu/submit-thesis-or-dissertation.asp>. The appropriate fees must be paid online. Care should be taken to ensure compliance with May and December graduation deadlines. The text should be submitted and all fees paid no later than April 10 for May graduation or November 10 for December graduation.

Additionally, the student must employ Form BPhD-15, Dissertation Title Page with its accompanying Form BPhD-15a, Final Approval Signature Page, and Form BPhD-16, Copyright Acknowledgment. Students should note that while it is not a requirement, Brite strongly encourages students to copyright dissertations.

2. May Graduation

For May graduation, the dissertation must be approved, signed by the Dissertation Director and Dissertation Committee, and submitted to the Associate Dean for Academic Affairs no later than April 10.

3. December Graduation

For December graduation, the dissertation must be approved, signed by the Dissertation Director and Dissertation Committee, and submitted to the Associate Dean for Academic Affairs no later than November 10.

COURSE LISTINGS

STUDENT FORMS

Online Forms can be found online at <https://brite.edu/student-forms>