



**Hartford**  
SEMINARY

*Exploring Differences, Deepening Faith*

# Catalogue

2013-2014

## Table of Contents

### About Hartford Seminary

Mission Statement .....	2
A Scholarly Community of Faith.....	3
Accreditation and Association.....	5
The Neighborhood and Campus.....	5
Seminary Faculty.....	7
Core Faculty.....	7
Faculty Associates.....	11
Adjunct Faculty.....	13
Seminary Staff.....	15
Who We Are: A Statistical Description of Our Students.....	17

### Graduate Certificate and Degree Programs

Graduate Certificate and Degree Programs.....	18
Graduate Certificate Programs.....	20
Master of Arts Program.....	26
Cooperative Master of Divinity Program.....	34
Islamic Chaplaincy Program.....	35
Doctor of Ministry Program.....	39
International Ph.D. Program.....	47
International Students.....	53
Financial Aid and Scholarship Information.....	57

### Leadership Certificate Programs

Women’s Leadership Institute: A Program in Applied Spirituality.....	61
The Ministries Certificate Programs.....	62
The Black Ministries Program.....	63

### Other Information

Academic Policies for Graduate Programs.....	67
Course Descriptions.....	74
Course Schedules 2013-2015.....	97
Graduate Program Costs.....	103
Official Hartford Seminary Policies.....	105
Hartford Seminary Scholarships.....	107
Board of Trustees.....	111
Academic Calendars for 2013-2015.....	114
Index.....	117

*This Catalogue is an announcement of the Seminary program for the 2013-2014 academic year. The Catalogue is in effect from the beginning of the fall semester of 2013 until the beginning of the fall semester in September of 2014. While every effort is made to ensure that the information contained in this Catalogue is correct at the time of publication, Hartford Seminary reserves the right to make changes in the courses of instruction and in any other information contained herein. The policies in this Catalogue combined with those in the Student Handbook constitute the official policies of the Seminary. Students are responsible for reviewing and abiding by the policies contained in both documents.*

*For further information on Hartford Seminary’s degree and certificate programs, contact the admissions office at 860-509-9512, fax 860-509-9509, or e-mail [admissions@hartsem.edu](mailto:admissions@hartsem.edu).*

## About Hartford Seminary

### Mission Statement

#### **Hartford Seminary serves God**

- By preparing leaders, students, scholars and religious institutions to understand and live faithfully in today's multifaith and pluralistic world;
- By teaching, research, informing the public and engaging persons in dialogue;
- By affirming the particularities of faith and social context while openly exploring differences and commonalities.

Adopted by the Board of Trustees  
November 2002

### Values

#### **These are the values expressed in our programs and within our common life as Trustees, Faculty and Staff of Hartford Seminary:**

We seek as people of faith to serve God humbly;

We are committed to the love of God and love of stranger;

We celebrate our Christian foundation;

As part of our fidelity to that foundation, we affirm our historic and continuing commitment to Christian-Muslim dialogue and commit to further dialogue with Judaism and other religious traditions;

We acknowledge the importance of spirituality in living out our mission and the value of ritual and symbol within the spiritual life;

We affirm the common humanity of all people;

We are a community that seeks to be a safe place for disparate voices;

We welcome both those who affirm the traditional voices in faith communities and those who carry doubts regarding those traditions. We seek fresh ways of relating faith, practice and reason to modern life;

We commit to a justice that moves us beyond toleration to critical engagement in an environment of trust;

We cultivate a community committed to the scholarly pursuit of truth and its practical embodiment;

We strive for excellent and creative teaching and learning experiences throughout the curriculum;

We affirm high quality research, especially that which bridges the theoretical and applied;

We seek practices that embody integrity in our professional and institutional life;

We commit to diversity in our Seminary community;

And we believe in education that is transformative, creative and empowering, enabling people to contribute more fully to their faith-based and civic communities.

## A Scholarly Community of Faith

Hartford Seminary's influence reaches far beyond the walls of churches, mosques, and synagogues. Its work strengthens the moral character of society. By developing the leadership capacities of religious leaders and the wider public, the Seminary directly affects the cities, towns, and rural areas where these leaders live. Armed with renewed vigor and dedication to their work, Hartford Seminary students and program participants return to their communities with a new wholeness, a new sense of the possibility of a humane world, and the practical skills to bring about that vision. Hartford Seminary nurtures and matures individual spiritual growth.

Within this scholarly community of faith, faculty members draw from their particular fields of specialization to educate religious leaders in the many ways leadership is exercised in local faith communities, whether traditional or emerging, established or informal. They teach students in classrooms and online, inform the larger community through public presentations, and engage in scholarship that furthers our understanding of the dynamics of faith in various settings.

Besides the formal graduate programs fully described later in this Catalogue, the Seminary offers a program of lectures, workshops, symposia, and performances that are open to students and the public. These programs complement and enrich our traditional academic offerings. They are led both by members of our own faculty and by nationally and internationally recognized experts.

The Seminary is also committed to providing leadership education to communities that have historically been marginalized. This is expressed through the Black Ministries Program (BMP), the Hispanic Ministries Program/Programa de Ministerios Hispanos (PMH), and the Women's Leadership Institute (WLI). Both the BMP and PMH programs provide introductory courses for lay and ordained Christian leaders. The WLI program is open to all women interested in exploring a feminist perspective on leadership that is justice-based, globally oriented, attentive to diversity, and ritually expressed.

The Hartford Seminary library is widely known for its depth and breadth of content. Our holdings emphasize Christian ministry, Biblical studies, ethics, Christian feminism, Islamic studies, Christian-Muslim relations, sociology of religion, and contemporary church practice. The library, whose reading room and stacks occupy the lower floors of the Seminary's main building, contains more than 62,000 volumes, 7500 e-books, and 300 periodicals. Computers, along with wireless capabilities, provide online access to international databases containing more than several million entries.

While our programs and courses cover a range of theoretical and methodological approaches to the study of Christianity, Islam, and Judaism, two academic centers give particular attention to unique and longstanding aspects of the Seminary's mission: the Hartford Institute for Religion Research and the Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations.

### **Hartford Institute for Religion Research (HIRR)**

The Hartford Institute for Religion Research has a thirty-five-year record of rigorous, action-oriented research, anticipation of emerging issues and commitment to the creative dissemination of learning. This record has earned the Institute an international reputation as an important bridge between the scholarly community and the practice of faith.

The Hartford Institute was established at Hartford Seminary in 1981, formalizing a research program started by the Seminary in 1974. Its work is guided by a disciplined understanding of the interrelationship between the life and resources of American religious institutions and the possibilities and limits placed on those institutions by the social and cultural context in which they work, and by a dialogical understanding of the interrelationship among the theological, the situational and the strategic. Since its founding, the institute has initiated more than 80 projects supported by more than \$10 million in external funding and has developed strong connections to local congregations, denominational structures and theological education, including the institutionalization of the

Cooperative Congregational Partnership and its related Faith Community Today surveys and publications as a program of the Institute.

Faith Communities Today (FACT) was launched in 2000 as the largest national survey of congregations ever conducted in the United States. The study of 14,301 local churches, synagogues, parishes, temples and mosques was intended to provide a public profile of the organizational backbone of religion in America – congregations – at the beginning of a new millennium. The informal coalition of denominations and faith groups that sponsored the statistical portrait was so pleased with the insights and appreciation generated that they formalized their continuing efforts as The Cooperative Congregational Studies Partnership (CCSP), hosted by Hartford Seminary's Institute for Religion Research. For more information about CCSP member organizations and about the continuing series of FACT surveys and publications visit: [www.FaithCommunitiesToday.org](http://www.FaithCommunitiesToday.org)

### **Programs**

Research in service of the practical theological reflection of religious leaders is at the heart of what the institute does. Groundbreaking studies of congregational theology, megachurches, the implications of postmodernity for national denominational identities, national trends in congregational vitality, and emergent pedagogies for interfaith dialogue in theological education are a few of the many ways in which we seek to measure how people of faith are forming and re-forming their institutions. Institute personnel and projects have pioneered methods for the study of congregations, and are currently merging practical theological perspectives into the discipline of congregational studies toward the development of new tools for understanding congregational theologies. Hartford Institute projects have resulted in an impressive list of books in recent years, and an equally impressive list of news outlets where institute findings and staff are quoted.

The HIRR website, [www.hirr.hartsem.edu](http://www.hirr.hartsem.edu), established in 1997, provides a gateway into the best research resources on the Web, and includes up-to-date survey findings, reports on national studies of religion and venues for interactive exchange of knowledge.

### **Faculty**

Institute faculty regularly partner with other seminaries, universities, and agencies in sharing research-based resources for congregational development. Institute faculty are regular contributors through the media to the public understanding of American religious life, serve on the boards of a host of professional associations, and regularly address a broad spectrum of religious and academic audiences. The Hartford Institute faculty, David A. Roozen (Director), Scott Thumma, and Adair Lummis (Faculty Associate), provide consultation to congregations, seminaries, denominations and area councils of churches and synagogues, for groups that range from Anglican to Adventist, Baptist to Baha'i, Churches of Christ to United Church of Christ, Methodist to Muslim, Reform Judaism to Reformed Church in America to Roman Catholic.

### **Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations**

Named for one of the nation's early, pre-eminent scholars of Islam, the Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations is the country's oldest center for such study. The Macdonald Center embodies Hartford Seminary's long-term commitment – begun in 1893 – to the study of Islam and Christianity and the complex relationship between the two religions throughout history and in the modern world.

The Macdonald Center challenges scholars, students, members of religious institutions, community groups, the media and the general public to go beyond stereotypes and prejudices and to develop a profound awareness and appreciation of Islamic religion, law and culture. It is committed to the premise that through intensive study and academically guided dialogue, mutual respect and cooperation between Muslims and Christians can and must develop.

### **Programs**

Edited by Macdonald Center faculty, *The Muslim World* is one of the oldest journals dedicated to the study of Islam and Christian-Muslim Relations, with subscribers in over 60 countries. The journal, published by Blackwell,

provides scholarly articles on contemporary Islam and Muslim societies and on the history of interaction between Christianity and Islam, as well as reviews of current literature in the field.

Complementing its academic work, the Center is actively engaged in community service through professional consultation, and participates regularly in the Seminary's educational outreach program. The Macdonald Center *Willem A. Bijlefeld Lecture* brings a distinguished scholar and/or religious leader to campus for a public presentation on some aspect of Islam or Christian-Muslim relations every other year. In these ways and in many others, the Center works to promote Christian-Muslim understanding and mutual respect in the local, national and world communities.

The work of the Macdonald Center is enhanced by a number of international partnerships. Each year students, scholars and visiting faculty from various parts of the world engage in the study of Islam and Christian-Muslim relations.

Periodically, the Macdonald Center organizes international interfaith study seminars. These seminars provide participants with a rare opportunity to meet Muslim, Christian and Jewish leaders in the Middle East, Southeast Asia and other parts of the Islamic world to learn about historical and current efforts at interfaith cooperation.

### **Faculty**

The Macdonald Center faculty, including core faculty members, Yahya Michot and Timur Yuskaev, along with faculty associates Mahmoud Ayoub and Steven Blackburn, pay special attention to the areas of study within the Seminary's graduate programs that focus on Islamic studies and Christian-Muslim relations. They are sought after presenters locally, nationally and globally and work tirelessly to foster interfaith understanding in diverse settings from a post-service discussion group at a local Congregational Church to a keynote lecture at a conference in Kyoto, Japan.

For more information on the Macdonald Center please see their website at <http://macdonald.hartsem.edu>.

### Accreditation and Association

Hartford Seminary is accredited by The Association of Theological Schools in the United States and Canada (412-788-6505), the New England Association of Schools and Colleges (781-271-0022), and the Board of Higher Education of the State of Connecticut.

Hartford Seminary is an associate member of the Hartford Consortium for Higher Education; the other institutions being: Capital Community College, Central Connecticut State University, Charter Oak State College, Connecticut Public Television and Radio, Goodwin College, Rensselaer at Hartford, Saint Joseph College, Saint Thomas Seminary, Trinity College, the University of Connecticut, and the University of Hartford.

### The Neighborhood and Campus

#### **The Neighborhood**

Hartford Seminary is located in the West End neighborhood of Hartford, Connecticut – a Victorian style neighborhood on the National Historic Register. The majority of this neighborhood is residential, and it is one of the safest areas in Hartford. Two-thirds of its geographical area has single and two and three-family homes that are well maintained with interesting and varied architecture. Also nearby are several high and medium density apartment buildings.

The West End's diverse housing stock, ranging from efficiency apartments to mansions, is suitable for a wide spectrum of ages, income and lifestyle, and has resulted in a very diverse population of about 9,000. The West End has a growing student population who attend nearby colleges. Often they rent apartments in two- and three-family homes.

The neighborhood's commercial corridor, Farmington Avenue, caters to automobile oriented and convenience shopping, but in recent years local pubs and restaurants have opened up and have thrived. There is public transportation via bus lines into downtown Hartford.

Public spaces – schools, a park, and museum – add to the West End neighborhood. Elizabeth Park, a city park noted for its gardens, is a popular destination for West Enders. The park's Rose Garden, built in 1902 and the oldest rose garden in the country, has over 12,000 rose bushes and attracts visitors from the region and beyond. Also nearby are the Connecticut Historical Society and the University of Connecticut School of Law.

## **The Campus**

Hartford Seminary's campus includes a main building, several smaller office/classroom buildings and a number of residential housing units.

In 1972 Hartford Seminary shifted its direction, moving from a traditional residential divinity school and establishing itself as an interfaith theological center. To accommodate its changed needs, the Seminary decided to sell its campus and build a new structure.

Internationally renowned post-modern architect Richard Meier was selected by the Board of Trustees to design the new home for Hartford Seminary. Construction began in 1978 with completion in 1981. The main building includes a large meeting room, a chapel, a library, (open to the public), classrooms and areas for part-time and full-time faculty, as well as workrooms and offices.

After almost 30 years, Hartford Seminary, as one of Richard Meier's first public designs continues to be a symbol of forward-looking research, education and open interfaith dialogue.

"If any religious symbol can be said to dominate Richard Meier's design for Hartford Seminary, it is the primordial emblem of creation: light. Whether silhouetted against a cloudless summer sky or wrapped in the haze of a New England winter, this low white building is an arrestingly luminous presence . . . Transposed to full scale, Hartford Seminary displays a harmonious ordering of calm, simple volumes, and a modulation of radiant spaces unprecedented in Meier's work."

—*Architectural Record*, January 1982

Across the street from the main building are two buildings. One houses the Hartford Institute for Religion Research, and the other is the home of the Women's Leadership Institute. Both buildings include faculty offices and meeting space.

Around the corner is the Martin and Aviva Budd Interfaith Building which houses the Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations as well as other faculty offices for faculty who teach interfaith understanding.

Six faculty members live in houses on campus, and there are other residential structures that house students and staff.

The entire campus comprises approximately 12 acres in a one and a half square block area.

## Seminary Faculty

### Core Faculty

#### **Najib G. Awad**

B.A. (Near East School of Theology, Beirut, Lebanon);  
 M.A. and Ph.D. (King's College, London, United Kingdom);  
 Dr. Phil. Habil.-*in process* (Westfälische Wilhelms-Universität Münster, Germany)  
 Associate Professor of Christian Theology and Director, International Ph.D. Program  
 Specialization: Systematic Theology and Christian Doctrine, Historical Theology,  
 Theology of Religions, Theology and Contextuality



Najib George Awad was born in Lattakia, Syria. He is an Arab Christian Protestant, and the first, if not so far the only, Syrian Protestant Arab Systematic Theologian. Najib is also a poet and an Arabic-English-Arabic translator. Before moving to Hartford, Najib Awad worked in Germany as Lecturer in Systematic and Contextual/Intercultural Theology in the MA in Intercultural Theology programme of Göttingen University/EL Missionsseminar. Before this, he was a Visiting-Fellow in Yale Divinity School, Yale University, where he worked on writing a manuscript on Trinitarian theology and modernist and post-modernist notions of “personhood” and “relationality” in interlocution with Prof. David Kelsey and Prof. Miroslav Volf. Dr. Awad is currently pursuing a Habilitationsschrift in Münster University on the theological orthodoxy of Theodor Abu Qurrah in dialogue with Muslim *Mutakallims* of the ninth century CE. Most recently, he finished writing a contextual theology manuscript on the Arab Spring and the role of the Arab Christians in the future of the Near East.

#### **Heidi Hadsell**

B.A. (University of California-Berkeley);  
 M.A. (Columbia University/Union Theological Seminary);  
 Ph.D. (University of Southern California);  
 Professor of Social Ethics and President of Hartford Seminary  
 Specialization: Environmental Ethics, Social Ethics, Globalization and Ethics



Heidi Hadsell works in the area of social ethics, which is where the religious and secular worlds often come together. She is interested in religious values and how they both inform and are informed by the wider social world. Many of the most urgent issues of our time—the environment, economic distribution, international relations, gender relations—are issues which have considerable and complex ethical dimensions. The ethical wisdom and reflection required to address these issues are often found within religious traditions and communities which is a way in which these communities can offer something to the larger society. Dr. Hadsell teaches and has written in the areas of environmental and economic ethics, as well as the area of ecumenical ethics and global ethics. Her latest publication is a chapter entitled “Interfaith Dialogue in Christian Theological Education in North America: Opportunities and Challenges,” published in *Handbook of Theological Education in World Christianity*, 2010 Regnum Books International.

#### **Uriah Kim**

B.A. (New York University);  
 M.Div. (Princeton Theological Seminary);  
 M.Th. (Candler School of Theology of Emory University);  
 Ph.D. (Graduate Theological Union);  
 Academic Dean, Associate Professor of Hebrew Bible and Director, Cooperative M.Div.  
 Program  
 Specialization: History and Theology of Ancient Israel, Deuteronomistic History,  
 Postcolonial Hermeneutics



Uriah Kim is Professor of Hebrew Bible. He came to the United States at the age of ten and became a Christian

and a U.S. citizen at the age of eighteen. His research interests have been shaped by his experience of living in the United States, a journey that has had its share of twists and turns in a landscape constructed by promises and predicaments. His approach to interpreting the Bible takes one's specific, concrete context into account while engaging in a constructive yet critical dialogue with the more traditional methods of reading the text. Dr. Kim is the author of *Decolonizing Josiah* (Sheffield Phoenix Press, 2005) and *Identity and Loyalty in the David Story* (Sheffield Phoenix Press, 2008) and is currently working on "The Politics of Othering in the Book of Judges."

### **Yehezkel Landau**

A.B. (Harvard University);

M.T.S. (Harvard Divinity School);

D.Min. (Hartford Seminary);

Associate Professor of Interfaith Relations, Holder of the Abrahamic Partnerships Chair, and Director, Building Abrahamic Partnerships Program

Specialization: Jewish Spirituality, Religion, Conflict and Peacemaking, Jewish-Christian-Muslim relations



Yehezkel Landau is Associate Professor of Interfaith Relations at Hartford Seminary. After earning an A.B. from Harvard University (1971) and an M.T.S. from Harvard Divinity School (1976), Landau made *aliyah* (immigrated) to Israel in 1978. A dual Israeli-American citizen, his work has been in the fields of interfaith education and Jewish-Arab peacemaking. He directed the *Oz veShalom-Netivot Shalom* religious peace movement in Israel during the 1980's. From 1991 to 2003, he was co-founder and co-director of the *Open House* Center for Jewish-Arab Coexistence in Ramle, Israel. He lectures internationally on Jewish-Christian-Muslim relations and Middle East peace issues, has authored numerous journal articles, co-edited the book *Voices from Jerusalem: Jews and Christians Reflect on the Holy Land* (1992), wrote a Jewish appraisal of Pope John Paul II's trip to Israel and Palestine in 2000 for the book *John Paul II in the Holy Land: In His Own Words* (2005), and authored a research report entitled "Healing the Holy Land: Interreligious Peacebuilding in Israel/Palestine" for the United States Institute of Peace (2003). At Hartford Seminary, Prof. Landau coordinates an interfaith training program for Jews, Christians, and Muslims called "Building Abrahamic Partnerships."

### **Yahya Michot**

Ph.D. (University of Louvain);

Professor of Islamic Studies and Christian-Muslim Relations and Editor, *The Muslim World*

Specialization: Islamic Philosophy and Theology, Comparative Religion



Yahya Michot is Professor of Islamic Studies and Christian-Muslim Relations. Before joining the Hartford Seminary in September 2008, he taught various course in Arabic and Islamic thought and history in Louvain and Oxford. His publications include editions, translations and studies of major classical Islamic thinkers like Avicenna (d. 1037) and Ibn Taymiyya (d. 1328), as well as chapters in "Abraham's Children: Jews, Christians and Muslims in Conversation" (2006) and "The Cambridge Companion to Islamic Theology" (2008). He is currently working on various aspects of reformist spirituality in Islamic societies, past and present. He edits the journal *The Muslim World* on behalf of the Seminary.

### **David A. Roozen**

B.A. (Lawrence University);

M.A. (Florida State University);

Ph.D. (Emory University);

Professor of Religion and Society and Director, Hartford Institute for Religion Research

Specialization: National Religious Trends, Organizational Change



David A. Roozen is Director of Hartford Seminary's Institute for Religion Research; Professor of Religion and Society; and Director of the Cooperative Congregational Studies Partnership -- the ecumenical and interfaith research coalition responsible for the *Faith Community Today* series of national congregational surveys. Dr. Roozen is a widely published student of American religious change, parish life, urban mission, denominational structures and theological education.

His most recent book, *Church, Identity and Change: Theology and Denominational Structures in Unsettled Times*, is based on the efforts of 32 scholars and executives to study the national structures of eight denominations and concludes that the severity of the adoptive challenges in some denominations notwithstanding, it is clear that the situation of national denominational structures today is one of transition, not demise. Dr. Roozen is currently working on an analysis of the just completed, *Faith Communities Today*<sup>2010</sup> (*FACT*<sup>2010</sup>) national survey of congregations, with a particular interest in tracking continuities and changes in America's religious landscape since the original *FACT*<sup>2000</sup> survey. He also is completing a report about the insights gained by a large group of theological educators and seminarians who attended the recent Parliament of the World's Religions, and which builds on his co-edited, *Pedagogies for Interfaith Dialogue*. The common thread in all his recent work is, according to Roozen, "a passion to create the understanding and resources with which religious organizations and their leaders can adapt their inherited faith traditions to the seeming confusion of a rapidly changing society."

### Shanell T. Smith

B.A. (Rutgers - the State University of New Jersey);  
M.Div. (Princeton Theological Seminary);  
Ph.D. (The Theological School, Drew University);  
Assistant Professor of New Testament and Christian Origins and Coordinator,  
International Ph.D. Program  
Specialization: Feminist and Womanist Biblical Interpretation, Gender and Sexuality in  
the New Testament, Intersections of Postcolonial, African American, and New  
Testament Studies, Revelation



Shanell T. Smith is Assistant Professor of New Testament and Christian Origins. She is also an ordained Minister of Word and Sacrament in the Presbyterian Church, USA. She remains dedicated to preparing leaders for ministry in today's multi-faith world. Her passion for teaching is fueled by her desire to inspire and challenge by bringing together faith and intellect. She continually works to create and maintain a safe space for intellectual dialogue, critique, and analysis in the classroom, enhance the status of women in the profession, mentor students by helping them recognize, embrace, and capitalize on their potential, and publish works that will further New Testament scholarship by inciting others to engage. As an African American woman, Dr. Smith finds that she is uniquely positioned to bring new perspectives, and more importantly, new questions to critical New Testament study, beyond traditional, feminist, and African American (male) hermeneutical inquiry. However, as an African American woman, Dr. Smith says her marginal status is tempered by remembering her place of privilege in comparison to her Third World sister-scholars, and those in these United States without access to scholarship. Her forthcoming work, *The Woman Babylon and the Marks of Empire: Reading Revelation with a Postcolonial Womanist Hermeneutics of Ambivalence* has just been accepted for publication by Fortress Press!

### Scott Thumma

B.A. (Southwestern University);  
M.Div. (Candler School of Theology of Emory University);  
Ph.D. (Emory University);  
Professor of Sociology of Religion, Director, D.Min. Program, and Director, Distance  
Education  
Specialization: Megachurches, Congregational Studies, Contemporary American Religion,  
Religion and the Internet



Scott Thumma is a professor of sociology of religion at Hartford Seminary and conducts research for the Seminary's Hartford Institute for Religion Research. Additionally, he is the director of the school's distance education program. He has published articles and chapters on megachurches and a 2007 book, *Beyond Megachurch*

*Myths*. He has also written and taught in congregational studies, the study of Pentecostalism, the intersection of homosexuality and Evangelicalism, contemporary conservative Christian movements and the role of the Internet in congregational life. His most recent book, *The Other 80%: Turning Your Church's Spectators into Active Disciples*, JosseyBass 2011, is a research based analysis of how to increase member involvement and is filled with practical ministerial suggestions.

### Miriam Therese Winter

B.Mus. (Catholic University);

M.R.E. (McMaster Divinity College);

Ph.D. (Princeton Theological Seminary);

Honorary D.H.L. degrees from Albertus Magnus College (New Haven); St. Joseph College (West Hartford); Mount St. Vincent University (Halifax)

Professor of Liturgy, Worship, Spirituality and Feminist Studies and Director, Women's Leadership Institute  
 Specialization: Liturgy, Worship, Spirituality, Feminist Studies



Miriam Therese Winter, a Medical Mission Sister, is the Seminary's professor of liturgy, worship, spirituality, and feminist studies. A pioneer in folk-style music for the liturgy at the time of Vatican II, she is widely known for her hymn texts and songs for contemporary worship, for her cutting edge work on behalf of women, and for her creative approach to a more inclusive spirituality among women and men. A number of her books have won national awards. Her latest, *Paradoxology: Spirituality in a Quantum Universe* (Orbis, 2009), was awarded Second Place in the category of Faith and Science by the Catholic Press Association of the USA and Canada. Miriam Therese, who has been inducted into the Connecticut Women's Hall of Fame, facilitates the Women's Leadership Institute, a nine-month program in applied spirituality, which meets from September through May, and coordinates events for a network of WLI graduates throughout the year.

### Timur Yuskaev

B.A. (Bard College);

M.A. (University of Colorado at Boulder);

Ph.D. (University of North Carolina at Chapel Hill);

Assistant Professor of Contemporary Islam, Holder of the Islamic Chaplaincy Faculty Chair, and Director, Islamic Chaplaincy Program

Specialization: Qur'anic Studies, Anthropology of the Qur'an, Contemporary Qur'anic

Hermeneutics, Islamic homiletics, Muslim Modernities, American and African-American Religious History



Timur Yuskaev is an Assistant Professor of Contemporary Islam and Director of the Islamic Chaplaincy program at Hartford Seminary. His upcoming book, *Speaking Qur'an: the Emergence of an American Sacred Text*, examines contemporary written and oral interpretations of the Qur'an. This project highlights his academic interest in religions as lived reality, past and current, which he approaches through the lens of Qur'anic hermeneutics, American Religious History and Memory Studies. In his past professional life, and in between degrees and teaching assignments, Dr. Yuskaev served as Coordinator of Educational Programs and Director of *Muslims in New York Civic Life Project* at the Interfaith Center of New York.

## Faculty Associates

### **Mahmoud M. Ayoub**

B.A. (American University of Beirut);

M.A. (University of Pennsylvania);

Ph.D. (Harvard University);

Faculty Associate in Islamic Studies and Christian-Muslim Relations

Specialization: Qur'anic studies, Christian-Muslim Relations, Shi'ite Islam



Mahmoud M. Ayoub joined Hartford Seminary in 2008 as a Faculty Associate in Islamic Studies and Christian-Muslim Relations. He was born in South Lebanon. Before coming to Hartford Seminary, he was a Professor and director of Islamic Studies in the Department of Religion, Temple University, Philadelphia, and a Research Fellow at the Middle East Center, University of Pennsylvania, Philadelphia since 1988. Dr. Ayoub has also previously taught at San Diego State University, the University of Toronto, and McGill University. He is the author of a number of books including, *Redemptive Suffering in Islam*, *The Qur'an and Its Interpreters* (vol. 1 & 2), *Dirasat fi al-'Alaqat al-Masbiyyah al-Islamiyyah (Studies in Christian-Muslim Relations)*, *Islam: Faith and History* and *A Muslim View of Christianity*. In addition, his articles have appeared in books and journals, like, *The Muslim World*, *Journal of the American Oriental Society*, *Bulletin of the Institute of Middle Eastern Studies* (Tokyo, Japan) and *Islamochristiana* (Rome, Italy), among many others. Dr. Ayoub has also served and is still serving on a number of Advisory and Editorial Boards.

### **Steven Blackburn**

B.S.F.S. (Georgetown University);

M.Sc. (Georgetown University);

B.D. (Hons) (University of St. Andrews);

Ph.D. (University of Saint Andrews);

Faculty Associate in Semitic Scriptures and Library Director

Specialization: Arabic, Islam, Hebrew Scripture



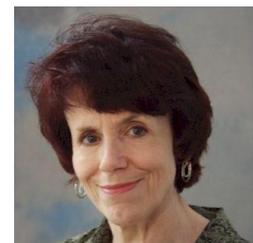
Steven Blackburn serves as Director of the Seminary's Library, where fully one-fourth of the Library's holdings are in Arabic; he is also a Faculty Associate in Semitic Scriptures. Dr. Blackburn's interest in Arabic and Islam is due to the influence of his maternal grandparents, who were born in Algiers. He studied at the Bourguiba Institute in Tunis, Tunisia as well as the American University in Cairo, and holds a Ph.D. from the University of St. Andrews in Scotland, with his thesis, "The Early Arabic Versions of the Book of Job," treating the interplay of linguistics and theology among Arabic speaking Jews, Christians, and Muslims. He is currently writing an *Introduction from the Protestant Perspective and Commentary to the English Translation of the Sublime Qur'an* for Kazi Publications, Chicago. An ordained Congregational-Christian minister, Dr. Blackburn's Middle Eastern experiences include work with Saudi Bedouins in the field of literacy. Closer to home, he has served on the board of the National Council of Churches Office for Christian-Muslim Relations.

### **Adair T. Lummis**

B.S., Ph.D. (Columbia University);

Faculty Associate in Research

Specialization: Denominational Polity and Policies in Mission and Ministry; Gender, Spirituality and Leadership in Communities of Faith; Clergy Deployment, Competence and Health



Adair Lummis is a Faculty Associate in Research at the Seminary's Institute of Religion Research. Her research interests have concentrated on the sociological study of clergy, regional denominational offices and their executives, racial/ethnic and immigrant minorities in Christian and other traditions, and ordained and lay women in churches and spiritual support groups. She is coauthor of five books, most recently *Clergy Women: an Uphill Calling* (1998), *Healthy Clergy*, *Wounded Healers: Their Families and Their Ministries* (1997). She has also published several book chapters and articles, most recently "Forever Pruning? The

Path to Ordained Women’s Full Participation in the Episcopal Church of the USA” (2008), “Hispanic Ministry in Fourteen Protestant Denominations”(2006), “Theological Match Between Pastor and Congregation: Implications for Church Growth” (2006), and “Real Men and Church Participation” (2005). She is currently the editor of the journal, *Review of Religious Research*.

**Lucinda Allen Mosher**

B. Mus. (Boston University);  
 M.Mus.Ed. (Lowell State College);  
 M.A. (Hartford Seminary)  
 S.T.M., Th.D. (General Theological Seminary)  
 Faculty Associate in Interfaith Studies and Director, Graduate Certificate Program in  
 Chaplaincy in Multifaith Contexts  
 Specialization: America’s Religious Diversity, Christian-Muslim Relations, Christian  
 Theology



Lucinda Mosher is the Director of Hartford Seminary’s Graduate Certificate Program in Chaplaincy for Multifaith Contexts and Faculty Associate in Interfaith Studies. A Christian moral theologian who specializes in multifaith concerns, she teaches courses related to chaplaincy and to Christian-Muslim relations. Dr. Mosher is the author of *Faith in the Neighborhood*—a book series on America’s religious diversity. A frequent lecturer in the US and abroad, she has published a number of articles and has contributed chapters to several books, including *Teaching Religion and Healing* (edited by Barnes and Talamantez, 2006). Currently, she is writing a book on *The Episcopal Church, Interreligious Relations, and Theologies of Religious Manyness* (forthcoming from Peter Lang). As a consultant, Dr. Mosher’s projects have included research on how religious leaders-in-training are taught about religious difference. An accomplished musician, her workshops sometimes combine her expertise in interreligious understanding with her training in theology and the arts.

**Benjamin K. Watts**

B.A. (Alabama A & M University);  
 M.Div. (Yale Divinity School);  
 D.Min. (Hartford Seminary);  
 Faculty Associate in Religion and Community Life and Director, Black Ministries Program  
 Specialization: Urban Ministries, Pastoral Care, Homiletics and Spirituality



Benjamin K. Watts is a Faculty Associate in Religion and Community Life. He also serves as Director of the Black Ministries Program. Dr. Watts believes in the notion of living one’s liturgy in an applied context. His commitment to research includes spirituality and public life...living faith in the public square. He has worked to understand the relevance of race and culture in marginalized communities beyond their religious hegemony. Dr. Watts is committed to the interconnectedness of all living things. This theology transcends the parochialism of the Christian context in which he serves. Dr. Watts offers courses in the following areas: the Essential Writings of Howard Thurman, Pastoral Counseling, and the Art of Preaching. He serves as the Senior Pastor of Shiloh Baptist Church in New London, Connecticut.

## Adjunct Faculty

Omer Awass

*Ed.M. (State University of New York at Buffalo); M.A. and Ph.D. Candidate (Temple University); Islamic Studies, Graduate Programs*

Edwin Ayala

*M.Div. (Seminario Evangelico de Puerto Rico); Urban Ministry, Hispanic Ministries Program*

Anthony Bennett

*M.Div. (Union Theological Seminary); D.Min. (United Theological Seminary); Urban Ministry, Black Ministries Program*

Shelley D. Best

*M.A. (Hartford Seminary); M.Div. (Yale Divinity School); D.Min. (Hartford Seminary); Ethics, Black Ministries Program*

Lisa Clayton

*M.A. (University of Connecticut); Worship, Black Ministries Program*

Ralph Coury

*M.A. and Ph.D. (Princeton University); Islamic Studies, Graduate Programs*

Vada Crosby

*M.A. (Hartford Seminary); Communication, Black Ministries Program*

Elizabeth Dreyer

*M.A. (Xavier University); Ph.D. (Marquette University); Theology, Graduate Programs*

Edward Duffy

*M.A. (Columbia University); M.Div. (Princeton Theological Seminary); Ph.D. (Graduate Theological Foundation); New Testament Greek, Graduate Programs*

Talal Eid

*M.A. (Harvard University); Th.D. (Harvard University); Arts of Ministry, Graduate Programs*

Jonathan Elukin

*M.A. (Jewish Theological Seminary); Ph.D. (Princeton University); History, Graduate Programs*

Daniel Fisher

*D.B.S. (University of the West), Dialogue, Graduate Programs*

Larry A. Goleman

*M.Div. and S.T.M. (Yale Divinity School); Th.M. (Columbia Theological Seminary); Ph.D. (Emory University), Arts of Ministry, Graduate Programs*

Sarit Kattan Gribetz

*M.A., and Ph.D. Candidate (Princeton University); History, Graduate Programs*

George J. Hajjar

*M.A. (Hartford Seminary); Ph.D. (University of Birmingham); Arts of Ministry, Graduate Programs*

Hamada Hamid

*M.D. (Michigan State University); M.P.H. (New York University); Chaplaincy, Graduate Programs*

Molly James

*M.Div. (Yale Divinity School); Ph.D. (University of Exeter);* Theology and Ethics, Graduate Programs

Alvan Johnson

*M.Div. and D.Min. (Boston University School of Theology);* Theology, Black Ministries Program

William McKinney

*M.A. and M.Div. (Hartford Seminary); Ph.D. (The Pennsylvania State University);* Religion and Society, Graduate Programs

Lawrence Peers

*M.A. (Antioch University); M.T.S. (Boston University); D.Min. (Hartford Seminary); Ed.D. (Pepperdine University);* Arts of Ministry, Graduate Programs

Theodore A. Perry

*Ph.D. (Yale University),* Sacred Scriptures, Graduate Programs

Michael R. Rion

*M.Div. (Yale Divinity School), Ph.D. (Yale University);* Ethics, Graduate Programs

Wayne G. Rollins

*B.D. (Yale Divinity School), M.A., Ph.D. (Yale University);* Scripture, Graduate Programs

Sami Shamma

*BSC (Applied Mathematics), University of Houston; MA, expected May 2013, Hartford Seminary;* Languages, Graduate Programs

C. L. Stallworth

*M.Div. (Vanderbilt University Divinity School); D.Min. (United Theological Seminary);* Theological Ethics, Black Ministries Program

Cheryl Thomas

*M.S. (Polytechnic University); M.Div. (Union Theological Seminary);* Christian Education, Black Ministries Program

Charles F. Williams

*M.Div. (Bangor Theological Seminary); D.Min. (Hartford Seminary);* Arts of Ministry, Graduate Programs

### Faculty Emeriti

Willem A. Bijlefeld

Clifford J. Green

Wadi' Z. Haddad

Worth Loomis

Jane I. Smith

## Seminary Staff

### **By Administrative Department**

#### **Office of the President**

Heidi Hadsell - President  
Mary Zeman - Executive Assistant and Human Resources Director

#### **Office of the Academic Dean**

Uriah Kim - Academic Dean  
Lorraine Browne - Executive Assistant to the Academic Dean and Coordinator of International Student  
and Scholar Services  
Danielle R. LaVine – Registrar  
Melissa O'Brien – Student Services Coordinator  
Marcia Pavao - Administrative Assistant for Academic Services  
Vincent Vu - Assistant to the Registrar

#### **Administration**

Roseann Lezak Janow - Director of Administration and Facilities  
Ronald Malcolm - Facilities Maintainer

#### **Business Office**

Lilyne Hollingworth - Comptroller  
Pat Hickey - Financial Aid Coordinator  
Nancy Wood - Administrative Assistant

#### **Communications**

*vacancy* - Director of Communications  
*vacancy* - Communications Associate

#### **Institutional Advancement**

Jonathan Lee – Director, Institutional Advancement  
Susan Wright – Associate Director of Institutional Advancement

#### **Library**

Steven Blackburn - Librarian  
Gale Brancato - Cataloguer  
Andrea Jones - Circulation and Interlibrary Loans and Receptionist  
Margaret Lezak - Technical Services  
Viola Mullin - Reference Librarian  
Marie Rovero - Administrative Assistant

#### **Recruitment and Admissions**

Tina Demo - Director of Recruitment and Admissions  
Amanda Cicciarella – Admissions Recruiter

#### **Web and Information Technology**

Case Management

---

## **By Academic Centers and Programs**

### **Hartford Institute for Religion Research**

David A. Roozen - Director  
Sheryl Wiggins - Administrative Assistant

### **Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations**

*vacancy* – Director  
Sami Shamma - Administrative Assistant

### **Graduate Programs**

Najib Awad - Director of the International Ph.D. Program  
Shanell T. Smith - Coordinator of the International Ph.D. Program  
Scott Thumma - Director of the D.Min. Program  
Uriah Kim - Director of the Cooperative M.Div. Program  
Timur Yuskaev - Director of the Islamic Chaplaincy Program  
Lucinda Mosher - Director of the Chaplaincy in Multifaith Contexts Program

### **Black Ministries Program**

Benjamin Watts - Director  
Althea Walker - Program Assistant

### **Women's Leadership Institute**

Miriam Therese Winter - Director  
Margaret Lezak - Program Assistant

## Who We Are: A Statistical Description of Our Students

It is not an overstatement to say that the Hartford Seminary student body is the most diverse of any Seminary in the United States and in all probability the world. Our community of learners is made up of both credit seeking graduate students and those seeking to enrich their lives by participating in courses on a non-credit basis. To describe our student body statistically provides only a glimpse of the richness our students experience in the classroom and in the Seminary community.

### **Fall 2012 Graduate Credit Student Enrollment Statistics**

Enrollment Status

Part-Time	73%
Full-Time	27%

Gender

Female	52%
Male	48%

Residence

From Connecticut	56%
From Other States	38%
From Other Countries	6%
(including Canada, Indonesia, Iran, South Korea, Turkey)	

Religious Affiliation

Muslim	35%
United Church of Christ	21%
Other Christian Denominations/ Non-Denominational Christian	10%
Unknown/Other	13%
Episcopal	6%
Baptist	4%
Roman Catholic	5%
Jewish	2%
Unitarian Universalist	3%
Methodist	2%

Racial Ethnic Background

European-American	59%
African-American	13%
International	6%
Other/Unknown	13%
Asian-American	8%
Hispanic-American	1%

These students are joined by our Leadership Certificate program students (Black Ministries; Hispanic Ministries; Women's Leadership) and non-matriculated students from a wide variety of backgrounds to form a truly unparalleled learning environment.

## Graduate Certificate and Degree Programs

Hartford Seminary seeks to model innovative theological and religious education that is contextual, dialogical, and interfaith and is focused on cultivating the leadership potential of its diverse student body. This educational approach:

- takes the historical and experiential sources of religious authority seriously but is necessarily flexible, contextual and dialogical;
- begins with practice and uses the intellectual rigor of theory and method to enhance the student's capacity to be a reflective practitioner;
- grounds persons and institutions in a tradition, while encouraging faith-based engagement in diversity and change.

To facilitate this goal, Hartford Seminary offers a variety of graduate level educational options including graduate certificates and degrees. Each program is designed to both meet the needs of our diverse student body and offer an outstanding educational experience.

### Enrollment Options

Hartford Seminary's graduate level degree and certificate programs are designed for flexibility. Students can move fluidly among a number of enrollment options depending on their life circumstances. The number of years it will take to complete a program will depend on the number of credits a student is able to take in a given year; however most programs must be completed in six years. The enrollment options include:

#### **Part-time Study**

A part-time student is defined as taking six credits or less in a regular semester.

#### **Full-time Study**

Full-time graduate study consists of a minimum course load of three courses (9 credits) per semester.

### Non-Matriculated Students

Hartford Seminary welcomes students who wish to try out our courses without formally enrolling in a graduate certificate or degree program. There are two options for non-matriculated students, special student status or audit status.

#### **Special Students**

Individuals with a bachelor's degree (or its educational equivalent), who wish to take courses for credit, but have not been admitted or matriculated into a Hartford Seminary graduate program, may register to take courses as a Special Student.

Special Students are required to complete all coursework and written assignments and are graded in accordance with the grading policies of Hartford Seminary for degree program students. Special Students are not assigned a faculty advisor; advisors are assigned at the time of admission and matriculation into a graduate program. However, special students are invited and encouraged to meet with the Registrar at the time of course registration, particularly if the individual anticipates seeking admission to a graduate program at some point in the future.

Special Students may register for and complete up to 18 credits (six 3-credit courses) before applying and being admitted to Hartford Seminary. Special Students considering enrolling in a Graduate Certificate should do so before completing 12 credits since at least 6 credits must be taken after formal matriculation into the Graduate Certificate program.

## **Auditors**

All courses (except for Program Specific Courses) are open to auditors on a space available basis. While auditing students are not graded, they are expected to complete readings and other coursework as determined by the faculty member teaching the course. There are two payment rates for auditors, regular audit and special audit. The special audit rate is available to those who meet one of the following criteria:

- Persons aged 60 and older;
- Persons aged 55 and older receiving disability income (appropriate documentation required)
- Hartford Seminary graduates of a degree program (D.Min., M.A., Ph.D.) or those who have earned a Certificate of Professional Ministry (Cooperative M.Div.) (one course per academic year);
- Hartford Seminary donors who donate at the Investor level (\$250 annually) and above (one course per academic year);
- Hartford Seminary adjunct faculty (one course per academic year);
- Designated members of churches that participate in the International Peacemaking Program of the Seminary (one course per academic year).

## **Registration Process for Non-Matriculated Students**

At the time of their first course new Special Students and Auditors apply for non-matriculated student status by completing the Registration Form provided on the back of the course schedule for each semester/summer session. These applications will be reviewed for acceptance by Educational Programs staff.

Special Students and auditors are encouraged to register for courses early in the registration period. Please note: Hartford Seminary reserves the right to limit the number of non-matriculated students in each course. Exclusion of non-matriculated students from a course due to over-enrollment will be based on the date of receipt of the course registration form and payment.

## Graduate Certificate Programs

Recognizing that for today's student flexibility is the key, Hartford Seminary offers an alternative in graduate learning: the Graduate Certificate. This program provides students opportunities for study without committing to a full degree program. The Graduate Certificate program allows students to expand their knowledge in specialized, focused fields, ranging from biblical studies to spirituality to Islamic studies and chaplaincy.

Students at Hartford Seminary may pursue a Masters-level graduate certificate, which will be awarded upon successful completion of 18 or 24 credits of coursework in one of the ten areas outlined below.

### **Application and Admission**

Students wishing to be admitted prior to the start of a given semester must make sure their files are complete by the following deadlines:

- April 15 for Summer Session
- July 15 for the Fall Semester
- December 1 for January Intersession and the Winter/Spring Semester
- The deadline for students applying for the Graduate Certificate in Imam and Muslim Community Leadership is November 1. Admission to this program is dependent on the creation of a cohort group. Please contact the Dean's Office for more information.

An applicant's file is complete when the following items have been received by the Admissions Office:

1. The application form and application fee of \$50.
2. A statement of three to four paragraphs (not to exceed one page double spaced) indicating the applicant's educational objectives in pursuing the chosen graduate certificate area of study.
  - Students applying for the Graduate Certificate programs in Islamic Chaplaincy, Chaplaincy in Multifaith Contexts, or Imam and Muslim Community Leadership must provide a more detailed statement of three to four pages identifying the applicant's personal goals for the program and his/her perceived strengths, and his/her potential areas for development.
3. Complete official transcripts from all previous undergraduate and graduate institutions.
4. One letter of recommendation from a professor or instructor who can speak to the applicant's academic abilities and potential (preferred) or a professional colleague who can speak to the applicant's ability or potential to manage graduate-level study.
  - Students applying for the Graduate Certificate programs in Islamic Chaplaincy, Chaplaincy in Multifaith Contexts, or Imam and Muslim Community Leadership must provide two letters of recommendation, one from a professor as indicated above and one from a leader in their faith community who can speak to the applicant's abilities and potential for working in the chosen field.
5. Interview: Students applying for the Graduate Certificate programs in Islamic Chaplaincy, Chaplaincy in Multifaith Contexts, or Imam and Muslim Community Leadership will be contacted by the Admissions Office to set up an interview. While in most cases the interview will happen on the Hartford Seminary campus, a phone interview may be conducted where distance prohibits a visit to campus.

One can apply through either a paper-based or an online format. You may access both our online application and the downloadable paper-based application by going to our website at [www.hartsem.edu](http://www.hartsem.edu), and clicking on the Admissions tab on the left-hand side toolbar. Detailed instructions for completing the application are also provided at this link. You may also request a paper application by calling our Admissions Office at 860-509-9512.

A Bachelor's degree (or its educational equivalent) at a satisfactory level of achievement from an accredited institution is a prerequisite for admission. Additionally, students applying for the Graduate Certificate programs in Islamic Chaplaincy, Chaplaincy in Multifaith Contexts, or Imam and Muslim Community Leadership are expected to have extensive training in their own religious tradition, which may have been acquired in various ways (ideally, a Master's degree or its educational equivalent.)

Coursework that was taken for credit as a Special Student at Hartford Seminary prior to admission may be applied toward the credits required for the Graduate Certificate; however, at least 6 credits (not including field

education or clinical pastoral education) must be taken after official notification of admission to the Graduate Certificate program.

No transfer credit from other institutions or Advanced Standing credit will be allowed to count toward most of the Graduate Certificates except on rare occasions upon petition to the Academic Policy Committee. Please see details on the Graduate Certificate programs in Islamic Chaplaincy, Chaplaincy in Multifaith Contexts, or Imam and Muslim Community Leadership for permitted exceptions to this policy.

Admission to a Graduate Certificate program of study does not constitute or guarantee admission to the Master of Arts degree program. Admission is granted only on the basis of the terms stated in this Catalogue and in the admission letter.

**Readmission:** Please see Academic Policies for Graduate Programs section, page 67.

### **Program of Study**

*Planning the Graduate Certificate program of study:* At the time of admission, students are assigned a faculty advisor. Together, the student and the faculty advisor will plan the graduate certificate program of study in accordance with the requirements outlined in the Hartford Seminary Catalogue. The advisor will be responsible for informing the Dean that all graduate certificate requirements have been met. Students, in consultation with their faculty advisor, complete a graduate certificate program of study worksheet outlining six or eight courses (18 or 24 credits depending on program) that will constitute their graduate certificate.

Graduate certificates are available in the following areas:

- Biblical Studies
- Chaplaincy in Multifaith Contexts
- Imam and Muslim Community Leadership
- Interfaith Dialogue
- Islamic Chaplaincy
- Islamic Studies and Christian-Muslim Relations
- Ministry in Daily Life
- Religious Studies
- Spirituality
- Theology and Ethics

### **Graduate Certificate in Biblical Studies (18 Credits)**

Students completing this certificate will have basic familiarity with the content of the books of the Hebrew and Christian scriptures, with the historical-critical method and will have engaged in more intensive exploration of selected books, genres, or themes of the Bible.

Requirements/Credits

- |  |            |
|--|------------|
| ▪ Hebrew Bible I or II (SC-519/SC-520) | 3 credits  |
| ▪ New Testament Survey (SC-531)        | 3 credits  |
| ▪ Other Bible courses                  | 12 credits |

### **Graduate Certificate in Chaplaincy in Multifaith Contexts (24 Credits)**

This program is designed to provide persons who already are chaplains, or wish to become chaplains, the breadth of understanding of religious diversity and skills in pastoral care, practices of religious leadership, theology and ethics, dialogue and interreligious relations needed for service in multifaith contexts. Because enrollees in this program come from a variety of religious backgrounds, most class time will be inherently an experience of interreligious dialogue.

- |   |            |
|---|------------|
| ▪ Understanding and Engaging Religious Diversity (DI-641) | 3 credits  |
| ▪ Chaplaincy Models and Methods (AM-602)                  | 3 credits  |
| ▪ Four elective courses                                   | 12 credits |

(Exploring the following themes: Theology or Sacred Texts, Transitions, Institutional Settings, Dialogue and Conflict Resolution)

- Clinical Pastoral Education 3 credits
- Chaplaincy Practicum (GC-610)\* 3 credits

**Clinical Pastoral Education:** All students are required to take one unit of Clinical Pastoral Education (CPE). When the student has completed the unit of CPE, he/she must submit an Advanced Standing petition to the Academic Policy Committee which requests three credits and include a copy of his/her CPE certificate. No tuition is charged by the Seminary for CPE.

**Chaplaincy Practicum:** Qualified students may be granted up to three *Chaplaincy Practicum* credits for previous relevant religious leadership experiences by petitioning for Advanced Standing in accordance with the Advanced Standing Guidelines of Hartford Seminary. Such requests must be acted upon by the Academic Policy Committee in consultation with the program director. Students for whom *Chaplaincy Practicum* is waived will still be required to participate in an exit interview with the Certificate Program Director. **Note:** A student for whom board certification is the goal may petition the Academic Policy Committee to substitute a second unit of CPE for the *Chaplaincy Practicum* requirement.

**Transfer Credit:** Students are allowed to count up to three graduate level credits taken at another accredited institution toward the elective requirements for the Graduate Certificate in Chaplaincy in Multifaith Contexts. These credits may be from a course taken within 10 years prior to enrolling at Hartford Seminary or can be taken during the course of a student's program. However, a course taken at another institution while a student is enrolled at Hartford Seminary must be pre-approved by the student's advisor and the Dean (students must complete the Transfer Credit Pre-Approval Form). A student may petition the Academic Policy Committee to take an additional 3 credits at another institution and transfer them toward elective credits for this Graduate Certificate. However, a convincing case must be made that a second non-Hartford Seminary course is critical to this particular student's successful preparation for chaplaincy.

### **Graduate Certificate in Interfaith Dialogue (18 Credits)**

Students completing this certificate will have been exposed to dialogue and its importance in Christian-Muslim and Abrahamic Relations. They will have practiced and learned to explain the "dialogical imperative" of engaging persons of other religious traditions, exploring both personal and structural sources of similarities and differences.

Requirements/Credits

- Dialogue in a World of Difference (DI-530) 3 credits
- Other courses in dialogue, interfaith understanding, or world religions 15 credits

### **Graduate Certificate in Imam and Muslim Community Leadership (24 Credits)**

The aim of this program is to support the structured continuing education of a range of key Muslim community leaders in the American context, deepening their awareness of Islamic Theology and Spirituality, Islamic Ethics, Advanced Islamic Scripture, American Muslim Communities, Interfaith Encounter and Arts of Ministry.

- Six courses covering the six areas listed above to be determined in consultation with the student's Academic Advisor. 18 credits
- Reflection on Ministry Experience (GC-560) 3 credits
- Clinical Pastoral Education 3 credits

**Clinical Pastoral Education:** All students are required to take one unit of Clinical Pastoral Education (CPE). When the student has completed the unit of CPE, he/she must submit an Advanced Standing petition to the Academic Policy Committee which requests three credits and include a copy of his/her CPE certificate. No tuition is charged by the Seminary for CPE.

### **Graduate Certificate in Islamic Chaplaincy (24 Credits)**

Please see The Islamic Chaplaincy Program section on page 35 of the Catalogue for complete information on the Graduate Certificate in Islamic Chaplaincy.

**Graduate Certificate in Islamic Studies and Christian-Muslim Relations (18 Credits)**

Students completing this certificate will have been introduced to the history, beliefs and practices of Islam and will have become acquainted with the major social and political trends in contemporary Islam. Students will also have been exposed to dialogue and its importance in Christian-Muslim Relations.

Requirements/Credits

- One course on Islam in the contemporary world 3 credits
- Two courses in Islamic history, scripture, law, theology or spirituality (mystical thought) 6 credits
- Two courses in Christian theology, Christian ethics, dialogue, or Christian-Muslim Relation 6 credits
- One additional course 3 credits

**Graduate Certificate in Ministry in Daily Life (18 Credits)**

One of the defining features of Hartford Seminary is its emphasis on “ministry in daily life.” Students completing this graduate certificate will have reflected upon the application of faith and spirituality to life and will be able to articulate an understanding of ministry that informs their daily lives.

**Recommended Course:** AM-520 Ministry in a Multicultural World

**Graduate Certificate in Religious Studies (18 Credits)**

This certificate is intended for students who desire the greatest flexibility for purposes of meeting particular educational objectives. Students completing this graduate certificate will have constructed a coherent set of courses to meet their educational objectives in collaboration with their faculty advisor. Students will be expected to articulate how the courses they select meet their stated goals.

Online Option: The Graduate Certificate in Religious Studies may be taken completely online. In general, the Seminary offers three online courses each regular semester.

**Graduate Certificate in Spirituality (18 Credits)**

Students completing this graduate certificate will have grown in an understanding of spirituality as a way of life that intentionally integrates behavior and belief while honoring one’s personal search for meaning. Core to the program is exposure to a rapidly changing world and its multifaceted implications, diversity in understanding and relating to the Divine, a deepening of one’s awareness of the Spirit in everyday life, and an application of theoretical learning to reflective prayer and practice.

Women’s Leadership Institute  
Up to 6 credits of the Women’s Leadership Institute may be applied toward the 18 credits of this graduate certificate.

**Graduate Certificate in Theology and Ethics (18 Credits)**

The graduate certificate in theology and ethics introduces students to biblical sources, historical traditions, and contemporary construction in theology and ethics. By engaging texts in their historical and cultural contexts, students will be assisted in developing their own theological interpretations and ethical positions surrounding current issues.

Requirements/Credits

- Historical theology 3 credits
- Contemporary theology 3 credits
- A course in ethics 3 credits
- A Bible course 3 credits
- Additional courses in theology and ethics 6 credits

## **Tuition Costs and Fees**

See Master of Arts Program - Tuition Costs and Fees on page 30.

## **Graduation Fee**

There is a \$65 graduation fee for all Graduate Certificate recipients.

## **Academic Policies for Graduate Certificate Programs**

The policies that are specific to the Graduate Certificate Programs are below. Please also see the Academic Policies for Graduate Programs on page 67.

## **Academic Probation**

Graduate Certificate students who fail to maintain a cumulative 2.66 grade point average are placed on academic probation. As a condition of academic probation, students will be required to meet with the Hartford Seminary Writing Consultant for a minimum of ten hours each semester until his/her average resumes a non-probation level. (Students who are recipients of federal financial aid should refer to the Financial Aid section of this Catalogue on page 58 for the Satisfactory Academic Progress policy.)

## **Grading System**

For the Graduate Certificate programs, the Hartford Seminary Grading Guidelines approved by the faculty in April 1996 stipulate the following:

- +/- indicates strength or weakness within a letter grade. Grades range from A to C and F; A+'s and C-'s are not part of the grading system;
- A(4.00), A-(3.66), B+(3.33), B(3.00), B-(2.66), C+(2.33), C(2.00) and F(0.00);
- A grade point average of no less than B-(2.66) is required to maintain good standing in the Graduate Certificate program;
- Students who fail to maintain a cumulative 2.66 grade point average are placed on academic probation;
- A minimum grade point average of 2.75 is required for graduation.

## **Graduation**

Graduate Certificates are awarded at Hartford Seminary's annual graduation ceremony in late spring. (Please see Academic Calendar for exact date.)

## **On-Campus Classroom Requirement**

Hartford Seminary requires that at least half of the credits required for a graduate certificate be taken in courses taught in the classroom on the Hartford Seminary campus. This allows for up to half of the credits to be taken in a combination of the following formats: off-site courses, on-line courses, independent study, travel seminars, field education.

1. Students enrolled in the Religious Studies Graduate Certificate are exempted from this policy and therefore have the option of taking all 18 credits in the following formats: off-site courses, on-line courses, independent study, and travel seminars. This option is designed to provide additional flexibility for students who live at a great distance from the Seminary. (Normally, transfer and advanced standing credit are not permitted in a graduate certificate program due to the limited number of credits required.)
2. For students enrolled in the Imam and Muslim Community Leadership Graduate Certificate courses taken at the primary off-site location count as on-campus courses.

## **Termination of Program**

A student's degree program may be terminated on the written request of the student, or by action of the Academic Policy Committee, if the student's performance is deemed unsatisfactory or if tuition and fee payments are not made as required. The termination of a student's program by the Academic Policy Committee does not cancel financial obligations the student incurred at the Seminary while enrolled. Students who have not received an approved leave of absence, registered for a course or paid a program continuation or extension fee for two

consecutive academic semesters will be notified that they will be removed from the program unless they respond within 30 days. A student who has been removed may apply for reactivation by petitioning the Academic Policy Committee and paying any unpaid tuition or fees. (Students who are recipients of federal financial aid should refer to the Financial Aid section of this Catalogue on page 58 for the Satisfactory Academic Progress policy.)

### **Application Process to the Master of Arts Degree Program**

Students seeking admission to the Master of Arts degree program upon completion of a Graduate Certificate program of study need to provide the following:

1. Completed Master of Arts application (the \$50 application fee is waived).
2. A personal statement of three to four pages identifying the applicant's personal goals for the Master of Arts program, his/her perceived strengths, and his/her potential areas for development.
3. Original materials submitted for the Graduate Certificate application including the letters of recommendation and original transcripts from all previous undergraduate and graduate institutions (available from the Registrar's Office).
4. Two additional letters of recommendation (One additional recommendation is required for students enrolled in the Graduate Certificate programs in Islamic Chaplaincy, Chaplaincy in Multifaith Contexts or Imam and Muslim Community Leadership.) One letter from your faculty advisor and, (if required) one letter from another faculty member with whom you have taken a course – preferably a core faculty member, if possible.
5. Hartford Seminary transcript.
6. Personal interview.

## Master of Arts Program

The Master of Arts degree program at Hartford Seminary provides an opportunity for persons of all backgrounds to deepen and broaden their faith understandings, to reflect on the challenge of diversity in a dialogical setting, and to meaningfully relate religious theory and spiritual practice to the context in which faith communities exist in daily life, community, and the world at large.

The program is designed for persons who want to increase their knowledge and develop their skills in religious leadership and the practice of ministry in daily life while pursuing specific interests in a focused area of study.

International Students – for additional information of particular relevance to international students, see the section of the Catalogue entitled International Students.

### **Application and Admission**

Once an applicant's file is complete (see below) it will be reviewed by the Admissions Committee at the next regularly scheduled meeting (nine times per year). Students wishing to be admitted prior to the start of a given semester must make sure their files are complete by the following deadlines:

- April 15 for Summer Session or to be included in the first round of financial aid decisions for the next academic year; (To be considered for financial aid, a separate Application for Financial Assistance must be completed and submitted to the Financial Aid Committee by June 1st.)
- July 15 for the Fall Semester;
- December 1 for January Intersession and the Winter/Spring Semester.

An applicant's file is complete when the following items have been received by the Admissions Office:

1. The application form and application fee of \$50.
2. A personal statement of three to four pages identifying the applicant's personal goals for the Master of Arts program, his/her perceived strengths, and his/her potential areas for development.
3. Complete official transcripts from all previous undergraduate and graduate institutions.
4. Three letters of recommendation. At least one letter must be from a faculty member of an institution from which the applicant has earned a degree or a person from the applicant's religious community or work place who can speak to the applicant's potential for graduate level study.

One can apply through either a paper-based or an online format. You may access both our online application and the downloadable paper-based application by going to our website at [www.hartsem.edu](http://www.hartsem.edu) and clicking on the Admissions tab on the left-hand side toolbar. Detailed instructions for completing the application are also provided at this link. You may also request a paper application by calling our Admissions Office at 860-509-9512.

**Interview:** After a student's file is complete, the student will be contacted by the Admissions Office to set up an interview. While in most cases the interview will happen on the Hartford Seminary campus, a phone interview may be conducted where distance prohibits a visit to campus. Applications will only be sent on to the Admissions Committee for review once the interview has been conducted.

A bachelor's degree (or its educational equivalent) at a satisfactory level of achievement from an accredited institution is a prerequisite for admission. Admission is granted only on the basis of the terms stated in this Catalogue and in the admission letter.

Students who have previously taken graduate level courses in religion from an accredited institution may be eligible for transfer credit. Please see page 33 for the full transfer credit policy.

Students who have undertaken significant learning outside the context of a traditional graduate degree program may be eligible for Advanced Standing. Please see the full policy on page 31.

**Readmission:** Please see Academic Policies for Graduate Programs section on page 71.

## Program Requirements

The Master of Arts program requires 48 credits. A minimum of 30 credits must be taken through Hartford Seminary and all degree requirements must be completed within six years.

**Note:** At least one course in the program—*other than a course in scripture*—must be taken in a faith tradition other than the one with which the student is most familiar. Students work with their faculty advisor to determine the appropriate course selection to meet this requirement.

		Number of Credits
<b>Core Course</b>	Dialogue in a World of Difference (DI-530)	<b>3</b>
<b>Core Areas</b>	Sacred Scripture (Required: one course in each of two scriptures)	6
	Theology	3
	Ethics	3
	Worship and Spirituality	3
	Religion and Society	3
	History	3
	Total Core Area Credits	<b>21</b>
<b>Focused Area of Study</b>	Students select from Biblical Studies, Islamic Studies and Christian-Muslim Relations, Ministry in Daily Life, Religious Studies, Spirituality, or Theology and Ethics	<b>9</b>
<b>Electives</b>	9 or 12 credits depending on final requirement selection of final paper, project or thesis	<b>9 or 12</b>
<b>Final Requirement</b>	Final Paper/Project (3 credits) OR Thesis (6 credits)	<b>3 or 6</b>
<b>Total Credits – Master of Arts</b>		<b>48</b>

## **Program of Study**

At the time of admission, students are assigned a faculty advisor. Students work with their faculty advisor and within their selected area of focused study to design a program tailored to meet their educational objectives. Students, in consultation with their faculty advisor, complete a Program of Study Worksheet outlining their courses and selected area of focused study.

Program of Study Worksheets must be submitted to the Dean no later than the completion of 24 credits.

Students who have not selected a focused area of study at the time of their application and admission should declare one no later than the completion of 24 credits. At that point, students will be reassigned, if necessary, to a faculty advisor in the area of focused study.

The Master of Arts degree requires successful completion of the 48 credit components detailed below.

### **Core Course - Dialogue in a World of Difference 3 credits**

The core course, offered each fall semester, is foundational to the Master of Arts teaching goals and curriculum at Hartford Seminary. The course, which is team taught by two or more faculty members, provides an introduction to the lenses and disciplines of contextual, dialogical and interfaith engagement and discourse. The core course is required of all students enrolled in the Master of Arts degree program. Students are strongly urged to take the course during the first fall semester after admission to the program.

### **Core Areas 21 credits**

Students are required to take the designated number of credits in each of the core areas listed below; courses that fulfill the core areas are identified with an asterisk (\*) on the course schedule for each semester and in the course description section of the Catalogue.

Sacred Scripture	6
(Required: one course in each of two scriptures)	
Theology	3
Ethics	3
Worship and Spirituality*	3
Religion and Society	3
History	3
<b>Total Core Credits</b>	<b>21 credits</b>

\*For the required course in Spirituality, students should take the course that has the most meaning for them (in practice this should be in a tradition with which the student most closely identifies.)

Note: Students completing a Focused Area of Study in Islamic Studies and Christian-Muslim Relations select from appropriate courses in each of the core areas.

**Focused Area of Study 9 credits**

For the focused area of study, students work with their faculty advisor to select courses tailored to meet their educational goals within one of the following areas:

- Biblical Studies
- Islamic Studies/Christian-Muslim Relations
- Ministry in Daily Life\*\*
- Spirituality
- Theology and Ethics
- Religious Studies\*\*

\*\*The “Ministry in Daily Life” and “Religious Studies” focused areas of study allow for the broadest possible selection of courses to meet individual student educational objectives.

Whenever possible, the faculty advisor for a student selecting one of the five remaining areas of focused study will be a faculty person within that academic area. That faculty person is the one who gives final approval to the course of study their student advisee has proposed and completed, in consultation with the Dean.

**Biblical Studies**

This focused area of study provides familiarity with the content of the books of the Hebrew and Christian Scriptures and critical exploration of specific books, genres, themes and historical and cultural contexts.

Students choosing a focused area of study in Biblical Studies are encouraged to take Biblical languages. Up to 12 credits of language courses taken at Hartford Seminary may count toward the 48 credits required for the Master of Arts degree.

**Islamic Studies and Christian-Muslim Relations**

Students completing this focused area of study will have knowledge of the history, beliefs and practices of Islam including the life of the Prophet, the Qur’ān as sacred scripture, law and tradition, theology, philosophy, and the schools of mystical thought. They will also be acquainted with the major social, political and intellectual trends in contemporary Islam, and theological and social interaction between Islam and Christianity.

Students in this focused area of study are encouraged to widen the core curriculum through independent study, including the study of Islam in the Middle East, Africa, South and East Asia, Europe and North America, using the extensive resources available in the special collections of the Hartford Seminary library.

Students choosing Islamic Studies and Christian-Muslim Relations are strongly encouraged to take Arabic. Up to 12 credits of language courses taken at Hartford Seminary may count toward the 48 credits required for the Master of Arts degree.

*The Macdonald Center*

The Master of Arts program focusing on Islamic Studies and Christian-Muslim Relations utilizes the resources of Hartford Seminary's Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations. This center embodies Hartford Seminary's 100-year commitment to the study of Islam and Christianity in their complex relationships throughout history and in the modern world.

*Islamic Chaplaincy Program*

The Islamic Chaplaincy Program at Hartford Seminary is a 72-credit program that combines academic study and practical training. See Islamic Chaplaincy Program section of the Catalogue for details.

**Ministry in Daily Life**

One of the defining features of Hartford Seminary is its emphasis on "ministry in daily life." Rooted in the conviction that one's entire life reflects a sense of vocation and the desire to serve God, students choosing this focused area of study are encouraged to take courses that invite reflection on the application of faith to life and that equip the student to serve both the faith community and the world more effectively. This focused area of study is intended to provide the greatest flexibility in course selection for persons seeking to explore how faith informs life in the home, the workplace, the public sector, and the congregation or faith community. This focused area of study may be the appropriate selection for those seeking to develop or enhance their ministry in a non-ordained form.

**Religious Studies**

This focused area of study is intended for students who desire the greatest flexibility in their program of study in order to accomplish particular educational goals. Students completing this focused area of study will have constructed their program to deliver a coherent set of educational objectives in collaboration with the faculty advisor.

**Spirituality**

Students completing this focused area of study will have grown in an understanding of spirituality as a way of life that intentionally integrates behavior and belief while honoring one's personal search for meaning. Core to the program is exposure to a rapidly changing world and its multifaceted implications, diversity in understanding and relating to the Divine, a deepening of one's awareness of God's presence in everyday life, and an application of theoretical learning to reflective prayer and practice. Students will work with a faculty advisor in the field of spirituality to design a program tailored to meet their personal and educational goals.

*Women's Leadership Institute*

Up to 6 credits of the Women's Leadership Institute may be applied toward the Master of Arts degree program with a focus in spirituality.

*Drumming Circles*

The drumming circle, offered through Hartford Seminary's educational outreach program typically in the fall and winter/spring semesters, is an accompaniment to the course offerings in the area of spirituality, liturgy and worship. For further details, please view Hartford Seminary's Educational Outreach Events on the Seminary's website: [www.hartsem.edu](http://www.hartsem.edu) or call 860-509-9555.

*Spiritual Life Center*

The Spiritual Life Center is a resource for spiritual programs in the Hartford region and throughout Connecticut since 1982.

**Theology and Ethics**

Students completing this focused area of study will deepen and extend their theological understanding and analysis of biblical sources, historical traditions, and contemporary construction in theology and ethics. Students will be able to develop their own theological interpretations and discern their own ethical positions surrounding current issues.

**Electives**

**9 or 12 credits**

Students work with their faculty advisor to select the remaining courses from the curriculum to complete their educational objectives for the Master of Arts degree program.

**Final Paper/Project or Thesis (students select one)**

**3 or 6 credits**

Completion of the final requirement for the Master of Arts degree provides an opportunity for the student to demonstrate her/his capacity to apply and reflect on the perspectives addressed by the Master of Arts program within the focused area of study. Those perspectives may include both scholarly and practical approaches encountered in courses and independent study, the student's own vocational understanding, and the experience of living in a faith community.

The precise form of the final paper, project or thesis can vary within certain guidelines. Students should discuss with their faculty advisor which type of component would best suit their needs, desires, and future academic and vocational plans. Students completing a final paper, project or thesis will be required to take an oral examination on their work with their faculty advisor and one additional faculty member. Completion of a thesis is strongly recommended for students considering further graduate study, particularly a Ph.D., at any point in their future.

**Tuition Costs and Fees**

The cost of the Master of Arts degree program is the total of course tuition, the non-refundable application fee, the program extension fee or continuation fee (when necessary), and the graduation fee.

**Payment of Tuition and Fees**

A student becomes liable for the full tuition cost of a course on the date the course begins, therefore payment of course tuition and applicable semester fees are due no later than the first day of classes. Hartford Seminary accepts personal check, money order, MasterCard, American Express or Discover.

All financial obligations to Hartford Seminary must be met before any of the following will be permitted: enrollment in subsequent semesters, the Master of Arts final oral examination, participation in graduation, and requests for transcripts.

**Tuition Costs and Fees**

- Application Fee \$50
- Course Tuition \$1,950 per 3 credit course
- Course Audit \$575 per 3 credit course
- Course Special Audit \$385 per 3 credit course (See Academic Policies for Graduate Programs section)
- Graduation Fee \$185
  
- Other fees as required:
- Late Registration Fee \$40
- Program Continuation Fee \$60 (See Academic Policies for Graduate Programs section)
- Program Extension Fee \$200 (See Academic Policies for Graduate Programs section)
- Returned Check Fee \$20
- Transcript Fee \$10

**Payment Plan Option**

Hartford Seminary offers an online payment plan option that allows matriculated students to pay tuition in equal monthly installments over the course of the semester. We have partnered with FACTS Management Company to help us manage this process. The fee to cover administration of the plan is \$41 per semester or summer session. You may pay your tuition by credit card or by direct withdrawal from your bank account. If you choose to pay by credit card, a 2.5% convenience fee will be added to your charge. To enroll, please access the online payment plan through the billing tab on your student account, and complete the payment plan agreement. All bills for prior

semesters must be paid in full prior to entering into the payment plan. Please note, the payment plan fees are FACT fees (not Hartford Seminary fees) and are subject to change.

### Academic Policies for the Master of Arts Program

The policies that are specific to the Master of Arts Program are below. Please also see the Academic Policies for Graduate Programs.

#### **Academic Probation**

Students who fail to maintain a 2.66 Grade Point Average either with respect to their cumulative work, or in the work of a given semester, are placed on academic probation. Students are notified of this in writing. As a condition of academic probation, students will be required to meet with the Hartford Seminary Writing Consultant for a minimum of ten hours each semester until her/his cumulative average resumes a non-probation level. The purpose of the meetings will be to focus on written work in current or incomplete courses. The program of a student who continues on academic probation for two consecutive semesters will be terminated. (Students who are recipients of federal financial aid should refer to the Financial Aid section of this Catalogue for the Satisfactory Academic Progress policy.)

#### **Advanced Standing**

Up to six “Advanced Standing” credits may be awarded toward the Master of Arts degree after the completion of at least one semester as an enrolled student at Hartford Seminary. The purpose of granting this credit is to acknowledge significant learning outside the context of a traditional graduate degree program. Credit is awarded by the Academic Policy Committee upon petition by the student and is applied toward the elective requirement. The petition must include a detailed record of the work or learning experiences for which credit is sought, accompanied by supporting documentation, and articulate how these experiences have increased the student’s level of understanding and ability to meet a personal, career, or ministry goal. Experiences must be within 10 years of the date of petition in order to be eligible for credit. Students seeking to apply for Advanced Standing credit should obtain the Guidelines for Requesting Advanced Standing Credit (available through the online Student Forms Center or on site at 77 Sherman Street, 2<sup>nd</sup> floor) and consult with their faculty advisor, who must provide a letter of support for the petition.

Black Ministries Program/Hispanic Ministries Program - Students who have completed the eight course curriculum required for Hartford Seminary’s Black Ministries Program or Hispanic Ministries Program certificate programs may submit a single petition for six credits under the Advanced Standing provision. The petition may omit the description and curriculum elements requested in the Advanced Standing Guidelines as part of the petition but must include the summary of learning and evaluation elements. Supporting documents should include the final course report (available from the Registrar) and one sample of what the student considers his or her best work from assignments completed as part of the certificate program.

#### **Clinical Pastoral Education (CPE)**

Clinical Pastoral Education is an experience-based learning program that combines work in hospital chaplaincy with small group reflection under the supervision of a certified chaplain. There are several good CPE programs in the region. Students who complete CPE may request that the Seminary (via a letter with documentation to the Academic Policy Committee) apply one unit of CPE toward 3 credits in their M.A. program under the Seminary’s Advanced Standing Guidelines. Up to 6 credits may be granted.

#### **Course Schedule – Academic Year**

The course schedule is designed to accommodate persons whose availability may be limited due to work, life and ministry commitments. Many classes meet once a week in the late afternoons or evenings. Some courses are offered during the day or, on occasion, in a Friday evening/all day Saturday format. The Seminary also offers 4-5 online courses per academic year. Master of Arts students are welcome to take any course offered on our schedule that is designated with a 500 or 600 course number as long as designated prerequisites have been met.

### **Declaring a Focused Area of Study**

Students who have not declared a focused area of study at the time of their application and admission must do so no later than the completion of 24 credits. At that point, students will be reassigned, if necessary, to a faculty advisor in the area of the focused study. Together, the student and the faculty advisor will complete a program of study worksheet for the student's degree program.

### **Final Requirement Completion and Registration**

Students in the Master of Arts who have completed all courses required for their degree must enroll in their final requirement course within two regular semesters. Students who are at this stage and wish to defer working on their final requirement may postpone enrolling in their final requirement and take advantage of the Program Continuation provision (see Program Continuation Fee in the Academic Policies for Graduate Programs) for no more than one semester. Students taking a six-credit final requirement (M.A. thesis) option may choose to register for three credits for each of two consecutive regular semesters. Students requiring additional semesters to complete the final requirement beyond the semester(s) in which they have registered for the final requirement credits must pay the program extension fee (see Program Extension Fee in the Academic Policies for Graduate Programs.) If a student finds they cannot proceed with the final requirement within these time frames due to serious life difficulties, they must, after consulting with the faculty advisor, request a leave of absence from the Academic Policy Committee in order to be considered for an exemption from this requirement.

### **Final Requirement Oral Examination**

All course work must be completed, all grades reported to the Registrar, and all financial obligations to the Seminary must be met before final requirement oral examinations may be taken. This includes the oral examination of a final paper, project, or thesis. Students planning to schedule their final oral examination must contact the Executive Assistant to the Dean at least four weeks prior to the proposed exam date and must complete the final oral examination checklist before the exam may be scheduled.

### **Grading System**

For the Master of Arts degree program, the Hartford Seminary Grading Guidelines approved by the faculty in April 1996 stipulate the following:

- +/- indicates strength or weakness within a letter grade. Grades range from A to C and F; A+'s and C-'s are not part of the grading system.
- A(4.00), A-(3.66), B+(3.33), B(3.00), B-(2.66), C+(2.33), C(2.00) and F(0.00).
- A grade point average of no less than B- (2.66) is required to maintain good standing in the Master of Arts program.
- The minimum G.P.A. required for graduation in the Master of Arts program is 2.75.
- Students who fail to maintain a 2.66 G.P.A. either with respect to their cumulative work, or in the work of a given semester, are placed on academic probation. The program of the student who continues on academic probation for two consecutive semesters will be terminated.

A faculty member, with the approval of the Dean, may determine that a specific course be graded on a Pass-Fail basis. Courses graded on a Pass-Fail basis do not figure into the grade point average.

### **Graduation**

Master of Arts degrees are awarded at Hartford Seminary's graduation ceremony in late spring. (Please see Academic Calendar for exact date.)

### **Language Courses**

Hartford Seminary offers Master's level courses in Arabic, New Testament Greek and occasionally, Hebrew. Up to 12 credits of language courses taken at Hartford Seminary may count toward the 48 credits required for the Master of Arts degree. Persons interested in taking language courses for credit should consult beforehand with their faculty advisor.

### **Leave of Absence**

Students who find it necessary to interrupt their planned program of study due to serious life difficulties (medical, family, employment, etc.) may request a leave of absence by submitting a petition through their faculty advisor to the Academic Policy Committee. This petition should include reasons for seeking a leave and a schedule for resuming study. When the Committee has made a decision, the student will receive a letter informing her or him of the decision. Leaves are granted on a semester by semester basis, and are limited to 180 days per calendar year. All requirements for the Master of Arts degree must be completed within six years. (Students who are recipients of federal financial aid should refer to the Financial Aid section of this Catalogue for additional leave of absence stipulations.)

Students who have not received an approved leave of absence or have not registered for a course for three consecutive academic semesters will be removed from the program with notification. A student who has been inactive within this period may reactivate by petitioning the Academic Policy Committee and paying any unpaid tuition or fees within 30 days.

### **On-Campus Classroom Requirement**

Hartford Seminary requires that at least 24 credits of the 48 required for the Master of Arts degree be taken in courses taught in the classroom on the Hartford Seminary campus. This allows for up to half of the credits required for the degree to be taken in a combination of the following formats: off-site courses, on-line courses, independent study, Advanced Standing, transfer credits, travel seminars, field education, final project/paper/thesis.

### **Transfer Credit**

Students who have taken graduate level courses in religion from an accredited institution that have not been applied toward a previous degree may ask for these courses to be applied toward their Master of Arts degree. In order to be considered eligible for transfer, these credits must have been earned within ten years prior to initial enrollment as a matriculated student at Hartford Seminary or taken while the student is pursuing their degree at Hartford Seminary. Students may receive up to 18 credits of transfer credit. Any course taken at another institution while a student is enrolled at Hartford Seminary must be pre-approved by the student's advisor and the Dean (students must complete the Transfer Credit Pre-approval form). The total credit awarded for Advanced Standing and transfer credit combined may not exceed 18 credits.

### **Travel Seminars**

Hartford Seminary encourages students to consider opportunities for exposure to the international context of religious life. Hartford Seminary periodically sponsors travel seminars that provide participants with an opportunity to learn more about the major religions of the world as they co-exist in regions of shared historic experience and contemporary struggle. Information about upcoming travel seminars is available from the Registrar.

### **Writing Assistance**

Hartford Seminary is committed to providing our students with the tools they need to successfully complete our program. One service we offer is writing assistance. Writing assistance services may consist of individualized work with a Writing Consultant or group workshops. Writing assistance is available to all matriculated students upon request, and at no charge. Writing assistance may also be recommended to newly admitted students by the Admissions Committee, or recommended to enrolled students by the Faculty. Further information about these services is available from the Dean's Office.

## **Cooperative Master of Divinity Program**

Hartford Seminary has cooperative agreements with Andover Newton Theological School (ANTS) and Yale Divinity School (YDS) that allow qualified Master of Arts (M.A.) students to begin their studies at Hartford Seminary and, if accepted, to proceed to either of the cooperating seminaries to pursue a Master of Divinity (M.Div.) degree. These cooperative agreements allow students to transfer up to 45 credits of coursework to ANTS and up to 36 credits of coursework to YDS.

The specific policies and procedures governing the cooperative Master of Divinity program are covered in detail in a document called “Procedures for Students in Hartford Seminary’s Cooperative Master of Divinity Program” available from the Student Forms Center on the 2nd floor of the 77 Sherman Street building or online from the Seminary’s website, [www.hartsem.edu](http://www.hartsem.edu). Questions may be directed to Program Director or the Registrar. It is very important that students choosing to proceed with this option obtain this document at the beginning of their studies at Hartford Seminary and consult with their faculty advisor carefully when selecting courses at Hartford Seminary.

In general, any student choosing to pursue the Cooperative Master of Divinity Program option needs to be aware of the following:

- Before making application to either ANTS or YDS through the Cooperative Program, the student must be an M.A. student in good standing and must have completed at least 24 credits at Hartford Seminary. At least 12 of the 24 credits must have been earned in courses taught by at least two different core faculty or faculty associates.
- The student who has established eligibility in this manner may then apply to Hartford Seminary’s Cooperative M.Div. Committee for its endorsement before applying to ANTS and/or YDS as a Hartford Seminary Cooperative Program applicant.
- For students intending to matriculate to YDS, be aware that YDS will not transfer in week-long intensive courses taken at Hartford Seminary during the January or June terms. Similarly, YDS will not transfer in any courses taken exclusively online. This affects only courses taken after September 2007.

### **Application and Admission**

The application and admission processes for the Cooperative Master of Divinity program are the same processes that apply to application, admission and financial aid for the Master of Arts program at Hartford Seminary. Please see the Master of Arts Program - Application and Admission section for complete information.

### **Tuition Costs and Fees**

See Master of Arts Program - Tuition Costs, and Fees. The tuition, fees, and payment options detailed in this section apply to all students enrolled in the Cooperative Master of Divinity program option at Hartford Seminary.

### **Academic Policies for the Cooperative Master of Divinity Program**

The only policy that is specific to Cooperative Master of Divinity program is below. Cooperative Master of Divinity students should follow the Academic Policies for the Master of Arts program. Please also see the Academic Policies for Graduate Programs.

### **On-Campus Classroom Requirement**

Students enrolled in the Cooperative M.Div. program should plan to take all of the courses that make up the Hartford Seminary segment of their degrees in the classroom on the Hartford Seminary campus. Occasionally it will be appropriate for students in this program to consider courses taught in other formats, e.g., off-site courses, on-line courses, travel seminars, independent study. When appropriate, the student should discuss the merits of these alternatives with his/her Hartford Seminary advisor. The advisor’s approval is required.

## **Islamic Chaplaincy Program**

The Islamic Chaplaincy Program at Hartford Seminary is a 72-credit program that combines academic study and practical training. The Islamic Chaplaincy Program consists of two components:

1. The 48-credit Master of Arts degree with a focused area of study in Islamic Studies and Christian-Muslim Relations.
2. The 24-credit Graduate Certificate in Islamic Chaplaincy consisting of 18 credits in Islamic “Practices of Ministry” and related courses and 6 credits of field education/practical application and training.

Integral to the rationale for developing and offering the Islamic Chaplaincy Program are the strengths already in existence at Hartford Seminary which include:

- the strong academic curriculum available through the current Master of Arts degree program with a focused area of study in Islamic Studies and Christian-Muslim Relations;
- the interfaith orientation, work and scholarship of the Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations; and
- the expertise of the Hartford Institute for Religion Research in working with active faith communities.

### **Customized Program**

In consultation with the Director of the Islamic Chaplaincy Program, each student’s program will be customized to meet his or her particular educational needs and professional/vocational objectives within the formal guidelines and criteria established for the Islamic Chaplaincy Program at Hartford Seminary. Depending on the applicant’s previous education and experience and the applicant’s future goals and work setting, the applicant may be required to complete both components of the Islamic Chaplaincy Program or just the Graduate Certificate in Islamic Chaplaincy. For further information, contact the Islamic Chaplaincy Program.

### **Application and Admission for the Graduate Certificate Program in Islamic Chaplaincy**

(For application and admission information pertinent to the Master of Arts degree with a focused area of study in Islamic Studies and Christian-Muslim Relations, please see the Master of Arts Degree Program – Application and Admission section.)

Admission to the Graduate Certificate in Islamic Chaplaincy requires a bachelor’s degree (or its educational equivalent) from an accredited institution, and extensive knowledge of Islam, which may have been acquired in various ways. Ideally, students applying to the Graduate Certificate in Islamic Chaplaincy will have completed a Master’s degree (or its educational equivalent).

Preference will be given to students who are working or will be working as chaplains in the U.S. or with a U.S. agency, organization or institution. International students who require visas will, in rare cases, be considered for admission; however, all documents necessary for the I-20 (financial statement and sponsorship, etc.) and a Test of English as a Foreign Language (TOEFL) score of 550 (written version), 213 (computer version) or 80 (internet version) or higher are required.

Note: The United States Armed Forces expects students who want to be military chaplains to earn both the Master of Arts in Islamic Studies and Christian-Muslim Relations degree and the Graduate Certificate in Islamic Chaplaincy.

**Additional Admissions Stipulations:**

- Admission to a Graduate Certificate program of study does not constitute or guarantee admission to the Master of Arts degree program;
- Coursework that was taken for credit as a special student at Hartford Seminary prior to admission may be applied toward the 24 credits required for the graduate certificate; however, at least 6 of the 18 course credits (field education credits are excluded from this requirement) must be taken after official notification of admission to the graduate certificate program;
- No transfer credit from other institutions will be allowed to count toward the graduate certificate;
- Advanced Standing credit may be granted by the Academic Policy Committee only toward three of the six field education/relevant life experience credits as stipulated above.

Students wishing to be admitted prior to the start of a given semester must make sure their files are complete by the following deadlines:

- April 15 for Summer Session or to be included in the first round of financial aid decisions for the next academic year; (To be considered for financial aid, a separate Application for Financial Assistance must be completed and submitted to the Financial Aid Committee by June 1st.)
- July 15 for the Fall Semester;
- December 1 for January Intersession and the Winter/Spring Semester.

An applicant's file is complete when the following items have been received by the Admissions Office:

1. The application form and application fee of \$50.
2. A personal statement of three to four pages identifying the applicant's personal goals for the Graduate Certificate in Islamic Chaplaincy, his/her perceived strengths, and his/her potential areas for development.
3. Complete official transcripts from all previous undergraduate and graduate institutions.
4. Two letters of recommendation: One letter of recommendation from a professor or instructor who can speak to the applicant's academic abilities and potential or a professional colleague who can speak to her or his capabilities and potential. A second letter of recommendation from the leader of a Muslim religious or community organization that speaks to the abilities and potential of the applicant to work cooperatively in community activities, exercise religious leadership and achieve a deeper understanding of his or her faith, linguistically and intellectually.

One can apply through either a paper-based or an online format. You may access both our online application and the downloadable paper-based application by going to our website at [www.hartsem.edu](http://www.hartsem.edu), and clicking on the Admissions tab on the left-hand side toolbar. Detailed instructions for completing the application are also provided at this link. You may also request a paper application by calling our Admissions Office at 860-509-9512.

**Interview:** After a student's file is complete, the student will be contacted by the Admissions Office to set up an interview. While in most cases the interview will happen on the Hartford Seminary campus, a phone interview may be conducted where distance prohibits a visit to campus. Applications will only be sent on to the Admissions Committee for review once the interview has been conducted.

**Readmission** – see Academic Policies for Graduate Programs on page 71.

## Program Components

### **Master of Arts Degree**

The Master of Arts degree requires the successful completion of 48 credits. The Master of Arts degree with a focus in Islamic Studies and Christian-Muslim Relations is designed to provide students with foundational knowledge in the major disciplines of Islamic religious thought and practice, historical and contemporary perspectives on Islamic societies, and theological and social interaction between Islam and Christianity. Students choosing this area of focused study are strongly encouraged to take Arabic.

Please see the Master of Arts Degree Program section for complete information.

## Graduate Certificate in Islamic Chaplaincy

The Graduate Certificate in Islamic Chaplaincy is designed to provide Muslim religious leaders and chaplains with basic skills in pastoral care, practices of ministry, theology and ethics, dialogue and interfaith relations needed to serve as chaplains in a variety of settings. The areas of knowledge and skill acquisition provided by the 24-credit graduate certificate are:

- the responsibilities of Muslim chaplains/religious leaders surrounding life events such as birth, death, marriage, and loss;
- the rituals surrounding these same life events;
- examination of Islamic law, which undergirds all Islamic rituals and includes ethics and morality;
- the application of Islamic law to daily life;
- exposure to and understanding of chaplaincy skills in multifaith settings; and
- understanding of faith traditions other than one's own.

### Requirements/Credits

- |  |            |
|--|------------|
| ▪ Introduction to Islamic Law (ET-640) or Contemporary Islamic Ethics (ET-655)                     | 3 credits  |
| ▪ Courses in Arts of Ministry, Theology and Ethics, Islamic Studies and Christian-Muslim Relations | 15 credits |
| ▪ Practical Training   | 6 credits  |

All courses need to be approved in advance and in consultation with the Program Director.

Students completing the certificate will also be expected to have acquired basic skills in Qur'ānic recitation.

### Practical Training

All students in the graduate Certificate program in Islamic Chaplaincy must complete six credits of practical training. In most cases, this practical training will consist of three credits of Clinical Pastoral Education and three credits of field education.

**Clinical Pastoral Education (3 credits):** All students are required to take one unit of Clinical Pastoral Education (CPE). When the student has completed the unit of CPE, he/she must submit an Advanced Standing petition to the Academic Policy Committee which requests three credits and include a copy of his/her CPE certificate. No tuition is charged by the Seminary for CPE.

**Field Education (GC-580 - 3 credits):** The content and setting of field education will vary according to the needs of the student. Normally, students are expected to work in a Muslim or non-Muslim institution 8 hours a week for 30 weeks for a total of 240 hours in a capacity that corresponds with the skills required in a specific area of chaplaincy, such as prison ministry, hospital, university, military, or community work. Students must register for GC-580 Field Education when they begin their field education placement and are charged tuition for three credits.

All field education placements must have an on-site field education supervisor and a Hartford Seminary supervisor (in most cases this will be the Director of the Islamic Chaplaincy Program). Supervisors and students will be required to sign an agreement that specifies their mutual rights and duties. The field education supervisor, the student, and the Hartford Seminary field education supervisor (Director of the Islamic Chaplaincy Program or designee) will meet (on-site or virtually if necessary) a minimum of once each semester during the field education experience. In rare instances, students may be permitted to fulfill the field education requirement outside the New England area with the consent of the Director of the Islamic Chaplaincy Program and with the assurance of appropriate means for assessing the nature and quality of the supervision.

Students with an extensive background in religious leadership may apply to the Academic Policy Committee to be granted three credits of Advanced Standing (in lieu of GC-580) for previous religious leadership experiences relevant to their intended field within Islamic Chaplaincy (ex. military, university, correctional facility, hospital,

etc...). Petitions for Advanced Standing need to be made in accordance with the “Advanced Standing Guidelines of Hartford Seminary” and will be acted on by the Academic Policy Committee in consultation with the Director of the Islamic Chaplaincy Program.

**Islamic Chaplaincy Colloquium:** All students are required to attend the annual Islamic Chaplaincy Colloquium throughout their studies. The Colloquium is designed to facilitate collegial sharing, peer education, spiritual formation and networking among students, alumni and practitioners in the field of Islamic Chaplaincy. Students who are currently carrying out their Field Education are expected to prepare presentations and facilitate workshops at the colloquium that reflect on their experience of working in particular areas within the field of chaplaincy. A fee for the Colloquium will be automatically added to the account of each student in the Islamic Chaplaincy program.

### **Tuition Costs and Fees**

See Master of Arts Program - Tuition Costs and Fees on page 30.

### **Financial Aid and Scholarships.**

For information about financial assistance available through Hartford Seminary see the *Financial Aid and Scholarship Information for Graduate Students* section of the catalogue on page 57. In addition to the general options listed there, there are two financial assistance programs available through the seminary only for Islamic Chaplaincy students.

**Islamic Chaplaincy Fund:** Islamic chaplaincy students who qualify for Hartford Seminary need-based aid as of the Fall semester in any academic year may also be eligible for a small, supplemental award. Contact the director of the Islamic chaplaincy program for further information.

**FADEL Education Foundation and Hartford Seminary Prison Chaplaincy Scholarship:** As the scholarship’s name states, only students who will pursue careers in Correctional chaplaincy are eligible for this program. Contact the director of the Islamic chaplaincy program for further information.

## Doctor of Ministry Program

The Doctor of Ministry degree program at Hartford Seminary stresses the reflective practice of ministry, that is, ministry grounded in a practical theology that grows out of an understanding of the social context in which it occurs. The program seeks to provide opportunities for broadened perspectives on ministry that come through the shared wisdom of diverse colleagues and faculty and study in a variety of disciplines. Drawing on the tradition of “congregational studies” pioneered by the Seminary’s Hartford Institute for Religion Research, the program invites students who work in many different ministry settings – such as denominational agencies, religious orders, faith-based social service agencies, or chaplaincies, as well as congregations – to explore the human and cultural dynamics of ministry. Recognizing that all ministry happens in a multifaith world, the program also provides the opportunity to engage in study with the faculty of the Seminary’s Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations.

Since the degree is based on concrete practice and reflection, candidates for the degree are expected to remain in a recognized form of ministry for the duration of the program.

### **Application and Admission**

The Doctor of Ministry program is open to persons who have three years of ministry experience after the completion of the Master of Divinity degree (or its educational equivalent, equivalency is understood to mean three years of post-baccalaureate theological study) from an accredited institution. Students must have regular participation in their ministry setting for the duration of their program. Only students who meet these criteria will be considered for admission.

International Students – for additional information of particular relevance to international students, see the section of the Catalogue entitled International Students.

Applications for the Doctor of Ministry program and all supporting materials should be submitted to the Admissions Office no later than May 1 of the year for which admission is sought. The applicant must supply the following:

1. The application form and application fee of \$50.
2. A personal statement of three to five pages identifying the applicant’s personal goals for the Doctor of Ministry program and her or his perceived strengths and weaknesses.
3. Complete official transcripts from all previous undergraduate and graduate institutions.
4. Three letters of recommendation from persons able to assess the applicant’s academic and professional potential: one from a professor with whom the applicant has studied, one from a minister or official of the denomination with which the applicant is affiliated, and one from a professional colleague or associate.

One can apply through either a paper-based or an online format. You may access both our online application and the downloadable paper-based application by going to our website at [www.hartsem.edu](http://www.hartsem.edu), and clicking on the Admissions tab on the left-hand side toolbar. Detailed instructions for completing the application are also provided at this link. You may also request a paper application by calling our Admissions Office at 860-509-9512.

**Interview:** After a student’s file is complete, the student will be contacted by the Admissions Office to set up an interview. While in most cases the interview will happen on the Hartford Seminary campus, a phone interview may be conducted where distance prohibits a visit to campus. Applications will only be sent on to the Admissions Committee for review once the interview has been conducted.

Once admitted to the Doctor of Ministry program, the student is encouraged to organize a support group in her or his ministry setting to offer encouragement and assistance throughout the student’s program of study.

**Entrance and Deferral:** Students admitted to the D.Min. program may defer their entrance for no more than one academic year after the fall semester to which they are admitted. This intent must be received in writing by the Registrar. Students unable to enroll in the program after this period may apply for readmission (Please see “Readmission” under the Academic Policies for Graduate Programs).

Entrance to the program formally begins with enrollment in the fall first year Colleague Seminar (DM-710). If entrance is deferred, students may enroll in D.Min. elective courses, but no more than two electives may be completed before the enrollment in the first year Colleague Seminar begins. In all cases, enrollment in the first year Colleague Seminar must begin no later than one academic year after the fall semester to which a student is originally admitted to the program. Students are expected to remain with their colleague group during the two year sequence of the Colleague Seminar.

## Program Requirements

### Course of Study

The Doctor of Ministry degree requires successful completion of 36 credits. The course of study is as follows:

<b>Colleague Seminar I-II</b>	(DM-710/DM-711)	6 credits
<b>Colleague Seminar III-IV</b>	(DM-720/DM-721)	6 credits
<b>Six Elective Courses</b>		18 credits
<ul style="list-style-type: none"> <li>▪ Four of the six elective courses must be taken in different topic areas (see the Course Description section)</li> <li>▪ One of the six elective courses must be in a faith tradition other than one’s own, or an interfaith or dialogue course</li> </ul>		
<b>The Ministry Project</b>	(DM-796/DM-797)	6 credits
<b>Total Credits</b>		<b><u>36 credits</u></b>

The time most students require for completion of the program is typically three to four years. All degree requirements must be completed within six years.

### Doctor of Ministry Degree Program Chronology of Study\*

<b>First Year</b>	
Fall Semester	Colleague Seminar I** D.Min. Elective Course**
Winter/Spring Semester	Colleague Seminar II D.Min. Elective Course
Summer Session	D.Min. Elective Course
<b>Second Year</b>	
Fall Semester	Colleague Seminar III D.Min. Elective Course
Winter/Spring Semester	Colleague Seminar IV D.Min. Elective Course
Summer Session	D.Min. Elective Course
<b>Third Year</b>	
	Ministry Project Colloquium (recommended but optional) Ministry Project Proposal submission Candidacy Examination Ministry Project Implementation and Evaluation

	Ministry Project Final Report – Write-up Ministry Project Final Report – Submission Final Report Examination Ministry Project Report Revisions and Final Submission Graduation – Awarding of Doctor of Ministry Degree
--	--

\*This progression of study is a recommended schedule for students wishing to complete the Doctor of Ministry degree in three years. The six elective courses may be taken concurrently with the Colleague Seminars, during summer sessions or during subsequent semesters. ***All requirements for the Doctor of Ministry degree must be completed within six years.***

\*\*The Colleague Seminars meet during the day on five designated Mondays each semester; the D.Min. elective courses meet on the five subsequent Tuesdays. Students may also choose to take electives offered on the course schedule as long as the course is numbered 600 or above.

## Program Components

### Colleague Seminars I-IV

Each entering Doctor of Ministry class forms a Colleague Seminar that meets ten days a year for two years. The purpose of the Colleague Seminar is to explore the reflective practice of ministry in an atmosphere of personal and professional sharing and to produce a set of analytical and theological papers as background to the Ministry Project. The goal of the first year Colleague Seminar is to ground the practice of ministry in an understanding of its cultural and organizational context. The goal of the second year Colleague Seminar is to develop a clearer theological consciousness about ministry and to deepen the student’s understanding in the arts of ministerial leadership and practice. The Colleague Seminars offer students an opportunity to develop the basic components of the Ministry Project Proposal.

Successful completion of four semesters of the Colleague Seminar is required for the Doctor of Ministry degree. Students must complete all coursework for Colleague Seminar I and II before beginning Colleague Seminar III.

Colleague Seminar Retreat: The fall semester begins with a required two-day retreat for Colleague Seminars I and III (first year and second year Doctor of Ministry students). *Attendance is mandatory for the entire time of the retreat*, which lasts from Sunday dinner through Tuesday breakfast. Students who are unable to attend the entire retreat should defer admission to the D.Min. program for one year. An additional retreat fee is charged for the retreat component of the Colleague Seminar.

### The Ministry Project

The Ministry Project follows the successful completion of Colleague Seminars I-IV and at least four of the six required electives. The Ministry Project will involve the design, implementation, and evaluation of an action in ministry and reflection on its process and outcome. It should address a significant situation or issue within the student’s ministry setting and set out a strategy to effect change in that setting, transforming and/or intensifying the faith and practice of the religious community. While it is expected that the Ministry Project will be grounded in the student’s particular faith community, the project must also have relevance to the wider community and contribute to the general body of knowledge about and practice of ministry.

### Project Proposal Research and Development

During the first two years of the program, as students deepen their understanding of their own ministry context, explore and articulate their theology of ministry, and sharpen their skills in the practice of ministry, they will lay the foundation for the Ministry Project they hope to undertake.

Students will work closely with their advisors to focus and clarify their thinking. Approval by the advisor is required before a proposal may be submitted for examination.

Because Ministry Projects are grounded in a particular setting, students will be expected to involve participants within their ministry setting (or other appropriate partners) in the development, implementation, and evaluation of the Ministry Project.

### **Project Proposal and Candidacy Examination**

Students who have successfully completed Colleague Seminars I-IV and at least four of the six elective courses, and have the approval of their advisor, may submit a Ministry Project Proposal for oral examination by a committee of the faculty. Committee members are chosen by the Dean of the Seminary and will include the student's advisor and two readers. The examining committee's approval of the proposal constitutes admission to candidacy for the Doctor of Ministry degree.

Students will submit a 20-25 page Project Proposal for this exam. This proposal should demonstrate the student's ability to draw widely and deeply on work they have done in the Colleague Seminars and other courses in the program, strategically integrating that learning around the particular action in ministry the student proposes to undertake.

The proposal should begin with a succinct statement of what the student hopes to accomplish, followed by 1) explicit attention to and grounding in the student's context of ministry, showing how the proposed project addresses and grows out of the social realities internal and external to that specific place; 2) an explication of the theology that calls forth the proposed project's action, including attention to scholarly sources and sacred traditions, to relevant theoretical analyses, and to the student's own experiences and convictions; 3) a detailed outline of the actions the student wishes to undertake, showing how those actions are grounded in an understanding of the specific practices of ministry the student will use; and 4) a brief description of how the student plans to evaluate the proposed Ministry Project.

A student who does not pass the candidacy examination may be permitted a re-examination at the discretion of the examining committee. Re-examination must take place within six months of the original exam.

More detailed requirements are outlined in "Guidelines for Doctor of Ministry Project Proposals and Examination," which is available at the Student Forms Center (located at 77 Sherman Street on the 2<sup>nd</sup> floor), on the Seminary's website (under Student Resources/Online Forms Center).

### **Ministry Project Implementation and Evaluation**

Upon approval of the examining committee, the student may register for the Ministry Project and begin implementation of the proposed action in ministry, including undertaking strategies for evaluating its effectiveness.

### **Ministry Project Colloquium**

Students who have successfully completed Colleague Seminars I-IV and at least four of the six elective courses, may enroll in the Ministry Project Colloquium. The Colloquium, which meets periodically during the year, provides a supportive environment for the preparation of Ministry Project Proposals, the execution of Ministry Projects, and the writing of Ministry Project Final Reports. Students may remain enrolled in the Colloquium until their Ministry Project is complete.

The Colloquium, while highly recommended for those working on their Ministry Project, is not required. The Colloquium carries no tuition or fee; however, students participating in the Colloquium and not registered for either courses or the Ministry Project in any given semester, will be charged the \$300 Program Extension Fee.

### **Ministry Project Report**

The final written report must include a description of the action undertaken, theoretical and contextual analysis of the action, and theological reflection on what transpired. It will draw appropriately on relevant literature and include a bibliography of the sources used.

Students are expected to work closely with their advisor during all phases of their Ministry Project, but especially in writing the final report. The Report must follow the requirements as outlined in the “Doctor of Ministry Final Project Report Manual,” which is available at the Student Forms Center (located at 77 Sherman Street on the 2<sup>nd</sup> floor), or on the Seminary’s website (under Student Resources/Online Forms Center).

The criteria for judging the adequacy of a Ministry Project are:

1. The issue or situation addressed in the project is clearly related to the student’s ministry setting and reflects her or his theology of ministry.
2. The project demonstrates the student’s capacity to function as a reflective practitioner, bringing to bear theological, theoretical, and practical insight that is grounded both in relevant scholarly literature and in careful observation of the ministry action and its setting.
3. The project demonstrates appropriate participation of persons from the ministry setting or other partners.
4. The Final Report is presented in a form that is both appropriate to the setting and generally accessible to other reflective practitioners of ministry.
5. The Final Report is no more than 75 pages, excluding appendices and bibliography. It must accord with acceptable writing standards and must demonstrate a level of research, critical reflection, and writing proficiency commensurate with doctoral level work.

**Ministry Project Final Examination**

The student’s Ministry Project Final Report is examined orally by a committee of the faculty convened by the student’s advisor; committee members are chosen by the Academic Dean. Final approval of the final report rests with the faculty examining committee. Prior to scheduling the final oral examination for the Ministry Project, all coursework (including Colleague Seminars I-IV and the six elective courses) must be successfully completed. All financial obligations to the Seminary must be met before a student takes a final project examination. Students planning to schedule their final oral examination must contact the Executive Assistant to the Dean at least four weeks prior to the proposed exam date and must complete the final oral examination checklist before the exam may be scheduled.

**Tuition Costs and Fees**

The cost of the Doctor of Ministry degree program is the total of course tuition, the non-refundable application fee, the Doctor of Ministry Colleague Seminar Retreat fees (fall semester only), the program extension fee or program continuation fee (when necessary), and the graduation fee.

**Payment of Tuition and Fees**

A student becomes liable for the full tuition cost of a course on the date the course begins, therefore payment of course tuition and applicable semester fees are due no later than the first day of classes. Hartford Seminary accepts cash, personal check, money order, MasterCard, Discover, and American Express.

All financial obligations to Hartford Seminary must be met before any of the following will be permitted: enrollment in subsequent semesters, Doctor of Ministry candidacy examinations, final oral examinations, participation in graduation, and requests for transcripts.

**Tuition Costs and Fees**

Doctor of Ministry Degree Program

- Application Fee \$50
- Course Tuition \$1,950 per 3 credit course
- D.Min. Retreat Fee \$225 (Single Supplement Extra)
- Graduation Fee \$185
- Project Publishing Fee \$65+ depending on option chosen

Other fees as required:

- Late Registration Fee \$40
- Program Continuation Fee \$60 (see Academic Policies for Graduate Programs, page 67)
- Program Extension Fee \$300 (see Academic Policies for Graduate Programs, page 67)
- Returned Check Fee \$20
- Transcript Fee \$10

### **Payment Plan Option**

Hartford Seminary offers an online payment plan option that allows matriculated students to pay tuition in equal monthly installments over the course of the semester. We have partnered with FACTS Management Company to help us manage this process. The fee to cover administration of the plan is \$41 per semester or summer session. You may pay your tuition by credit card or by direct withdrawal from your bank account. If you choose to pay by credit card, a 2.5% convenience fee will be added to your charge. To enroll, please access the online payment plan through the billing tab on your student account, and complete the payment plan agreement. All bills for prior semesters must be paid in full prior to entering into the payment plan. Please note, the payment plan fees are FACT fees (not Hartford Seminary fees) and are subject to change.

### **D.Min. Schedule (Monday Colleague Seminars and Tuesday Electives):**

#### **2013-14**

September 8-10 (Retreat)	January 27-28
October 7-8	February 24-25
October 28-29	March 17-18
November 11-12	April 7-8
December 2-3	April 28-29
December 16-17 (Make-Up Days)	May 5-6 (Make-Up Days)

#### **2014-15**

September 7-9 (Retreat)	January 26-27
October 6-7	February 23-24
October 27-28	March 16-17
November 10-11	April 13-14
December 1-2	May 4-5
December 8-9 (Make-Up Days)	May 11-12 (Make-Up Days)

### Academic Policies for the Doctor of Ministry

The policies that are specific to the Doctor of Ministry Program are below. Please also see the Academic Policies for Graduate Programs.

#### **Absentee Policy**

Students who are forced to miss a class session should contact the faculty member teaching the course to make arrangements to complete any coursework. In no case may Doctor of Ministry students miss more than one and a half day-long sessions per course per semester (in courses that meet on the D.Min. schedule for five days in a semester) and still successfully complete the requirements of the course.

#### **Certificate of Advanced Pastoral Studies**

Regularly enrolled students who have successfully completed all Colleague Seminar requirements and the six elective courses and who, by their own decision or that of the faculty, do not proceed to the Ministry Project phase of the program, or to the final examination of the Ministry Project, may apply to the Academic Policy Committee for the Certificate of Advanced Pastoral Studies.

### **Course Schedule - Academic Year**

The course schedule is designed to accommodate the needs of persons engaged in full-time ministry, some of whom travel considerable distances. Students come to the campus once every three to four weeks to participate in the Colleague Seminar on Monday and an elective course on Tuesday, otherwise referred to in the Seminary community as “D.Min. Days.” During the academic year, Doctor of Ministry courses meet from 10 a.m. – 5 p.m. on Mondays and 9 a.m. – 4 p.m. on Tuesdays. Most courses are offered on a two-year cycle. Doctor of Ministry students are also welcome to take courses offered on other schedules that are designated with a 600 course number.

### **Final Requirement Completion and Registration**

Students in the Doctor of Ministry programs who have completed all courses required for their degree must enroll in their final project within two regular semesters. Students who are at this stage and wish to defer working on their final project may postpone enrolling in their final requirement and take advantage of the Program Continuation provision (see Program Continuation Fee in the Academic Policies for Graduate Programs) for no more than one semester. Students may choose to register for three credits for each of two consecutive regular semesters. Students requiring additional semesters to complete the final project beyond the semester(s) in which they have registered for the final requirement credits must pay the program extension fee (see Program Extension Fee in the Academic Policies for Graduate Programs.) If a student finds they cannot proceed with the final project within these time frames due to serious life difficulties, they must, after consulting with the faculty advisor, request a leave of absence from the Academic Policy Committee in order to be considered for an exemption from this requirement.

### **Grading System**

Students in the Doctor of Ministry degree program are graded as follows: High Pass, Pass, Low Pass, and Fail. Students who receive two “Low Pass” grades or below will be evaluated by the Academic Policy Committee to determine their suitability for continuing in the program. The enrollment of any Doctor of Ministry student receiving two “Fail” grades shall be terminated.

### **Graduation**

Doctor of Ministry degree candidates are awarded their degree in a special ceremony ordinarily held in the recipient’s ministry setting. Doctor of Ministry graduates are also recognized at Hartford Seminary’s annual graduation ceremony.

### **Leave of Absence**

Students who find it necessary to interrupt their planned program of study due to serious life difficulties (medical, family, employment, etc.) may request a leave of absence by submitting a petition through their faculty advisor to the Academic Policy Committee. This petition should include reasons for seeking a leave and a schedule for resuming study. When the Committee has made a decision, the student will receive a letter informing her or him of the decision. Leaves are granted on a semester by semester basis, and are limited to 180 days per calendar year. All requirements for the degree must be completed within six years. (Students who are recipients of federal financial aid should refer to the Financial Aid section of this Catalogue for additional leave of absence stipulations.)

Students who have not received an approved leave of absence or have not registered for a course for three consecutive academic semesters will be removed from the program with notification. A student who has been inactive within this period may reactivate by petitioning the Academic Policy Committee and paying any unpaid tuition or fees within 30 days.

### **Ministry Project Oral Examination**

All course work must be completed, all grades reported to the Registrar, and all financial obligations to the Seminary must be met before ministry project oral examinations may be taken. Students planning to schedule their final oral examination must contact the Executive Assistant to the Dean at least four weeks prior to the proposed exam date and must complete the final oral examination checklist before the exam may be scheduled.

---

### **On-Campus Classroom Requirement**

Hartford Seminary requires that at least 18 credits of the 36 required for the Doctor of Ministry degree be taken in courses taught in the classroom on the Hartford Seminary campus. This allows for up to half of the credits required for the degree to be taken in a combination of the following formats: off-site courses, on-line courses, independent study, transfer credits, travel seminars, and final project.

### **Transfer Credit**

Students in the Doctor of Ministry program are allowed to count three doctoral level credits taken at another accredited institution toward the elective requirements for the Doctor of Ministry degree. These credits may be from a course taken within 10 years prior to enrolling at Hartford Seminary or can be taken during the course of a student's program. However, a course taken at another institution while a student is enrolled at Hartford Seminary must be pre-approved by the student's advisor and the Dean (students must complete the Transfer Credit Pre-Approval Form). If the student's final project involves an area of expertise that is not covered by the faculty of Hartford Seminary, and a course in this area is available at another accredited institution, the student may petition the Academic Policy Committee to take an additional 3 credits off-site and transfer them back in toward elective credits. A convincing case must be made that a second off-site course is critical to the successful carrying out of the student's final project.

### **Writing Assistance**

Hartford Seminary is committed to providing our students with the tools they need to successfully complete our program. One service we offer is writing assistance. Writing assistance services may consist of individualized work with a Writing Consultant or group workshops. Writing assistance is available to all matriculated students upon request, and at no charge. Writing assistance may also be recommended to newly admitted students by the Admissions Committee, or recommended to enrolled students by the Faculty. Further information about these services is available from the Dean's Office.

## International Ph.D. Program

Hartford Seminary, recognizing the desire of students to utilize our unique educational resources in working toward a Doctor of Philosophy degree and the importance of international diversity in higher education, has entered into a partnership with the University of Exeter.

Through this program, students will work toward their degree under direct supervision of a Hartford Seminary lead advisor with a University of Exeter faculty member serving as the second advisor. The standards and policies for the program will follow the model of United Kingdom Ph.D. programs and the degree will be awarded by the University of Exeter.

In the United Kingdom model, students working on a Ph.D. degree attend a limited number of courses and spend the largest portion of their time working independently under the supervision of their lead advisor. Consequently, students interested in this program must be highly self-motivated and sufficiently prepared in their area of study to conduct doctoral level independent research.

To insure a quality educational experience, this program will be limited in the areas of study and in the numbers of students admitted. Currently, the two tracks of study available to potential Ph.D. students are: Islam and Christian-Muslim Relations and Theology and Ethics. Students exploring this degree option should have a clear idea of the topic they wish to pursue in their research before applying.

Hartford Seminary values the relationship between the academic pursuit of knowledge and practical application. All areas of study will explore this relationship and doctoral dissertations must have both academic depth and practical value.

### Transition Year

Most students will be required to participate in a transition year before formally starting their work in the Ph.D. program. This transition year will be comprised of the following components:

1. **PHD-699: Ph.D. Research Skills Preparation**, a course that consists of the following:
  - A **day-long retreat** at the beginning of the program where students will form personal bonds with other students and their faculty advisors. At this retreat, students and advisors will begin to map out their work for their first academic year. The resulting plan will include:
    1. Initial determination of the student's academic area of focus. Basically a mission statement for their time in the Ph.D. program.
    2. A schedule of taught coursework and independent studies to be taken at Hartford Seminary over the course of the academic year that will prepare the student for the tutorial focus of the Ph.D. program. (See #2 below for more information.)
    3. An introduction to Ph.D. level scholarship, including a discussion of good academic writing and review of library resources.
  - A **mid-year retreat** where students will come prepared to discuss and assess three dissertations in their area of research interest.
  - An **end of year retreat** where students will reconnect, formally present their dissertation topics and bibliography for discussion with peers and advisors, and be further informed on how the next stage of the program will proceed. A revised thesis proposal will be required.
2. **Coursework:** Through a combination of taught courses and independent studies each student will take 6 three credit courses under the tutelage of core faculty members at Hartford Seminary. PHD-699 will count as one of these courses. Students must maintain a B+ average or better in all courses to remain in good academic standing.
3. **Monthly meetings with the academic advisor** to further define the student's dissertation proposal and begin to develop a preliminary bibliography which will form the foundation for their first year of study.
4. **Participation in the Seminary community** which may include free attendance at all educational outreach events, special lectures arranged by centers, and unlimited auditing of courses not formally part

of the student's program where appropriate. Additionally, students will be invited to social events, activities and chapel services.

### Admission Requirements

All applications will be reviewed by the International Ph.D. Committee (IPC), which includes representation from the University of Exeter and Hartford Seminary. Once approved by the IPC, the application will be forwarded to the University of Exeter for their approval.

Materials to be submitted by April 1:

1. Application and Fee (\$100).
2. Personal Statement outlining the student's reasons for applying to this program.
3. Research Proposal providing information on the potential topic of the dissertation (including area of study, objectives and hypotheses, methodology, sources). Please refer to the University of Exeter website for more detailed information regarding the details of the proposal. (<http://humanities.exeter.ac.uk/theology/postgraduate/researchprogrammes/phd/preparingaresearchproposal/>)
4. Official transcripts of all prior academic work.
5. A copy of the M.A. thesis or a major piece of academic writing.
6. Three academic recommendations.
7. Interviews with the proposed lead advisor at Hartford Seminary, the Program Director or Hartford Seminary's Academic Dean.

Additionally, International Students must submit:

1. Documentation showing full financial support for the entire cost of the program.
2. Evidence of sufficient ability to work at this level in English (Generally, a Test of English as a Foreign Language (TOEFL) score of 600 (written version), 250 (computer version) or 100 (internet version) would satisfy this requirement.)

Please note that only the paper-based format is available for Ph.D. application. Application instructions and forms are available for download on our website at <http://www.hartsem.edu/academic/PHD/admission.htm>, or by contacting the Admissions Office at 860-509-9512.

All applicants will typically have a Master of Arts degree from Hartford Seminary, although those with Master of Arts degrees in Religious Studies programs from other schools will be considered. The work done at the Master's level must have provided the applicant with significant experience in the proposed research area. Students without the necessary basis for advanced study will be required to complete a Graduate Certificate or Master of Arts degree at Hartford Seminary before being reviewed for admission into the Ph.D. program.

Initially, all students will be admitted to the Master of Philosophy program of the University of Exeter. After successful completion of the first year of the program and the required exams, as outlined below, students will be upgraded to the Doctor of Philosophy program. Part-time students will take exams and be eligible for upgrade to the Ph.D. program after two years.

### Program Requirements

#### **Required Course**

In their transition year or first year of the program, all students will be required to enroll in PHD-700 "Research Methodology and Scholarly Development I" and PHD-701 "Research Methodology and Scholarly Development II." Offered on alternate academic years, this year long course will be held weekly and will provide students with the tools for doctoral level research and opportunities for collegial interaction. The following topics will be included: a) Introduction to Research Skills; b) Using a Library Effectively; c) Logical Thinking; d) Quantitative and Qualitative Data; e) Writing Articles, Book Proposals, and Reviews; f) Developing a Career in Scholarship; and g) Theories of Religious Studies.

### **Annual Reports**

Each student will produce an annual report of 2-3 pages on their progress for scrutiny by the IPC. This annual report will initially be submitted to their lead advisor who will add a covering report. This report must be received by the IPC for review at its May meeting.

### **United Kingdom Residency Requirement**

To insure that all students receive direct exposure to the United Kingdom model and receive input on their research from faculty at the University of Exeter, students will be required to attend the University of Exeter for a period of three months. Ideally, this period should run concurrently with a regular University of Exeter semester. The student's second advisor from the University of Exeter will serve as their lead advisor during the period in residence.

### **Language Requirement**

Although there is no specific language requirement for the program it is expected that all students will already have or will acquire any and all languages appropriate, as determined during the admissions process or later decided by the students' Hartford Seminary and University of Exeter advisors, for the research required for their specific dissertation. If the specific language needed for the Ph.D. dissertation is not offered at Hartford Seminary it will be the responsibility of the student to acquire the language on their own and at their own cost. Students may be required to complete an examination demonstrating sufficient proficiency in the language(s) to undertake the research before the upgrade examination may be scheduled. Language courses taken for credit do not count for credit in the program.

### Tuition Costs and Fees

The cost of the Ph.D. program is the total of tuition for the prescribed number of years depending on whether a student is full-time or part-time, the non-refundable application fee, the program extension fee(s) (when applicable), and the graduation fee.

#### **Payment of Tuition and Fees**

A student becomes liable for the full tuition cost of a course on the date the course begins, therefore payment of course tuition and applicable semester fees are due no later than the first day of classes. Hartford Seminary accepts personal check, money order, MasterCard, VISA or Discover. A 2.5% convenience fee will be charged when paying with a credit card. All credit card payments must be made online by accessing the billing tab on your student account. A \$10 per semester fee will be charged to make a onetime payment online. Payment in full by check or cash can be made without a charge by stopping in the Business Office, or by mailing your check.

Application Fee	\$100
Transition Year Tuition	\$11,700
Yearly Tuition (Full-Time)	\$21,000 payable in two installments of \$10,500 at the beginning of each semester (Fall and Winter/Spring). This fee is paid for three years and is subject to change.
Yearly Tuition (Part-Time)	\$10,500 payable in two installments of \$5,250 at the beginning of each semester (Fall and Winter/Spring). This fee is paid for six years and is subject to change.
Program Extension Fee (Full-Time)	\$500 yearly for each year beyond the initial three years.
Program Extension Fee (Part-Time)	\$250 yearly for each year beyond the initial six years.
Returned Check Fee	\$20
Transcript Fee	\$10
Graduation Fee	\$185

## **Financial Aid and Scholarships**

Financial aid and scholarships are not available for the International Ph.D. program.

## Advising and the Student Faculty Relationship

Since the study for a research degree involves cooperation between the student and the lead advisor, the advising process takes on a critical role.

It is the lead advisor's responsibility to:

1. give guidance about: the nature of research and the standard expected, the planning of the research program, literature and sources, any required attendance at taught classes and requisite techniques;
2. maintain contact through regular meetings with the student;
3. be accessible to the student at other appropriate times when advice may be needed;
4. give detailed advice on necessary completion dates for successive states of work so that the whole may be submitted within the scheduled period;
5. request written work as appropriate and return such work with constructive criticism in a timely manner;
6. arrange for students to talk about their work with other students and staff and to have practice in oral examinations;
7. ensure that the student is made aware of any inadequacy in progress or of failure to reach an acceptable standard.

It is the student's responsibility to:

1. discuss with their advisors the type of guidance and comment that they find most helpful;
2. take the initiative in raising problems or difficulties, however basic they may seem;
3. maintain the progress of the work in accordance with the stages agreed upon with the lead advisor, including in particular the presentation of written material as required in sufficient time to allow for comments and discussion before proceeding to the next stage;
4. provide annually a brief formal report to the IPC through the lead advisor;
5. decide on a date for submission, having taken into account the lead advisor's opinion.

## Academic Policies for the International Ph.D Program

The policies that are specific to the International Ph.D. Program are below. When a Ph.D. student is enrolled in a regular Seminary course, the other policies found in the Academic Policies for Graduate Programs also apply.

## **Examinations**

A student preparing for examinations should see the Registrar for information on examination procedures. All work submitted must follow established guidelines.

### **Second Year Upgrade**

After approximately one-and-one-half years of study (three years for part-time students), and no later than the end of the second year (fourth year for part-time students), the student will undergo the upgrade process, designed to evaluate her or his progress and to determine the likelihood of success in the program. The upgrade may only be scheduled after the successful completion of PHD-700 and PHD-701. The upgrade process will include submission of two drafted chapters of the dissertation—a methodology chapter and one other, and an oral examination based on the submitted chapters. The examiners will include one Hartford Seminary faculty, not the lead advisor, and the second advisor. The potential outcomes of these exams are:

1. The student's research is acceptable and the student may proceed toward completing her or his dissertation. The student is now an official Ph.D. candidate.
2. The student's research is broadly acceptable, but does not allow the examiners to recommend upgrade with confidence; the student will be asked to resubmit for upgrade after revision or expansion her or his work.
3. The student's research is not acceptable, but the student may continue working with the goal of producing a thesis sufficient for the M.Phil. degree.

4. The student's research is not acceptable and shows no sign that the student can achieve a positive outcome. The student is withdrawn from the program.

### **Final Examination, or *Viva Voce***

When a student has completed her or his dissertation and both the lead advisor and second advisor have approved its submission, the student will be scheduled for a final examination, or *viva voce*. When a dissertation is submitted, it is reviewed by three examiners who have been approved by the University of Exeter. Normally, this will be an internal examiner from Hartford Seminary, an internal examiner from the University of Exeter and an external examiner who is not on the faculty of either institution. The internal examiner from the Hartford Seminary faculty must be someone other than the student's lead advisor. The internal examiner from the University of Exeter must be someone other than the student's second advisor. The external examiner will be nominated to the University of Exeter by the IPC. Once all examiners have independently read the dissertation and submitted their written reports to the University of Exeter representative, a suitable date on which to conduct an oral examination of the candidate is arranged in consultation with the Registrar. The potential outcomes of this exam are:

1. To recommend that the Ph.D. degree be awarded.
2. To suspend the recommendation while minor corrections are being made.
3. To award the M.Phil. degree.
4. To permit the student to revise the dissertation with the goal of an M.Phil. degree.
5. To outright fail the student and withdraw the student from the program.

### **Appeals of Examination Decisions**

All appeals of examination decisions must be made directly to the appropriate authorities at the University of Exeter. Students should contact the University of Exeter representative for information on how to proceed. Please refer to the full Appeals Procedures available at <http://www.exeter.ac.uk/staff/policies/calendar/>.

### **Grade Expectation**

All students in the International Ph.D. program including those in the transition year must receive grades of B+ or better in all graded courses. Students who fail to meet this expectation will be referred to the IPC for evaluation and to determine their suitability for continuing in the program.

### **Length of Study and Residency Requirements**

**Full-Time Study:** The minimum period of full-time study allowed for the Ph.D. is three academic years. A student who is registered full-time is expected to reside within easy traveling distance of Hartford Seminary. This is particularly important during the first year of study when the student must enroll in PHD-700 and PHD-701. Permission for any extended period of absence must be granted by the IPC. It is expected that students will submit their dissertations within four years. Extensions beyond this deadline are granted by the IPC only where there is clear evidence that the work is proceeding and nearing a conclusion.

**Part-Time Study:** The minimum period of part-time study allowed for the Ph.D. is six academic years. While residency within easy traveling distance of Hartford Seminary is not required, students still must plan to fully participate in the Hartford Seminary community and enroll in PHD-700 and PHD-701 which meet on a weekly basis for one full year. It is expected that students will submit their dissertations within seven years. Extensions beyond this deadline are granted by the IPC only where there is clear evidence that the work is proceeding and nearing a conclusion.

### **Leave of Absence**

Students who find it necessary to interrupt their program should submit a written request to the Ph.D. Coordinator at Hartford Seminary for approval. The written request will then be forwarded by the Ph.D. Coordinator to the IPC for evaluation and approval. The written request for a Leave of Absence must include the reasons for seeking a leave and a schedule for resuming study. Upon approval of the IPC, the student must complete the Exeter LOA request form, and the PhD Coordinator will send it directly to the University of Exeter. Generally, a Leave of Absence is granted for up to 180 days per calendar year. If a student cannot continue his or her studies after that timeframe he or she may be able to request an additional Leave of Absence.

In no case will a leave of more than two 180 day Leaves of Absence be granted (one for any Title IV financial recipient). A Leave of Absence does not automatically extend a student's program beyond four years (eight years for part-time students). (Students who are recipients of federal financial aid should refer to the Financial Aid section of this Catalogue for additional leave of absence stipulations.)

### **Deferral of Entry**

Students who find it necessary to delay their initial enrollment in the program should submit a petition to the Administrator of the Ph.D. program for review by the IPC. The petition must include the reasons for seeking a deferral and a schedule for beginning study. If granted a deferral shall be one academic year. If a student cannot begin her or his studies at the end of that year he or she must re-apply to the program.

### **Termination of Program**

A student's degree program may be terminated on the written request of the student, or by action of the IPC.

A student who voluntarily terminates her or his program may apply for readmission at a later date. Voluntary withdrawal will in no way prejudice a later request to be reinstated. If readmission is desired, students may reapply according to the normal admission procedures. Students seeking readmission must additionally present evidence that they are now able to perform satisfactorily toward completion of their dissertation and that the difficulty that necessitated their termination has been overcome. If an extended period of time has passed since the student has been actively working in the field, a student may be asked to retake the required course or complete other requirements as determined by the IPC. Students with outstanding balances must pay them before being readmitted.

Students who have not received an approved leave of absence and fail to file an annual report showing progress in their research will be removed from the program with notification. A student who has been withdrawn due to inactivity may reactivate by petitioning the IPC. Any reactivation must be recommended by the student's lead advisor.

Students who fail their exams or choose not to revise their dissertations to fulfill degree requirements will have their programs terminated by the IPC.

### **Procedures for Complaint or Redress**

If students have concerns about the academic program or feel that their work is not proceeding satisfactorily for reasons outside their control, they should lose no time in bringing this to the attention of their lead advisor. If the student does not feel their concerns have been appropriately addressed after discussions with the lead advisor and/or the staff member directly involved, the student should contact the University of Exeter representative for information on how to proceed. Also, please refer to the full University of Exeter Student Complaints Procedure at <http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/complaints/>.

## International Students

### Application, Admission and Important Related Information

#### **Application and Admission**

Hartford Seminary is authorized under federal law to enroll full-time nonimmigrant alien students. It is the policy of Hartford Seminary that all international students enter the U.S. with an F-1 visa. There are no exceptions to this policy. Typically and primarily, Hartford Seminary accepts international students interested in the Master of Arts degree with a focused area of study in Islamic Studies and Christian-Muslim Relations and Doctor of Ministry students from interfaith or Christian-Muslim contexts.

#### **English Language Proficiency**

Students who do not have English as a first language, or as a primary language in previous academic studies, are required, prior to application, to take the Test of English as a Foreign Language (TOEFL) examination and achieve a minimum score of 550 (written version), 213 (computer version) or 80 (internet version). Applicants to the International Ph.D. program must have achieved a minimum score of 600 (written version), 250 (computer version) or 100 (internet version). Applications for admission will not be processed without official TOEFL scores.

Additionally, students pursuing graduate level studies at Hartford Seminary for whom English is a second language are required within the first month of their enrollment to undergo assessment of their English language ability. Based on this assessment, students will either be free from any further formal English language training, or be required to successfully complete the appropriate level of English language preparatory course at the English Language Institute of the University of Hartford. The appropriate level of preparatory course will be determined by the staff of the English Language Institute (in consultation with the Dean of the Seminary or her/his designee) based on an assessment of the student's abilities in listening comprehension, reading comprehension and writing skills. The course must be taken either immediately prior to or during the first two terms of enrollment at Hartford Seminary.

The cost of the course must be considered part of the requisite costs for the student's program of study and included in the amount of financial obligation for which the student seeks and receives financial guarantee/sponsorship. (See International Student Costs Table below.)

This requirement may be waived by the Admissions Committee based on factors that have come to its attention during the admission process, such as previous degrees earned in which English was the language of study or previous long term residence in the U.S. or other country where English is the primary language.

#### **Financial Sponsorship**

Although applications for admission from international students are not reviewed on the basis of the student's financial status, Hartford Seminary must receive a letter of financial guarantee from a scholarship agency or a private individual (in the latter case documentation of personal or family funds on bank letterhead or in the form of a legally binding affidavit must be included) before the I-20 "Certificate of Eligibility for Nonimmigrant (F-1) Student Status" can be issued. This form is required for international students seeking a student visa. The letter of financial guarantee must show sufficient funds to meet the costs outlined in the Estimated International Student Costs Table. Limited financial assistance is available following the first year of study for international students.

All policies in the Hartford Seminary 2013-2014 Catalogue and the Hartford Seminary Student Handbook 2013-2014 apply; however, international students (and research scholars) should make special note of the policies and procedures listed below.

## Course Registration

To maintain their F-1 visa status, international students must be enrolled in a full-time course of study. While taking coursework, full-time status is defined as 9 credits per semester (registration during summer session is not required). International students who have completed all of their coursework must register for their final requirement in the following semesters.

In order to maintain full-time status during the final phase of their degree program, students must follow these guidelines:

- *3-credit final paper or project:* If the student has registered for the 3-credit final requirement, and is not enrolled in any other courses during that semester, the final requirement must be completed and examined within that semester. If the student has registered for the 3-credit final requirement and is still enrolled in one or more courses during that semester that are required for the completion of the degree, the final requirement must be completed and examined by the end of the following semester.
- *6-credit thesis (M.A.) or final ministry project (D.Min.):* Students who are writing six-credit theses or D.Min. final ministry projects are allowed to register for three credits for each of two consecutive regular semesters, and must be examined no later than the end of the semester that follows the second semester in which they have registered for their thesis or project. This examination deadline applies whether or not the student is taking other courses during the semesters in which he or she has registered for the thesis or final ministry project.

Any exception to this policy must be approved by the Academic Policy Committee and the Designated School Official.

*Note:* This policy allows students opting for the three-credit final requirement (M.A.) a maximum of two regular semesters before being examined on it; it allows students opting for the six-credit final requirement a maximum of three regular semesters before being examined on it.

## Health Insurance

All international students and research scholars are required to carry adequate major medical insurance (accident, illness, hospitalization), medical evacuation, and repatriation insurance for the duration of their enrollment (and occupancy of Hartford Seminary apartments, when applicable) at Hartford Seminary.

## Housing

Normally, international students are required to live on campus for the first year of their study at Hartford Seminary, subject to such housing being available. Because the programs offered by the Seminary are designed primarily for non-residential students, the Seminary does not guarantee accommodations on campus for students. Limited space may be available for rent in the Seminary's Edith Mason Howard Ecumenical House and in other Seminary residences. International students are given priority for Seminary apartment space that is available. For more detailed information, contact the Director of Administration and Facilities. Several rental options for student housing are typically available in the surrounding area.

Any student living on-campus must receive the meningococcal vaccination (meningitis) and provide documentation to the Registrar's Office. Students who do not comply with this requirement within one month of moving on-campus will be asked to leave student housing.

## International Student Tuition, Fees and Additional Costs

### Master of Arts Degree Program

The following table provides an *estimate* of total costs for the Master of Arts degree program on a full-time basis taking two academic years and two summers to complete. *These figures are based on the costs of the student alone who is housed in one of Hartford Seminary's international student apartments. Students who come with a dependent or dependents should add approximately \$1000/month to overall expenses.*

These costs are based on the very *minimum* amount of time in which it is anticipated the program may be successfully completed therefore, the costs are the *minimum* anticipated amount and are not in any way provided as the definitive or final costs and should not be interpreted as such. Individual student costs will vary depending on residence, lifestyle, program requirements and normal economic fluctuations.

**Estimated International Student Costs**  
**To complete the Master of Arts degree – based on 22 months full-time study\***

*\*22 months represents four semesters of 9 credits each semester and two summer sessions of 6 credits each*

<b>Tuition</b> 2013-2014: \$1,950/course (48 credits/16 courses includes final paper, project or thesis supervision**)	\$31,200
<b>Books</b> 16 courses at approximately \$100/course ( <i>estimate</i> )	\$1,600
<b>Additional Fees</b> Application (\$50), Graduation Fee (\$185)	\$235
<b>Housing</b> (On-Campus When Available) 22 months at \$500*/month (rent includes utilities, internet service and local phone service)	\$11,000
<b>Food</b> 22 months at \$250/month ( <i>estimate</i> )	\$5,500
<b>Total Tuition, Books, Fees, Housing and Food</b>	\$49,535
<b>Additional Costs</b> (all costs are estimates)	
<b>Health Insurance - Required</b> Health Insurance costs vary significantly based on age, health, etc.; Insurance premiums can vary from \$1000 to \$3,000 ( <i>\$1,500 is an estimate</i> )	\$1,500
<b>Computer (approximate)</b> Computer Equipment (\$1,000)	\$1,000
<b>Phone</b> 22 months at \$20/month for long distance	\$440
<b>Personal Expenses</b> Clothing, postage, recreation, toiletries, etc. 22 months at \$50/month	\$1,100
<b>Transportation</b> Public transportation; 22 months at \$45/month; <i>Does not include cost of transportation to and from the United States</i>	\$990
<b>TOTAL Estimated Program Costs – M.A. degree</b>	\$54,565

\*Subject to annual increase

\*\*Each course is 3 credits

### Doctor of Ministry Program

The following table provides an estimate of total costs to complete the coursework for the Doctor of Ministry degree program on a full-time basis. Please note: The Doctor of Ministry degree requires successful completion of the six credit ministry project. The candidacy examination for progressing to the ministry project phase of the degree program cannot be scheduled until the student has completed the two years of Colleague Seminars and at least four of the six required elective courses. The minimum on-campus time necessary to complete the coursework is therefore, anticipated to be approximately 22 months.

These figures are based on the costs of the student alone who is housed in one of Hartford Seminary's international student apartments. Students who come with a dependent or dependents should add approximately \$1000/month to the overall expenses. These estimated costs are the minimum anticipated amount and are not in any way provided as definitive or final costs and should not be interpreted as such. Individual student costs will vary depending on residence, lifestyle, program requirements and normal economic fluctuations.

### Estimated International Student Costs

#### To complete the Doctor of Ministry degree – based on 22 months full-time study\*

*\*Coursework may be completed in 22 months; the Ministry Project may be completed from a distance/ off site with permission of the Dean and faculty advisor*

<b>Tuition</b> 2013-2014: \$1,950*/course (30 credits/10 courses**) Plus ministry project supervision (6 credits)	<b>\$19,500</b> <b>\$3,900</b>
<b>Books</b> 12 courses at approximately \$100/course ( <i>estimate</i> )	<b>\$1,200</b>
<b>Additional Fees</b> Application (\$50), Graduation Fee (\$185), Project Publishing Fees (\$65+ depending on option chosen)	<b>\$300</b>
<b>Housing</b> 22 months at \$500*/month (rent includes utilities, internet service and local phone service)	<b>\$11,000</b>
<b>Food</b> 22 months at \$250/month ( <i>estimate</i> )	<b>\$5,500</b>
<b>Total Tuition, Books, Fees, Housing and Food</b>	<b>\$41,400</b>
<b>Additional Costs</b> (all costs are estimates)	
<b>Health Insurance - Required</b> Health Insurance costs vary significantly based on age, health, etc. Insurance premiums can vary from \$700 to \$5,000 ( <i>\$1,500 is an estimate</i> )	<b>\$1,500</b>
<b>Computer (approximate)</b> Computer Equipment (\$1,000)	<b>\$1,000</b>
<b>Phone</b> 22 months at \$20/ month for long distance	<b>\$440</b>
<b>Personal Expenses</b> Clothing, postage, recreation, toiletries, etc. 22 months at \$50/ month	<b>\$1,100</b>
<b>Transportation</b> Public transportation; 22 months at \$45/month; <i>Does not include cost of transportation to/ from the U.S.</i>	<b>\$990</b>
<b>TOTAL Estimated Costs - Doctor of Ministry</b>	<b>\$46,430</b>

\*Subject to annual increase

\*\*Each course is 3 credits

## **Financial Aid and Scholarship Information for Graduate Students**

Determining how to pay for graduate school can be as challenging as deciding which academic program is best for you. Hartford Seminary tries to facilitate the decision-making process by offering financial aid to eligible students. Alicia Nesbitt is the financial aid administrator and may be contacted at [phickey@hartsem.edu](mailto:phickey@hartsem.edu) or 860-509-9545.

### **Hartford Seminary Financial Aid Options**

Depending on the program of study, Hartford Seminary currently offers the following financial assistance to students:

#### Federal Programs

- Direct Loans

- Work Study (FWS)

#### Hartford Seminary Programs

- Need Based Institutional Grants

- Merit Based Scholarships

- Competence-Based Scholarships

- Outside Scholarships/Grants

### **Federal Programs**

#### **William D. Ford Federal Direct Loan Program:**

Hartford Seminary is a Title IV Institution and participates in the William D. Ford Direct Unsubsidized Stafford Loan and Federal Work Study Programs (FWS). In order to qualify for a Federal Direct Loan or FWS, students must be matriculated in a degree program, be a U.S. citizen or eligible non-citizen, and be registered for at least 6 credits. Please note the Women's Leadership Institute (WLI) does not count towards the 6 credit per semester requirement. Students must also complete and submit the FAFSA online. Please go to <http://hartsem.edu/financial-aid-scholarships> and follow the link How to Apply for Financial Aid at the bottom of the page.

As of July 1, 2012, all Direct Loans for Graduate Students are unsubsidized and the maximum amount available annually is \$20,500. This amount is not indicative of the financial aid award that each student receives. Eligibility is based upon a variety of factors as determined by the U.S. Department of Education.

#### **Federal Work Study (FWS):**

If a student is interested in FWS please should check "yes" on the FAFSA. Checking "yes" does not obligate a student for FWS it simply alerts the Financial Aid Office in the processing of their aid package. FWS is awarded based on documented need for financial assistance and places students in various jobs on campus. There are a limited number of FWS positions so students should be mindful of "first come, first serve" and inquire as soon as possible. To apply for FWS please refer to the above instructions on filing a FAFSA and submit an email expressing your interest in a FWS position to the Financial Aid Office [phickey@hartsem.edu](mailto:phickey@hartsem.edu) to be placed on the list. All eligible candidates will then be submitted to the Human Resource Director for consideration.

**Federal Leave of Absence:** A student who is the recipient of a Federal Direct Loan and/or a Federal Graduate PLUS loan may not exceed 180 days on a Leave of Absence in any 12 month period and must return to the program at the point that he or she exited in order to maintain his or her loan grace period. A student who has exhausted his or her grace period and is unable to begin repayment of a loan may apply for a deferment or forbearance for payment. A student returning from a LOA must complete the semester in order to be eligible to receive a second or subsequent disbursement. The U.S. Department of Education will be notified of the student's withdrawal date (the date the LOA began) if a student fails to return at the end of the 180 days of an approved LOA. Any LOA that does not meet all of the conditions for an approved LOA (as specified by the Department of Education) is considered a withdrawal for Federal Title IV funds purposes. Students on Federal Financial Aid

or who are on an “in-school deferment” from prior institutions should contact the Financial Aid Office for additional paperwork which must be completed.

### **Satisfactory Academic Progress Policy for Financial Aid Recipients and/or Veterans:**

Student’s receiving Title IV Financial Aid must maintain Satisfactory Academic Progress (SAP). If the Registrar’s Office places a student receiving Title IV Financial Aid on Academic Probation (see program policy sections for full probation policies) the Financial Aid Office will be notified and the student may lose eligibility for federal aid.

At Hartford Seminary, Satisfactory Academic Progress (SAP) is officially checked at the end of each semester. A student who is not making SAP, will be sent a letter by the Financial Aid Office informing them that they have one semester to improve their academic performance to a non-probationary level.

A student who fails to improve their academic performance to a non-probationary level after one semester, will be sent a letter indicating that they have lost federal financial aid eligibility and cannot regain eligibility until the academic performance levels are met.

If a student repeats a course, for purposes of determining a Federal Title IV financial aid recipient’s quantitative SAP component, all attempted credits will be used in calculating the student’s maximum timeframe. Furthermore, a student must complete at least 70 percent of her/his course work attempted each semester.

A student who fails to meet SAP requirements because of extenuating circumstances may appeal the loss of financial aid. The student is required to submit a letter to the Financial Aid Committee detailing the situation along with documentation of his/her circumstances. Circumstances that Hartford Seminary considers includes the loss of a family member, the serious illness of the student or a family member, and other situations deemed appropriate.

In addition, a recipient of Federal Title IV financial aid must comply with Hartford Seminary’s Academic Probation policy as outlined below:

Students who fail to maintain a 2.66 Grade Point Average either with respect to their cumulative work, or in the work of a given semester, are placed on academic probation. Students are notified of this in writing. As a condition of academic probation, students will be required to meet with the Hartford Seminary Writing Consultant for a minimum of ten hours each semester until his/her cumulative average resumes a non-probation level. The purpose of the meetings will be to focus on written work in current or incomplete courses. The program of a student who continues on academic probation for two consecutive semesters will be terminated.

Additionally for Veterans:

For the purpose of VA regulations, the VA is notified immediately after any semester that a veteran does not make SAP. All veterans must comply with Hartford Seminary’s SAP Policy as stated above. No veteran will be certified until SAP has been verified.

## Hartford Seminary Programs

### **Need Based Institutional Grants**

Limited financial aid in the form of grants is available to matriculated students in some Hartford Seminary degree programs (see below). The deadline for first round consideration for the academic year, which begins with the fall semester, is:

April 1- Master of Arts, Cooperative Master of Divinity, Graduate Certificate in Islamic Chaplaincy and Graduate Certificate in Multifaith Chaplaincy Students (New and Continuing)

June 1- Doctor of Ministry Students (New and Continuing)

After June 1- All funds are awarded on an as available basis to eligible students

Applications for Need Based Grants received after June 1 will be considered if funds are available. Students who are admitted to degree programs mid-year may apply for remaining funds. Hartford Seminary students must reapply for Need Based Institutional Grants each academic year for consideration. As the Grants are based on need, a student is not guaranteed eligibility for an academic year even if they received a grant in a previous year. A student also must file that current year's FAFSA, and must maintain better than a B- grade point average to maintain eligibility. Students who wish to apply for the Hartford Seminary Need-Based Grant, but who are not eligible to file the FAFSA (typically international students), must submit alternative documentation which outlines their income for the past 12 to 18 months. Submit this information along with the Hartford Seminary Grant application.

If eligible, a student may receive up to 50% of annual course tuition. The amount of institutional aid available for distribution is limited and varies each year. Students who wish to apply for the Need Based Grant can access the form by going to our website [www.hartsem.edu/financial-aid-scholarships](http://www.hartsem.edu/financial-aid-scholarships). Applications can also be obtained on the second floor of 77 Sherman Street in our Student Forms Center. Need Based Applications and any questions concerning Need Based Aid should be directed to Lorraine Browne, Executive Assistant to the Dean, (860) 509-9553 [lbrowne@hartsem.edu](mailto:lbrowne@hartsem.edu).

Students with special financial concerns or a change in financial circumstances are encouraged to put them in writing for the Financial Aid Office to review. Students can direct their questions to [phickey@hartsem.edu](mailto:phickey@hartsem.edu) or [lbrowne@hartsem.edu](mailto:lbrowne@hartsem.edu).

### **Merit Scholarships**

Hartford Seminary offers Merit scholarships to students applying for admission to the Master of Arts degree, including the full Islamic Chaplaincy program (combined M.A. / G. C.) and the Doctor of Ministry program. Merit scholarships recognize a student's academic aptitude and potential. Extracurricular activities, publications and other awards/honors will be considered when determining a student's eligibility for a merit award.

Only incoming Master of Arts (M.A.) program students who will begin in the fall and have a 3.5 grade point average (or above) or their equivalents, at previous academic institutions, are eligible for the M.A. merit award. The M.A. award is intended to cover the duration of a student's study, but will not exceed three years or 48 credit hours (whichever comes first). In order to keep the merit award the students must maintain better than a 3.5 grade point average.

Only incoming Doctor of Ministry (D. Min.) program students who have a B+ grade point average (or above) or its equivalent in all prior Master's level academic work, and who have five years of ministerial experience after the awarding of their M. Div. degree (or its equivalent) are eligible. The D. Min award covers the cost of tuition incurred by the student for a maximum of two (2) courses a year for each of the student's first three years of enrollment in the program.

To apply for a Merit Scholarship, visit [www.hartsem.edu/online-forms-center](http://www.hartsem.edu/online-forms-center) to read the instructions and access the application forms. Instructions and forms may also be found in our Student Forms Center on the second floor of 77 Sherman Street. Merit awards are only applicable to for-credit courses.

The deadlines for consideration for a merit scholarship are:

**February 15-** Master of Arts Applicants

**May 1-** Doctor of Ministry Applicants

Ph.D. students, Cooperative Master of Divinity students, Graduate Certificate students, Special Students and Auditors are not eligible for Merit Scholarships.

Students applying for Merit Scholarships may also apply for Hartford Seminary's Need Based Grants, and should do so if they think they would qualify. Persons applying for both a Merit Scholarship and Need Based Grant who

do not receive a Merit Scholarship will be given priority consideration for the Need Based Grant. Any student who wishes to submit both applications should do so in accordance with the Merit Scholarship deadlines above.

Students should submit all Merit and Need based applications and address any questions concerning them to the Executive Assistant to the Dean, Lorraine Browne at [lbrowne@hartsem.edu](mailto:lbrowne@hartsem.edu) or 860-509-9553.

### **Competence-Based Scholarships**

Competence Based Scholarships are awarded after a student begins their program of study at Hartford Seminary. Faculty recommends students for this Scholarship. Awards are based on course papers/projects that are submitted by faculty to committee for review. For more information, contact the Executive Assistant to the Dean, Lorraine Browne, and (860) 509-9553

### **Outside Scholarships and Grants:**

Students must notify the Financial Aid Office (860) 509-9545 and the Business Office (860) 509-9524 of any outside scholarships they are awarded.

Any outside scholarships that we become aware of for students will be posted by the Financial Aid Office in Hartford Seminary's weekly online paper The Exchange.

### **Veterans Administration Benefits**

Eligible students may use Veterans Administration benefits to pursue an approved degree or certificate program. (Students in the Cooperative Master of Divinity program and the International Ph.D. program are not eligible for Veterans Benefits through Hartford Seminary.) Students are advised to make their initial application for VA benefits well in advance of their first semester. Once a student has registered for a given semester, the Seminary upon request will certify the student's enrollment to the Veterans Administration, which will then determine the student's eligibility and award. Students are responsible for paying all tuition and fees to the Seminary. Continued certification by the Seminary is contingent on the student's maintaining good academic standing and making satisfactory progress toward completion of program requirements. The Seminary must report unsatisfactory progress to the Veterans Administration.

Students already receiving benefits through the Veteran's Administration who are continuing their enrollment and wish to use their benefits for the upcoming semester should make a formal request to the Financial Aid Office so we can submit an enrollment certification to the VA on your behalf. The request can be in the form of an email sent to [phickey@hartsem.edu](mailto:phickey@hartsem.edu). Students who have not previously used VA benefits at Hartford Seminary, but wish to do so, should contact the Financial Aid Officer as soon as possible. Veterans should also keep in mind that they must notify the VA and the Financial Aid Office of any program changes or adjustment to the number of courses and type of courses they are taking in a given semester.

Hartford Seminary participates in the Yellow Ribbon GI Education Program, a provision of the Post 9/11 Veterans Educational Assistance act of 2008. The Yellow Ribbon Program, Chapter 33 Post 9/11 GI Bill, is a partnership between the Veteran Administration and Hartford Seminary. For detailed information, please go to [www.gibill.va.gov](http://www.gibill.va.gov).

Listed are other Veteran Benefits offered to students:

Chapter 30 (MGIB Active Duty)

Chapter 31 (VA Vocational Rehabilitation)

Chapter 35 (Survivors and Dependents Education Assistance)

Section 1606 (MGIB Select Reserves)

Section 1607 (Reserve Educational Assistance Program)

## **Women's Leadership Institute: A Program in Applied Spirituality**

The Women's Leadership Institute (WLI) is an experience based program committed to developing an embodied spirituality grounded in the very real world of our personal and public lives.

### **Core Curriculum**

During nine weekend seminars that meet monthly from September through May, participants strengthen leadership skills rooted in a feminist perspective that is justice-based, globally oriented, attentive to diversity, and ritually expressed. Essential elements of the program are:

- completion of the nine core seminars
- a cross-cultural experience
- a project in leadership
- enrollment in an additional Seminary course

The curriculum, which includes selected readings, presents a feminist perspective of scripture, theology, psychology, spirituality, ritual, and leadership. A guided analysis of academic content and reflection on life experience emphasize integration and practical application. Discussion, storytelling, and the shared leadership of community prayer take place within the larger circle and in smaller wisdom circles.

### **Enrollment Options**

There are two enrollment options: non-credit and credit. Prerequisite for receiving six graduate credits for WLI and three graduate credits for the additional Seminary course is a baccalaureate degree or its educational equivalent. All graduates of the program receive a WLI certificate. Receipt of graduate credit is contingent upon the successful completion of course-for-credit requirements. Graduate credits acquired through WLI may be applied toward the Seminary's Graduate Certificate in Spirituality and/or Master of Arts Degree.

### **Program Prerequisites**

There are no academic prerequisites for admission to the program for the basic enrollment option. Graduate credit options require a baccalaureate degree (or its educational equivalent). Required of all participants are an openness to a feminist perspective in religion and society and a willingness to honor diverse points of view. The admission process requires completion of an application form, payment of the \$40 application fee, and an interview with a member of the WLI team.

### **Program Cost**

The cost of the Women's Leadership Institute is \$1,500 (tuition) for the non-credit option plus \$100 (hospitality assessment) for the 2013-2014 academic year. Additional tuition is required for graduate credit. Limited financial aid is available for those who would otherwise be unable to participate. There is also a graduation fee of \$65. A 2.5% convenience fee will be charged when paying with a credit card.

### **Schedule for 2013-2014**

September 27-28; October 25-26; November 22-23; December 13-14; January 24-25; February 21-22; March 28-29; April 25-26; May 16-17.

Miriam Therese Winter, Director

Visiting Faculty:

Barbara Essex  
Judy Fentress-Williams

Jan Gregory  
Mellonee Pauley

## The Ministries Certificate Programs

### Academic Information and Procedures for the Ministries Certificate Programs

By offering the Black Ministries Program (BMP) and the Hispanic Ministries Program (HMP), Hartford Seminary seeks to serve the community by providing introductory theological education on a schedule convenient to both clergy and lay leaders. The programs are designed to help participants strengthen their faith, develop their spirituality, and learn to engage more effectively in the ministries of their churches and communities. Students in these two programs form valuable relationships with other students in their courses and are encouraged to participate in other educational events and programs offered by Hartford Seminary. Both programs are designed to be completed in two years.

For further information, please call 860-509-9512 or email: [bmp@hartsem.edu](mailto:bmp@hartsem.edu) or [pmh@hartsem.edu](mailto:pmh@hartsem.edu).

### **Admission**

Each prospective student must complete an application that includes general student information, a personal statement, two letters of reference, and a registration form. A baccalaureate degree is not required for admission. A non-refundable application fee of \$40 must be submitted with the program application. Applications are reviewed for admission by the Program Director and an official letter of admission is sent to applicants who are accepted into the program. Although the program year extends from September to June, students are accepted on a rolling admissions basis.

### **Ministries Certificate Program Requirements**

The Certificate is awarded for the successful completion of eight courses. Each ministry certificate program has its own distribution requirements. While most classes are either Saturday morning or afternoon, a few sessions are held on weekday evenings. Normally courses meet for six to nine sessions of three hours each.

### **Cost of the Program**

Tuition is kept low to encourage persons of all income levels to participate. Courses are \$210 each, and merit scholarships are generously given, thanks to a grant from the Thomas Hoyt, Jr. Scholarship Fund and from the HMP Scholarship Fund. Additional financial aid may be awarded based upon demonstrated need. Each student is responsible for purchasing the required books for each course. Cash, Check, MasterCard, American Express, or the Discover Card may be used for payment of tuition and fees. A 2.5% convenience fee will be charged when paying with a credit card. A payment plan may be arranged with the Business Office. Students are urged to seek financial aid from their churches and church connections.

### **Adding or Dropping Courses**

Students may not begin a course after the second class session. Notification of the desire to drop a course must be made in writing to the Program Office within the first two weeks of the course. After the first two weeks no changes can be made and no refunds will be given.

### **Attendance**

Attendance is required at all sessions. A student with excessive absences (missing more than 1/3 of the course) is only allowed to complete the course at the discretion of the instructor and/or program director.

### **Grading Options**

The grading options are as follows:

- Students who may wish to receive undergraduate college credit from another institution should elect to receive letter grades (A, A-, B+, B, B-, C+, C, F).
- Students who will not be seeking undergraduate college credit from another institution may elect to receive Satisfactory (S) or Unsatisfactory (U).

The grading option must be chosen at the time of registration. Any request for a change must be submitted in writing to the Program Office.

### **Graduation**

Certificates for successful completion of the program are awarded at Hartford Seminary's annual graduation ceremony.

### **Graduation Fee**

The graduation fee for the BMP and HMP program is \$65 per student. This fee includes the cost of graduation gown rental, the ceremonial stole provided to each student to wear during the ceremony and keep, and all other costs associated with the awarding of the certificate and the graduation ceremony.

### **Incomplete Policy**

Coursework is due by the end of the course. An Incomplete (I) for unfinished coursework is given only at the discretion of the instructor and must be completed within six months. After six months an Incomplete (I) becomes an F. Special exemptions are made only by petition to the Program Director.

### **Continuing Education Units (CEUs)**

Students who choose not to receive formal grades for purposes of pursuing college credit for their certificate work, may opt to receive Continuing Education Units (CEUs). For information about receiving CEUs, contact the Program Director. One CEU is awarded for each ten hours of class participation.

### **Audit Option for Ministries Certificate Program Graduates**

Students who have graduated from one of the two ministry certificate programs may audit future ministry certificate program courses for a special fee of \$75. Graduate auditors must be approved by the Program Director and are required to complete all registration forms.

### **The Black Ministries Program (BMP)**

The Black Ministries Program is comprised of two components: the Black Ministries Certificate Program and Black Ministries educational outreach programs and events. The Black Ministries Program welcomes students of all denominational and religious backgrounds. For further details, please contact the program office at [bmp@hartsem.edu](mailto:bmp@hartsem.edu) or 860-509-9512.

### **Writing Requirement for Black Ministries Program**

All students are required to successfully complete BMP-100 The Art of Communication unless exempted by the Program Director at the time of admission.

### **Course Descriptions**

#### **The Bible Institute: Understanding the Bible** (offered every other September)

Staff/Kim

The Bible Institute covers the historical, cultural and political forces that shaped the Bible, the history of translation and canonization of the Hebrew Scriptures and the New Testament. The Bible Institute is required and free of charge for all students entering the Black Ministries Program. It is also open to the public for \$35.

#### **BMP-101 The Art of Communication**

Crosby

Emphasizing effective oral and written communication techniques, this course assists students in the preparation of written assignments and oral presentations. Students will review the rules of syntax and grammar and will be exposed to research tools necessary for the art of creative expression.

**BMP-140 Church Administration**

Stallworth

This course is designed to probe the ways church and ministries are a business. Topics covered will include techniques for managing and developing a budget, record-keeping, fundraising, supervision of staff, marketing and community relations.

**BMP-161 Expository Preaching**

Watts

The basic purpose of this course will be to instruct each student in the necessary “how to” of sermon preparation and delivery. Particular emphasis will be placed on the distinctiveness of preaching in the Black religious context. (Previous title - Preaching in the Black Context)

**BMP-190 Theology and the Black Experience**

Johnson

The purpose of this course is to use the African-American experience and search for identity in America as a lens through which to understand the development of African-American theology in the context of the Christian tradition.

**BMP-231 Education for the Life of the Church**

Thomas

This is a comprehensive introduction to the total educational ministry of the church including worship, study, fellowship and service. These aspects of the church’s ministry are explored in relationship to curriculum planning, administration, church school organization, and teaching. (Previous title - Christian Education)

**BMP-235 In Our Own Voices**

Copeland

This preaching course will offer women the opportunity to explore and discern their own voices in preaching. Students will reflect on the historical, theological and biblical significance of women in the pulpit and will have an opportunity to participate in practical preaching exercises.

**BMP-250: Shared Urban Spaces: Black-Latino Dialogue**

Ayala and Bennett

This course will give a broad overview of a paradigm of ministry that has been categorized as Urban Ministries. The focus of this course will explore the historical evolution of what has come to be known as ministry in the urban context that is distinctive from the suburban or rural context, examine and evaluate one particular approach to urban ministry as executed by two ministries within the urban context, and reflect on the aforementioned tasks and their implications for each student’s ministry context.

**BMP-260 Survey of the Old Testament**

Kim

This course will study the major books of the Hebrew Scriptures emphasizing their content and theology. Data from archeology, the history and the culture of the ancient Near East, and critical approaches to scripture study will be introduced where appropriate.

**BMP-270 Survey of the New Testament**

Agosto

This course will concentrate on the major teachings of the New Testament documents and the origins of Christianity. Historical-critical observations will be discussed in connection with the New Testament texts.

**BMP-275 Who Are You, Adam? Explorations of Male Spirituality**

Bennett

This course is designed to offer an introductory exploration into the connection between male sexuality and male

spirituality. Definitions of both sexuality and spirituality will be followed by an investigation of how both are manifested and perceived within the context of the local church. In particular, how do emerging paradigms of male identity challenge traditional male spiritual practices (i.e. worship, prayer, fellowship, ministry.)

**BMP-280 Black Theological Ethics: A Case Study Approach**

Stallworth

In this course case studies will be used to explore contemporary ethical problems impacting the black community from a theological perspective. The cases will focus on such issues as environmental racism, affirmative action, economics, health and sexuality to help participants gain a better understanding of faithful, ethical decision-making.

**BMP-300 Charismatic Praise and Worship**

Clayton

The black church has long been known for its dynamic praise and worship experience. This course will explore contemporary trends of praise and worship in the black church in light of the historical, biblical roots to provide participants with insights and skills to develop sound contemporary praise and worship teams and music ministries for the black church context.

## Hispanic Ministries Program (HMP)

The Hispanic Ministries Program provides introductory theological education for ministry and leadership in Hispanic churches and communities. Through its Hispanic Ministries Certificate Program, taught in English in conjunction with the BMP during the academic year 2013-14, classes are intended to help clergy and lay leaders strengthen the faith and witness of churches in Hispanic and Latino communities throughout New England. The program is also open to individuals who wish to obtain educational opportunities for personal and community enrichment.

The program welcomes students of all religious and denominational backgrounds and normally requires participation in a local Hispanic congregation or a context in which Hispanic ministry is important. A baccalaureate degree is not required for admission to the program.

The Hispanic Ministries Certificate Program is structured for completion in two academic years of study. Each academic year, several six to eight week courses in ministry, theology and Bible are offered. Students are expected to finish eight courses over a two-year period as follows: two in Biblical Studies, two in Theological and Historical Studies, two in Ministerial Studies and two in any area of the student's choosing. Upon successful completion of eight courses, students receive a Certificate in Hispanic Ministries from Hartford Seminary. An added benefit of this program is the dialogical learning opportunities with religious leaders from the African-American community.

An advisor is appointed by the Academic Dean to work with Latino/a students enrolled in the HMP. Please see the BMP courses description for classes available to HMP students.

## Academic Policies for Graduate Programs

*(These policies apply to all students in graduate programs except for students in the International Ph.D. program unless they are currently enrolled in regularly scheduled courses.)*

### **Academic Advising**

The Dean will assign a faculty advisor to the student upon acceptance to the program. Students may change academic advisors with the permission of both the old and new advisor and the Academic Dean. Students are expected to initiate contact with her/his faculty advisor each semester when making course enrollment decisions and the advisor must approve the student's course selections. When faculty advisors are on sabbatical, students may meet with the Registrar or Dean during the registration period to discuss course options for the next semester.

### **Academic Policy Committee (APC)**

The Academic Policy Committee is comprised of faculty and senior administrative staff. This representative group is responsible for administering the academic policies that pertain to all educational programs offered by Hartford Seminary. Individual student requests for exceptions to academic policies and procedures are reviewed and decided by APC.

### **Adding a Course**

Students may add a course with their advisor's approval up to the second week of the semester by completing an Add/Drop form and submitting it to the Registrar's Office. In the third week of the semester students can add a course with the approval of both the advisor and course instructor.

### **Changes in Audit/Credit Status**

#### Changing from Audit to Credit

With the instructor's permission an auditor who has fully participated in a class may switch from audit to credit at anytime before the last class session (for online classes, this would be the last day of the semester). To make the change, the student must already be matriculated in a Hartford Seminary degree or Graduate Certificate program, or be eligible for "Special Student" status at the graduate level. In addition, the student must pay the full course tuition and must submit a completed "Audit to Credit Change Form." No changes will be permitted after a course ends.

#### Changing from Credit to Audit

Students may change from Credit to Audit only if their work has been satisfactory. Students switching from Credit to Audit after the occurrence of 25% of the class sessions will not be granted any refund in tuition. (For MA courses meeting weekly, this means after three class sessions have occurred; for D.Min. courses meeting monthly, this means after the first day-long session has occurred.) Students may change a course from Credit to Audit up to and including the occurrence of 50% of the class sessions. For MA courses meeting weekly, this means prior to the eighth class session; for D.Min. courses meeting monthly, this means prior to the fourth class session. Students may not change a course from Credit to Audit after 50% of the course sessions have taken place which means any change from Credit to Audit must take place prior to the eighth class session for MA courses meeting weekly and prior to the fourth class session for D.Min. courses meeting monthly.)

### **Class Session Cancellation - Inclement Weather**

Hartford Seminary reserves the right to cancel classes in the event of inclement weather. Hartford Seminary notifies the following radio and television stations of cancellations and Seminary closings: radio stations WTIC AM (1080), WTIC FM (96.5), WPOP AM (1410) and television channels 3 (WFSB), 8 (WTNH) and 30 (WVIT). The voicemail on the main Hartford Seminary phone number 860-509-9500 will also be changed to reflect cancellations and closings. The main page of the Hartford Seminary website will reflect closings as well ([www.hartsem.edu](http://www.hartsem.edu)).

### **Computer Access**

All students are required to have access to computer technology that affords them email capability and access to the internet.

### **Computer Use**

Hartford Seminary is committed to providing computing services to support the needs of students, faculty, and staff of the Seminary. The policies are in place to ensure: 1) the security and integrity of computer resources available on campus; 2) that users have reasonable access to the facilities; and, 3) that the action of any one user will not adversely affect any aspect of the work of another. The Seminary reserves the right to control, evaluate and monitor all student computer and electronic telecommunications except as may be prohibited by Federal or State Laws. Please see the Student Handbook for the full Computer Use policy.

### **Course Cancellation**

Hartford Seminary reserves the right to cancel any course.

### **Course Evaluations**

All students are required to complete course evaluations. All responses are anonymous and course evaluations are not shared with course instructors until after the grade submission deadline.

### **Coursework Due Dates**

Projects, reports, or any work required in any course offered within the limits of a semester must be completed according to the due dates announced by the faculty member teaching the course. It is the student's responsibility to confirm that the faculty member has received the work by the due date. This is particularly important if the work is submitted electronically.

### **Family Educational Rights and Privacy Act (FERPA)**

Hartford Seminary works to conform to the Family Educational Rights and Privacy Act. Please refer to the full policy in the Student Handbook.

### **Grades**

Faculty members are required to submit course grades according to the following schedule: Fall Semester: January 10; Intersession and Winter/Spring Semester: June 3; and Summer Session: August 15. Students can view their grades through the Student Access portal after the submission date if they have completed their online course evaluation. It is the policy of Hartford Seminary not to allow grade changes after grades are submitted. Should a student dispute a grade received for a course, they must contact the Dean immediately and no later than 60 days after the grade submission date. (If the disputed grade was for an incomplete course then the student must be in contact with the Dean within 60 days after the grade was entered into the computer system.) Students who need grades earlier than the stated deadlines should be in contact with the faculty member before the end of the semester to negotiate an early submission.

### **Guidelines for Research Conducted by Persons Affiliated with Hartford Seminary**

It is expected that all persons who conduct research under the auspices of Hartford Seminary will treat everyone involved in the research with respect and care. Please see the full text of our guidelines in the Student Handbook.

### **Housing**

Because the programs offered by the Seminary are primarily designed for non-residential students, the Seminary does not guarantee on campus accommodations for students. However, limited space may be available for rent to full-time students in the Seminary's Edith Mason Howard Ecumenical House and in other Seminary residences. International students are given priority for Seminary residential space. Any student living on-campus must receive the meningococcal vaccination (meningitis) and provide documentation to the Registrar's Office. Students

who do not comply with this requirement within one month of moving on campus will be asked to leave student housing.

Hartford Seminary does not generally have short-term housing on campus for commuting students. Students are expected to make their own accommodation arrangements. However, occasionally there is a vacancy in our full-time student housing that might be made available to commuting students. Please contact the Director of Administration and Facilities for more information.

### **Inclusive Language**

Hartford Seminary is committed to a policy of inclusion in its academic life and mission. All members of the community are expected to communicate in language that reflects the equality of genders, openness to diverse cultural and theological perspectives, and sensitivity to one another's images of God.

### **Immunization Verification**

Connecticut state law requires that students born after December 31, 1956 and enrolled in a graduate program or pursuing studies on a full-time basis as a special student be protected against measles, rubella, mumps and varicella. Additionally, students living on-campus must receive the meningococcal (meningitis) vaccination. To assist students with complying with this requirement, Hartford Seminary has developed an Immunization Verification form. This form is included with the letter of admission and must be completed by a medical professional before you begin classes.

The immunization requirements are: two doses of each vaccine, the first to be given on or after the first birthday; and the second dose given at least 30 days after the first. (Only one dose of the meningitis vaccine is required.) The following exemptions may apply:

- Students who were born before January 1, 1980 are not required to provide proof of immunization for varicella unless they were born outside the United States. However they must provide proof of the other immunizations.
- Students who believe they have a valid medical or religious reason for being exempt from the immunization requirements should contact the Registrar's Office for more information.

While some students are able to provide the required documentation, others find it is easier to undergo a blood test, which may show that they are immune. If they are not immune, then they must receive all of the required vaccinations.

Students enrolled in classes who are not in compliance will be notified that they will be removed from classes if they fail to fully comply with this requirement. Students removed from courses may be subject to academic penalties. No financial refunds will be issued if a student is removed from classes for failure to comply with the immunization requirement. For additional information or questions, contact the Registrar.

### **Incomplete Grades**

- A student may request an incomplete grade by filling out an Incomplete Grade Form. This form must be signed by the course instructor prior to the last day of class for that semester and submitted to the Registrar's Office and the Financial Aid Office.
- When an "Incomplete" is granted, the instructor and student must agree upon a date for completion of all coursework. This date must be within 4 weeks of the last day of the Fall or Winter/Spring Semesters, and 8 weeks after the end of Summer Session, as listed on the Academic Calendar in which the course was given.
- The faculty instructor will also include on the Incomplete Grade Form the grade the student will earn if they do not submit their remaining work by the agreed upon date.
- The outstanding coursework must be submitted to the Registrar's Office by email or in hard copy by the agreed upon date. The Registrar's Office will forward it to the faculty instructor. If the work is not submitted by the due date, the earned grade indicated on the Incomplete Course Form will be automatically recorded by the Registrar.
- The instructor shall determine the penalty for late work.

- Only the Academic Policy Committee may grant an extension beyond the original limit and will do so only under rare mitigating circumstances such as medical or military related issues with provided documentation. Any requests for extensions beyond the original limit must be submitted in writing to the Registrar prior to the expiration of the original period. A marker of “INC” will be listed on the transcript until the official grade is submitted.
- A student who has two or more incomplete courses will not be permitted to register for the next semester.
- A student who has requested an incomplete grade should be aware that their eligibility for financial aid may be jeopardized and that previously awarded student loans may go into repayment or enter the grace period if they are not allowed to register for subsequent semesters.

### **Independent Study**

A student who wishes to study a topic related to their program of study, but not regularly offered in the Seminary's curriculum, may choose to enroll in an Independent Study. Typically, a three credit independent study will include significant reading and written work and on-going contact with the faculty member. An Independent Study of less than 3 credits may be negotiated. An Independent Study may be negotiated with any resident member of the Seminary faculty (core faculty or faculty associate) for any semester of the academic year. The student must register for an Independent Study online during the scheduled registration period for that semester. Additionally, an Independent Study Contract must be obtained from the Student Forms Center (either at 77 Sherman Street or online), completed by the student in consultation with the independent study advisor and sent to the Academic Dean for approval before the end of the third week of the semester. Independent Study Contracts include the following elements: (1) project overview, (2) learning objectives, (3) methods for completion, (4) forms of accountability/assessment, (5) resources and bibliography, and (6) schedule for completion. In no case will a student be allowed to take more than six credits of Independent Study. Independent Study courses may not be used to fulfill core area requirements for the Master of Arts program. Independent Study courses are subject to all academic and course policies and procedures as outlined in the Catalogue.

### **Information Literacy Requirement**

Students being awarded a degree from Hartford Seminary must demonstrate a degree of information literacy that includes research ability (both traditional and electronic) and communication skills (both oral and written) commensurate with graduate level academic standards as specified by the Association of Theological Schools in the United States and Canada (ATS) and the New England Association of Schools and Colleges (NEASC).

### **January Intersession Courses**

A limited number of one-week intensive courses are offered during a designated week in January. The course instructors require students to complete reading and writing assignments throughout the winter/spring semester and to submit final course assignments by the end of the semester. However, the course instructor is responsible for setting his/her coursework deadline as she/he deems appropriate for completion of the course.

### **On-Going Registration**

Once admission has been granted by Hartford Seminary and accepted by the student, all students must register for at least one course or program component each semester until all degree requirements are completed. Students needing to discontinue course registration for one semester may do so (see Program Continuation Fee). Students who are continuing to work on their final project and have already registered for the component in a prior semester or semesters must pay the program extension fee (see Program Extension Fee). Students who are unable to continue work in their degree program for more than one semester due to serious life difficulties should apply to the Academic Policy Committee for a leave of absence. The Academic Policy Committee may terminate the program of any student who has not requested a Leave of Absence or paid the program continuation or extension fees.

### **Plagiarism Policy**

Plagiarism, the failure to give proper credit for the words and ideas of another person, whether published or unpublished, is strictly prohibited. All written material submitted by students must be their own original work;

where the words and ideas of others are used they must be acknowledged. Additionally, if students receive editorial help with their writing they should also acknowledge it appropriately.

Credit will not be given for work containing plagiarism, and plagiarism can lead to failure of a course. Faculty will report all instances of plagiarism to the Academic Dean. The Academic Dean will then collect documented details of the case and advance any recommendations for further action to the Academic Policy Committee. Through this process the situation will be reviewed and any additional penalties that may be warranted (up to and including expulsion from the school) will be determined.

For clarity as to what constitutes plagiarism, the following description is provided:

1. Word for word plagiarism: (a) the submission of another person's work as one's own; (b) the submission of a commercially prepared paper; (c) the submission of work from a source which is not acknowledged by a footnote or other specific reference in the paper itself; (d) the submission of any part of another person's work without proper use of quotation marks.
  
2. Plagiarism by paraphrase: (a) mere re-arrangement of another person's works and phrases does not make them your own and also constitutes plagiarism; (b) paraphrasing another person's words, ideas, and information without acknowledging the original source from which you took them is also plagiarism. See Part II of Kate L. Turabian, *A Manual for Writers of Research Papers, Theses and Dissertations*, (7<sup>th</sup> Edition, University of Chicago Press, 2007) for an explanation of the proper ways to acknowledge the work of others and to avoid plagiarism.
  
3. Reuse of your own work: Coursework submitted for credit in one course cannot be submitted for credit in another course. While technically not plagiarism, this type of infraction will be treated in the same manner as plagiarism and will be subject to the same penalties. If you are using small amounts of material from a previous submitted work, that work should be referenced appropriately. When a student is writing their final program requirement (paper, project or thesis) it may be appropriate, with their advisor's permission, to include portions of previously submitted materials if properly referenced.

### **Program Continuation Fee**

Students who have begun a program but have decided not to enroll in courses during a given semester, are not in the final requirement writing stage, and are not on an approved leave of absence will be charged a per semester program continuation fee.

### **Program Extension Fee**

Students who have taken all of their coursework and are not currently registered for their final requirement (paper, project or thesis) will be charged a per semester program extension fee. This fee will be charged for each semester (or fraction thereof), not including summer terms, necessary to complete the degree.

### **Readmission**

Students who have previously been admitted to a graduate level program at Hartford Seminary who have decided to return to the program after initially withdrawing, may apply for readmission. Students wishing to be readmitted must complete a new application and personal statement. The personal statement should address the reasons the student withdrew and why they feel they are able to return at this time. If the student has been away from the Seminary for an extended period, an interview may also be required. Assuming the student is seeking readmission to the same graduate level program, previously earned credits from Hartford Seminary will be allowed to count toward the degree or certificate, but only if they were taken within the last 10 years. Readmitted students will be required to fulfill program requirements as listed in the Hartford Seminary Catalogue at the time of readmission.

## Registration Procedures

**Matriculated Students:** Registration for courses and program components must be completed by the registration deadlines indicated in the Academic Calendar. The Registrar sends registration information to students approximately six weeks prior to the registration deadline.

All matriculated graduate program students are required to meet with their faculty advisor to determine their course selections. Registration deadlines and advising periods for each semester may be found in the Academic Calendar. Registration after the registration deadline results in a \$40 non-refundable late fee. Students may confirm that their registrations have been processed by viewing their schedule through the student access portal.

When faculty advisors are on sabbatical, students may meet with the Registrar or Dean during the registration period to discuss course options for the next semester.

**Special Students:** Special students may register for courses up to and including the first day the course begins without penalty. Special students seeking assistance with course selection may meet with the Registrar. Special students may take 18 credits prior to applying to the Master of Arts degree program. Special students may take no more than 12 credits before applying and being accepted to a Graduate Certificate program of study.

## Student Discipline Policy and Procedure

It is the policy of Hartford Seminary to conduct an impartial investigation of the facts, an impartial hearing and review of those facts and to make recommendations as to what action should be taken with regard to any issue concerning student conduct brought to the attention of the Dean in writing. Details of the Student Discipline Policy and Procedure are provided in the Official Policies section of this Catalogue.

## Student Grievance Policy and Procedure

It is the intention of this policy to encourage and facilitate resolution of a grievance that a student may have with a faculty member, supervisor, administrator, member of the staff, or another student. The desire is to resolve the grievance in the early stages of the procedure. However, the procedure does provide for full mediation in a fair, equitable and timely manner. Please see the Official Policies section of this Catalogue.

## Summer Session Courses

The Summer Session offers a number of courses in the month of June. Most summer courses are full-day sessions one week in length. Typically, an evening course is also offered. The course instructors require students to complete reading and writing assignments over the summer and to submit final course assignments prior to the fall semester. However, the course instructor is responsible for setting coursework deadlines as he/she deems appropriate for completion of the course. *(This pattern of course scheduling is currently under review. Please see the course schedule for the most up-to-date information.)*

## Termination of Program

A student's degree program may be terminated on the written request of the student, or by action of the Academic Policy Committee, if the student's performance is deemed unsatisfactory or if tuition and fee payments are not made as required. The termination of a student's program by the Academic Policy Committee does not cancel financial obligations the student incurred at the Seminary while enrolled. Students who have not received an approved leave of absence, registered for a course or paid a program continuation or extension fee for two consecutive academic semesters will be notified that they will be removed from the program unless they respond within 30 days. A student who has been removed may apply for reactivation by petitioning the Academic Policy Committee and paying any unpaid tuition or fees. (Students who are recipients of federal financial aid should refer to the Financial Aid section of this Catalogue for additional leave of absence stipulations.)

## Term Papers, Project Papers and Theses

A paper submitted for credit in one course cannot be submitted for credit in another course without the prior permission of both instructors. Hartford Seminary strictly adheres to the Plagiarism Policy. Written papers and theses must be typed and should conform to the styles and format for footnotes and acknowledgments announced by the course instructor. For additional information on format, proper footnotes, acknowledgments, etc., students are directed to consult the *Hartford Seminary General Guidelines for a Research Paper*. These guidelines can be picked up in the student forms center or downloaded from our website at: <http://www.hartsem.edu/online-forms-center>. Students may also consult Kate L. Turabian's, *A Manual for Writers of Term Papers, Theses and Dissertations*, (6<sup>th</sup> Edition, University of Chicago Press, 1996), upon which the guidelines are based.

## Transcripts

For the protection of students and former students, all transcript requests must be submitted in writing and personally signed. Requests that are sent via e-mail cannot be honored. Transcripts will not be issued by fax. Upon written request and submission of the transcript fee of \$10 to the Registrar, students and alumni may, at any time, request the Registrar to send their "official" transcript to a school or organization of their choice. Please allow 3-5 business days for transcript requests to be processed by the Registrar. Transcripts are issued only when all financial obligations to the Seminary have been met. Students may view and print an unofficial course report through the Student Access portal at anytime.

## Withdrawal from a Course

Students may withdraw from courses at any time before a course ends. However, financial and academic consequences will be imposed according to the following schedule:

### Academic

- Withdrawal before 25% of classes occur: None
- Withdrawal after 25% of classes occur and up to and including 50% of classes: A "W" will be posted to the student's transcript. A "W" has no effect on the student's grade point average.
- Withdrawal after 50% of classes and up to and including the last class: Faculty member will be asked to assign a grade of either "WF" (Withdraw Fail) or "WP" (Withdraw Pass). A "WF" is counted in the student's grade point average as a failure.

### Financial

- Students who withdraw from a course before 25% of the classes have taken place are entitled to a full tuition refund.
- Students who withdraw after 25% of a class has taken place are charged in full for the tuition of that course.
- Refunds to the student will be made within 30 days of the date that the Seminary determines the student has officially withdrawn.

### On-Line Courses

- Withdrawal from on-line courses will be allowed according to the above guidelines, but will be based on the number of weeks a course will be in session.

A student who needs to withdraw for health reasons may petition the Academic Policy Committee for a waiver of the above penalties and must provide documentation from a medical professional. A student who fails to complete requirements of the class receives a failure. Notification of intent to withdraw must be made in writing to the Registrar's Office. Failure to attend classes does not constitute a withdrawal. Withdrawal after a class stops meeting is not possible without a review by the Academic Policy Committee. However, a student with a medical reason can petition the Academic Policy Committee for a "WP" if the faculty member agrees that the student was passing at the time of withdrawal.

### **Writing Assistance**

Hartford Seminary is committed to providing our students with the tools they need to successfully complete our program. One service we offer is writing assistance. Writing assistance services may consist of individualized work with a Writing Consultant or group workshops. Writing assistance is available to all matriculated students upon request, and at no charge. Writing assistance may also be recommended to newly admitted students by the Admissions Committee, or recommended to enrolled students by the Faculty. Further information about these services is available from the Dean's Office.

Should a student be placed on academic probation, he/she will be required to meet with the Hartford Seminary Writing Consultant for a minimum of ten hours each semester until the cumulative grade point average resumes a non-probation level. The purpose of the meetings will be to focus on written work in current or incomplete courses.

## Course Descriptions

### **Course Numbering System**

How to read course numbers and descriptions:

The letter prefixes (such as DM, SC, AM, etc.) that begin the course number correspond to the area of study as follows:

Graduate Program Specific Courses/Program Components:

GC	Graduate Certificate
MA	Master of Arts
DM	Doctor of Ministry
PHD	International Ph.D. Program

Topic Areas:

AM	Arts of Ministry
DI	Dialogue
ET	Ethics*
HI	History*
LG	Languages
RS	Religion and Society*
SC	Scripture*
TS	Travel Seminars
TH	Theology*
WS	Worship and Spirituality*

\*These topic areas are designated as core areas for the Master of Arts program. (See below for more information.)

The numbers correspond to the level at which the course is being taught.

- Courses numbered 500-599 are Master of Arts (M.A.) level courses and are open to Doctor of Ministry students only with special permission.
- Courses numbered 600-699 are open to both Master of Arts and Doctor of Ministry students.
- Courses numbered 700-799 are Doctor of Ministry or Ph.D. courses and are open to Master of Arts and Graduate Certificate students only with special permission.

Other information:

- All courses are three credits unless otherwise noted in the course description.
- Courses that fulfill the Master of Arts degree required core areas are identified in this section of the Catalogue and on the course schedule for each semester with an asterisk (\*). The core areas of the curriculum in which it is required that a designated number of credits be taken are: Scripture (6 credits), Theology (3 credits), Ethics (3 credits), Worship and Spirituality (3 credits), Religion and Society (3 credits) and History (3 credits).
- Doctor of Ministry students must take four of their six elective courses in differing topic areas (not including languages or travel seminars). Additionally, one of the six elective courses must be in a faith tradition other than one's own, or an interfaith or dialogue course.

Note: The course descriptions listed in this section are for courses scheduled to be taught during the 2013 and 2014 academic years. Hartford Seminary reserves the right to make changes in the courses offered at any time.

## Program Specific Courses/Components

*(While we will make every effort to offer the courses in the semesters listed at the end of each course description changes will occur. Please refer to the official semester course brochure or check the website for final information.)*

### Graduate Certificate

#### **GC-560 Reflection on Ministry Experience**

Goleman

This seminar is dedicated to reflection on the practice of imams and other Muslim leaders. The course will include readings on reflective practice and religious leadership, but the focus will be on peer-learning from the actual practice of Muslim leaders in their own religious communities and social situations. This process builds on the growing trust, reflective wisdom, and experience of the participants. The goal is for each participant to shape a form of reflective practice that integrates an approach to Islamic theology and thought with the daily demands of providing leadership, instruction, and spiritual care to local Muslim communities. Enrollment is limited to students in the Graduate Certificate in Imam and Muslim Community Leadership program. (Fall 2014)

#### **GC-580 Field Education for Islamic Chaplaincy**

Yuskaev

The content and setting of field education will vary according to the needs of the students. Normally, students will be expected to work 8 hours a week for 30 weeks for a total of 240 hours in an Islamic institution or organization. Such institutions or organizations include, but are not limited to, mosques, Islamic schools or Islamic social service organizations. See the Islamic Chaplaincy section for more information. (As needed)

#### **GC-592 Independent Study**

Faculty

A student who wishes to study a topic related to their program but not regularly offered in the Seminary's curriculum may wish to enroll in an Independent Study. An Independent Study may be negotiated with a member of the Seminary faculty for any semester of the academic year. Independent Study courses are subject to all academic and course policies and procedures as outlined in the Catalogue. Students wishing to do an Independent Study must submit a completed "Independent Study Contract" with their registration form. (As needed)

#### **GC-610 Chaplaincy Practicum**

Mosher

An opportunity to explore a particular chaplaincy environment; or, to work with a mentor in preparation for the board-certification process recognized by the Association of Professional Chaplains, the content and setting of the practicum will vary according to the needs and goals of the student. The norm is 120 hours supervised at the practicum site, plus occasional on-campus meetings with the Graduate Certificate Program Director and student-colleagues. See the Chaplaincy in Multifaith Contexts section for more information. (As needed)

### Master of Arts

#### **MA-592 Independent Study**

Faculty

A student who wishes to study a topic related to their program but not regularly offered in the Seminary's curriculum may wish to enroll in an Independent Study. An Independent Study may be negotiated with a member of the Seminary faculty for any semester of the academic year. Independent Study courses are subject to all academic and course policies and procedures as outlined in the Catalogue. Students wishing to do an Independent Study must submit a completed "Independent Study Contract" with their registration form. (As needed)

**MA-596 Final Paper (3 credits)/MA-597 Final Project (3 credits)**

Faculty Advisor

The final paper or project requires the student to demonstrate his or her capacity to apply, integrate, and reflect on the perspectives addressed by the Master of Arts degree program with focused study in a selected area. (As needed)

**MA-598/MA-599 MA Thesis (6 credits)**

Faculty Advisor

The thesis requires the student to complete in-depth research (a review of literature) and critical analysis, integration, and reflection on the perspectives and theory addressed by the Master of Arts program with focused study in a selected area. (As needed)

Doctor of Ministry**DM-710 D.Min. Colleague Seminar I**

Roozen

The purpose of the two-year Colleague Seminar is to explore the reflective practice of ministry in an atmosphere of personal and professional sharing, eventually producing a set of analytical and theological papers as background for the Ministry Project. The goal of this first semester seminar is to ground the practice of ministry in an understanding of its contextual and organizational realities and their theological significance. Students will be introduced to various field research tools and learn to reflect theologically on the insights gathered through their use. Required of first-year D.Min. students. (Fall 2013 & Fall 2014)

**DM-711 D.Min. Colleague Seminar II**

Thumma

The purpose of the two-year Colleague Seminar is to explore the reflective practice of ministry in an atmosphere of personal and professional sharing, eventually producing a set of analytical and theological papers as background for the Ministry Project. Within that general framework, the goal of this second course in the sequence is to ground the practice of ministry in an understanding of organizational theory and leadership strategies, as well as the theological implications of each. Building upon the preceding semester, students will also be introduced to additional field research tools, including their interpretation and theological potential. Students will also have opportunity to develop their teaching skills. (Winter/Spring 2014 & Winter/Spring 2015)

**DM-720 Colleague Seminar III**

Adjunct

In pursuing further the training in congregational studies that began in the first year Colleague Seminar, we will explore ways of reflecting theologically on your congregation, or your ministry setting, and your practice of ministry within it. This will involve examining both classic and constructive approaches to theology. It will also involve paying close attention to personal experience and to the broader cultural environment as sources of theological insight. The culmination of this fall semester course will be a paper in which the students will work out a theology for ministry that genuinely reflects the manner in which they practice it. (Fall 2014)

**DM-721 Colleague Seminar IV**

Roozen

The spring semester of the second year colleague group directs its full attention to students' major project proposals. A variety of organizational change interventions and models are explored; each student prepares and shares a literature review in the anticipated substantive area of his or her major project; and each student prepares and shares a draft of a major project proposal, this draft also serving as a student's major paper for the seminar. (Winter/Spring 2015)

**DM-792 Independent Study**

Faculty

A student who wishes to study a topic related to their program but not regularly offered in the Seminary's curriculum may wish to enroll in an Independent Study. An Independent Study may be negotiated with a member

of the Seminary faculty for any semester of the academic year. Independent Study courses are subject to all academic and course policies and procedures as outlined in the Catalogue. Students wishing to do an Independent Study must submit a completed "Independent Study Contract" with their registration form. (As needed)

**DM-795 Ministry Project Colloquium** (No credit - Recommended)

Staff

Students who have successfully completed Colleague Seminars I-IV and at least four of the six elective courses may enroll in the Ministry Project Colloquium. The Colloquium, which will meet periodically during the year, will provide a supportive environment for the preparation of ministry project proposals, the execution of ministry projects, and the writing of ministry project final reports. The Colloquium, while highly recommended for those working on their ministry project, is not required. The Colloquium carries no tuition or fee; however, students participating in the Colloquium who are not registered for either courses or the Ministry Project in any given semester will be required to register for a Program Extension or Program Continuation and pay the relevant fee.

**DM-796/DM-797 Ministry Project**

Faculty Advisor

The Ministry Project addresses a significant issue within the student's ministry setting and involves the design, implementation, evaluation and reflection on an action in ministry. The project consists of the ministry project proposal, which includes a review of the literature, an action component, and a final written report. Required for the Doctor of Ministry degree. (As needed)

International Ph.D.

**PhD-677 Information Literacy for Islamic Studies**

Blackburn

To conduct basic research in Islamic Studies requires knowledge of resources from manuscripts to websites, Arabic transliteration systems, Arabic keyboarding for data searches, the nature of historiography and its relation to disciplines within Islamic Studies, and the role of Orientalism, *inter alia*. Students will learn how to think critically concerning information produced about Islam from both within and without the religion. Differing editions of the Qur'ān in translation as well as hadith, fatwas, and other classical texts will also be addressed, in addition to differing calendar systems, styles of calligraphy, the use of maps and atlases, and so on. Pre-requisite: one year of Arabic or permission of the instructor. (formerly AM-677)(Winter/Spring 2015)

**PhD-699 Ph.D. Research Skills Preparation**

Smith

Exclusively required for the Transition Year students, this course provides a comprehensive survey of the academic expectations involved in a Ph.D. Students will be required to find relevant Ph.D. dissertations and offer a critique of the quality; in addition faculty will make presentations on time management, note taking, and doctoral level arguments. The course takes place over three retreat days across the academic year with significant independent work done outside the class in consultation with the student's advisor. (Fall 2013 & Fall 2014)

**PhD-700 Research Methodology and Scholarly Development I**

Smith

This year long course will provide students with the tools for doctoral level research and opportunities for collegial interaction. The following topics will be included: a) Introduction to Research Skills; b) Logical Thinking; c) Quantitative and Qualitative Data; d) Writing Articles, Book Proposals, and Reviews; e) Developing a Career in Scholarship; and f) Theories of Religious Studies. (Fall 2013 & Fall 2014)

**PhD-701 Research Methodology and Scholarly Development II**

Smith

This year long course will provide students with the tools for doctoral level research and opportunities for collegial interaction. The following topics will be included: a) Introduction to Research Skills; b) Logical Thinking; c) Quantitative and Qualitative Data; d) Writing Articles, Book Proposals, and Reviews; e) Developing a Career in Scholarship; and f) Theories of Religious Studies. (Winter/Spring 2014 & Winter/Spring 2015)

Arts of Ministry**AM-575 The Art of Preaching**

Watts

Combining the substance of an introduction with the intimacy of a workshop, this course will explore theological and rhetorical foundations for preaching and provide practical experience in delivery and critique. Noting variety among denominational, theological and cultural traditions, the course will take an ecumenical approach rooted by an affirmation of the hermeneutic centrality of Scripture and the liturgical significance of preaching. Students will complete written assignments and special exercises, preach, and offer constructive critiques of sermons. (Fall 2013)

**AM-602 Chaplaincy Models and Methods**

Mosher

This course will provide an orientation to the role of the chaplain and methods suitable to the contexts in which chaplains characteristically serve including: schools, colleges, and universities; prisons; health care facilities; fire and police departments; and the military. Students will be introduced to the 29 competencies expected of board-certified chaplains (and valuable to all chaplains) and practical information for service in spiritually and culturally diverse contexts. (This course is required for all students enrolled in the Graduate Certificate Program in Chaplaincy in Multifaith Contexts.) (January 2014 & January 2015))

**AM-609 Adaptive Leadership: Cultivating Personal and Organizational Capacities for Change and Conflict**

Peers

Adaptive leadership, that is, leading in a way that addresses the growing edges and challenges, of a congregation or organization inevitably also means orchestrating conflict and navigating change. In this course, we will gain perspectives and hone practices that allow you to cultivate your own adaptive leadership as well as build an adaptive culture. Leadership for change requires inspiration and perspiration as we help organization navigate the gap between bold aspirations and challenging realities. Expect in this course an opportunity to assess your own leadership repertoire as you also build new perspectives and practices. (Fall 2014)

**AM-612 Breaking the Rules - Growing a Mainline Church**

Piazza

In an age when most of the news for the mainline church is bad, there are bright spots of renewal and growth. Why are some progressive churches growing in conservative cultures? One common denominator seems to be that they are breaking the rules of "accepted wisdom" of their denominational culture and violating the expectations of their sociological settings. This entrepreneurial approach to church can be replicated if leadership is willing to learn new skills and reinvent their approach to ministry. In this course we will assume the student has had adequate academic preparation and we will take a skills-based approach to topics such as marketing, fund-raising, worship, managing structures and systems, practicing radical inclusion, and celebrating genuine diversity. Churches with entrepreneurial leaders have bright futures, but this liberating hope requires leaders who will break out of their own assumptions about how to lead. Those may be the toughest rules to break. (Summer 2014)

**AM-613 Collaborative Team Leadership in Religious Organizations**

Cladis

This course explores the theological, natural and cultural support for "flatter" religious organizations and includes a thorough examination of practical examples. Former views of leadership as defined by position and authoritarian styles are no longer effective in a Post-Modern world. This course examines the theological concept of leader as one who leads by influence and builds collaborative teams and leadership groups in churches and religious organizations. Participants will learn the theoretical basis for this shift from authoritarian leadership styles to a more collaborative oriented model of ministry. They will also learn how to create effective leadership teams in religious environments. (January 2015)

**AM-618 Strategic, Whole Systems Planning for Congregations and Religious Organizations; Aligning Strategy and Spirit**

Peers

Leading and planning in congregations and religious organizations these days requires resilient strategy and resilient spirit. This course focuses on participatory practices of leading and planning that build upon an organization's strengths and challenges. We will draw on a variety of "whole system" approaches as you develop an overarching model of organizational engagement including: Appreciative Inquiry, Open Space, World Café, Spiritual Discernment, Asset-mapping and Scenario Planning. We will also explore how to use practices from these methodologies in the on-going work of leading and planning within organizations. (January 2014)

**AM-619 Faith in an Emerging World: New possibilities and partnerships for local Churches and Christians in Our Changing Culture.**

Pagitt

In this out-of-the-box course Doug Pagitt suggests that the last two centuries can be divided into four epochs: Agrarian, Industrial, Informational and now - Inventive. Our current reality, the Inventive Age, presents distinct opportunities for how faith communities should think, what they value, and the tools they use. Doug will offer leaders in Christian communities (and beyond) essential frameworks for participation in the Inventive Age. (Summer 2015)

**AM-632 Choosing Life: Skills and Strategies for Small Membership Churches**

Robinson

In a challenging time for all congregations, smaller membership congregations face particular challenges. Is there a future for the smaller membership congregation in the twenty-first century? We believe there is, and in fact, here and there, now and then, we've seen the future: vibrant and vital smaller membership congregations whose worship has spiritual depth, whose life together is real, whose ministry is changing lives and healing communities. In "Choosing Life" we will look at some of the hard life choices that vital smaller membership congregations have made and need to make. We will consider key leadership skills for pastoral and lay leaders. And we will focus on strategies for nurturing spiritual depth in worship and preaching, and strengthening relationships within and beyond the congregation to its community context. Choosing Life isn't easy, but it is possible. (Summer 2015)

**AM-634 Addiction and Spirituality: Dealing with Holes in the Soul**

Williams

This course will examine the largely unacknowledged and sorely underexamined epidemic of addiction in the United States. Statistics show that one out of every seven persons in the United States has some form of substance abuse. Every church, mosque, synagogue and temple has persons afflicted and affected by addiction. A wholistic, pastoral overview of ministry to persons with addictions will be presented through reading, presentations, research and dialogue in and outside the classroom. Using the various models of addiction - moral, mental health, medical, etc., - we will discuss the underlying spiritual issues of sin, shame, unforgiveness and the spiritual responses of healing, forgiveness and grace. Persons engaged in religious leadership and service of all types, including pastors, imams, chaplains and the regular congregational member who cares and gives care will be interested in this important course. (January 2015)

**AM-638 Essential Skills in Pastoral Counseling and Ministry**

Watts

This course will offer pastors, lay ministers and caregivers an opportunity to learn basic counseling skills for use in pastoral settings. Students will develop skills in assessment, honoring ethical concerns and addressing the most common diagnoses such as depression and anxiety. Attention will be given to clarifying the differences between pastoral care and pastoral counseling. Issues of referral to professional mental health resources and community agencies also will be addressed. (Winter/Spring 2015)

**AM-639 Preparing Islamic Legal Documents**

Eid

Focused on skills needed for success in Islamic Chaplaincy and other programs where practical matters of service to Islamic communities, congregations and individuals are important, this course introduces students to a contemporary American condensed version of Ibn al-`Attar's *Kitab al-Watha`iq wa'l-sijilat*. The topics under consideration include but are not limited to Islamic legal documents, writing contracts, and completing other legal obligations in the U.S. context. Students will be exposed to practical information and training in the preparation of these documents. (January 2014)

**AM-653 Mental Health: An Islamic Perspective**

Hamid

This course will familiarize students with the basic concepts of mental illness to facilitate their communication with multidisciplinary teams including both health and mental health professionals, and help them to gain an awareness of the cultural factors particular to the Muslim community. Students will obtain skills including when to make referrals and how to approaching individuals in a mental health treatment context. (Fall 2014)

**AM-654 Muslim Public Speaking: History and Practice**

Yuskaev

This course is an exploration in contemporary and past Muslim homiletics. Our approach is both descriptive and practical. For those who are interested in Muslim oral discourses as an academic subject, the course will offer a chance to learn about the subject from historical and anthropological perspectives. Our examples will be from the United States, Middle East, West Africa, and beyond. For those who plan to be Muslim public speakers, the course will offer an opportunity to develop and practice their skills as lecturers and khatibs. (Summer 2015)

**AM-659 Ministry to the Incarcerated: Responding to the Challenge**

Williams

“When I was in prison you visited me.” (The Gospel of Matthew 25:36) This course will examine the historical, theological and social implications of incarceration in America, with a particular emphasis on ministry to women and men in these settings. Looking through the lens of a professional correctional chaplain, we will deal with such issues as addiction, professional boundaries, Department of Corrections policies and procedures, and the particular challenges facing those who want to do ministry in our prisons. (Summer 2015)

**AM-668 Seven Approaches to Congregational Renewal**

Roozen

After a quick review of the theologically prescribed tasks of the local church and prevailing wisdom about organizational innovation, the class will dive into the rapidly growing (and desperately needed) literature on congregational renewal. Indeed, we will read, comparatively analyze and discuss, from the point of view of one's own ministry setting, seven different approaches to congregational renewal. The majority of these approaches will come from among those receiving wide, popular attention today (e.g., Bass' *Christianity for the Rest of Us*; Schwarz's *Natural Church Development*). But we won't entirely forget the classics (e.g., Schaller's *The Change Agent*; Grierson's *Transforming A People of God*), and we will read at least one work that is not written from a Christian perspective (e.g., Cohen, Hoffman and Kelman's *Sacred Strategies*). (Winter/Spring 2014)

**AM-687 Enhancing Congregational Ministry with Social Media (and Other Internet Technologies)**

Thumma

Social Media and Internet technologies are an integral part of our lives in the 21st century. The same should be true of our congregations and the ministerial approaches of religious leaders. This course will describe the contemporary technological context of the U.S. in which ministry occurs. It will address potential worship innovations, community interactions and spiritual practices around the use of Facebook, Twitter, blogs, video and other technologies. The course will creatively explore the potential strategic advantages of such technology as well as ways to avoid possible roadblocks to incorporating these technological features in the life and functioning of any congregation. Guest speakers will include a number of leading authors and clergy in the field. (Summer 2014)

**AM-692 Basics of Counseling Technique**

Hamid

This two week intensive hands-on training and supervision will prepare chaplains to provide basic counseling to individuals, couples, and families, with special attention to Muslim cases. The course will provide a framework for how to set up counseling sessions, effectively interact and establish a therapeutic relationship through an empathic interactional style, establish appropriate boundaries, screen and identify mental illness, offer basic interventions and refer people to the appropriate mental health professional. We will review some of the basic principles of transference-countertransference, cognitive-behavioral theory, Emotion-Focused Therapy, integrative behavioral couples therapy, rational emotive behavioral therapy, and the role of the spiritual healing in the Islamic tradition. Specific skills that will be taught include empathic listening, emotional reprocessing, facilitating introspection, mental health screening techniques, and how to deal and diffuse emotionally intense and/or volatile situations. This is an experiential course that will involve lecture, discussion, modeling/demonstrations of technique and role-play. While these are critical skills for Islamic chaplains to learn, chaplains from other faith traditions may benefit from learning how to counsel across cultures and faith traditions, using the Muslim tradition as a case example. Dr. Hamid will be aided in teaching this course by Hooman Keshavarzi. Prerequisite: AM-653 Mental Health: An Islamic Perspective or permission of the instructor. (Summer 2014)

Dialogue**DI-508 Introduction to Christianity and Islam**

Blackburn

These religions will be explored thematically, with students investigating founding principles, major figures, seminal writings, observed practices, structural institutions, impacts on society, and developments in the modern period. Required readings will include scriptural passages and other foundational texts (creeds, hadith) of both faith systems. Besides a term paper of 12-15 pages focusing on the religious tradition other than the student's own, criteria for student evaluation will include written summaries of assigned readings submitted weekly, participation in classroom discussions, and attendance. (Winter/Spring 2014)

**DI-530 Dialogue in a World of Difference**

Hadsell/Landau

A required course for all students enrolled in the Master of Arts degree program. Students and faculty in a collegial setting will explore in depth the principles and the practice of dialogue in a pluralistic world through dialogical listening and cross-cultural conversations in a context of diversity. Goals of the course include the development of listening and communication skills in multi-cultural contexts; fostering an understanding of one another through information sharing and community building action; and learning how to discuss potentially divisive issues constructively and without animosity. This course is graded on a Pass/Fail basis. (Formerly MA-530) (Fall 2013 & Fall 2014)

**DI-610 Faith in the Neighborhood: An Introduction to America's Religious Diversity [Herndon]**

Mosher

The purpose of this course is to introduce religious leaders to foundational information about the belief and practices of the world's religions as part of the fabric of 21st-century America, that they might be better equipped to serve in the midst of that diversity. To these ends, students will learn the concepts, vocabulary, and practices of a number of religions sufficient for engagement in intelligent dialogue with adherents of those religions, and sufficient for being an informed visitor in those religious settings and citizen of a multi-religious neighborhood. Students will also consider a theology of religious difference which promotes neighborliness, hospitality, and mutual understanding. In addition to traditional reading and writing assignments, some online work and field research will be expected. (Winter/Spring 2014)

**DI-641 Understanding and Engaging Religious Diversity**

Mosher

Through reading, discussions, multi-media presentations, and site-visits, students will be guided toward gaining (or improving) an understanding of America's current religious landscape, a conceptual grounding in the beliefs

and practices of a number of America's religions, some awareness of the internal diversity of these religions, and strategies for engaging this diversity—including an opportunity to clarify and articulate one's own theological/philosophical position on the fact of religious manyness. Students will also explore a variety of forms and methods of leadership in religiously plural contexts. (This course is required for all students enrolled in the Graduate Certificate Program in Chaplaincy in Multifaith Contexts.) (Summer 2014 & Summer 2015)

**DI-645 Christian-Muslim Relations in Arabia: Ibadi Islam and Interfaith Theology in the Sultanate of Oman**

TBD

The Sultanate of Oman is the only Muslim nation in the world that practices Ibadi Islam as the official national religion. Ibadism incorporates an austere piety with an openness to engaging in dialogue with other Islamic schools of thought and other faiths. Oman has a long tradition of religious pluralism both within Islam and other faiths, which makes it an ideal place to engage in inter-Islamic and Christian-Muslim dialogue. (January 2014 & January 2015)

**DI-647 Assisting the Process: Life Transitions**

Fisher

Simply put, life transitions are changes that, unexpectedly or not, alter the course of life and lay significant claims on our hearts. This course will examine life transitions such as birth, death, marriage, divorce, chronic illness, and so on - but also comparatively more subtle (but often no less important) adjustments brought on by things like retirement, children leaving home, moving, relationship endings, and more - in the context of spiritual care and counseling, looking carefully at the ways in which religion and spirituality can help (and possibly hinder) the negotiation of life transitions. Whereas much work on multifaith approaches to spiritual care and counseling often puts more emphasis on the Abrahamic traditions (consciously or not), this course will turn that trend on its head a bit. Thus, while beliefs and practices from the five major world religions, as well as those from Native American spirituality and indigenous faith traditions, will be considered, this course will anchor itself deliberately in the Dharma-based religions (Hinduism, Buddhism, Jainism, and Sikhism). By doing so, we hope to both increase students' awareness of religious others and help the class develop a more robust set of tools for spiritual care and counseling. (Winter/Spring 2015)

**DI-650 Building Abrahamic Partnerships**

Landau

This eight-day intensive training program offers a practical foundation for mutual understanding and cooperation among Jews, Christians, and Muslims. Participants learn about the tenets and practices of the three faiths, study texts from their respective scriptures together, attend worship at a mosque, synagogue, and church, and acquire pastoral skills useful in interfaith ministry. Combining the academic and the experiential, the course includes ample time for socializing over meals and during breaks. Building on Hartford Seminary's strengths as an interfaith, dialogical school of practical theology, this team-taught program is a resource for religious leaders who are grounded in their own traditions while open to the faith orientations of other communities. Due to the interfaith nature of this course, we aim for equal representation among each of the three Abrahamic traditions in admitting students to this course. (Summer 2014 & Summer 2015)

**DI-665 Suffering, Theodicy, and Repentance: Interreligious Readings of Job and Jonah**

Landau

Job and Jonah are probably the two most "unorthodox" books in the Hebrew Bible. Their principal characters try to make sense of experiences that do not fit the images of God presented in the other books. Moreover, these challenging portrayals evoke the existential questions we all must face, in our own lives and as pastoral counselors or religious educators: Is there any meaning in suffering, and can the pain or trauma be redeemed? How do we repent, and how might we invite others, including our leaders, to repent? How can we transform ourselves and our communities to be more in keeping with God's promises and moral imperatives? Aiming at an inclusive, interreligious method of "practical exegesis," the course will juxtapose Jewish interpretations with teachings from the Christian and Muslim traditions. (Replaces SC-626) (Winter/Spring 2015)

## Ethics

### **ET-525 Introduction to Christian Ethics\***

Hadsell

This will be a basic survey course of Christian Ethics. It will examine such topics as the relationship of the Bible to Christian ethical thought and will look at major ethical themes - both classical and contemporary -in Christian thought. The course will also examine a range of methods of doing Christian Ethics. The course is intended to be both theoretical and practical. We will for example see how ethical theory can be useful in the day to day decisions individuals and communities make. (Winter/Spring 2014)

### **ET-630 Global Ethics\***

Hadsell

Learning to live together is the challenge of our age. This course looks at Jewish, Christian and Muslim ideas of community and universality in light of our global situation. It considers what universalist ethics look like when not based on religious assumptions, and examines what such ethics have to offer religious moral discourse. The course will also consider a moral argument towards a way of being in the world that both maintains and moves beyond our own particularities. Questions of environmental responsibilities and economic justice as they relate to these perspectives will also be explored. (Winter/Spring 2015)

### **ET-640 Introduction to Islamic Law\***

TBD

This course will provide a critical overview of the history and practice of Islamic law. We begin by examining the origins of Islamic law, the development of the classical schools of jurisprudence and the nature of pre-modern legal institutions, especially the courts and *madrasa* education. In following classes, we will explore the substance of classical Islamic law, especially in the areas of family, finance and international relations. Next, we will discuss the impact of colonialism and modernity on Islamic legal discourses and institutions and finish with a discussion of the way in which Islamic law is observed in contemporary America. (Winter/Spring 2014)

### **ET-655 Contemporary Islamic Ethics\***

TBD

For Muslims committed to living Islam as a way of life, contemporary society offers many challenges. A commitment to the common good exists in tension with the need to protect individual rights. The desire to uphold family values may conflict with the need to defend pluralism and civil liberties. In a world threatened with violence from many sources, self-defense and security take on new meaning. In this class, we will examine these tensions and the Islamic principles that can help Muslims live ethically and with integrity in American society. Case studies will include debates about abortion, gay marriage, militarism and minimum wage. (Summer 2015)

### **ET-659 Understanding Moral Blinders: Why Good People Make Bad Decisions\***

Rion

“What were they thinking?” It’s what we often ask ourselves when people do something obviously wrong and obviously self-defeating. Examples abound in public life from politicians to financial officers to disgraced leaders of major nonprofits to failed religious leaders. Why do people who ought to know better do the wrong thing and, in many cases, fail to recognize fully what and that they did wrong? Why do people make bad decisions? Can we learn to avoid their mistakes? The answers to these questions are the focus of the course. One theological answer is self-deception that epitomizes the problem of sin. We will look at a variety of specific ways we stumble into self-deception including rationalization, indifference, arrogance, misplaced loyalty and unchallenged organizational/cultural assumptions. A combination of readings from a variety of disciplines (e.g., ethics, theology, cognitive science, organizational leadership, etc.) along with numerous examples (including those of the class participants) will inform lively class discussion as we work together to sharpen our recognition of blinders and consider how to help others and ourselves to avoid them. (Fall 2013)

History**HI-536 The Life of the Prophet Muhammad\***

Awass

The Prophet Muhammad is believed by Muslims to be the final prophet of God and the model for their lives as individuals and communities. Through translated selections of original historical sources, the course will survey interpretations of the personality and achievement of the Prophet made by Muslim and non-Muslim scholars. Muslim emulation of the Prophet will be examined with reference to the Hadith literature and devotional prayers. (Winter/Spring 2014)

**HI-550 The Early Church\***

Rollins

This course will trace the growth and development of Christianity from its earliest beginnings in the first century to the great councils of the fourth and fifth centuries, stopping en route to examine selected texts from the New Testament, early Christian and Roman documents, the writings of the Fathers and the earliest creeds, ranging from the Gospels and St. Paul to Ignatius, Justin, Origen, Basil, Augustine, and Nicea. The course will focus on emergent Christian thought, the nature of God and Christ, the Bible, Church and sacraments, sin and grace, the relation of church and state, and the Christian way of life, toward the goal of gaining keener insight into issues of religion and faith today. (Fall 2013)

**HI-571 American Religious History\***

McKinney

In God we trust. If America is the most religious country in the world, how did we get that distinction? This course is designed to offer students a glimpse at the rich diversity of religious history of the United States. The readings, lectures and online discussion will highlight major movements and religious figures that shaped the distinct forms of faith in our society. We will explore the relationship between American culture and its religious life with particular attention to New England. The course will pay special attention to the impact religion has had on our nation's history and inversely how religious traditions have been shaped by their encounter with American culture. The will conclude with an examination of current trends and possible future forms of American religion. (Fall 2013)

**HI-585 History of Christian Spirituality I: Beginning to 1500\***

Dreyer

In response to widely documented illiteracy about religious history, this course invites students to delve into the lives, contexts, beliefs, texts, and spiritual practices of dedicated Christian men and women during the first 1500 years of Christianity. We will read and discuss in an open yet critical way a selection of "classic" Christian spiritual texts from the Bible to Julian of Norwich. Goals of the course include knowledge and appreciation of the general and particular contours of Christian spirituality during this period; the relationship of theology to spirituality; an understanding of how social, ecclesial, political, and economic contexts affected spirituality in each era; the ability to discern the strengths and weaknesses of this tradition and identify those elements that can be creatively and critically appropriated for our time. (Winter/Spring 2015)

**HI-615 "Holy Power, Holy Presence: The Holy Spirit in Christian Tradition"\***

Dreyer

The elusive Holy Spirit -- power, grace, God, third person of the Trinity, dove, fire, breath, wind, Comforter, healing balm; Confirmation, Pentecost, inspiration of the prophets. Taking an historical/theological approach, we begin with the biblical tradition on the Spirit; explore the current pneumatological conversation from an ecumenical, international and contextual perspective; examine texts on the Holy Spirit by six medieval figures -- three women and three men; ending with the recent development of global Pentecostalism. The course explores why the Holy Spirit has been neglected, and how theologies of the Spirit are best understood with reference to the doctrine of the Trinity. Students are invited to identify their own theologies of the Spirit and to reflect on how it functions in personal spirituality and ministerial settings. Meeting dates: Five Thursdays: February 6, 27; March 20; April 10; May 1 9:00 a.m. – 5:30 p.m. (Winter/Spring 2014)

**HI 622 Abrahamic Faiths in the Middle Ages\***

This course will explore the interactions of the Christianity, Judaism, and Islam in the Middle Ages. Using primary sources and contemporary scholarship, we will trace the relationships among these different communities. In the Christian West, we will study how Jews survived as part of medieval society despite persecution and violence, and how Christians and Muslims confronted each other during the Crusades. We will also explore the way the three communities lived together in Iberia—first where Islam was the dominant power, and then after the Reconquista, when Christians ruled over communities of Jews and Muslims in Spain. We will seek to understand how theological ideas shaped but did not necessarily control individual interactions among Jews, Christians, and Muslims. (Summer 2015)

**HI-624 Islamic History I\***

Michot

This course explores the history of Islamic societies and civilization from its beginnings in seventh century Arabia until the fall of Granada in 1492. Attention will be given to the expansion process of the *Dār al-Islām*, the changing nature of the caliphate and the development of regional powers, as well as to socio-economic realities, ideological evolutions and significant cultural achievements. Students will read selections of important primary sources available in English translation, such as Tabarī's *History*, Ibn Muqādh's *Memoirs*, Ghazālī's *Book of Counsel for Kings*, Abū Dulaf's *Qasīda sāsāniyya*, Ibn Battūta's *Travels*, and Ibn Khaldūn's *Muqaddima*. (Fall 2013)

**HI-625 Islamic History II\***

Yuskaev

This course continues the exploration of the history of Islamic societies and civilization, from the beginnings of the major pre-modern Islamic empires (Ottoman Turkey, Safavid Iran, Moghol India, Morocco) and Islam's expansion into Africa and South-Asia until the colonization of most of the Islamic world by European powers, the struggles for independence and the creation of contemporary Muslim nation-states. Special attention will be given to socio-economic realities, ideological evolutions and significant cultural and artistic achievements. Students will read selections of important primary sources available in English translation, such as Dārā Shikūh's *The Mingling of the Two Oceans*, Kātīb Tchelebi's *Balance of Truth*, Tavernier's *Collections of Travels through Turkey into Persia*, Jabartī's *Chronicle*, Khayr al-Dīn al-Tūnisī's *Sureth Path*, and al-Afghānī's *Refutation of the Materialists*. (Fall 2014)

**HI-627 Muslims in North America and Europe: Discourses and Practices\***

Yuskaev

This course offers a thematic and historical exploration of Muslim communities, institutions and discourses in North America and Western Europe. We will focus on a set of case studies, which will include communities in the U.S., Canada, France and the United Kingdom. While utilizing secondary literature, we will emphasize analysis of primary sources, including online, audio and video. Key themes will include: transnational Muslim discourse, locally specific interpretations of formative texts, gender, politics, and institutional life. (Summer 2014)

**HI-638 The Bible in History\***

Elukin

The Bible is arguably the most important book ever assembled. This seminar will explore the changing role of the Bible, both the Hebrew and Christian scriptures, from Antiquity to the Enlightenment. We will consider how a book can be considered holy, the formation of biblical canons, how the Bible functioned in medieval Christian and Jewish culture, the physical evolution of the biblical text, the impact of printing, and the critical re-conception of the Bible as a created rather than divine text. (Fall 2014)

Languages**LG-561 Intro. to New Testament Greek I**

Duffy

The focus of this introductory course, which assumes no prior knowledge of the Greek language, is on the basic grammar and vocabulary of New Testament Greek. Students will begin reading selected passages of the New Testament. (Fall 2013 & Fall 2014)

**LG-562 Intro. to New Testament Greek II**

Duffy

The focus of this introductory course, which assumes no prior knowledge of the Greek language, is on the basic grammar and vocabulary of New Testament Greek. Students will begin reading selected passages of the New Testament. (Winter/Spring 2014 & Winter/Spring 2015)

**LG-580 Introduction to Arabic Phonology and Script**

Blackburn

Students will master the writing system of standard Arabic, as well as the sounds of the language. A basic vocabulary of over 100 words will be learned, and at the end of the term students will be able to engage in short, simple conversations. Both Levantine and Egyptian pronunciation will be covered. Assumes no prior knowledge of Arabic. (Fall 2014)

**LG-581 Introduction to Arabic Morphology and Syntax**

Blackburn

Vernacular Arabic will be the focus of this course, with an accent on all four linguistic areas of language learning: oral, aural, reading, and listening. Basic sentence and phrase structures will be highlighted while a vocabulary of several hundred words will be built. Assumes a prior knowledge of the Arabic phonology and script. Prerequisite: LG-580, or permission of the instructor. (Winter/Spring 2015)

**LG-640 Engaging the Qur'anic through Arabic**

Shamma

This course will provide students the opportunity to deepen their knowledge of the Qur'an through intensive Arabic language study over a three week period. Reading and understanding the Qur'an in Arabic is essential for Muslims wishing to gain a deeper understanding of their faith and for students of all faiths who wish to study Islam. Anyone able to read and write the Arabic script and interested in approaching and engaging the Qur'an in its native language Arabic will benefit from this course. Through the lens of the Qur'an we will study intermediate Arabic grammar, morphology, vocabulary and eloquence. This course carries 6 credits. (Summer 2014 & Summer 2015)

**LG-650 Intermediate Arabic I**

Blackburn

This course is designed for participants to consolidate their knowledge of Arabic. Prerequisite: LG-581 or permission of the instructor. (Fall 2013)

**LG-651 Intermediate Arabic II**

Blackburn

This course is designed for participants to consolidate their knowledge of Arabic. Prerequisite: LG-581 or permission of the instructor. (Winter/Spring 2014)

**LG-661 Readings in New Testament Greek I**

Duffy

This intermediate level course is designed to enable students to read the New Testament in Greek, concentrating on grammar and vocabulary building. Students will be introduced to the wide variety of Greek styles present in the New Testament writings. Prerequisite: LG-562 Introduction to New Testament Greek, Part II or permission of the instructor. (Fall 2013 & Fall 2014)

**LG-662 Readings in New Testament Greek II**

Duffy

This intermediate level course is designed to enable students to read the New Testament in Greek, concentrating on grammar and vocabulary building. Students will be introduced to the wide variety of Greek styles present in

the New Testament writings. Prerequisite: LG-562 Introduction to New Testament Greek, Part II or permission of the instructor. (Winter/Spring 2014 & Winter/Spring 2015)

### Religion and Society

#### **RS-536 Religion as a Social Phenomenon: The Sociological Study of Religion\***

Thumma

All religion is a social phenomenon. Although faith has a private dimension, human beings experience religion in groups or through forms created by social organizations. Every religion creates and is maintained by institutionalized rituals or concrete organizational forms. Professed beliefs are passed down by religious traditions, and ideally, these beliefs have consequences for one's social behavior. Religious life has spawned times of war and times of peace; changed human beings and human history. Each of these social dimensions of religion can be investigated with the research methods of the social scientist. Much can be learned about religion from a sociological perspective, from reading classical sociological theories of religious organization and practice including those of Weber, Durkheim, and Marx. (Fall 2013)

#### **RS-618 Creating and Sustaining Innovative Faith-based Social Outreach**

Cladis

This course explores the theological and practical dimensions of churches reaching out to distressed communities by creating faith-based nonprofit organizations. Congregations can be the key to leading and sustaining quality community redevelopment, improving the conditions of the culturally marginalized and helping individuals and families in crises to a more stable life and employment. Community, volunteer, governmental, economic and spiritual resources are combined to create highly efficient, caring centers. Course participants will learn both the biblical and theological bases for creating community outreach centers and also the nuts and bolts "how to" strategies and methods to do so. Examples of church-based social outreach nonprofits will be examined with at least one visitation to an active facility. (Summer 2014)

#### **RS-625 Beauty in Islamic Life\***

Michot

This richly illustrated, twelve week long, course looks into the importance of beauty in Islamic life, in reference to the Prophetic tradition "God is Beautiful and He loves beauty." The manner Muslims beautified their everyday life and surroundings through history will be approached in relation to the following places: the city, the palace, the mosque, the house, the bath, the school, the bazaar, the coffee-house, the road, the cemetery. Ways to make Muslim modern life an *art de vivre* both contemporary and faithful to the great Islamic tradition will be explored. (Winter/Spring 2014)

#### **RS-630 Muslim Life through Fatwās, Ancient and Modern\***

Michot

Legal opinions issued by Muslim scholars relate to all individual and collective aspects of the material and spiritual life of the believers who ask for them. When used with an appropriate methodology, they offer great avenues, sometimes even amazing ones, to explore the everyday realities and interrogations of Muslim societies, past and present. Coffee, tobacco, cannabis, opium and other drugs, music, dance, trance and sex, marginality, extremism and violence, pious practices and social conventions, relations with non-Muslims and jihād are among the topics considered in this course. Mamlûk, Ottoman and modern sources (both from books and the internet) will be read and commented on. No knowledge of Arabic is required for this course. A basic knowledge of Islam and the history of Muslim societies would be useful. (Summer 2015)

#### **RS-631 The Arab Christians of Egypt and the Fertile Crescent in the 19th and 20th Centuries\***

Coury

This course concentrates on the cultural, socio-economic, and political histories of Arab Christians in Egypt and the Fertile Crescent in the 19th and 20th centuries. Principal topics include: Arab Christians in the medieval and Ottoman periods; the development of sectarianism and of sectarian tensions and conflicts in the 19th century; the influence of foreign Christian missions and foreign Christian institutions; the Arab Christian diaspora and its effect on the homelands; the role of Arab Christians in the Arab cultural renaissance of the late 19th century, and

in the development of local and pan-Arab secular nationalisms; the Arab-Israeli conflict; the Lebanese civil war; the rise of Islamism; modern Arab Christian religious thought (including liberation theology and ecumenism). (Winter/Spring 2014)

**RS-635 The Arab Spring: Revolution and Religion\***

Hajjar

This course closely examines the riveting, religio-social and political phenomena of the contemporary Arab Spring. From the self-immolation of the lone vegetable vendor of Tunisia, to the protracted conflict of Syria, this course closely covers the aspects of change brought by the Arab Spring, in regards to nationalisms, secularism, sectarianism, civil rights, identity and Islamism and inters Arab Christian/ Muslim relations. Varied Arab, US and European support for the Arab Spring is uncovered. Reference is made to earlier Arab Spring-Lebanese and Palestinian- movements as well. Some lectures will be supplemented by visitors from the corresponding countries. (Fall 2013)

**RS-659 Contemporary Religion and Public Life**

Yuskaev

This course will look behind the headlines that speak of the religious resurgence in contemporary politics and examine the thorny issues that arise when the boundaries between the “church” and “state” inevitably collide. What is “religion” and what is its place in late modern societies? What is unique and problematic about religious participants in public life? And what do perceptions of religion tell us about the constantly shifting “rules of the game” in contemporary democratic societies? These questions will be at the core of our examination of theoretical engagements with the concepts of religion, secularism, modernity, tradition, democracy and human rights. Our case studies will be from American and global contexts. (Fall 2013)

**RS-661 Women, Religion and the Future of USA Churches\***

Lummis

Setting the context for on-line discussion of women in the future of USA congregations and denominations, the course will begin with a brief overview of women in world religions. Attention will be focused on the history of women’s participation and leadership in American Christian churches over the last two centuries, to stimulate a discussion of what themes and trends might be predicted for the 21st century. The differences among and between women and men in the membership and leadership of Catholic, mainline liberal Protestant, and evangelical conservative Protestant denominations will be explored to better understand the present reality and possible future of churches in the USA. At the same time, students are welcomed to make comparisons in their on-line writing and papers between women’s experiences in USA churches and those of women in other religions in the USA or in other countries. (Winter/Spring 2014)

**RS-686 What Churches of All Sizes Can Learn From Megachurches: A Travel Seminar\***

Thumma

Imagine a congregation where 10,000 people gather each week for worship, where church budgets are \$15 million a year and where thousands of people volunteer for programs weekly. Welcome to the world of megachurches. The past forty years have seen a proliferation of these massive congregations throughout the nation. There are over 1300 of these congregations in the U.S., and while they are less than half a percent of all congregations, they attract more attention than all other religious communities in the nation combined. This course will examine the phenomenon to understand the common characteristics of megachurches, how they function, why they are attractive and what kind of person goes to them. We will uncover what lessons can be learned from them which can be used effectively by churches of all sizes and denominational traditions. The course will be taught through a bus tour of dozens of megachurches in New England, Mid-Atlantic and Central States. We will interact with clergy and staff of these churches to explore their programs, projects and approaches to ministry from which we all can learn. (Summer 2015)

**RS-690 Pagan Perspectives on Faith and Interfaith Relations\***

Lummis

The course centers on a sociological study of contemporary paganism, witchcraft and other earth-based faiths and practices, examining how these intertwine with one another and with Christian churches in their beliefs and

rituals. Can modern-day, Druid religion, Goddess Worship, Paganism, Shamanism, and Wicca be considered real religions or are these more fluid movements swirling through related religious networks? To what extent do adherents of one of these earth-based sects who worship in groups or covens have distinctive beliefs and rituals that differentiate them from one another and most Christian congregations? Neo-Pagan focused congregations and smaller groups are incorporated relatively smoothly within the theologically liberal, pluralistic Unitarian Universalists. Goddess spirituality has also seeped into the historic Christian denominations, albeit informally and with greater resistance from churches. What portends in the next decades for pagan theology and practices? (Winter/Spring 2015)

### Scripture

#### **SC-519 Hebrew Bible Survey I\***

Kim

An introduction to the Hebrew Scriptures, this course will apply historical-critical methods of study to develop a framework for understanding the origins of the texts and the relationship of the texts to one another. Attention will be given to contemporary theories of biblical interpretation. Survey I will cover the materials in the Torah and Prophets (Genesis-Kings). (Fall 2013 & Fall 2014)

#### **SC-520 Hebrew Bible Survey II\***

Kim

An introduction to the Hebrew Scriptures, this course will apply historical-critical methods of study to develop a framework for understanding the origins of the texts and the relationship of the texts to one another. Attention will be given to contemporary theories of biblical interpretation. Survey II will examine the prophetic corpus, poetry wisdom and the rest of “the writings” in the Hebrew Bible. (Winter/Spring 2014 & Winter/Spring 2015)

#### **SC-531 New Testament Survey\***

Smith

What is the New Testament? Who are its authors? Why *these* texts? What was going on when they were written? And for whom? How are these texts read today? Does context really matter? This course, which explores the New Testament texts in a broad, survey fashion, will tackle these questions (and many more!). We will read the biblical texts closely, critically, and constructively, and engage in literary and rhetorical inquiry. We will also incorporate several types of biblical methods and lenses that are used in New Testament scholarship such as feminist, womanist, and postcolonial criticism (to name a few). (Fall 2013 & Fall 2014)

#### **SC-539 The Current State of Hadith Studies\***

TBD

Hadith are “reports” about the Prophet Muhammad and are the primary means of knowing his Sunna. The normative nature of the *Sunna* is well-established in the Qur’ān and was supported by the conservative culture of seventh-century Arabian society. At the same time, the authority of the Sunna was not uncontested in early Muslim society. More seriously, the misattribution of statements to the Prophet Muhammad was recognized to be a problem as early as the first century of Islam. As a result, a major effort to collect, scrutinize, evaluate and organize hadith was undertaken by generations of hadith scholars. In parallel to this effort, legal scholars developed and refined their various approaches to the sources of the law, and arrived at different assessments of the legal value of various hadith. In the early Modern period, hadith scholarship came under new scrutiny, in light of historical-critical methods developed primarily by European scholars, often working in a climate hostile to Islam and Muslim bases of knowledge. Simple apologetic responses to the Orientalists have been replaced in recent decades with new efforts on the part of Muslim and non-Muslim scholars to use new technologies and the information in recently discovered manuscripts to re-evaluate the historicity of the collected hadith. For their part, legal modernists have struggled to establish a consistent approach to the use of hadith in their deliberations. (Fall 2013)

**SC-540 Matthew, Mark and Luke: The Synoptic Gospels\***

Smith

This course is an in-depth study of the Jesus of history and the Christ of faith in light of current biblical scholarship with special attention to the theological perspectives of Matthew, Mark and Luke as reflected in their varying presentations of the Good News in the synoptic Gospels. (Winter/Spring 2015)

**SC-580 Tafsīr Survey: Reading the Qur’ān Across the Ages\***

TBD

This course explores tafsīr literature from the classical period to modernity. Students will investigate the evolution of Qur’ān commentary, the sub-genres of tafsīr literature, the biographies of some great scholars of Qur’ān commentary and their methodologies. Selected verses of the Qur’ān will be read with commentaries about the following topics: God’s existence and attributes, determinism, sin and divine mercy, prophethood and Muhammad, Jesus and Mary, heaven and hell, war and peace, Sharī’a and politics, pluralism, men and women, etc. Knowledge of Arabic is not required but several texts unavailable in English will be translated orally during this course and students knowing Arabic will be invited to read them in the original language. A basic knowledge about Islamic theology and the history of Muslim societies would be useful. (Winter/Spring 2014)

**SC-615 Gender & Sexuality in Pauline Letters\***

Smith

The Pauline Letters present various statements on women, men, and male-female relations, all of which have been extremely influential. Some of them have even posed particular problems for many contemporary churches, informed the formation of societal gender roles, and served as ammunition in debates on issues such as marriage and homosexuality. This class will explore these texts in detail including, but not limited to, the historical context, rhetorical analysis, and Paul’s first century audience. We will also engage secondary literature (monographs, articles, essays), and discuss the consequences (both positive and negative) of the contemporary application of these passages. It is sure to be a charged experience, with lively discussion, and “hot topic” debates that will set this one week intensive ablaze! (Summer 2015)

**SC-618 The Book of Revelation\***

Smith

The Book of Revelation is a complex text – full of imagery, visions of destruction, and God’s triumph over evil (to name a few). We will attempt to read Revelation in the way it may have been read or heard by the first-century Christian inhabitants of Asia Minor. In other words, we will examine the ways in which modern New Testament scholars have attempted to analyze (that is, “make sense of”) this text in its first-century historical, social, political, and religious setting. But we won’t stop there! This course will also aim to situate the Book of Revelation in our contemporary world by examining how it has been interpreted in other critical discourses such as feminist/womanist studies, masculinity studies and queer theory; liberation hermeneutics and postcolonial studies; and ecotheology and ecocriticism. (Winter/Spring 2014)

**SC-619 Gender and Sexuality in Early Christian Texts\***

Smith

Christian texts have played a major role in the construction of today’s social values and norms. How much of their teachings have we maintained? What have we changed? This course will explore the cultural constructions of gender and sexuality in various New Testament and other early Christian writings. In dialogue with the interdisciplinary field of gender studies (including feminist theory and criticism and masculinity studies) we will analyze texts that illustrate that gender and sexuality were interrelated categories in early Christian literature. Topics such as male and female roles/relations, gendered representations of God, eroticism, and virginity, etc. will be considered. We will also deal with the “So What?” question: What is the relevance of this material for contemporary issues such as women’s leadership, violence against women and other “other-ed” individuals, homosexuality, etc. (Summer 2014)

**SC-620 Psalms\***

Perry

This course will cover the entire Psalter, focusing on Books One and Two (Psalms 1-72). The goal is to explore the spiritual dimension of prayer as both a reaching up to God and as a reciprocal relationship wherein God pleads, challenges, consoles, and just does nothing. Selected texts will be analyzed through traditional interpretations such as Augustine, Dahood (Anchor Bible), Sarna, and traditional Jewish exegesis, especially Rashi and Ibn Ezra. Hebrew is helpful but not required. (Summer 2015)

**SC-628 Solomon and the Wisdom Tradition\***

Perry

This course will examine King Solomon in the historical narrative tradition (1 Kings 1-11), which praises his wisdom but condemns his failure to live up to the standards of the scribes who advocated religious exclusivism, and the wisdom tradition, which views him as its patron saint and encourages dialogue with the intellectual and cultural heritages of Israel's neighbors. (Summer 2014)

**SC-634 Major Themes of the Bible and the Qur'ān\***

Ayoub

This course will study in depth the worldviews of the Hebrew Bible [Old Testament], the New Testament and the Qur'ān. This will be done through an examination of common and divergent themes in the three Scriptures. More specifically, we shall study the three major themes of Revelation, Creation and Salvation. Within this framework, we shall pay special attention to such major themes as mercy, love and justice, atonement, sin and forgiveness, and the theology of creation, redemption and eschatology. (Fall 2013)

**SC-636 Images of Jesus in Christian and Muslim Sacred Writings\***

Mosher

Drawing on the canonical scriptures of the two traditions (the Bible and the Qur'ān) in conversation with other sources such as apocryphal gospels, Patristic writings, Hadith, and hagiographic literature, we will study the birth, mission, death, resurrection and eschatological role of Jesus in Christianity and Islam—and the closely related matter of the life and status of his mother Mary. While this is a course in comparative theology, attention will be given to the role of Jesus and Mary in personal and communal piety. (Fall 2014)

**SC-660 Psychological Insight into Scripture: New Directions in Biblical Studies\***

Rollins

An introduction to psychological biblical criticism, exploring the contributions of C. G. Jung, Sigmund Freud, and Viktor Frankl, along with insights from cognitive, developmental and behavioral psychology, toward an understanding of the human psyche (soul) and its role in the history of the Bible and biblical interpretation. It will examine biblical stories (from Adam and Eve to the Wedding at Cana), biblical religious experience (dreams, visions, conversion, speaking in tongues) and biblical portraits (Ezekiel, Paul, Moses, and Jesus). It will also study the transaction between biblical texts and readers, noting therapeutic and pathogenic effects. Activities include sessions with Walter Wink's "transforming Bible study." (Fall 2014)

Theology**TH-505 Introduction to Christian Theology: The Basic Components of Christian Faith and Life\***

Awad

This course comes as a continuation to the course on the nature of theological reasoning. It aims at getting students into a comprehensive survey of all the major dogmatic elements in the Christian confessions and theological discourses: the doctrine of revelation, the doctrine of God/Trinity, Christology, soteriology, Christian anthropology, pneumatology, hamartiology, ecclesiology, eschatology, etc. It aims at providing students with basic, yet coherent and accessible, knowledge about every basic element in Christian faith. This survey will be pursued by relying on Daniel Migliore's book, *Faith Seeking Understanding*, and other readings whenever this is necessary. (Fall 2014)

**TH-526 Introduction to Black Theology\***

Watts

This course will examine the human condition in light of God's liberating activity. Liberation theology, womanist theology, and the theologies of oppressed peoples will be explored as a method of investigating, explicating, and critiquing religious thought. (Fall 2014)

**TH-533 Introduction to Islamic Theology\***

Michot

This course explores the content and structure of Islamic belief, as elaborated by Muslim classical thinkers (7th-15th centuries), in relation to a selection of representative texts. The Introduction questions the nature and modalities of theology in Islam. History studies the origins and growth of the science of *Kalām* in its interaction with the other major religious disciplines of Sunnism -- exegesis, Prophetic tradition, jurisprudence, sects, Sufism and philosophy (*falsafā*). The Creed is then analyzed more theoretically in its major components: the lordship and divinity of God, the mediation of the Messenger, the servitude and ethics of the believers. Society offers a last avenue for enquiry, in so far as it was shaped by particular theological doctrines. The Way/Law (*shari'a*), power, love, innovation, and alterity -- religious or other -- are among the topics envisaged. No knowledge of Arabic is required for this course. (Fall 2014)

**TH-605 Theology and Contextuality: A Systematic Survey of the Theology-Context Relationship in Western and Non-Western Contexts\***

Awad

This course aims to introduce the multifarious hermeneutics of the relationship between theological knowledge and cultural contexts in Christian thought. It does this by (1) presenting the major contemporary Christian approaches to the Gospel-culture or theology-context question, and (2) displaying literature on theological discourses that come from different cultural and intellectual contexts around the world. In every session, the students and the instructor will read, discuss, and assess classical and contemporary theological texts and apprehend some forms of theology done in the light of the questions and challenges of cultures and contexts from the non-western world. At the end of the course, the students will acquire basic knowledge about the nature of contextual theological reasoning. They will also have the chance to evaluate and learn about how western and non-western Christians think theologically in relation to their particular contextual inquiries and how they understand the relation between faith and culture or theology and context. (Winter/Spring 2015)

**TH-606 Christology in Modernity: The Theology of Jesus Christ in the Context of the Modern Thought\***

Awad

This is a study of the person and work of Jesus Christ in the theological literature and within the various intellectual contexts of the modern period. The course will begin by briefly introducing the classical/patristic confessions on Jesus Christ (Nicene and Chalcedonian Christologies) to set before the class the foundational and principal components of the Christian belief in Christ. The remainder of the course will then be spent primarily and more closely looking at the basic presumptions and claims behind various modernist philosophical, biblical, and systematic interpretations of Jesus Christ during the last two hundred years or so. The course critically analyses these various trends and assesses their theological value for the faith and life of the Christian church. (Winter/Spring 2014)

**TH-608 The Triune God: Basic Trends in the Christian Doctrine of God\***

Awad

For many non-Christians, and sometimes Christians as well, one of the most puzzling and controversial teachings in Christian faith is the claim that God is triune in nature: Father, Son, and Holy Spirit. This course aims to explore the biblical, historical, and philosophical contexts that drove Christians to develop an understanding of God as Trinity. It first unpacks the biblical roots of the church's encounter and experience of God as creating Father, redeeming Son, and sanctifying Spirit. It then traces the historical development of this churchly spiritual experience into an intellectual trinitarian theology by investigating some major Christian discourses and trends considered to be milestones on the long historical track of the doctrine of the Trinity in Christianity. The course will also try to look at the relation between the doctrine of the Trinity and some contemporary issues pertinent to

today's world. This will be pursued by discussing carefully and arguing critically some primary theological texts on the Trinity and reflecting on their implications for today. (Replaces TH-654) (Fall 2013)

**TH-609 Christian-Muslim Dialogues in the Arabic Christian Theology of Theodore Abu Qurrah\***

Awad

This course aims at visiting some of the earliest Christian-Muslim theological debates by looking specifically at the Arabic apologetic theological texts of the famous *mutakallim*, Theodore Abū Qurrah, one of the earliest original theological writers in Arabic, who belonged to the Melkites community during the Abbasid kingdom in the Ninth century. The course aims at taking the students through some of the major theological texts which Abu Qurrah wrote in Arabic to defend Christian faith and to respond to critical questions against Christian theology from the Muslims. The course is going to focus on the *Arabic* texts (English translations) in Abu Qurrah's literature and visit major theological and doctrinal themes therein. Knowledge of Arabic is not required. (Summer 2014)

**TH-637 The Salvation of Non-Christians: Studies in the Theology of Religions\***

Awad

In the light of the multi-religious and multi-faith worldly context wherein we live today, the questions of how the Christians view other religions and how they view God's stance on other faiths become of a crucial importance and primary relevance. This course attempts, first, to introduce students to the main exclusivist, inclusivist, and pluralist trends of thought on other religions within the field of study called "theology of religions." Second, it takes them more specifically into the question of the salvation of the non-Christians and explores with them a possible pneumatological-trinitarian hermeneutics of Christian soteriology that endeavors to exceed the theologically narrow, and seemingly inter-religiously controversial boundaries of Christocentric theology. (Summer 2015)

**TH-647 Reading Texts of Classical Islamic Thought\***

Michot

This high level course offers an in-depth exploration of chosen writings of some of the most important theologians, philosophers, and spiritual masters of classical Islam: al-Hallāj, al-Ash'arī, 'Abd al-Jabbār, Avicenna, al-Ghazālī, Ibn Tufayl, Fakhr al-Dīn al-Rāzī, Ibn 'Arabī, Ibn Qayyim al-Jawziyya, Ibn Khaldūn. These key texts will be read in the original Arabic, translated orally, explained grammatically, commented on ideologically, and discussed, by the students as well as by the professor. A basic familiarity with Greek philosophy, Islam, and the history of Muslim societies and Islamic thought (7th-14th centuries) will be useful for this course. A good knowledge of Classical Arabic is also highly recommended to maximize the learning. Bibliographical references will be provided. (Summer 2014)

**TH-651 Shi'ite Islam: Thought and History\***

Ayoub

This course will be based on the assumption that Islam is both a belief system and a world civilization. Therefore, all movements, sects and schools of thought will be treated as an integral part of Islam, broadly understood. The course will introduce Shi'ism as a general phenomenon within Muslim history, but will concentrate on Twelver Imami Shi'ism, as it is the most developed and influential Shi'ite legal school (*madhhab*). We will study Shi'ism in Muslim history from its beginning to the present. We will examine primary texts in translation, and when possible, in original languages. We will also read and discuss a good sampling of secondary literature. (Formerly HI-651) (Winter/Spring 2014)

**TH-663 Christian-Muslim Encounter: The Theological Dimension\***

Mosher

What has been the nature of Christian and Muslim perceptions of each other, and their own self-understanding in light of the other, in various times and contexts? Drawing upon many genres of historical and contemporary literature, students will examine this two-sided question, ways in which political issues have colored theological interpretation, and examples of theological dialogue between Christians and Muslims today. (Fall 2013)

**TH-691 Muslim Political Theology in the 20th and 21st Centuries\***

Yuskaev

This course offers an in-depth exploration of geographically and thematically organized case studies that address Muslim theological approaches to politics in the 20th and 21st centuries. Our case studies will include political discourses from Egypt, Iran, Turkey, India, Pakistan, and the United States. Our thematic exploration will range from theories of withdrawal from and the shaping of modern political systems. Particular attention will be paid to the analysis of discourses on modernity, gender, memory and uses of tradition, and Muslim minorities' participation in public life. A background in modern world history, particularly of Islamic countries, would be very helpful. Please note that this course is a seminar, which means that all students must contribute to each class discussion, both orally and in writing. The format of analyzing case studies has the specific aim of refining each student's written and oral interpretative skills. (Winter/Spring 2015)

Worship and Spirituality**WS-551 Women's Leadership Institute I\***

Winter

Part One I of a two semester six credit course in leadership and applied spirituality from a feminist perspective and rooted in women's experience that meets monthly from September through May and requires a separate admissions process. Prerequisite: enrollment in the Women's Leadership Institute. (Fall 2013 & Fall 2014)

**WS-552 Women's Leadership Institute II\***

Winter

Part II of a -two semester six credit course in leadership and applied spirituality from a feminist perspective and rooted in women's experience that meets monthly from September through May and requires a separate admissions process. Prerequisite: enrollment in the Women's Leadership Institute. (Winter/Spring 2014 & Winter/Spring 2015)

**WS-610 Spirituality: Living In and Through\***

Winter

This new course will weave core themes of an emerging contemporary spirituality, namely, feminist, hermeneutical, ecological, cosmological, mystical, and multicultural perspectives, together with a scholarly consensus regarding the historical Jesus, into a matrix for evaluating, chronicling, and continuing the evolution of one's own spiritual autobiography. (Fall 2014)

**WS-623 Holiness in Time and Space: An Introduction to Jewish Tradition and Spirituality\***

Landau

The Jewish people is called to consecrate both time and space, the two pillars of a this-worldly spirituality. After an introduction to Jewish identity and vocation, the focus will shift to the Sabbath and other holy days in the Jewish calendar. The metaphysical dimension of these holy times will be examined along with the behavioral norms and rituals associated with the festivals. Next, the sacred dimension of space/place/land will be addressed, with specific reference to the "Holy Land," Jerusalem/Al-Quds, and Hebron/Al-Khalil. The political disputes over holy places and cities in Israel/Palestine will be considered from an aspiritual perspective linking the Jewish experience with Christian and Muslim sensibilities. (Fall 2013)

**WS-624 Practical Kabbalah: Jewish Mysticism, Meditation, and Morality\***

Landau

This course will explore various aspects of Jewish spirituality and their interconnection: how mystical interpretations of the Hebrew Bible (in the Zohar) influence our understanding of Scripture; how the observance of commandments relates to the interior life of the heart and soul; theoretical and practical aspects of Kabbalah, including meditative exercises; and the implications of Jewish mysticism for tikkun olam, the mending of our broken world. How these insights might impact on Jewish-Christian-Muslim relations will also be addressed—are there affinities on the mystical level that can be tapped for interreligious peacemaking? (Note: To get the most

out of this course, WS-623 Holiness in Time and Space: An Introduction to Jewish Tradition and Spirituality or a similar introduction to Jewish spirituality is highly recommended.) (Fall 2014)

**WS-627 The Essential Writings of Howard Thurman\***

Watts

This course is a study of the major writings of Howard Thurman, the mystic, prophet, poet, philosopher and theologian, who promotes the idea that out of religious faith emerges social responsibility. Thurman's understanding of the role of meditation and the contemplative life informed his every action. As a man of quiet spirit he found the unity in all living things, which created for him a harmony with nature, self, people and, more importantly, with God. Through his writings we will explore that harmony and center ourselves for a deeper spiritual journey. (Winter/Spring 2014)

**WS-629 Jewish Approaches to Other Faiths\***

Landau

This course will explore how Jews and Judaism, over the centuries, have viewed other faith traditions and addressed the challenge of Jewish engagement with their adherents. The focus will be primarily on Christianity and Islam, with brief references to Buddhism and Hinduism. Traditional and contemporary sources will be studied, with a view to developing a Jewish theology and praxis that can undergird fruitful interfaith relations today. (Winter/Spring 2014)

**WS-630 Maidservants of Allah: The Spirituality of Muslim Women\***

TBD

In this class we will explore the spirituality of Muslim women past and present. We will begin with a study of the lives of female companions of the Prophet Muhammad. How did their concerns and perspectives affect the process of revelation and the spiritual development of the early Muslim community? Over the centuries, what roles did women play in the establishment of religious institutions and spiritual orders? What challenges have Muslim women faced in fulfilling their spiritual needs? What forms does female spiritual leadership take across diverse Muslim societies and cultures? Wise scholars, Medieval saints and contemporary Qur'an reciters will be our guests in chronicles and in person as we share in the spirituality of Muslim women. (Summer 2014)

**WS-639 Islamic Spirituality\***

Michot

This course explores Islamic spirituality by going through mystical interpretations of both the Qur'an and sayings of the Prophet. We will also look at the development of Islamic spiritual thought and practices in history. The course will remain anchored by focusing on important personalities in the mystical tradition of Islam through their literature and poetry. (Winter/Spring 2015)

**WS-657 Prayer in a World of Diversity\***

Winter

This course will expose participants to prayer practices from a variety of faith traditions and other cultural contexts to facilitate our understanding of their unique distinctiveness; and will introduce rituals and prayers imbued with the spirit of mystics and seers within those distinctive traditions, so that we might experience how praying together in a world of diversity can create community and deepen cross-cultural relationships. (Fall 2013)

## Course Schedules 2013-2014

*While we make every effort to hold to these schedules, all of the course schedules listed in this section should be considered drafts. Please refer to the website or the official semester course brochure for up-to-date information. Courses meet for the full semester unless otherwise noted. See the Academic Calendar for start dates, end dates and holidays.*

### Fall Semester 2013

**AM-575 The Art of Preaching**

Mondays, 6:30-9:30

**DI-530 Dialogue in a World of Difference**

Wednesdays, 6:30-9:30

**DM-710 D.Min. Colleague Seminar I**

Monday 9:00-5:30, 9/9, 10/7, 10/28, 11/11, 12/2

**ET-659 Understanding Moral Blinders: Why Good People Make Bad Decisions\***

Tuesdays 9:00-5:30, 9/10, 10/8, 10/29, 11/12, 12/3

**HI-550 The Early Church\***

Thursdays, 4:30-7:30

**HI-571 American Religious History\***

Online

**HI-624 Islamic History I\***

Tuesdays and Thursdays, 7:45-9:30

**LG-561 Introduction to New Testament Greek I**

Tuesdays, 12:15-4:15

**LG-650 Intermediate Arabic I**

Mondays and Wednesdays, 4:30-6:00

**LG-661 Readings in New Testament Greek I**

Tuesdays, 12:15-4:15

**PhD-699 Ph.D. Research Skills Preparation**

Dates and times TBD

**PhD-700 Research Methodology and Scholarly Development I**

Three one-day retreats, dates and times TBD

**RS-536 Religion as a Social Phenomenon: The Sociological Study of Religion\***

Online

**RS-635 The Arab Spring: Revolution and Religion\***

Tuesdays, 4:30-7:30

**RS-659 Contemporary Religion and Public Life**

Three weekends: Friday 6:00-9:00, Saturday 9:00-5:00 & Sunday 9:00-12:00, 9/13-15, 10/11-13, 11/8-10

**SC-519 Hebrew Bible Survey I\***

Thursdays, 4:30-7:30

**SC-531 New Testament Survey\***

Tuesdays, 4:30-7:30

**SC-539 The Current State of Hadith Studies\***

Online

**SC-634 Major Themes of the Bible and the Qur'ān\***

Mondays, 6:30-9:30

**TH-608 The Triune God: Basic Trends in the Christian Doctrine of God\***

Mondays and Wednesdays, 4:30-6:00

**TH-663 Christian-Muslim Encounter: The Theological Dimension\***

Oct. 21-25, 9:00 -5:30, Houston, TX

**WS-551 Women's Leadership Institute I\***

Friday nights 6:00-9:00 and Saturdays 9:00-4:00, once monthly

**WS-623 Holiness in Time and Space: An Introduction to Jewish Tradition and Spirituality\***

Tuesdays and Thursdays, 7:45-9:30

**WS-657 Prayer in a World of Diversity\***

Mondays, 5:25-9:15

January 2014 Intersession

**AM-602 Chaplaincy Models and Methods**

January 13-17, 9:00-5:00

**AM-618 Strategic, Whole Systems Planning for Congregations and Religious Organizations; Aligning Strategy and Spirit**

January 13-17, 9:00-5:00

**AM-639 Preparing Islamic Legal Documents**

January 13-17, 9:00-5:00

**DI-645 Christian-Muslim Relations in Arabia: Ibadi Islam and Interfaith Theology in the Sultanate of Oman**

Dates and times TBD

Winter/Spring Semester 2014

**AM-668 Seven Approaches to Congregational Renewal**

Tuesdays 9:00-5:30, 1/28, 2/25, 3/18, 4/8, 4/29

**DI-508 Introduction to Christianity and Islam**

Mondays, 6:30-9:30

**DI-610 Faith in the Neighborhood: An Introduction to America's Religious Diversity**  
Herndon, VA, Dates and times TBD

**DM-711 D.Min. Colleague Seminar II**  
Monday 9:00-5:30, 1/27, 2/24, 3/17, 4/7, 4/28

**ET-525 Introduction to Christian Ethics\***  
Wednesday 9:00-5:30, 5 Sessions, Dates TBD

**ET-640 Introduction to Islamic Law\***  
Online

**HI-536 The Life of the Prophet Muhammad\***  
Online

**HI-615 "Holy Power, Holy Presence: The Holy Spirit in Christian Tradition"\***  
Thursday 9:00-5:30, 2/6, 2/27, 3/20, 4/10, 5/1

**LG-562 Intro. to New Testament Greek II**  
Tuesdays, 12:15-4:15

**LG-651 Intermediate Arabic II**  
Mondays and Wednesdays, 4:30-6:00

**LG-662 Readings in New Testament Greek II**  
Tuesdays, 12:15-4:15

**PhD-701 Research Methodology and Scholarly Development II**  
1.5 hour sessions per week for 10 weeks, TBD

**RS-625 Beauty in Islamic Life\***  
Mondays, 4:30-6:15

**RS-631 The Arab Christians of Egypt and the Fertile Crescent in the 19th and 20th Centuries\***  
Thursdays, 4:30-7:30

**RS-661 Women, Religion and the Future of USA Churches\***  
Online

**SC-520 Hebrew Bible Survey II\***  
Thursdays, 4:30-7:30

**SC-580 Tafsir Survey: Reading the Qur'an Across the Ages\***  
Tuesdays and Thursdays, 7:40-9:10

**SC-618 The Book of Revelation\***  
Tuesdays, 4:30-7:30

**TH-606 Christology in Modernity: The Theology of Jesus Christ in the Context of the Modern Thought\***  
Tuesdays, 4:30-7:30

**TH-651 Shi'ite Islam: Thought and History\***

Wednesdays, 6:30-9:30

**WS-552 Women's Leadership Institute II\***

Friday nights 6:00-9:00 and Saturdays 9:00-4:00, once monthly

**WS-627 The Essential Writings of Howard Thurman\***

Mondays, 6:30-9:30

**WS-629 Jewish Approaches to Other Faiths\***

Wednesdays, 6:30-9:30

Summer Session 2014

**AM-612 Breaking the Rules - Growing a Mainline Church**

June 2-6, Monday-Friday, 9:00-5:30

**AM-687 Enhancing Congregational Ministry with Social Media (and Other Internet Technologies)**

June 23-27, Monday-Friday, 9:00-5:30

**AM-692 Basics of Counseling Technique**

June 16-27, Monday-Friday, 9:00-1:30

**DI-641 Understanding and Engaging Religious Diversity**

June 8-12, Sunday to Thursday, Sunday, 4:00-8:00; Monday-Thursday, 9:00-7:00

**DI-650 Building Abrahamic Partnerships**

June 22-29, Sunday to Sunday, All day and some evenings

**HI-627 Muslims in North America and Europe: Discourses and Practices\***

June 2-6, Monday-Friday, 9:00-5:30

**LG-640 Engaging the Qur'anic through Arabic**

June 29-July 17, Sunday-Thursday, 9:00-4:00

**RS-618 Creating and Sustaining Innovative Faith-based Social Outreach**

June 16-20, Monday-Friday, 9:00-5:30

**SC-619 Gender and Sexuality in Early Christian Texts\***

June 9-13, Monday-Friday, 9:00-5:30

**SC-628 Solomon and the Wisdom Tradition\***

June 2-6, Monday-Friday, 9:00-5:30

**TH-609 Christian-Muslim Dialogues in the Arabic Christian Theology of Theodore Abu Qurrah\***

Monday, Wednesday, Friday, 6:00-9:15, May 19, 21, 23 & 28 and June 2, 4, 6, 9, 11, 13, 16, 18 & 20

**TH-647 Reading Texts of Classical Islamic Thought\***

June 9-20, Monday-Friday, 9:00-1:30

**WS-630 Maidservants of Allah: The Spirituality of Muslim Women\***

June 16-20, Monday-Friday, 9:00-5:30

### 2014-2015 Course List

*Below is a list of the courses we intend to offer during the 2014-2015 academic year. While we will make every effort to offer these courses as listed, changes will inevitably occur.*

#### Fall Semester 2014

Area	Course Title
<b>Required or Program Specific Courses</b>	DI-530 Dialogue in a World of Difference DM-710 D.Min. Colleague Seminar I PhD-699 Ph.D. Research Skills Preparation PhD-700 Research Methodology and Scholarly Development I GC-560 Reflection on Ministry Experience
<b>Arts of Ministry (AM)</b>	609 Adaptive Leadership: Cultivating Personal and Organizational Capacities for Change and Conflict 653 Mental Health: An Islamic Perspective
<b>Ethics (ET)</b>	<i>Ethics course to be determined</i>
<b>History (HI)</b>	625 Islamic History II* 638 The Bible in History*
<b>Languages (LG)</b>	561 Introduction to New Testament Greek I 580 Introduction to Arabic Phonology and Script 661 Readings in New Testament Greek I
<b>Sacred Scripture (SC)</b>	519 Hebrew Bible Survey I* 531 New Testament Survey* 636 Images of Jesus in Christian and Muslim Sacred Writings* 660 Psychological Insight into Scripture: New Directions in Biblical Studies*
<b>Theology (TH)</b>	505 Introduction to Christian Theology: The Basic Components of Christian Faith and Life* 526 Introduction to Black Theology* 533 Introduction to Islamic Theology*
<b>Worship and Spirituality (WS)</b>	553 Women's Leadership Institute I* 610 Spirituality: Living In and Through* 624 Practical Kabbalah: Jewish Mysticism, Meditation, and Morality*

#### January Intersession 2015

<b>Arts of Ministry (AM)</b>	602 Chaplaincy Models and Methods 613 Collaborative Team Leadership in Religious Organizations 634 Addiction and Spirituality: Dealing with Holes in the Soul
<b>Dialogue/ Interfaith Relations (DI)</b>	645 Christian-Muslim Relations in Arabia: Ibadi Islam and Interfaith Theology in the Sultanate of Oman

Winter/Spring Semester 2015

Area	Course Title
<b>Required or Program Specific Courses</b>	DM-711 D.Min. Colleague Seminar II DM 721 Colleague Seminar IV PhD-677 Information Literacy for Islamic Studies PhD-701 Research Methodology and Scholarly Development II
<b>Arts of Ministry (AM)</b>	638 Essential Skills in Pastoral Counseling and Ministry
<b>Dialogue/ Interfaith Relations (DI)</b>	647 Assisting the Process: Life Transitions 665 Suffering, Theodicy, and Repentance: Interreligious Readings of Job and Jonah
<b>Ethics (ET)</b>	630 Global Ethics*
<b>History (HI)</b>	585 History of Christian Spirituality I: Beginning to 1500*
<b>Languages (LG)</b>	562 Intro. to New Testament Greek II 581 Introduction to Arabic Morphology and Syntax 662 Readings in New Testament Greek II
<b>Religion and Society (RS)</b>	690 Pagan Perspectives on Faith and Interfaith Relations*
<b>Sacred Scripture (SC)</b>	520 Hebrew Bible Survey II* 540 Matthew, Mark and Luke: The Synoptic Gospels*
<b>Theology (TH)</b>	605 Theology and Contextuality: A Systematic Survey of the Theology-Context Relationship in Western and Non-Western Contexts* 691 Muslim Political Theology in the 20th and 21st Centuries*
<b>Worship and Spirituality (WS)</b>	553 Women's Leadership Institute II* 639 Islamic Spirituality*

Summer 2015

Area	Course Title
<b>Practices of Ministry (AM)</b>	619 Faith in an Emerging World: New Possibilities and Partnerships for Local Churches and Christians in Our Changing Culture 632 Choosing Life: Skills and Strategies for Small Membership Churches 654 Muslim Public Speaking: History and Practice 659 Ministry to the Incarcerated: Responding to the Challenge
<b>Dialogue (DI)</b>	641 Understanding and Engaging Religious Diversity 650 Building Abrahamic Partnerships
<b>Ethics (ET)</b>	655 Contemporary Islamic Ethics*
<b>History (HI)</b>	622 Abrahamic Faiths in the Middle Ages*
<b>Languages (LG)</b>	640 Engaging the Qur'anic through Arabic
<b>Religion and Society (RS)</b>	630 Muslim Life through Fatwās, Ancient and Modern* 686 What Churches of all sizes can learn from Megachurches: A Travel Seminar
<b>Sacred Scripture (SC)</b>	615 Gender & Sexuality in Pauline Letters* 620 Psalms*
<b>Theology (TH)</b>	637 The Salvation of Non-Christians: Studies in the Theology of Religions*

### Graduate Program Costs

The following tables provide an *estimate* of graduate program costs for continuously enrolled students. Tuition is based on the tuition rate for the current academic year which may be subject to change. Each course is three academic credits.

#### *Graduate Certificate (18 credits)*

<b>Tuition</b> 2013-2014: \$1,950/course (18 credits/6 courses)	<b>\$11,700</b>
<b>Books</b> 6 courses at approximately \$100/course ( <i>estimate</i> )	<b>\$600</b>
<b>Additional Fees</b> Application (\$50), Graduation Fee (\$65)	<b>\$115</b>
<b>Total Tuition, Books, and Fees</b>	<b>\$12,415</b>

#### *Graduate Certificate (24 credits)*

<b>Tuition</b> 2013-2014: \$1,950/course (21 credits/7 courses*)	<b>\$13,650</b>
<b>Books</b> 7 courses at approximately \$100/course ( <i>estimate</i> )	<b>\$700</b>
<b>Additional Fees</b> Application (\$50), Graduation Fee (\$65)	<b>\$115</b>
<b>Total Tuition, Books, and Fees</b>	<b>\$14,465</b>

\*The 24 credit graduate certificates generally include 3 credits of Clinical Pastoral Education. While the Seminary does not charge students for those credits, the student will be required to pay their CPE provider directly for any program costs. Students enrolled in programs with a field education component will pay the Seminary for three credits of field education supervision. The costs of the field education credits are included above.

#### *Master of Arts (48 credits)*

<b>Tuition</b> 2013-2014: \$1,950/course (48 credits/16 courses includes final paper, project or thesis supervision)	<b>\$31,200</b>
<b>Books</b> 16 courses at approximately \$100/course ( <i>estimate</i> )	<b>\$1,600</b>
<b>Additional Fees</b> Application (\$50), Graduation Fee (\$185)	<b>\$235</b>
<b>Total Tuition, Books, and Fees</b>	<b>\$33,035</b>

#### *Cooperative Master of Divinity Degree*

Given the unique nature of this program, the total program costs will vary based on the options chosen by the student. The numbers below reflect the range of costs a student can reasonably expect for the portion of their degree completed at Hartford Seminary.

<b>Tuition</b> 2013-2014: \$1,950/course (24-45 credits/8-15 courses)	<b>\$15,600-29,250</b>
<b>Books</b> 8-15 courses at approximately \$100/course ( <i>estimate</i> )	<b>\$800-1,500</b>

<b>Additional Fees</b>	
Application (\$50)	\$50
<b>Total Tuition, Books, and Fees</b>	<b>\$16,450-30,800</b>

*Combined Master of Arts degree in Islamic Studies and Christian-Muslim Relations  
and Graduate Certificate in Islamic Chaplaincy (72 credits)*

<b>Tuition</b>	
2013-2014: \$1,950/course (69 credits/23 courses* includes final paper, project or thesis supervision)	\$44,850
<b>Books</b>	
23 courses at approximately \$100/course ( <i>estimate</i> )	\$2300
<b>Additional Fees</b>	
Application (\$50), Graduation Fee (\$185)	\$235
<b>Total Tuition, Books, and Fees</b>	<b>\$47,385</b>

\*The Islamic Chaplaincy program requires 3 credits of Clinical Pastoral Education taken through an approved CPE provider. While the Seminary does not charge students for those credits, the student will be required to pay their CPE provider directly for any program costs. Students must also participate in field education and are required to pay the Seminary for three credits of field education supervision. The costs of the field education credits are included above.

*Doctor of Ministry (36 credits)*

<b>Tuition</b>	
2013-2014: \$1,950/course (30 credits/10 courses)	\$19,500
Plus ministry project supervision (6 credits)	\$3,900
<b>Books</b>	
10 courses at approximately \$100/course ( <i>estimate</i> )	\$1,000
<b>Additional Fees</b>	
Application (\$50), Graduation Fee (\$185), Project Publishing Fees (\$65+ depending on option chosen)	\$300
<b>Total Tuition, Books, and Fees</b>	<b>\$24,700</b>

*International Ph.D. Program*

<b>Tuition</b>	
Transition Year	\$11,700
Ph.D. Enrollment (\$21,600 for three years full-time or \$10,500 for six years part-time)	\$63,000
<b>Books*</b>	
8 courses at approximately \$100/course ( <i>estimate</i> )	\$800
<b>Additional Fees</b>	
Application (\$100), Graduation Fee (\$185)	\$285
<b>Total Tuition, Books, and Fees</b>	<b>\$75,785</b>

\*Since the books a student will need to purchase for the International Ph.D. program will vary widely depending on their dissertation topic area, the costs above reflect only books the students may need to purchase for their transition year courses and the Ph.D. Research Methodology and Scholarly Development course.

## Official Hartford Seminary Policies

The relationships and conduct of students, faculty and staff at Hartford Seminary are expected to be consistent with the purpose and mission of Hartford Seminary as stated in the Catalogue and in keeping with local, state and federal law. On rare occasions, questions may arise about whether certain conduct of an individual or individuals is compatible with the nature and purpose of the Seminary. The policies and procedures in the Official Policies section of the Catalogue and the Student Handbook have been developed to specifically address such issues or situations should they arise.

It is the responsibility of all students to conduct themselves in a manner consistent with the purpose and mission of the Seminary as stated in the Catalogue or Student Handbook. It is the right of all students to address any concern, issue or grievance informally as well as formally in keeping with the appropriate policies and procedures for any given issue or situation as stated in the Catalogue or Student Handbook. Students may also consult directly with the Dean of the Seminary for assistance or guidance regarding any issue that may arise.

### **Credit Hour Policy**

Federal regulation defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than: (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Hartford Seminary follows the common understanding in academia that “one hour of classroom” or a Student Hour is equivalent to a 50-minute session. Therefore, 3-credit courses require the equivalent of 37.5 clock hours of instruction and 75 clock hours of out-of-class student work per term. The courses at Hartford Seminary require approximately 42 clock hours of engaged time and approximately 70 clock hours of out-of-class student work per term.

### **Crime Awareness and Campus Security**

The Crime Awareness and Campus Security Act of 1990 is legislation that “requires all institutions to annually publish and distribute a security report containing campus security policies and procedures as well as campus crime statistics.” Please see the Student Handbook for the full report.

### **Drug Free School/Workplace Policy**

Hartford Seminary is committed to maintaining a drug-free workplace in accordance with the requirements of the Federal Drug-Free Workplace Act and the amended Drug-Free Schools and Communities legislation and wholeheartedly endorses national standards for prevention programs. Hartford Seminary joins with other institutions of higher education to eliminate substance abuse. The unlawful manufacture, possession, use or distribution of illicit drugs and unauthorized alcohol by students and employees on its property or at any Seminary-sponsored activity, function or event is strictly prohibited. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and these groups will not be discriminated against because they have these disabilities, all are considered to be responsible for their actions and their conduct.

### **Family Educational Rights and Privacy Act (FERPA)**

Hartford Seminary works to conform to the Family Educational Rights and Privacy Act. Please refer to the full policy in the Student Handbook.

## **Guidelines for Research Conducted by Persons Affiliated with Hartford Seminary**

It is expected that all persons who conduct research under the auspices of Hartford Seminary will treat everyone involved in the research with respect and care. Please see the full text of our guidelines in the Student Handbook.

### **Inclusive Language**

Hartford Seminary is committed to a policy of inclusion in its academic life and mission. All members of the community are expected to communicate in language that reflects the equality of genders, openness to diverse cultural and theological perspectives, and sensitivity to one another's images of God.

### **Non-Discrimination Policy and Equal Opportunity Statement**

Hartford Seminary subscribes to the principles and laws of the State of Connecticut and the federal government pertaining to civil rights and equal opportunity, including Title IX of the 1972 Education Amendments. Hartford Seminary policy prohibits discrimination against any individual on the basis of race, sex, sexual orientation, religious creed, color, age, national or ethnic origin, ancestry, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability including, but not limited to, blindness or veteran status, or any other reason prohibited by an applicable law or regulation in the employment of faculty, staff and students; in the recruitment and admission of students; and in the operation of all Seminary programs, activities and services. Students with disabilities are eligible for disability support services when they are enrolled in courses for graduate credit or in certificate program courses required for the completion of the program certificate. Additionally, the Seminary will not condone acts of violence or harassment reflecting bias or intolerance of any of the above mentioned classes. Evidence of practices, which are inconsistent with this policy, should be reported to the Office of the Dean.

### **Plagiarism**

Plagiarism, the failure to give proper credit for the words and ideas of another person, whether published or unpublished is strictly prohibited. Please see the full Plagiarism policy in the Academic Policies for Graduate Programs section of this Catalogue or in the Student Handbook.

### **Sexual Harassment Policy**

Hartford Seminary observes the Equal Employment Opportunities Commission (E.E.O.C.) Sex Discrimination and Sexual Harassment Guidelines and strives to create a fair, humane and respectful environment. Details of the Sexual Harassment Policy are provided in the Student Handbook.

### **Smoking Policy**

Hartford Seminary is a smoke-free environment. All Hartford Seminary academic buildings (74-76 Sherman, 77 Sherman, 60 Lorraine and 80 Sherman) are designated as non-smoking. Those choosing to smoke must do so outside.

### **Student Discipline Policy and Procedure**

It is the policy of Hartford Seminary to conduct an impartial investigation of the facts, an impartial hearing and review of those facts and to make recommendations as to what action should be taken with regard to any issue concerning student conduct brought to the attention of the Dean in writing. Details of the Student Discipline Policy and Procedure are provided in the Student Handbook.

### **Student Grievance Policy and Procedure**

It is the intention of this policy to encourage and facilitate resolution of a grievance that a student may have with a faculty member, supervisor, administrator, member of the staff, or another student. The desire is to resolve the grievance in the early stages of the procedure. However, the procedure does provide for full mediation in a fair, equitable and timely manner. Please see the Student Handbook for details.

## Hartford Seminary Scholarships

Since its founding in 1833, Hartford Seminary has been honored to be the recipient of numerous financial gifts which have been given to aid our students in pursuing their educational goals. Below is a list of the named scholarships. Students receiving financial aid may well receive funds from one of the sources below. Please see the financial aid section of the Catalogue for more information on the kinds of aid for which you may be eligible and the process for applying.

### Recently Endowed Scholarships

The *Ralph E. Ahlberg Scholarship Fund* was established in 2005 by multiple donors from the First Congregational Church of Greenwich, in honor of the Rev. Dr. Ralph E. Ahlberg, a 1959 and 1996 Hartford Seminary alumnus. The scholarship is for unrestricted use.

The *Arthur Vining Davis Foundation* has provided scholarship funds since 2004 for Macdonald Center for the Study of Islam and Christian-Muslim Relations students.

The *Arthur Vining Davis Foundation* has provided scholarships funds since 2010 for students in the Cooperative Master of Divinity program.

The *Lizzie E. Dolbeare Memorial Fund*, established in 2004, provides unrestricted scholarship funds for Hartford Seminary students studying for church-related vocations. Lizzie Dolbeare was a housekeeper and practical nurse who wanted to leave a legacy in honor of her Christian ideals.

The *Carl S. Dudley Scholarship Fund* was established in 2009, by multiple donors in memory of the late Rev. Dr. Carl S. Dudley, former Hartford Seminary Professor of Church and Community.

The *Dr. Stuart C. Haskins Scholarship Fund* was established in 2002, by Dr. Haskins, an alumnus of the class of 1930, for unrestricted scholarship use.

The *William Randolph Hearst Endowed Scholarship Fund* was established in 1991 to provide scholarship funds for a student who will reside in the U.S. after his or her studies and who is focused on minority leadership development.

The *Rev. Thomas L. Hoyt Scholarship Fund* was established in 1984 by multiple donors, in honor of former Professor of Old Testament and Black Ministries Program Director Thomas Hoyt. Each year, the surplus funding from the BMP banquet goes into this scholarship fund. The scholarship money is restricted to students in the Black Ministries Program.

The *Rev. William L. and Jane A. Inderstrodt Scholarship Fund* was established in 2001 by Hartford Seminary alumni William Inderstrodt '52 and Jane Inderstrodt '51, for unrestricted scholarship use.

The *Edward H. Kenyon Scholarship Fund* was established in 2002 by former Hartford Seminary corporator Edward Kenyon, for unrestricted scholarship use.

The *Evelyn Lloyd Scholarship Fund* was established in 1996 for unrestricted scholarship use.

The *Worth Loomis Scholarship Fund* was established in 2008 by multiple donors in honor of former faculty member and President's Council member Worth Loomis.

The *Rev. Dr. Mary E. Mason Scholarship Fund* was established in 2003 for unrestricted scholarship use by Hartford Seminary alumna Mary Mason '49.

The *New Horizons Fund* was established in 2001 by multiple donors in honor of the late Rev. Dr. Carl S. Dudley, former Hartford Seminary faculty member and co-director of the Hartford Institute for Religion Research. The

fund was formed to support the development of new leaders in the study of congregational life by providing monetary resources for religious leaders, Doctor of Ministry and other students, visiting scholars and others to share in the Seminary's educational programs and projects in congregational studies. Scholarships and other disbursements will be made in keeping with the purpose of the fund.

The *Said Nursi Endowed Scholarship Fund* was established by Söz Publications and Faris Kaya, Ph.D., in 2004, for the benefit of a full time Hartford Seminary student pursuing a degree or a certificate through the Macdonald Center for the Study of Islam and Christian-Muslim Relations or other program of Hartford Seminary. Recipients will be selected on the basis of academic achievement and financial need.

The *Portia E. Perry Scholarship Fund* was established in 1999 by 1947 Hartford Seminary alumna Portia Elmina Perry. Ms. Perry received her M.A. from the Seminary, before embarking on a career in religious education which took her to Massachusetts, New Jersey and California. The fund is designated for unrestricted scholarship use.

The *Edith Pruesse Scholarship Fund* was established in 2001, for unrestricted scholarship use. Edith Pruesse was a 1944 graduate of Hartford Seminary.

The *Joyce L. Stone Scholarship Fund* was established in 2002 by 1949 Hartford Seminary alumna Joyce Stone, for unrestricted scholarship use.

The *M. Allen Swift Scholarship Fund* was established in 2006, for unrestricted scholarship use. Mr. Smith was the owner of M. Swift and Sons, Inc., a gold leaf company that was responsible for the gold leafing on the roof of the Connecticut State Capitol building. Mr. Swift was a long time supporter of Hartford Seminary.

The *Jacqueline L. White Scholarship Fund* was established in 2008 by Dr. Jacqueline White, for students with financial need in the Building Abrahamic Partnerships program. Dr. White is a graduate of McCormick Theological Seminary, where she studied under the late Rev. Dr. Carl S. Dudley. She established the scholarship fund to honor Hartford Seminary's history of interfaith work.

The *Barbara Brown Zikmund and William Farley Scholarship Fund* was established in 2001 by multiple donors, in honor of former Hartford Seminary President Barbara Brown Zikmund and former Chair of the Board William Farley. It is for unrestricted scholarship use.

## Historically Endowed Scholarships

The *Moses Bailey Scholarship Fund* was established in 1962 by several anonymous donors, in the name of Professor of the Old Testament Moses Bailey, who taught at the Seminary from 1932 to 1962. Professor Bailey was also a Seminary Class of 1919 alumnus. The fund is for unrestricted scholarship use.

The *George E. Barstow Professorship Fund* was established in 1899, for unrestricted scholarship use. The donation by Mr. Barstow originally funded a professorship in Biblical dogmatics and ethics.

The *Avis Knight Belcher Scholarship Fund* was established in 1940, by Mr. and Mrs. Edward Knight, in memory of their daughter, Avis Knight Belcher, for unrestricted scholarship use. Mr. Edward Knight was a graduate of the Class of 1880.

The *Marion Randall Bull Scholarship Fund* was established in 1923, for unrestricted scholarship use.

The *Horace Bushnell Scholarship Fund* was established in 1941, by Mrs. Horace Bushnell Cheney and Mrs. Charles A. Goodwin, in memory of Horace Bushnell, for unrestricted scholarship use. The Rev. Horace Bushnell was an ordained pastor of the North Congregational Church in Hartford, Connecticut. He was the author of many books, and also was the chief agent in procuring the establishment of the first public park in the United States- Bushnell Park in Hartford.

The *Asa Chapin Scholarship Fund* was established in 1936 in memory of her husband Gilbert Chapin, for unrestricted scholarship use.

The *Henry S. Chapman Scholarship Fund* was established in 1928, for unrestricted scholarship use.

The *Edward D. Douglas Fellowship Fund* was established in 1919 by Mrs. Anne B. Douglas, in memory of her husband, for unrestricted scholarship use.

The *Walter L. Douglas Lectureship* was established in 1917 by Mr. Edward D. Douglas, in memory of his twin brother, Walter, for unrestricted scholarship use.

The *Ethel Whipple Heublein Scholarship Fund* was established in 1967, for unrestricted scholarship use.

The *Arnold Jennings Scholarship Fund* was established for unrestricted scholarship use.

The *Kennedy School of Missions Scholarship Fund* was established in 1927 by Mrs. Emma Baker Kennedy, in memory of her husband, John S. Kennedy. Mrs. Kennedy was a lifelong supporter of missionary work, and she had also endowed The Kennedy School of Missions in memory of her husband in 1911.

The *Edward Hooker Knight Scholarship Fund* was established in 1946, for unrestricted scholarship use. Edward Knight was Dean of the Seminary, as well as the Professor of New Testament, from 1892-1927. He was a graduate of the class of 1880.

The *Martha Gates Knight Scholarship* was established in 1946 by Mr. Edward Knight, in memory of his wife, Martha, for unrestricted scholarship use.

The *Men's Scholarship Fund* was established in 1841 by multiple donors, for scholarship use by male students.

The *Catherine Norma Patton Scholarship Fund* was established in 1956 by Eva D. Patton, for unrestricted scholarship use. Catherine Norma Patton was an instructor at the Seminary from 1946 to 1947.

The *George Grover Phillips Student Loan Fund* was established by Mr. Phillips in 1961, for unrestricted scholarship use.

The *Mary Eleanor Prior Memorial* was established in 1927, by Mr. Charles Edward Prior, in memory of his beloved wife, for unrestricted scholarship use.

The *Susan E. Ramsey Memorial Scholarship* was established in 1947 with funds from the estate of Annie Nicoll Smith, for unrestricted scholarship use.

The *George Arkel Riggan Scholarship Fund* was established in 1980, by former Hartford Seminary faculty member the Rev. Dr. George Riggan, who was the Riley Professor of Systematic Theology from 1952 to 1977. It is for unrestricted scholarship use.

The *Elizga T. Smith Scholarship* was established in 1938 by Ms. Smith through a bequest in her will, for unrestricted scholarship use.

The *School for Religious Education Scholarship Fund* was established by multiple donors, for unrestricted scholarship use.

The *Morris Steggerda Memorial Scholarship* was established in 1950, for unrestricted scholarship use. Professor Steggerda taught Anthropology from 1943 to 1950 at the Seminary.

The *Karl Stolz Scholarship Fund* was established in 1950, for unrestricted scholarship use. Karl Stolz was the Dean and Professor of English Bible from 1927 to 1943.

The *Mabel Elizabeth Swift Scholarship* was established in 1945, for unrestricted scholarship use.

The *William Thompson Memorial Fund* was established in 1882 by Roland Mather, for unrestricted scholarship use in memory of William Thompson, who was a graduate of the Class of 1863. He was an assistant pastor at First Church in Hartford.

The *Howard Arnold Walter Fund* was established in 1930, by Mrs. Martha A. Walter, for unrestricted scholarship use. Howard Walter was a member of the Class of 1909, and was a fellow in 1910. He was assistant pastor at Asylum Hill Congregational Church, and spent time doing missionary work in India.

The *R.E. Weingart Memorial Fund* was established for unrestricted scholarship use. The fund was established in the name of Assistant Professor Richard E. Weingart, who taught Theology at the Seminary from 1964 to 1968.

The *John S. Welles Fellowship* was established in 1903, for unrestricted scholarship use.

The *Rev. Sterling S. White Fund* was established in memory of Mr. White, for unrestricted scholarship use.

The *Women's Scholarship Fund* was established in 1938 by multiple donors, for scholarship use for female students.

## **Annual Scholarships**

The Carpenter Foundation has provided funding since 2005 for International Peacemaking Program students.

The *Fadel Educational Foundation and Hartford Seminary Prison Chaplain Scholarship* provides financial assistance to Muslim students enrolled in the Islamic Chaplaincy Program who will pursue careers in Correctional chaplaincy and related work.

The Islamic Chaplaincy Fund for the support of Islamic chaplaincy students. Established by the Islamic Society of Western Massachusetts in 2009, the fund receives continuing support from the Islamic Society of Western Massachusetts, the Islamic Council of New England and others.

The Jafaria Association of Connecticut established a scholarship fund in 2009, for the purpose of providing scholarship money to two Masters level international students studying Islam and Christian-Muslim relations.

The United Church of Christ Local Church Ministries established a scholarship fund in 1983, for financial aid to students in the cooperative Master of Divinity program.

## **Hartford Seminary Prizes**

The *Hartranft Scholarship Fund* provides a course tuition waiver to the degree program student who "has demonstrated excellence in written expression." Candidates for this prize are nominated by the faculty. The prize is in the name of Chester David Hartranft, who was President of the Seminary from 1889 to 1903, and was Professor of Biblical and Ecclesiastical History from 1878 to 1914.

The *William Thompson Fund* provides a course tuition waiver to a degree program student who "has demonstrated notable proficiency or interest in the field of biblical studies." Candidates for this prize are nominated by the faculty. The prize is in the name of William Thompson, who was Dean and Professor of Hebrew Language and Literature from 1834 to 1881, after which he was Dean Emeritus until 1889.

The *Bennett Tyler Scholarship Fund* provides a course tuition waiver to any student of the Seminary (degree or certificate) who has demonstrated "excellence in written expression." Candidates for this prize are nominated by the faculty. The prize is in the name of the first president of Hartford Seminary, Bennett Tyler, who was also a Professor of Theology from 1834 to 1857.

## **Board of Trustees**

**The Rev. Dr. Ralph E. Ahlberg**

Alumnus and Minister Emeritus, Round Hill Community Church, Greenwich, Connecticut;  
Immanuel Congregational Church, Hartford, Connecticut

**Professor Fatma Antar**

Professor of Economics, Manchester Community College, Manchester, Connecticut;  
The Islamic Association of Greater Hartford, Berlin, Connecticut

**Ms. Christel Ford Berry**

Principal, Ford Berry Associates, Hartford, Connecticut  
First Cathedral, Bloomfield, Connecticut

**Courtney B. Bourns, Esq.**

Partner, Berman, Bourns, Aaron & Dembo, Hartford, Connecticut  
Asylum Hill Congregational Church, Hartford, Connecticut

**Rabbi Herbert Brockman, Ph.D.**

Rabbi, Congregation Mishkan Israel, Hamden, Connecticut

**Martin L. Budd, Esq.**

Retired Partner, Day Pitney, Stamford, Connecticut  
Temple Emanu-El, New York, New York

**Mr. William J. Cronin, Chair Emeritus**

Retired President, Cronin and Company, Inc.;  
St. Patrick-St. Anthony Church, Hartford, Connecticut

**Ms. Wendy B. Grammas**

Former Financial Executive, Greenwich, Connecticut

**Dr. Heidi Hadsell**

President, Hartford Seminary

**Ms. Amy Hines**

Senior Vice President, The Alford Group, Farmington, Connecticut  
The Unitarian Society of Hartford, Hartford, Connecticut

**The Rev. Dr. Edward G. Horstmann**

Senior Pastor, Immanuel Congregational Church, Hartford, Connecticut

**The Rev. Stanley C. Kemmerer**

Vice President, Challenger, Gray & Christmas, Inc., Farmington, Connecticut;  
Priest-in-Charge, Trinity Episcopal Church, Bristol, Connecticut

**Dr. M. Reza Mansoor, First Vice Chair**

Cardiologist, Hartford Hospital and Cardiac Care Associates, Hartford, Connecticut;  
President, Islamic Association of Greater Hartford, Berlin, Connecticut; Board of Trustees, Muslim Coalition  
of Connecticut and Covenant Prep School, Hartford, Connecticut

**Umar Moghul, Esq., Secretary**

Partner, Murtha Cullina, Hartford, Connecticut  
The Islamic Association of Greater Hartford, Berlin, Connecticut

**Imam Dr. Salahuddin M. Muhammad**

Muslim Chaplain, New York State Department of Correctional Services  
Imam, Masjid Al Ikhlas, Newburgh, New York

**Ms. Sydney A. Perry**

Chief Executive Officer, The Jewish Federation of Greater New Haven and the Jewish Community Center of  
New Haven, Connecticut  
The Westville Synagogue, New Haven, Connecticut

**Dr. Vanda B. McMurtry, Chair**

Partner, Davis & Harman LLP, Washington, District of Columbia;  
Washington National Cathedral, Washington, District of Columbia

**Ms. Trudie J. Prior, Second Vice Chair**

President and General Manager, Coral World Marine Park & Undersea Observatory, St. Thomas, Virgin  
Islands;  
Hebrew Congregation of St. Thomas

**Mr. Frank R. A. Resnick**

Chief Financial Officer, Mandell Greater Hartford Jewish Community Center,  
West Hartford, Connecticut  
Beth El Temple, West Hartford, Connecticut

**Ms. Nancy P. Roberts**

President, Connecticut Council for Philanthropy, Hartford, Connecticut  
St. John's Episcopal Church, West Hartford, Connecticut

**James K. Robertson Jr., Esq.**

Senior Partner, Carmody & Torrance, Waterbury, Connecticut  
First Congregational Church of Watertown, Watertown, Connecticut

**Ms. Amy Robinson**

Alumna and Owner, The Robinson Graham Group - Marketing, Communications and Business Education,  
Hartford, Connecticut

**Dr. Alwi Shihab**

Special Envoy to the Middle East and the Organization of the Islamic Conference for the President of the  
Republic of Indonesia, Jakarta, Indonesia

**Dr. Scott Thumma**

Professor of Sociology of Religion, Director of the Doctor of Ministry Program, and Director of Distance  
Education, Hartford Seminary

**The Rev. Dr. Hans Ucko**

President, World Conference of Religions for Peace Europe, Oslo, Norway and Geneva, Switzerland  
Church of Sweden

**Mr. Eliot Williams**

Principal, The New England Guild, Hartford, Connecticut  
The First Church in Windsor, Windsor, Connecticut

**Dr. Timur Yuskaev**

Assistant Professor of Contemporary Islam and Director of the Islamic Chaplaincy Program, Hartford Seminary

## Graduate Programs Academic Calendars for 2013-2015

(Please note: Hartford Seminary reserves the right to make changes in its Academic Calendar; for the most up-to-date Academic Calendar, please see the Hartford Seminary website [www.hartsem.edu](http://www.hartsem.edu))

### Fall Semester 2013

August 28	Wednesday	M.A. and G.C. Student Orientation
August 29-30	Thurs-Friday	International and Residential Student Orientation
September 2	Monday	<i>Labor Day</i> – SEMINARY CLOSED
September 3	Tuesday	Fall Semester Begins for Weekly Classes
September 4	Wednesday	Convocation
September 5-6	Thurs-Fri	<i>Rosh HaShanah</i>
September 8-10	Sun-Tues	D.Min. Retreat and D.Min. Days
September 14	Saturday	<i>Yom Kippur</i>
September 19-25	Thurs-Wed	<i>Sukkot</i>
October 7-8	Mon-Tues	D.Min. Days
October 15	Tuesday	<i>Eid Al-Adha</i>
October 28-29	Mon-Tues	D.Min. Days
November 4	Monday	Registration for January Intersession and Winter/Spring 2013 Begins
November 11-12	Mon-Tues	D.Min. Days
November 25-27	Mon-Wed	Reading Days (No Classes)
November 28-Dec 1	Thurs-Sun	<i>Thanksgiving Break</i> - SEMINARY CLOSED
December 2-3	Mon-Tues	D.Min. Days
December 16-17	Mon-Tues	D.Min. Make-up Days
December 16	Monday	Last Day of Weekly Classes- Semester Ends (last day to register for January Intersession or Winter/Spring 2013 without penalty)
December 24-January 1	Tues-Wed	<i>Christmas Holiday Break</i> – SEMINARY CLOSED

### January Intersession and Winter/Spring 2014 Semester

January 13-17	Mon-Fri	Intersession Classes
January 18	Saturday	Make-Up Day for Intersession Classes
January 20	Monday	<i>Martin Luther King, Jr. Birthday</i> – SEMINARY CLOSED
January 21	Tuesday	Winter/Spring Semester Begins
January 27-28	Mon-Tues	D.Min. Days
February 17	Monday	<i>President's Day</i> - SEMINARY CLOSED
February 24-25	Mon-Tues	D.Min. Days
March 3	Monday	Last day for MA students to submit complete draft of final requirement to advisor
March 14	Friday	Last day for MA students to contact Dean's Assistant to schedule oral examination
March 17	Monday	Registration for Summer Session and Fall 2013 Begins
March 17-18	Mon-Tues	D.Min. Days

April 1	Tuesday	Last day for MA students to submit two copies of final requirement to Dean's Assistant
April 7-8	Mon-Tues	D.Min. Days
April 14-16	Mon-Wed	Reading Days(No Classes)
April 15-22	Tues-Tues	<i>Passover</i>
April 17	Thursday	<i>Maundy Thursday</i> – SEMINARY CLOSED
April 18	Friday	<i>Good Friday</i> – SEMINARY CLOSED
April 19-20	Sat-Sun	<i>Easter Saturday and Sunday</i> - SEMINARY CLOSED
April 28-29	Mon-Tues	D.Min. Days
April 30	Wednesday	Graduating Students - Grades due to Registrar
May 5	Monday	Last Day of Weekly Classes - Semester Ends (last day to register for Summer Session and Fall 2013 without penalty)
May 5-6	Mon-Tues	D.Min. Make-Up Days
May 6-12	Tues-Mon	Weekly Course Make-up Days

### Summer Session 2014

May 19	Monday	Summer Session Begins
May 26	Monday	<i>Memorial Day</i> - SEMINARY CLOSED
May 30	Friday	Graduation
June 4-5	Wed-Thurs	<i>Shavuot</i>
June 27	Friday	Summer Session Ends

### Fall Semester 2014

August 27	Wednesday	M.A. and G.C. Student Orientation
August 28-29	Thurs-Friday	International and Residential Student Orientation
September 1	Monday	<i>Labor Day</i> – SEMINARY CLOSED
September 2	Tuesday	Fall Semester Begins for Weekly Classes
September 3	Wednesday	Convocation
September 7-9	Sun-Tues	D.Min. Retreat and D.Min. Days
September 25-26	Thurs-Fri	<i>Rosh HaShanah</i>
October 4	Saturday	<i>Yom Kippur</i>
October 4	Sunday	<i>Eid Al-Adha</i>
October 6-7	Mon-Tues	D.Min. Days
October 9-15	Thurs-Wed	<i>Sukkot</i>
October 27-28	Mon-Tues	D.Min. Days
November 3	Monday	Registration for January Intersession and Winter/Spring 2015 Begins
November 10-11	Mon-Tues	D.Min. Days
November 24-26	Mon-Wed	Reading Days (No Classes)
November 27-30	Thurs-Sun	<i>Thanksgiving Break</i> - SEMINARY CLOSED
December 1-2	Mon-Tues	D.Min. Days
December 8-9	Mon-Tues	D.Min. Make-up Days
December 15	Monday	Last Day of Weekly Classes- Semester Ends (last day to register for January Intersession or Winter/Spring 2015 without penalty)
December 24-January 1	Wed-Thurs	<i>Christmas Holiday Break</i> – SEMINARY CLOSED

### January Intersession and Winter/Spring 2015 Semester

January 12-16	Mon-Fri	Intersession Classes
January 17	Saturday	Make-Up Day for Intersession Classes
January 19	Monday	<i>Martin Luther King, Jr. Birthday</i> – SEMINARY CLOSED
January 20	Tuesday	Winter/Spring Semester Begins
January 26-27	Mon-Tues	D.Min. Days
February 16	Monday	<i>President's Day</i> - SEMINARY CLOSED
February 23-24	Mon-Tues	D.Min. Days
March 2	Monday	Last day for MA students to submit complete draft of final requirement to advisor
March 13	Friday	Last day for MA students to contact Dean's Assistant to schedule oral examination
March 16	Monday	Registration for Summer Session and Fall 2015 Begins
March 16-17	Mon-Tues	D.Min. Days
March 30-April 1	Mon-Wed	Reading Days(No Classes)
April 1	Wednesday	Last day for MA students to submit two copies of final requirement to Dean's Assistant
April 2	Thursday	<i>Maundy Thursday</i> – SEMINARY CLOSED
April 3	Friday	<i>Good Friday</i> – SEMINARY CLOSED
April 4-5	Sat-Sun	<i>Easter Saturday and Sunday</i> - SEMINARY CLOSED
April 4-11	Sat-Sat	<i>Passover</i>
April 13-14	Mon-Tues	D.Min. Days
April 30	Thursday	Graduating Students - Grades due to Registrar
May 4-5	Mon-Tues	D.Min. Days
May 5	Tuesday	Last Day of Weekly Classes - Semester Ends (last day to register for Summer Session and Fall 2015 without penalty)
May 5-11	Tues-Mon	Weekly Course Make-up Days
May 11-12	Mon-Tues	D.Min. Make-Up Days

### Summer Session 2015

May 18	Monday	Summer Session Begins
May 24-25	Sun-Mon	<i>Shavuot</i>
May 25	Monday	<i>Memorial Day</i> - SEMINARY CLOSED
May 29	Friday	Graduation
June 26	Friday	Summer Session Ends

## Index

- A
- About Hartford Seminary, 3
  - Academic Advising, 67
  - Academic Calendars for 2013-2015, 114
  - Academic Policies for Graduate Programs, 67
  - Academic Policies, , Cooperative M.Div., 34
  - Academic Policies, Graduate Certificate, 24
  - Academic Policies, Master of Arts, 31
  - Academic Policy Committee (APC), 67
  - Academic Probation, Graduate Certificate, 24
  - Academic Probation, MA, 31
  - Accreditation and Association, 5
  - Adding a Course, 67
  - Admission Requirements, International Ph.D., 48
  - Advanced Standing, MA, 31
  - Application and Admission, Cooperative M.Div., 34
  - Application and Admission, Doctor of Ministry, 39
  - Application and Admission, GC in Islamic Chaplaincy, 35
  - Application and Admission, Graduate Certificate, 20
  - Application and Admission, Master of Arts, 26
  - Application Process to the Master of Arts Degree Program from the Graduate Certificate, 25
  - Audit/Credit Status Changes, 67
  - Auditors, 19
- B
- Black Ministries Program (BMP), 63
  - Board of Trustees, 111
- C
- C.P.E., Chaplaincy in Multifaith Contexts GC, 22
  - C.P.E., Imam and Muslim Community Leadership GC, 22
  - C.P.E., MA, 31
  - Campus Information, 5
  - Certificate of Advanced Pastoral Studies, 44
  - Chaplaincy Practicum., Chaplaincy in Multifaith Contexts GC, 22
  - Computer Access, 68
  - Computer Use, 68
  - Cooperative M.Div., 34
  - Course Cancellation, 68
  - Course Descriptions, 75
  - Course List 2013-2014, 101
  - Course Numbering System, 75
  - Course of Study, D.Min., 40
  - Course Schedules 2012-2013, 97
- D
- Coursework Due Dates, 68
  - Doctor of Ministry, 39
    - Absentee Policy, 44
    - Colleague Seminars, 41
    - Ministry Project, 41
    - Ministry Project Colloquium, 42
    - Ministry Project Final Examination, 43
    - Ministry Project Implementation and Evaluation, 42
    - Ministry Project Report, 42
    - Project Proposal, 41
    - Project Proposal and Candidacy Examination, 42
  - Doctor of Ministry Schedule, 44
  - Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations, 4
- E
- Enrollment Options, 18
  - Evaluations-Course, 68
- F
- Faculty, 7
    - Adjunct Faculty, 13
    - Core Faculty, 7
    - Faculty Associates, 11
    - Faculty Emeriti, 14
  - Family Educational Rights and Privacy Act, 68
  - Final Requirement Completion and Registration, D.Min., 45
  - Final Requirement Completion and Registration, MA, 32
  - Financial Aid and Scholarship Information for Graduate Students, 57
  - Focused Area of Study, Declaring MA, 32
  - Full-time Study, 18
- G
- Grades, 68
  - Grading System, D.Min., 45
  - Grading System, Graduate Certificate, 24
  - Grading System, MA, 32
  - Graduate Certificate
    - GC in Biblical Studies, 21
    - GC in Chaplaincy in Multifaith Contexts, 21
    - GC in Imam and Muslim Community Leadership, 22
    - GC in Interfaith Dialogue, 22

GC in Islamic Studies and Christian-Muslim Relations, 23  
 GC in Ministry in Daily Life, 23  
 GC in Religious Studies, 23  
 GC in Spirituality, 23  
 GC in Theology and Ethics, 23  
 Graduate Certificate and Degree Programs, 18  
 Graduate Certificate in Islamic Chaplaincy, 37  
 Graduate Certificate Programs, 20  
 Graduate Program Costs, 103  
 Graduation, D.Min., 45  
 Graduation, Graduate Certificate, 24  
 Graduation, MA, 32  
 Guidelines for Research, 68

H

Hartford Institute for Religion Research (HIRR), 3  
 Hispanic Ministries Program (HMP), 66  
 Housing, 68

I

Immunization Verification, 69  
 Inclement Weather, 67  
 Inclusive Language, 69  
 Incomplete Grades, 69  
 Independent Study, 70  
 Information Literacy Requirement, 70  
 International Ph.D., 47  
     Advising and the Student Faculty Relationship, 50  
     Annual Reports, 49  
     Appeals of Examination Decisions, 51  
     Examinations, 50  
     Final Examination, 51  
     Grade Expectation, 51  
     Length of Study and Residency Requirements, 51  
     Payment of Tuition and Fees, 49  
     Procedures for Complaint or Redress, 52  
     Program Requirements, 48  
     Second Year Upgrade, 50  
     Transition Year, 47  
     United Kingdom Language Requirement, 49  
     United Kingdom Residency Requirement, 49  
 International Students, 53  
     Application and Admission, 53  
     Course Registration, 54  
     English Language Proficiency, 53  
     Financial Sponsorship, 53  
     Health Insurance, 54  
     Housing, 54  
     Tuition, Fees and Additional Costs, 54  
 Islamic Chaplaincy Program, 35

J

January Intersession Courses, 70

L

Language Courses, MA, 32  
 Leave of Absence, D.Min., 45  
 Leave of Absence, International Ph.D., 51  
 Leave of Absence, MA, 33

M

Master of Arts  
     Biblical Studies, 28  
     Islamic Studies and Christian-Muslim Relations, 28  
     Ministry in Daily Life, 29  
     Religious Studies, 29  
     Spirituality, 29  
     Theology and Ethics, 29  
 Master of Arts Program, 26  
 Ministry Project Oral Examination, 45  
 Mission Statement, 2

N

Non-Matriculated Students, 18

O

Official Hartford Seminary Policies, 105  
     Crime Awareness and Campus Security, 105  
     Drug Free School/Workplace Policy, 105  
     Family Educational Rights and Privacy Act, 105  
     Guidelines for Research Conducted by Persons Affiliated with Hartford Seminary, 106  
     Inclusive Language, 106  
     Non-Discrimination Policy and Equal Opportunity Statement, 106  
     Plagiarism, 106  
     Smoking Policy, 106  
     Student Discipline Policy and Procedure, 106  
     Student Grievance Policy and Procedure, 106  
 On-Campus Classroom Requirement, Cooperative M.Div., 34  
 On-Campus Classroom Requirement, D.Min., 46  
 On-Campus Classroom Requirement, Graduate Certificate, 24  
 On-Campus Classroom Requirement, MA, 33  
 On-Going Registration, 70  
 Oral Examination, MA, 32

P

Part-time Study, 18  
 Plagiarism Policy, 70

Program Components, D.Min., 41  
Program Continuation Fee, 71  
Program Extension Fee, 71  
Program of Study, Graduate Certificate, 21  
Program of Study, Master of Arts, 27  
Program Requirements, D.Min., 40  
Program Requirements, Master of Arts, 27

R

Readmission, 71  
Registration Procedures, 72  
Registration, Non-Matriculated Students, 19

S

Scholarships List, 107  
Special Students, 18  
Staff, 15  
Student Discipline Policy and Procedure, 72  
Student Grievance Policy and Procedure, 72  
Summer Session Courses, 72

T

Term Papers, Project Papers and Theses, 73  
Termination of Program, 72  
Termination of Program, D.Min.. See Grading System, D.Min.

Termination of Program, Graduate Certificate, 24  
Termination of Program, International Ph.D., 52  
The Ministries Certificate Programs, 62  
Transcripts, 73  
Transfer Credit, D.Min., 46  
Transfer Credit, MA, 33  
Transfer Credit., Chaplaincy in Multifaith Contexts GC, 22  
Travel Seminars, MA, 33  
Tuition Costs and Fees, Cooperative M.Div., 34  
Tuition Costs and Fees, D.Min., 43  
Tuition Costs and Fees, GC, 24  
Tuition Costs and Fees, International Ph.D., 49  
Tuition Costs and Fees, Master of Arts, 30

V

Veterans Administration Benefits, 60

W

Who We Are: A Statistical Description, 17  
Withdrawal from a Course, 73  
Women's Leadership Institute, 61  
Writing Assistance, 74  
Writing Assistance, D.Min., 46  
Writing Assistance, MA, 33