

GRADUATE THEOLOGICAL FOUNDATION



Student Handbook 2019

Students are bound by the Student Handbook of the year in which they activate their student status, unless deactivation and subsequent reactivation occurs at a later date.

Modifications, corrections, additions and deletions may be made to the Student Handbook following review of policies, rules and regulations. The Graduate Theological Foundation reserves the right to make modifications, corrections, additions and deletions at any time throughout the year. Such changes may affect tuition and fees, degree requirements, elimination or addition of degree programs, policies and other areas which can apply to students of the Graduate Theological Foundation. Every effort is made to make the Student Handbook correct and complete at the time of its publication as an electronic document posted on the GTF's website, but it may include minor errors such as typographical errors or misprints. The Student Handbook is updated at the beginning of each year. In special circumstances, necessary changes may be made throughout the year.

As a 501(c) 3 not-for-profit educational institution, it is the policy of the Graduate Theological Foundation not to discriminate on the basis of sex, race, color, disability, sexual orientation, or national or ethnic origin in its educational programs, student activities, or admissions policies, in the administration of its scholarship program, or in any other GTF-administered program. This policy complies with the requirements of the Internal Revenue Service Procedure 321-1, Title VI of the 1964 Civil Rights Act and Title IX of the 1972 Educational Amendments as amended and enforced by the Department of Education. The Graduate Theological Foundation is a not-for-profit 501(c) 3 corporation as determined by the Internal Revenue Service.

Address all inquiries to:

Graduate Theological Foundation	1 800 423 5983 (U.S. and Canada)
Dodge House	1 574 255 3642 (International)
415 Lincoln Way East	Fax 1 574 255 7520
Mishawaka, Indiana 46544 USA	information@gtfeducation.org
	www.gtfeducation.org

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Ministry Defined

The Graduate Theological Foundation defines ministry as “service to the improvement and nurture of society and the world community.” Due to the blurred lines between the sacred and secular in contemporary society, ministry professionals are continually crafting their role and the nature of their work, a process which takes into account both personal values-based service and public responsibility. Practitioners involved in ministry are self-reflectively aware of the nurturing quality of that activity, and are found in such fields as education, pastoral care and counseling, chaplaincy, mediation, psychology, health care and counseling, sacred music, religious education and other cognate fields.

Study Options

Visit the GTF website for more details on study options.

Affiliations

The GTF enjoys affiliations with the Oxford University Department for Continuing Education, the Centro Pro Unione in Rome and several P.R.I.M.E. programs. The P.R.I.M.E. affiliation allows students to earn their degree from the GTF by completing all required coursework through a designated P.R.I.M.E. institution.

E-Tutorials

E-Tutorials use email as the sole mechanism for communication between the student and the GTF faculty. Each course is taught as a one-on-one tutorial between the student and the faculty person offering the course. This curriculum is offered exclusively by our own faculty. The faculty evaluation of student performance will be linked to the degree level of the student. Each E-Tutorial fulfills one Unit of Study.

Individualized Tutorials

This course format is designed to allow students to pursue an individually directed topic of study, initiated by the student in the form of a tutorial topic proposal. Each tutorial is valued at one Unit of Study.

Independent Study

Any student in any degree program has the right to propose an Independent Study course of his/her own creation. Unlike the Tutorial

course wherein the student identifies the tutor and topic, the Independent Study course provides the student with the opportunity to develop the topic of investigation without the necessity of a tutor. The innovative student constructs a plan of study built around pre-established readings selected by the student rather than by a tutor. The Independent Study fulfills one Unit of Study.

Non-Project Option

(Professional degrees only)

Following an extensive study of the purpose and function of the Exit Projects for professional degrees, the GTF has put in place a Non-Project Option (NPO) which works to the advantage of all students, taking into consideration both the professional and personal needs and interests of each student. A Non-Project Option may consist of one of the following: one five-day GTF Institute, one week of study at the Oxford Theology Summer School, or two weeks of study in the Rome Summer Course at the Centro Pro Unione.

Residential Institutes

In response to frequent requests of current students to study at the GTF, a schedule of seminars has been put in place which focuses on specific topics of relevance to the various degree programs. These seminars have been clustered by topical theme under the general title of Residential Institutes. Each Institute runs for five days (Monday-Friday) on a specific theme consisting of two separate seminars, morning and afternoon, fulfilling two Units of Study.

**Degree Programs
and
Policies**

Professional Programs

Master of Business Administration
in Pastoral Planning and Church Management (M.B.A.)

Master of Mediation (M.Med.)

Master of Pastoral Counseling (M.P.C.)

Master of Religious Education (M.R.E.)

Master of Sacred Music (M.S.M.)

Doctor of Education (Ed.D.)

Doctor of Mediation (D.Med.)

Doctor of Ministry (D.Min.)

Doctor of Psychology (Psy.D.)

Doctor of Sacred Music (D.S.M.)

Master of Business Administration in Pastoral Planning and Church Management (M.B.A.)

Description

The concentration in Pastoral Planning and Church Management has been designed to provide church leaders, councils and staff members with the foundational skills needed to shape and guide the institutional objectives of their religious organization to achieve its desired pastoral mission. This online learning curriculum will develop an understanding of the core components of organizational planning processes in church settings.

Time Frame and Tuition

This degree is a 30 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF. The acceptance of transfer credit will decrease total program cost.

Total Program Cost	\$15,245
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See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Five years of accumulated experience in a cognate field of ministry (lay, religious, ordained)
3. Completion of the application procedure

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of seven Units of Study from the Pastoral Planning and Church Management core curriculum.
3. Completion of one elective Unit of Study chosen from any E-Tutorial courses offered by the GTF.
4. Completion of the non-credit Diploma in Information Technology Management through the online course provider ALISON.
5. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the master's project.
6. Completion of the M.B.A. project and submission of an electronic copy to the GTF offices. All academic requirements must be met by February 1 prior to graduation.
7. Attendance at the convocation and graduation. (Non-US residents are exempt from this requirement.)

Please refer to the website for a complete degree description.

Master of Mediation (M.Med.)

Description

The Master of Mediation (M.Med.) degree program is a professional master's degree designed for ministry professionals working in the various fields of counseling and mediation such as in schools, parishes, healthcare facilities, judicial systems, police and fire departments, industrial and personnel relations and counseling institutions. Never before has the religious community been in greater need of leadership and professional oversight in the field of mediation than today. There exists in the faith communities of today a unique opportunity for the professionally trained mediator to affect the life of the church and society.

Time Frame and Tuition

This degree is a 30 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF. The acceptance of transfer credit will decrease total program cost.

Total Program Cost	\$15,245
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See the Policies section for complete information.

Admission Requirements

4. Baccalaureate degree or equivalent validated by a transcript
5. Five years of accumulated experience in a cognate field of ministry such as police work, counseling, schools, industrial relations, or parish life
6. Completion of the application procedure

Program Requirements

8. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program.
Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
9. Completion of eight Units of Study: 4 required from the Graduate Theological Foundation and 4 taken from the GTF or other approved educational institutions.
10. Completion of the non-credit course, Research Methodology.
This course is a prerequisite to beginning the master's project.
11. Completion of the M.Med. project (or NPO) and submission of one electronic or hard copy including the Project Consultant's evaluation forms. All academic requirements must be met by February 1 prior to graduation.
12. Attendance at the convocation/graduation (Non-US residents are exempt from this requirement.)

Please refer to the website for a complete degree description.

Master of Pastoral Counseling (M.P.C.)

Description

The M.P.C. degree is designed for already credentialed ministry professionals working in the various fields of counseling. Such fields include school, parish, healthcare and counseling institutions. There is a great need in the religious community for leadership and professional oversight. In the faith communities of today, there exists a unique opportunity for the professionally trained counselor to affect the life of the church and society. Individuals must comply with the licensure and/or board certification requirements of the state in which they intend to be engaged in professional counseling.

Time Frame and Tuition

This degree is a 30 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF. The acceptance of transfer credit will decrease total program cost.

Total Program Cost	\$15,245
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See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Five years of accumulated experience in a cognate field of ministry (lay, religious, ordained)
3. Completion of the application procedure.

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of eight Units of Study: 4 required from the Graduate Theological Foundation and 4 taken from the GTF or other approved educational institutions.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the master's project.
4. Completion of the M.P.C. project (or NPO) and submission of one electronic or hard copy including the Project Consultant's evaluation forms. All academic requirements must be met by February 1 prior to graduation.
5. Attendance at the convocation/graduation (Non-US residents are exempt from this requirement.)

Please refer to the website for a complete degree description.

Master of Religious Education (M.R.E.)

Description

The Master of Religious Education degree is designed for already credentialed ministry professionals working in the various fields of religious education in venues such as schools, parishes, institutes, and centers for instruction and formation. The religious community is in need of leadership and professional oversight in the fields of catechesis and religious education. There exists in the faith communities of today a unique opportunity for the professionally trained religious educator to affect the life of the church and society.

Time Frame and Tuition

This degree is a 30 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF. The acceptance of transfer credit will decrease total program cost.

Total Program Cost	\$15,245
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See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Five years of accumulated experience in educational ministry (lay, religious, ordained)
3. Completion of the application procedure

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of eight Units of Study: 4 required from the Graduate Theological Foundation, and 4 taken from the GTF or other approved educational institutions.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the master's project.
4. Completion of the M.R.E. project (or NPO) and submission of one electronic or hard copy including the Project Consultant's evaluation forms. All academic requirements must be met by February 1 prior to graduation.
5. Attendance at the convocation/graduation (Non-US residents are exempt from this requirement.)

Please refer to the website for a complete degree description.

Master of Sacred Music (M.S.M.)

Description

The Master of Sacred Music has become the standard first professional degree for persons engaged in parish music ministries. Persons serving in any religious tradition as a cantor, director or minister of music, pastoral musician, pastor of worship, organist, etc., and who possess an undergraduate degree in some area of music, are welcome to apply. The degree includes the traditional interdisciplinary studies of a master's degree in this field (sacred music foundation, hymnology, liturgy, parish music literature and administration, applied work, and theological study).

Time Frame and Tuition

This degree is a 30 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF. The acceptance of transfer credit will decrease total program cost.

Total Program Cost	\$15,245
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See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent in some area of music validated by a transcript
2. Five years accumulated experience in music ministry
3. Completion of the application procedure which includes the submission of a performance portfolio detailing the student's musical experiences, including when appropriate, video and/or audio recordings representative of the student's musical skills and performance expertise.

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. The student will complete eight Units of Study, four required from the Graduate Theological Foundation and four taken from the GTF or other approved educational institutions.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the master's project.
4. Completion of the M.S.M. project and submission of one electronic or hard copy including the Project Consultant's evaluation forms. All academic requirements must be met by February 1 prior to graduation.
5. Attendance at the convocation/graduation (Non-US residents are exempt from this requirement.)

Please refer to the website for a complete degree description.

Doctor of Education (Ed.D.)

Description

The Doctor of Education degree is designed specifically for those ministry professionals who have pursued both the theoretical and practical study of religious formation for children and adults alike but who now feel the need for further nurture and enrichment of their professional skills and interests. Religious education as conceived in this program is concerned with the educative process on all levels within faith communities: child and adult, continuing education projects for faith communities, and continuing education for ministry professionals.

Time Frame and Tuition

This degree is a 36 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF. The acceptance of transfer credit will decrease total program cost.

Total Program Cost	\$18,540
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See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Master's degree in a cognate field of education such as theology, ministry, pastoral care or administration validated by a transcript
3. Five years of accumulated experience in education
4. Completion of the application procedure

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of ten Units of Study: 5 required from the Graduate Theological Foundation and 5 completed through the GTF or through other approved educational institutions.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the doctoral project.
4. Completion of the Doctoral Project (or NPO) and submission of one electronic copy including the Project Consultant's evaluation forms. All academic requirements must be met by February 1 prior to graduation.
5. Attendance at the convocation/graduation (Non-US residents are exempt from this requirement).

Please refer to the website for a complete degree description.

Doctor of Mediation (D.Med.)

Description

The Doctor of Mediation degree is designed for professionals actively engaged in mediation and/or conflict resolution within the framework of pastoral care and nurture. As an ecumenical program, the D.Med. will prove valuable to professionals working in various areas of mediation in venues such as the courts, family life programs, child care and juvenile facilities, health care institutions, professional organizations, chaplaincy programs, and ecclesiastical settings. Professional mediators will find the program designed to enhance their work within the judicial system by elevating their professional status as peers among attorneys, judges, legislative administrators, and other members of the legal profession. Ministry professionals, whether serving in health care, ecclesiastical, judicial or educational institutions, will find their profile elevated owing to the specialized training offered in this degree program.

Time Frame and Tuition

This degree is a 36 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF. The acceptance of transfer credit will decrease total program cost.

Total Program Cost	\$18,540
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See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Master's degree or equivalent in a cognate field.
3. Five years of accumulated experience in some form of mediation, counseling or pastoral care
4. Completion of the application procedure

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of ten Units of Study:
 - a. Five Units of Study must be taken from the Graduate Theological Foundation. Students may choose from any of our online or on-site courses, tailoring their course selection according to their interests, professional needs, and degree concentration.
 - b. Five Units of Study must be completed through the GTF or through other approved educational institutions.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the doctoral project.
4. Completion of the Doctoral Project (or NPO) and submission of one electronic copy including the Project Consultant's evaluation forms. All academic requirements must be met by February 1 prior to graduation.

5. Attendance at the convocation/graduation (Non-US residents are exempt from this requirement).

P.R.I.M.E. Affiliate

Students may earn the D.Med. through the P.R.I.M.E. collaboration with the Worklife Institute of Houston, Texas, under the direction of Dr. Diana C. Dale. The curriculum for this P.R.I.M.E. program can be viewed under the Affiliations section of the GTF website.

Please refer to the website for a complete degree description.

Doctor of Ministry (D.Min.)

Students may choose from among the degree concentrations on our website or may request to pursue a specialized concentration of their choice relevant to their specific interests.

Description

The degree of Doctor of Ministry has become a nationally accepted terminal professional degree for ministry. The uniqueness of the D.Min. program offered by the Graduate Theological Foundation is found in its exclusive orientation toward ministry as a pastoral ecumenical commitment, through specialized study pursued through the GTF or at other approved education venues selected by degree candidates. The GTF is offering an educational experience designed specifically to address the needs of ministry in an environment which is supportive and nurturing, but appropriately independent of any one ecclesial body.

Time Frame and Tuition

This degree is a 36 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF. The acceptance of transfer credit will decrease total program cost.

Total Program Cost	\$18,540
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See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Master's degree in a cognate field of ministry validated by a transcript
3. Five years of accumulated experience in a cognate field of ministry
4. Completion of the application procedure

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of ten Units of Study (with the exception of certain degree concentrations – see website for details)
 - a. Five Units of Study must be taken from the Graduate Theological Foundation. Students may choose from any of our online or on-site courses, tailoring their course selection according to their interests, professional needs, and degree concentration.
 - b. Five Units of Study must be completed through the GTF, through other approved educational institutions, or through the use of transfer credit.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the doctoral project.
4. Completion of the Doctoral Project (or NPO) and submission of

one electronic copy including the Project Consultant's evaluation forms. All academic requirements must be met by February 1 prior to graduation.

5. Attendance at the convocation/graduation (Non-US residents are exempt from this requirement).

Please refer to the website for a complete degree description.

Doctor of Psychology (Psy.D.)

Description

Increasingly in the professional practice of counseling, the Doctor of Psychology (Psy.D.) is becoming the credential of preference. This emerging emphasis has come about owing to the value and importance of praxis or clinical practical experience placed upon the participant within the degree program. Rather than being a research oriented degree such as the Ph.D. which is commonly thought of as the required teaching credential, the Psy.D. places fundamental emphasis upon skills training and practical clinical experience within the counseling setting. The Graduate Theological Foundation enters this field owing to the large number of clergy and ministry professionals who have come to seek the Psy.D. because they prefer an educational environment more responsive to their faith awareness needs than is typically exemplified in the secular professional schools of psychology and state university graduate departments.

The Psy.D. requires the academic study of psychology and its clinical practical application to the counseling situation, as well as the role of the ministry professional as representative of the faith community within the counseling setting. By combining academic training and pastoral awareness, the Psy.D. program offers a unique opportunity for ministry professionals. Individuals must comply with the licensure and/or board certification requirements of the state in which they intend to be engaged in professional counseling.

Time Frame and Tuition

This degree is a 36 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF. The acceptance of transfer credit will decrease total program cost.

Total Program Cost \$18,540

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Master's degree in a cognate field of ministry or counseling validated by a transcript
3. Five years of accumulated experience in full-time professional practice or some form of ministry
4. Completion of the application procedure

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of ten Units of Study:
 - a. Five Units of Study must be taken from the Graduate Theological Foundation. Students may choose from any of our online or on-site courses, tailoring their course selection according to their interests, professional needs, and degree concentration.
 - b. Five Units of Study must be completed through the GTF, through other approved educational institutions, or through the use of transfer credit.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the doctoral project.
4. Completion of the Doctoral Project (or NPO) and submission of one electronic copy including the Project Consultant's evaluation forms. All academic requirements must be met by February 1 prior to graduation.
5. Attendance at the convocation/graduation (Non-US residents are exempt from this requirement).

Please refer to the website for a complete degree description.

Psy.D. in Pastoral Logotherapy

Please see the Graduate Center for Pastoral Logotherapy section of this handbook.

Psy.D. in Clinical Pastoral Psychotherapy

In this clinically-based program, the participant will encounter a two-fold emphasis, namely, (1) an unrelenting commitment to the academic study of clinical pastoral psychotherapy as embodied particularly in eight classical schools of psychotherapy, and (2) the clinical pastoral application to the counseling situation. By combining academic training and pastoral awareness, this program offers a unique opportunity for ministry professionals to integrate psychotherapeutic modes of analysis with clinical application in individual and family counseling.

This specialization requires the completion of a set curriculum consisting of ten E-Tutorial courses, Research Methodology, and a residency requirement of a five day on-site Clinical Skills Assessment Practicum (CSAP) or a GTF Residential Institute, followed by a final paper.

See the Clinical Pastoral Psychotherapy page on the website for details.

Doctor of Sacred Music (D.S.M.)

Description

The Doctor of Sacred Music is a second level professional degree for persons engaged in parish music ministries as a cantor, director or minister of music, pastoral musician, pastor of worship, organist, etc., or in other contexts in which the individual serves in a sacred music capacity, such as a music missionary. Persons who possess a master's degree in church, liturgical or sacred music, or who have earned a master's degree in another area of music within which sacred music study was undertaken, are welcome to apply.

Time Frame and Tuition

This degree is a 36 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF. The acceptance of transfer credit will decrease total program cost.

Total Program Cost \$18,540

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent in some area of music

- validated by a transcript
2. Master's degree in sacred music or other area validated by a transcript
 3. Five years of accumulated experience in music ministry
 4. Completion of the application procedure which includes the submission of a performance portfolio detailing the student's musical experiences, including when appropriate, video and/or audio recordings representative of the student's musical skills and performance expertise.

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of ten Units of Study:
 - a. Students will complete five Units of Study taken from the Graduate Theological Foundation. Students may choose from any of our online courses, related to music, tailoring their course selection according to their interests and professional needs.
 - b. Five Units of Study must be completed through the GTF, through other approved educational institutions, or through the use of transfer credit.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the doctoral project.
4. Completion of the Doctoral Project and submission of one electronic copy including the Project Consultant's evaluation forms. All academic requirements must be met by February 1

prior to graduation.

5. Attendance at the convocation/graduation (Non-US residents are exempt from this requirement).

Please refer to the website for a complete degree description.

Professional Doctoral Committee

In order to ensure the highest level of academic rigor and to provide constructive and helpful feedback, students enrolled in professional doctoral degrees at the GTF will have a Doctoral Committee assigned to them. Professional doctoral students have two options with regard to completion of their final degree requirement; students may choose to complete the doctoral project or they may choose to complete the Non-Project Option. The Doctoral Committee will be tailored to fit the completion option that the student has chosen.

Doctoral Committee for professional doctoral students submitting an Exit Project:

- Doctoral Project Consultant
- Faculty Reader
- Doctoral Committee Chair

Doctoral Committee for professional doctoral students choosing the Non-Project Option (NPO):

- Institute Faculty
- Faculty Reader
- Doctoral Committee Chair

For students choosing the NPO, attendance at a GTF residential Institute is required.

To read a full description of the Professional Doctoral Committee, members, roles, procedures, etc., please visit the website.

Academic Programs

Master of Tribunal Studies in Canon Law (online) (M.Tr.S.)

Master of Theology (M.Th.)

Master of Theology in Buddhist Studies (M.Th.)

Master of Theology in Islamic Studies (M.Th.)

Doctor of Theology (Th.D.)

Doctor of Philosophy (Ph.D.)

Doctor of Philosophy (Ph.D.) in Biblical Studies

Doctor of Philosophy (Ph.D.) in Church History

Doctor of Philosophy (Ph.D.) in Clinical Pastoral Psychology

Doctor of Philosophy (Ph.D.) in Clinical Pastoral Psychotherapy

Doctor of Philosophy (Ph.D.) in Islamic Studies

Doctor of Philosophy (Ph.D.) in Pastoral Logotherapy

Doctor of Philosophy (Ph.D.) in Pastoral Psychology

Doctor of Philosophy (Ph.D.) in Theological Studies

Doctor of Tribunal Studies in Canon Law (online) (D.Tr.S.)

A.B.D. Doctor of Philosophy

Master of Tribunal Studies in Canon Law (M.Tr.S.)

online

Description

The Master of Tribunal Studies in Canon Law degree is designed for already practicing volunteer or credentialed chancery and tribunal personnel (lay, religious, ordained, or civil lawyers) who wish to foster self-improvement and motivation in the pursuit of canonical education as an end in itself or in preparation for doctoral studies. With its specialized focus on tribunal agenda found in the Code of Canon Law and the practice of the Roman Rota, the M.Tr.S. is ideally suited to the formation and practice of the Assessor (canon 1424), the Auditor (canon 1428), the Advocate (canons 1483,1490), the Notary (canons 483,1567,1568), and other Formal Trial officials, although this training is never a promise of employment. Graduate-level work involves an understanding of doctrine and the formation of skills needed for the various tribunal departments, and preparation for the Master of Tribunal Studies thesis.

(Note: Because the M.Tr.S. requires a thesis rather than a project, it is considered an academic rather than a professional degree.)

Time Frame and Tuition

This degree is a 30 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses.

Total Program Cost \$15,245

See the Policies section for complete information.

Admission Requirements

1. Bachelor's degree or equivalent validated by a transcript
2. Five years of professional experience, salaried or volunteer, in tribunal-related work for the diocese verified by a chancery letter
3. Completion of the application process

Program Requirements

1. Completion of six Units of Study (18 graduate credits). Four Units of Study must be taken from the Tribunal Studies Curriculum, plus two E-Tutorial courses in Theology, Biblical Studies or another relevant area of study.
2. Participation in the five-day residential Case-Based Tribunal Studies Practicum (6 graduate credits)
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the master's thesis.
4. Completion of a 30,000 to 35,000 word thesis written under supervision by a faculty member of the GTF (6 graduate credits)

Tribunal Studies Practicum

The Practicum is based on case studies and is a five-day residential experience. The student will participate individually or in a small group (five to ten students) in a practicum with a Tribunal Studies faculty member. The venue is Chicago and recommendations for

accommodations are provided. There is no fee for this Practicum but the student is responsible for room and board costs. Hosted by Tribunal Studies faculty, the dates are arranged for the convenience of both students and faculty.

Selection of Faculty Thesis Supervisor and Nomination Procedure

Students must select a faculty member a member of the GTF faculty in canon law in the Tribunal Studies Program to serve as Thesis Supervisor. This enables the student to receive helpful and pragmatic evaluative feedback from a member of the faculty in the developmental process of producing the master's thesis. The role of the Thesis Supervisor is responsive and suggestive. The faculty person is encouraged to limit feedback to pragmatically helpful hints and suggestions and not to attempt any censorship of the thesis. The exercise of discretion with respect to time demands is very important for both the student and faculty member. The Thesis Supervisor must give final approval of the student's work by submitting the Thesis Supervisor Report Form.

- Rev. Dr. John Mulvihill, Gratian Professor of Canon Law, serves as faculty thesis supervisor for all students in the M.Tr.S. in Canon Law degree program.
- The student completes the online Thesis Supervisor Nomination Form.
- Academic Affairs informs the student and faculty member of relationship approval and contact information is provided.

Master's Thesis

After completing all coursework for the Master of Tribunal Studies (M.Tr.S.), a candidate undertakes the writing of a master's thesis of 30,000-35,000 words in the field of canon law which is clearly a work of applied scholarship making a contribution to tribunal studies. The master's thesis must include a table of contents and bibliography of a minimum 20 sources, with annotations for the 10-12 key sources. The thesis must be written in 12 point Times New Roman (or comparable) font, double-spaced and with the appropriate table of contents and bibliography.

The thesis is shaped as a written work of case-based applied research with a demonstrated familiarity with the appropriate scholarly and professional literature. It should be noted that the written form of the thesis is to be in the style of an actual scholarly paper which may be considered suitable for publication. When the thesis in its final form has been reviewed and approved by the student's Thesis Supervisor, it must be submitted, electronically, to the Office of the Registrar for forwarding to the Thesis Evaluation Committee for final review.

Please refer to the website for a complete degree description.

Master of Theology (M.Th.)

Description

This degree is designed for already credentialed and practicing ministry professionals (lay, religious, ordained) who wish to foster self-improvement and motivation in the pursuit of theological education as an end in itself or in preparation for doctoral studies. With a specialized focus upon a specific theological agenda, the M.Th. is ideally suited to the ministry professional who desires to update previous ministry training with particular attention to theological refinement.

Roman Catholic Deacons

An applicant who holds a bachelor's degree and has completed a three year diocesan-approved diaconal training program which has led to ordination as a Roman Catholic deacon may earn the Master of Theology by providing documentation to verify training and ordination, completing two E-Tutorials, Research Methodology, and submitting a 35,000-40,000 word (140-160 page) Master's Thesis.

Time Frame and Tuition

This degree is a 30 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF. The acceptance of transfer credit will decrease total program cost.

Total Program Cost \$15,245

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Five years of accumulated experience in a cognate field of ministry (lay, religious, ordained)
3. Completion of the application procedure

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of eight Units of Study: 4 required from the Graduate Theological Foundation and 4 taken from the GTF or other approved educational institutions.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the master's thesis.
4. Completion of the Master's Thesis of 35,000-40,000 words (140-160 pages) and submission of one electronic or hard copy including the Thesis Supervisor's evaluation forms. All academic requirements must be met by February 1 prior to graduation.
5. Attendance at the convocation/graduation (Non-US residents are exempt from this requirement.)

Please refer to the website for a complete degree description.

Master of Theology in Buddhist Studies (M.Th.)

Description

This is a comprehensive degree in Buddhist Theology, covering the mythological origin, archeology, history, scriptures, doctrines, schools and contemporary movements. It is designed for ministry professionals (lay, religious, ordained, secular) who wish to foster self-improvement through the pursuit of theological education as an end in itself or in preparation for doctoral studies. This degree may also serve as preparation for those who are interested in ordained ministry requiring additional training components. This degree program couples graduate-level course work with the writing of the Master of Theology thesis.

Ministry Licensure: The student must complete 4 additional classes, 2 weekend retreats each year, a senior year Field Ed project and a General Ordination Examination. A final year of supervision with biweekly verbatim and doctrinal presentations completes the preparation for full ordination. (For further information on Buddhist Ministry Licensure, please contact Dr. John Anthony Stultz or the Blue Lotus School of Mindfulness; see website for information.)

Chaplaincy Certification: Those students seeking employment as professional chaplains will be required to complete 4 units of Clinical Pastoral Education or an institutional equivalence.

Time Frame and Tuition

This degree is a 30 credit program that may be completed in no less

than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF. The acceptance of transfer credit will decrease total program cost.

Total Program Cost \$15,245

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Five years of accumulated experience in a cognate field of ministry (lay, religious, ordained, secular)
3. Completion of the application procedure

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of eight Units of Study from the Buddhist Studies curriculum.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the master's thesis.
4. Completion of the Master's Thesis of 35,000-40,000 words (140-160 pages) and submission of one electronic or hard copy including the Thesis Supervisor's evaluation forms. All academic

requirements must be met by February 1 prior to graduation.

4. Attendance at the convocation and graduation (Non-US residents are exempt from this requirement.)

Please refer to the website for a complete degree description.

Master of Theology in Islamic Studies (M.Th.)

Description

The Master of Theology in Islamic Studies is designed for already credentialed and practicing ministry professionals (lay, religious, ordained) who wish to foster self-improvement and motivation in the pursuit of theological education. This degree may be taken in preparation for doctoral studies. With a focus on a specific theological agenda, the M.Th. in Islamic Studies is ideally suited to the ministry professional who desires to update previous ministry training with particular attention to theological refinement. The written work may be completed in English or Arabic. This degree program is overseen by Dr. Omar Shahin, Director of Islamic Studies.

Time Frame and Tuition

This degree is a 42 credit program that may be completed in no less than twelve months and no more than three years.

Total Program Cost \$17,850

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Five years of accumulated experience in ministry within the

Muslim community

3. Completion of the application procedure which includes two letters of recommendation

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. A total of 12 courses (36 credit hours) are required for graduation. The GTF will accept as transfer credit up to 8 courses taken at any recognized school in the same field with the approval of the head of the department, Dr. Omar Shahin.
3. Completion of a Master's Thesis (6 credits) of 35,000-40,000 words (140-160 pages) and submission of one electronic or hard copy by February 1 of the intended year of graduation.
4. Attendance at the convocation/graduation (Non-US residents are exempt from this requirement.)

Course Requirements

This program is curriculum-specific and provides an opportunity for the student to work under the direct oversight of Dr. Omar Shahin, Director of Islamic Studies and Professor of Islamic Law at the GTF. It requires Arabic language proficiency. This degree program requires the completion of twelve courses from the specialized curriculum and a research-based thesis for the Master of Theology in Islamic Studies. Membership in the North American Imams Federation is a requirement.

See the website for the English/Arabic Curriculum of the GTF.

Please refer to the website for a complete degree description.

Doctor of Theology (Th.D.)

Denominational Studies

Description

The degree of Doctor of Theology has been designed specifically for those ministry professionals who wish to pursue advanced studies relevant to their own particular denomination including theology, denominational history, liturgy, ecclesiology, polity, hymnody, and spirituality.

Time Frame and Tuition

This degree is a 30 credit program that may be completed in no less than two years and no more than four years.

Program Cost \$20,400

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Master's degree or equivalent validated by a transcript
3. Five years of accumulated experience in a cognate field of ministry or vowed religious order
4. Completion of the application procedure

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of eight Units of Study: four required from the Graduate Theological Foundation, and four completed through the GTF, through other approved educational institutions, or through the use of transfer credit.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the doctoral thesis.
4. Nomination and approval of Thesis Supervisor.
5. Submission and approval of thesis proposal.
6. Submission of one electronic copy of the dissertation and required forms (abstract, personal biography, cover sheet, Thesis Supervisor Report Form).
7. Successful defense of the thesis before GTF faculty in Indiana. Students wanting to defend in Oxford must complete all coursework through the Oxford Theology Summer School.
8. Attendance at the convocation and graduation.

Doctoral Oral Defense

The doctoral student will be invited to contact our offices to schedule a doctoral defense after all financial obligations and academic requirements have been met, and once the following have been received by our offices:

- Thesis Proposal
- Thesis Cover Sheet
- Abstract and Biographical Statement
- Thesis Supervisor Report Form addressing the six key points within the thesis
- One electronic copy of the thesis (PDF or MS Word format) sent to the Office of the Registrar

The doctoral defense will be scheduled for a date no earlier than 90 days and no later than 180 days from the date that these requirements are met.

Doctor of Philosophy (Ph.D.)

Students in the Ph.D. degree program may choose from a variety of degree concentrations or may request to pursue a concentration relevant to their specific interests. Certain Ph.D. concentrations require the completion of a specific curriculum. (Please see the website, and below, for details.)

Description

The degree of Doctor of Philosophy is the universally accepted terminal academic degree. The degree taken through the GTF allows students to specialize in several fields, including Islam, Judaism, psychology, biblical studies, historical studies, and theological studies. The GTF's program seeks to address concerns in the context of overarching perspectives. Specialties are removed from potential isolation and located in the large-scale dynamics of religious traditions and their ministries. Candidates for GTF degree thus seek a two-fold academic identification: as specialists in various fields and as those who undertake to relate such fields to the multiple dimensions of religion, religious experience, and religious traditions.

This degree is a 36-42 credit program that may be completed in no less than two years and no more than four years.

Tuition

Total Program Cost amounts include all required courses if taken

through the GTF. The acceptance of transfer credit will decrease total program cost.

Total Program Cost \$21,015

Note: Total program cost varies based on certain degree concentrations. For total program cost for the Clinical Pastoral Psychotherapy concentration, the Pastoral Logotherapy concentration, and the Islamic Studies concentration, please see those sections of this handbook. The A.B.D. Doctor of Philosophy Degree Completion Program is a separate degree, not a degree concentration.

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript.
2. Graduate degree or equivalent training in an appropriate field validated by documentation.
3. Five years of accumulated experience in a cognate field of ministry.
4. Completion of the application procedure.

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance. The current

Student Handbook as well as past years' Handbooks can be viewed online.

2. Completion of ten Units of Study:
 - a. Five Units of Study must be taken from the Graduate Theological Foundation. Students may choose from any of our online or on-site courses, tailoring their course selection according to their interests, professional needs, and degree concentration.
 - b. Five Units of Study must be completed through the GTF or through other approved educational institutions.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the doctoral thesis.
4. Fulfillment of language requirements if such have been determined by the Thesis Supervisor.
5. Nomination and approval of Thesis Supervisor.
6. Submission of an electronic copy of a doctoral thesis of 45,000-60,000 words (180-240 pages) and required forms (abstract, personal biography, cover sheet, Thesis Supervisor Report Form).
7. Successful defense of the thesis before GTF faculty in Indiana. Students wanting to defend in Oxford must complete all coursework through the Oxford Theology Summer School.
8. Attendance at the convocation and graduation.

Doctoral Oral Defense

The doctoral student will be invited to contact our offices to schedule a doctoral defense after all financial obligations and academic requirements have been met, and once the following have been received by our offices:

- Thesis Proposal
- Thesis Cover Sheet
- Abstract and Biographical Statement
- Thesis Supervisor Report
- One electronic copy of the thesis (PDF or MS Word format) sent to the Office of the Registrar

The doctoral defense will be scheduled no sooner than 90 days from the date that all above mentioned requirements are met and no longer than 180 days from the date of final submission of all paperwork.

Doctor of Philosophy
(Ph.D.)
Biblical Studies

This is a 36 credit program.

This Ph.D. concentration is designed for those interested in the academic and scholarly investigation of the Jewish and Christian scriptures employing a variety of methodologies including hermeneutics, textual and form criticism, historiography, archaeology, linguistics and exegesis. The social sciences are also considered viable tools in Biblical studies particularly as relates to the social matrix of textual formation.

Doctor of Philosophy
(Ph.D.)
Church History

This is a 36 credit program.

This Ph.D. concentration is designed for those interested in the academic and scholarly study of the origins and development of Christianity from the times of the Apostles through to the present with recognition of key time periods such as the Apostolic Church, the Patristics, the Middle Ages, the East/West Schism, the Renaissance, the Reformation, denominational histories, the Vatican Councils, and the contemporary Church.

Doctor of Philosophy (Ph.D.)

Clinical Pastoral Psychology

This is a 42 credit program.

Total Program Cost: \$22,215

This Ph.D. concentration is designed to enhance and strengthen the pastoral care and counseling skills of ministry professionals working in fields such as institutional chaplaincy, pastoral ministry, and private practice. This program is open to those who have been actively engaged in some form of professional ministry (parish, social service, community outreach, chaplaincy, etc.) for at least five years and who meet the Admission Requirements listed for this degree. The applicant must hold one CPE Unit at the time of application. The degree is offered exclusively to the already credentialed ministry professional and is in no sense designed for those seeking to enter the field of counseling. Professional counseling and ministry credentials are viewed as prerequisites to entering this course of study with the GTF.

Course Requirements

The Ph.D. in Clinical Pastoral Psychology may be earned by the student who has one Clinical Pastoral Education Unit and by completing ten Units of Study.

1. Three required courses:
 - Classical Schools of Psychotherapy
 - Modern Schools of Psychotherapy
 - Clinical Pastoral Psychology

2. Five courses chosen from the Pastoral Care and Counseling Psychology E-Tutorial offerings
3. Two elective courses chosen from any of the GTF's E-Tutorial offerings.

Completion of the non-credit course, Research Methodology, is a prerequisite to beginning the doctoral thesis.

The degree is completed by writing and defending a research-based thesis of 45,000 to 60,000 words before the GTF Faculty defense panel. A special feature of this Ph.D. in Clinical Pastoral Psychology is the requirement that prior to the defense of the doctoral thesis the student must attend either the five-day Clinical Skills and Assessment Practicum at the GTF or one of the residential Institutes hosted by the GTF. (If fulfillment of the one-week residency requirement constitutes an extreme hardship for any student, that student should contact the Office of Student Services to explore other options.)

Individuals seeking licensure must comply with the requirements of the state in which they intend to be engaged in professional counseling as nomenclature is controlled by State Boards related to the various fields of counseling practice. Visit the State Professional Counselor Licensure Boards and the State Licensure for Pastoral Counselors webpages on the GTF website for licensure details. Students who are seeking to elevate their status within the profession rather than seeking to obtain licensure or certification will benefit from pursuing this Ph.D. in Clinical Pastoral Psychology.

Doctor of Philosophy

(Ph.D.)

Clinical Pastoral Psychotherapy

This is a 42 credit program.

Total Program Cost: \$22,215

This Ph.D. concentration is designed for those in various forms of counseling ministries who wish to concentrate upon the classical schools of psychotherapy with special attention to the theoretical constructs and therapeutic modalities developed by Freud, Adler, Jung, Frankl, Maslow, Erikson, Rogers, and Sullivan. Whether within the parish context, a private practice, or an instructional setting, Clinical Pastoral Psychotherapy will provide the ministry practitioner with insights and skills developed through a systematic study of these eight classical schools of psychotherapy. Clinical Pastoral Psychotherapy is the study and treatment of dysfunctions in interpersonal relationships within the context of a spiritual worldview and ethos which provides a values-based framework for analysis and therapy.

Course Requirements (E-Tutorials)

The student must take all ten of the E-Tutorials covering the classical schools of psychotherapy as well as the Research Methodology course. These courses should be taken in the following sequence.

1. Classical Schools of Psychotherapy
2. Sigmund Freud and Psychoanalysis
3. Alfred Adler and Individual Psychology
4. Carl Jung and Analytical Psychology

5. Viktor Frankl and Logotherapy
6. Abraham Maslow and Humanistic Psychology
7. Erik Erikson and Developmental Psychology
8. Carl Rogers and Person-Centered Psychotherapy
9. Harry Stack Sullivan and Interpersonal Psychoanalysis
10. Clinical Pastoral Psychotherapy

Completion of the non-credit course, Research Methodology, is a prerequisite to beginning the doctoral thesis.

The degree is completed by writing and defending a research-based thesis of 45,000 to 60,000 words before the GTF Faculty defense panel. A special feature of this Ph.D. in Clinical Pastoral Psychotherapy is the requirement that prior to the defense of the doctoral thesis the student must attend either the five-day Clinical Skills and Assessment Practicum at the GTF or one of the residential Institutes hosted by the GTF.

Individuals must comply with the licensure and/or board certification requirements of the state in which they intend to be engaged in professional counseling, as nomenclature is controlled by State Boards related to the various fields of counseling practice. Visit the State Professional Counselor Licensure Boards and the State Licensure for Pastoral Counselors webpages on the GTF website for licensure details. Students who are seeking to elevate their status within the profession rather than seeking to obtain licensure or certification will benefit from pursuing the Ph.D. in Clinical Pastoral Psychotherapy.

This program is open to those who have been actively engaged in some form of professional ministry (parish, social service, community outreach, chaplaincy, etc.) for at least five years, hold one Unit of CPE, and who meet the Admission Requirements listed for this degree. The

degree is offered exclusively to the already credentialed ministry professional and is in no sense designed for those seeking to enter the field of counseling. Professional counseling and ministry credentials are viewed as prerequisites to entering this course of study with the GTF.

Doctor of Philosophy

(Ph.D.)

Islamic Studies

The Doctor of Philosophy in Islamic Studies is designed for those in ministry who are engaged in advanced study and research in the academic field of Islamic studies as this reflects the dynamics of analysis, theory and application of the various dimensions of the practice of faith in the Muslim world. The student is required to have a fully functioning use of the Arabic language and must be involved in some form of educational ministry within the faith community of Islam. The GTF particularly encourages the use of Oxford as a mechanism to involve the student in the study of Islam within that scholarly community. In addition to the GTF's special relationship with the Islamic Society of North America, a formal arrangement has been made with the Oxford Centre for Islamic Studies which provides the GTF Muslim doctoral students with the opportunity to take advantage of the Centre's hospitality during their time of study in Oxford. This arrangement provides an opportunity for Muslim students of the GTF to utilize the research library, the place of worship, and a community of fellowship while in England. GTF students in Islamic Studies are welcomed to participate in the life of the Oxford Centre for Islamic Studies in worship, fellowship, and study.

This program is curriculum-specific and provides an opportunity for the student to work under the direct oversight of Dr. Omar Shahin, Director of Islamic Studies and Professor of Islamic Law at the GTF. It requires Arabic language proficiency. This track requires the completion of eight courses from the specialized curriculum and a research-based thesis for the Doctor of Philosophy in Islamic Studies. Membership in the North

American Imams Federation is a requirement.

Visit the website to see the English/Arabic Curriculum of the GTF.

Doctor of Philosophy
(Ph.D.)
Pastoral Logotherapy

This is a 42 credit program.

Tuition: \$22,215

This concentration is offered through the Graduate Center for Pastoral Logotherapy. For further information please see the section on the Graduate Center for Pastoral Logotherapy.

Doctor of Philosophy

(Ph.D.)

Pastoral Psychology

This is a 36 credit program.

The Doctor of Philosophy in Pastoral Psychology is designed for those in ministry who are engaged in advanced study and research in the academic field of psychology as this reflects pastoral concerns of individuals and communities. The program involves graduate Units of Study designed to develop overarching perspectives on significant areas of theology and psychology, further graduate coursework in the candidate's specialized interest, a research thesis of creative scholarship, and an oral defense demonstrating professional competence in the chosen specialty.

Individuals must comply with the licensure and/or board certification requirements of the state in which they intend to be engaged in professional counseling as nomenclature is controlled by State Boards related to the various fields of counseling practice. Visit the GTF website for information on State Professional Counselor Licensure Boards and State Licensure for Pastoral Counselors. Students who are seeking to elevate their status within the profession rather than seeking to obtain licensure or certification will benefit from pursuing the Ph.D. in Pastoral Psychology.

This program is open to those who have been actively engaged in some form of professional ministry (parish, social service, community outreach, chaplaincy, etc.) for at least five years and who meet the Admission Requirements listed for this degree. The degree is offered

exclusively to the already credentialed ministry professional and is in no sense designed for those seeking to enter the field of counseling. Professional counseling and ministry credentials are viewed as prerequisites to entering this course of study with the GTF.

Doctor of Philosophy
(Ph.D.)
Theological Studies

This is a 36 credit program.

The Doctor of Philosophy in Theological Studies is designed for those in ministry who are engaged in advanced study and research in the academic field of theology as this reflects the dynamics of analysis, theory and application of the various dimensions of religious traditions. The program involves graduate Units of Study designed to develop overarching perspectives on significant areas of theology, further graduate coursework in the candidate's specialized interest, a research thesis of creative scholarship and an oral defense demonstrating professional competence in the chosen specialty.

Doctor of Tribunal Studies in Canon Law (D.Tr.S.) online

Description

The Doctor of Tribunal Studies in Canon Law is designed for chancery and tribunal personnel who are engaged in advanced study and research in the academic field of canonical studies as reflected in the dynamics of analysis, theory, and application of various dimensions of tribunal doctrine and practice as mandated by the Second Vatican Council, the *Code of Canon Law*, current papal teaching, and Roman practice. The program involves graduate Units of Study designed to develop overarching perspectives on significant areas of theology and canon law, further graduate casework in the candidate's specialized interest, a research thesis of creative scholarship, and an oral defense demonstrating professional competence in tribunal studies.

(Note: Because the D.Tr.S. requires a thesis rather than a project, it is considered an academic rather than a professional degree.)

Time Frame and Tuition

This degree is a 42 credit program that may be completed in no less than eighteen months and no more than three years.

Program Cost \$21,675

See the Policies section for complete information.

Admission Requirements

1. Bachelor's degree and the M.Tr.S. degree or J.C.L. validated by a transcript. Civil lawyers holding the J.D. and lay persons holding a Masters in theology are exempt from holding the M.Tr.S.
2. Five years of professional experience, salaried or volunteer, in tribunal-related work for the diocese verified by a chancery letter
3. Completion of the application process

Program Requirements

1. Completion of ten Units of Study (30 graduate credits). Six Units of Study must be taken from the Tribunal Studies Curriculum, plus two E-Tutorial courses in Theology, Biblical Studies or another relevant area of study.
2. Participation in the five-day residential Case-Based Tribunal Studies Practicum (6 graduate credits)
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the doctoral thesis.
4. Completion of a 40,000 to 45,000 word thesis written under supervision by a faculty member of the GTF (6 graduate credits)

Tribunal Studies Practicum

The Practicum is based on case studies and is a five-day residential experience. The student will participate with five to ten other students (when enrollment exists) or the student will engage one-on-one with a Tribunal Studies faculty person in a tutorial format for the five days. The venue is in Chicago and recommendations for accommodations are provided. There is no fee for this Practicum but the student is

responsible for room and board costs. Hosted by Tribunal Studies faculty, the dates are arranged for the convenience of both students and faculty.

Language Requirement

In instances where the doctoral thesis topic requires competency in one or more languages (e.g., Latin) as determined by the Thesis Supervisor, the student must produce either a transcript of two academic semesters of language courses or some other means of demonstrated competency to the satisfaction of the Thesis Supervisor and the Office of Academic Affairs.

Thesis Proposal

The student will submit a thesis proposal to the GTF. This will be the first working document generated from the relationship between the student and the Thesis Supervisor. The proposal will include a brief description of the proposed thesis, a working title and a brief bibliography.

Thesis

After completing all coursework, the student undertakes the writing of a doctoral thesis of 40,000-45,000 words in the field of canon law which is clearly a work of applied scholarship making a contribution to tribunal studies. The thesis must be written in 12 point Times New Roman (or comparable) font, double-spaced and with the appropriate table of contents and bibliography.

When the thesis in its final form has been reviewed and approved by the student's Thesis Supervisor, it must be submitted to the GTF for final review. The thesis, abstract, cover sheet and biographical

statement must be submitted by email to the Office of the Registrar a minimum of three months prior to the intended date of oral defense.

The thesis is shaped as a written work of case-based applied research with a demonstrated familiarity with the appropriate scholarly and professional literature. It should be noted that the written form of the thesis is to be in the style of an actual scholarly paper suitable for publication.

Thesis Style Statement

There are several internationally recognized dissertation styles acceptable in the academic community. In light of the fact that the GTF has a rather large international student body, the GTF has not adopted a single style form acceptable for thesis writing. The GTF will, rather, accept any of the internationally recognized styles, given that the student consistently employs the same style throughout the writing of the thesis. Those most commonly used but not required include Turabian, MLA, APA, as well as others known and recognized universally.

Selection of Faculty Thesis Supervisor and Nomination Procedure

Students must select a member of the GTF faculty in canon law in the Tribunal Studies Program to serve as Thesis Supervisor. This enables the student to receive helpful and pragmatic evaluative feedback from a member of the faculty in the developmental process of producing the doctoral thesis. The role of the faculty Thesis Supervisor is responsive and suggestive. The faculty person is encouraged to limit feedback to pragmatically helpful hints and suggestions and not to attempt any censorship of the thesis. The exercise of discretion with respect to time demands is very important for both the student and faculty member. The faculty Thesis Supervisor must give final approval of the student's

work by submitting the Thesis Supervisor Report Form.

- Rev. Dr. John Mulvihill, Gratian Professor of Canon Law, serves as faculty thesis supervisor for all students in the M.Tr.S. in Canon Law degree program.
- The student completes the online Faculty Thesis Supervisor Nomination form.
- Academic Affairs informs the student and faculty member of relationship approval and contact information is provided.

Doctoral Oral Defense

The doctoral student will be invited to contact our offices to schedule a doctoral defense after all financial obligations and academic requirements have been met, and once the following have been received by our offices:

- Thesis Proposal
- Thesis Cover Sheet
- Abstract and Biographical Statement
- Thesis Supervisor Report
- One electronic copy of the thesis (PDF or MS Word format) sent to the Office of the Registrar

The doctoral defense will be scheduled no sooner than 90 days from the date that all above mentioned requirements are met and no longer than 180 days from the date of final submission of all paperwork.

Please refer to the website for a complete degree description.

A.B.D. Doctor of Philosophy Degree Completion Program (Ph.D.)

Description

The GTF has developed an accelerated completion program designed specifically for those individuals who have reached the All But Dissertation (A.B.D.) level at a graduate school of an accredited seminary or university. All But Dissertation (A.B.D.) indicates incompleteness. According to statistical reports of the various state and government agencies monitoring higher education in the United States, there is an inordinately high percentage of individuals who fail to complete their Ph.D. work after having successfully sustained the doctoral qualifying examinations, completed language requirements, and fulfilled residency coursework. The phenomenon is particularly and disturbingly high in the cognate fields of theology and religious studies. The A.B.D. Doctor of Philosophy degree completion program of the GTF is an attempt to address this issue.

Time Frame and Tuition

The degree may be completed in no less than twelve months and no more than three years.

Total Program Cost \$12,360

See the Policies section for complete information.

Admission Requirements

The program is built around the integrity of the graduate work completed up to, but not including, the successful defense of the dissertation. Any A.B.D. applicant must meet the following criteria in order to be accepted into the program and defined as a Ph.D. candidate:

1. Appropriate undergraduate and graduate degrees which allow for the pursuit of doctoral work
2. Completion of all residency requirements for the Ph.D. at a graduate school of religious studies, seminary, or university (verified by transcript)
3. Fulfillment of language requirements, if applicable, in compliance with the degree being pursued
4. Passing of any and all Ph.D. qualifying examinations in preparation for the writing of the thesis
5. Demonstration of good standing at previous A.B.D. institution

Program Requirements

1. Nomination and approval of a Thesis Supervisor
2. Submission and approval of thesis proposal.
3. Submission of one electronic copy of the thesis and required forms (abstract, personal biography, cover sheet, Thesis Supervisor Report Form)
4. Successful defense of the thesis before GTF faculty in Indiana. (Students in the A.B.D. program are not required to attend graduation, but are welcome to do so.)

Doctoral Oral Defense

The doctoral student will be invited to contact our offices to schedule a doctoral defense after all financial obligations and academic requirements have been met, and once the following have been received by our offices:

- Thesis Proposal
- Thesis Cover Sheet
- Abstract and Biographical Statement
- Thesis Supervisor Report
- One electronic copy of the thesis (PDF or MS Word format) sent to the Office of the Registrar

The doctoral defense will be scheduled no sooner than 90 days from the date that all above mentioned requirements are met and no longer than 180 days from the date of final submission of all paperwork.

Please refer to the website for a complete degree description.

Academic Doctoral Committee

Every student admitted into an academic doctoral program, either the Ph.D. or the Th.D., will be assigned a Doctoral Committee prior to the scheduling of the doctoral defense. The members of the committee are as follows

- Thesis Supervisor
- Two Faculty Readers
- Two Defense Panel members
- Defense Chair

These six individuals are not asked to agree with the observations or conclusions drawn by the doctoral candidate in the thesis, but the committee must finally concur that the thesis is worthy of scholarly recognition based on traditional standards of scholarship, research and presentation.

To read a full description of the Academic Doctoral Committee, members, roles, procedures, etc., please visit the website.

Graduate Center for Pastoral Logotherapy

(meaning-oriented approach to pastoral care & counseling, inclusive of spirituality, ecumenically applicable)

Description

Though there are numerous training centers around the world for those interested in Viktor Frankl's Logotherapy, there is no graduate-level institution focused specifically upon the pastoral character of the theory and practice of logotherapy. The GTF has established the Graduate Center for Pastoral Logotherapy to address this need. The Center offers three degrees in Pastoral Logotherapy with specific training in the theory and practice of logotherapy for ministry professionals working as practitioners in pastoral care and counseling. The Graduate Center for Pastoral Logotherapy of the Graduate Theological Foundation is an accredited Member of the International Association of Logotherapy and Existential Analysis at the Viktor Frankl Institute Vienna.

Director of the Graduate Center

Rev. Jeremiah N. Murasso, Ph.D., Psy.D., Ed.D.

Diplomate of the Viktor Frankl Institute of Logotherapy

Robert C. Leslie Professor of Pastoral Logotherapy

Accreditation

The Graduate Center for Pastoral Logotherapy is, beginning January 1, 2014, an accredited Member of the International Association of Logotherapy and Existential Analysis at the Viktor Frankl Institute in

Vienna, Austria.

As an accredited member institute, students who complete their degree work through the Graduate Center for Pastoral Logotherapy at the GTF are qualified to become accredited individual members of the International Association. Students completing work through the Center should be aware that they may enjoy the opportunity to be listed in an international directory of logotherapists active in the various branches of helping and counseling professions that is currently being built by the Viktor Frankl Institute. Other professionals applying logotherapy in their respective fields may also enjoy this opportunity, including ministers, pastoral psychologists, Registered Nurses, coaches, etc. As a member institute, the Graduate Center for Pastoral Logotherapy at the GTF enjoys various benefits, including entry in the institute directory, help with local initiatives, and more. The GTF's accreditation certificate may be viewed on the website.

Degree Programs

Three doctoral degree programs are offered by the GTF in Pastoral Logotherapy. The Doctor of Ministry (D.Min.) and the Doctor of Psychology (Psy.D.) are both professional doctorates concentrating upon the praxis nature of logotherapy as relates to pastoral care and ministry. The D.Min. and Psy.D. degree requirements include a specified number of Units of Study, and attendance at the Practicum in Pastoral Logotherapy. The Doctor of Philosophy (Ph.D.), an academic doctorate, combines the praxis elements of both the D.Min. and the Psy.D. with the requirement of a research-based thesis, which is written under faculty supervision and defended orally by the student before a panel of faculty. The Ph.D. requires a specified number of Units of Study, including a Research Methods course, attendance at the

Practicum in Pastoral Logotherapy and the writing and defense of a doctoral thesis.

Through our institutional PRIME relationship with the Viktor Frankl Institute of Logotherapy, students may use work completed at that institution as transfer credit to fulfill partial academic requirements of a degree in Pastoral Logotherapy. Students must submit an official transcript or certificates of completion in order to have coursework assessed for credit.

Doctor of Ministry

The Doctor of Ministry (D.Min.) degree requires a total of eight Units of Study. Five Units of Study are specified in the Pastoral Logotherapy core curriculum, while the three additional Units of Study are chosen from the E-Tutorial offerings by the GTF faculty in Pastoral Care and Counseling Psychology. This degree program culminates in attendance at the Practicum in Pastoral Logotherapy.

Doctor of Psychology

The Doctor of Psychology (Psy.D.) degree requires a total of ten Units of Study. Five Units of Study are specified in the Pastoral Logotherapy core curriculum, while the five additional Units of Study are chosen from the E-Tutorial offerings by the GTF faculty in Pastoral Care and Counseling Psychology. This degree program culminates in attendance at the Practicum in Pastoral Logotherapy.

Doctor of Philosophy

The Doctor of Philosophy (Ph.D.) degree requires a total of ten Units of

Study. Five Units of Study are specified in the Pastoral Logotherapy core curriculum, while five additional Units of Study are chosen from the E-Tutorial offerings by the GTF faculty in Pastoral Care and Counseling Psychology. Attendance at the Practicum in Pastoral Logotherapy is required. Research Methods is a non-credit required course that must be completed prior to writing the thesis. The research-based doctoral thesis of 45,000 to 60,000 words is written under faculty supervision and defended before a panel of GTF faculty.

Admission Requirements

Doctor of Ministry

1. Hold a bachelors and a master's degree in a relevant field of study
2. Have five years of professional experience in some form of ministry
3. Have one Clinical Pastoral Education Unit of training (or the equivalent of 400 hours of ministry supervision)*

Doctor of Psychology

1. Hold a bachelors and a master's degree in a relevant field of study
2. Have five years of professional experience in some form of ministry
3. Have one Clinical Pastoral Education Unit of training (or the equivalent of 400 hours of ministry supervision)*

Doctor of Philosophy

1. Hold a bachelors and a master's degree in a relevant field of study
2. Have five years of professional experience in some form of ministry
3. Hold a professional doctorate in a cognate field of ministry or counseling (or the assessed equivalent in graduate study, teaching, or practice)
4. Have one Clinical Pastoral Education Unit of training (or the equivalent of 400 hours of ministry supervision)*

*Students who do not meet this admission requirement but would like to be considered for acceptance based on past educational and professional experiences, may contact the Office of Academic Affairs to petition for a waiver of this requirement.

Program Requirements

Doctor of Ministry (30 credit hours)

1. Complete the Pastoral Logotherapy Core Curriculum: Five Units of Study (15 credit hours)
2. Complete three electives from the Pastoral Care and Counseling Psychology E-Tutorial curriculum of the GTF. (9 credit hours)
3. Attend the Practicum in Pastoral Logotherapy (6 credits)

Doctor of Psychology (36 credit hours)

1. Complete the Pastoral Logotherapy Core Curriculum: Five Units of Study (15 credit hours)

2. Complete Five Units of Study (15 credit hours) as electives from the Pastoral Care and Counseling Psychology E-Tutorial curriculum of the GTF
3. Attend the Practicum in Pastoral Logotherapy (6 credit hours)

Doctor of Philosophy (42 credit hours)

1. Complete the Pastoral Logotherapy Core Curriculum: Five Units of Study (15 credit hours)
2. Complete five Units of Study (15 credit hours) as electives from the Pastoral Care and Counseling Psychology E-Tutorial curriculum of the GTF
3. Attend the Practicum in Pastoral Logotherapy (6 credit hours)
4. Complete the non-credit required Research Methodology course
5. Write a 45,000 to 60,000 research-based thesis under faculty supervision and defend before a panel of GTF faculty (6 credit hours). See website for details.

Tuition

Doctor of Ministry

Total Program Cost \$18,540

Doctor of Psychology

Total Program Cost \$19,780

Doctor of Philosophy

Total Program Cost \$22,215

Degree candidates are bound by the regulations of the Student

Handbook of the year in which they are accepted into their program of study. Tuition fees will not change during a student's course of study, providing the student submits payments and papers on schedule and completes the degree program within the prescribed time. If the student does not conform to scheduled payment and/or paper submission deadlines, the student's file will be deactivated. Upon reactivation, the student will be responsible for the tuition and degree requirements which are current at the time of reactivation.

Tuition payment schedule for professional doctorates/masters/bachelors degrees

Activation fee paid within 90 days of acceptance
\$1,200 paid at time of registration for each course
Completion fee paid by March 1 of the year of graduation

Tuition payment schedule for Academic Doctorates

Activation fee paid within 90 days of acceptance
\$1,200 paid at time of registration for each course
Completion fee paid prior to scheduling of the doctoral defense

Payment Plan Option

Students who are unable to make the initial activation fee may break that initial payment into 3 equal installments. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice

Please refer to the website for complete degree descriptions.

Undergraduate Programs

The Graduate Theological Foundation's undergraduate degree-completion programs allow students to maintain their professional positions while completing a bachelor's degree in one of three areas: religious education, theology or sacred music. Specialized degree tracks are available for some degree programs to allow focused study in a particular area. A range of study options is also available to help students craft their own educational study plan.

Degree Completion Defined

"Degree completion" through the GTF means that the applicant brings five years of post-high school, professional-level experience in a social service ministry or faith community for which the student is granted three years of academic credit (90 credits covering the Freshman, Sophomore, and Junior years). The student then completes the final, or Senior, year through the GTF by taking ten courses (30 credits/240 contact hours) to receive the bachelor's degree. The GTF bachelor's degree is based on the national standard of 120 credits.

The Professional Baccalaureate

Professional baccalaureate degree programs are designed to identify the parameters, and nurture the components, of a professional field of study and training. Rather than building upon a liberal arts core curriculum, the professional degree specifically focuses upon praxis skills needed to function professionally within the chosen field. Whereas a liberal arts education attempts to foster a broad foundation of general studies, the professional degree concentrates on operational skills which address the practical and theoretical demands of the profession being pursued. Ideally, the student coming into a professional degree program will have already been sufficiently exposed to liberal studies such that full attention may be occupied with the professional range of knowledge needed to meet performance expectations within the marketplace. If the interest is in professional skills development, then the professional degree should be pursued.

Degree Programs

Bachelor of Religious Education (B.R.E.)

Bachelor of Sacred Music (Southeast Asia Program) (B.S.M.)

Bachelor of Theology (B.Th.)

Bachelor of Religious Education (B.R.E.)

Description

The Bachelor of Religious Education degree is of particular value to those involved in faith community educational programs, and has been designed especially for experienced Sunday School teachers, CCD teachers, RCIA teachers, catechists, lay ministers, and directors of religious education programs.

Admission Requirements

1. Completion of the Undergraduate Portfolio* to provide evidence of five or more years of post-high school, professional-level paid or volunteer work experience in a social service ministry or faith community
2. High school diploma or G.E.D. Foreign students must hold the equivalent.
3. Completion of the application procedure

* See the Undergraduate Portfolio section for an explanation.

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are

bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.

2. Completion of 30 credit hours from the B.R.E. online curriculum
3. Completion and submission of senior paper

Senior Paper

The senior paper is the final academic requirement of all undergraduate students. This paper should consist of the student's personal reflections on his/her ministry or social service work to date. Students should address the following topics in their senior paper:

1. the nature and extent of their experience and current social service/ministry work
2. their plans for furthering their work
3. how their studies and resulting degree from the GTF will benefit them in their service to their community

The format of the senior paper is as follows:

1. 3,500-5,000 words (10-15 pages)
2. one-inch margins
3. double-spaced
4. typed in Times New Roman 12 point font

Papers are submitted by email to the Office of the Registrar.

Tuition

Total Program Cost	\$13,910
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See the Policies section for complete information.

Graduation

When all academic and financial requirements have been met, the student is eligible to attend graduation. Undergraduate students have the option of attending graduation (held each year in May) or receiving the diploma by mail.

Bachelor of Sacred Music

(B.S.M.)

Southeast Asia Program

Description

The Graduate Theological Foundation offers the degree-completion Bachelor of Sacred Music (B.S.M.) especially for experienced music directors and musicians engaged in regular music worship ministry in their faith community.

All students interested in obtaining their Bachelor of Sacred Music from Graduate Theological Foundation while studying under Rev. Francis Leong in Singapore must receive final approval to commence their studies from Dr. Leong before they will be accepted into the GTF.

NOTE: Foreign students must hold the Cambridge School Certificate or its equivalent.

Rev. Leong is the director for all courses for the B.S.M. (Southeast Asia Program) and has created a complete curriculum. Students are required to choose and obtain 30 credits from the following courses. Verification must be submitted by the student to the GTF upon completion of each course.

The Bachelor of Sacred Music takes a minimum of 18 months and a maximum of 48 months for completion.

Admission Requirements

1. Completion of the Undergraduate Portfolio* to provide evidence of five or more years of post-high school, professional-level paid or volunteer work experience in a social service ministry or faith community.
2. High school diploma or G.E.D. Foreign students must hold the equivalent.
3. Completion of the application procedure.

*See the Undergraduate Portfolio section for an explanation.

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of 30 credit hours from the B.S.M. curriculum.
3. Completion and submission of senior paper.

Senior Paper

The senior paper is the final academic requirement of all undergraduate students. This paper should consist of the student's personal reflections on his/her ministry or social service work to date. Students should address the following topics in their senior paper:

1. the nature and extent of their experience and current social service/ministry work

2. their plans for furthering their work
3. how their studies and resulting degree from the GTF will benefit them in their service to their community

The format of the senior paper is as follows:

1. 3,500-5,000 words (10-15 pages)
2. one-inch margins
3. double-spaced
4. typed in Times New Roman 12 point font

Papers are submitted by email to the Office of the Registrar.

Tuition

Total Program Cost \$13,910

See the Policies section for complete information.

Program Curriculum

1. **History of Music** (6 credits each)
 - Church Music in the Renaissance (1430-1600)
 - Church Music in the Baroque Period (1600-1700)
 - Church Music in the Classical Period (1700-1800)
 - Church Music in the Romantic Period (1800-1900)
 - Church Music in the Modern Period (1900-present)
2. **The Instruments of the Orchestra** (including keyboard and organ) (3 credits)

3. **Form in Church Music** (6 credits)

The Motet

Cantata

Mass

Ave Maria

Chorale

Hymn

Magnificat

Te Deum

Oratorio

Requiem

Stabat Mater

4. **Composers and their Specific Works** (6 credits each)

Bach's Christmas/Easter Oratorio

Handel's Messiah

Britten's Hymn to St. Cecilia

Cesar Franck's Les Beatitudes- Oratorio

Berkeley's Salve Regina

Dvorak's/ Rossini's Te Deum

Mahler's Resurrection Symphony

Monteverde's 1610 Vespers

Rossini's/Dvorak's Stabat Mater

Schubert's /Gounod's Ave Maria

Vaughan Williams' Magnificat

5. **Theory of Music** (6 credits)

- Time Signatures, composition of a four-bar rhythm or composition of a rhythm to given words
- Alto (C clef centered on 3rd line) Double #s and double flats
- Scales and key signatures of all major and minor keys

- Construction of chromatic scale
 - Identification and writing of triads on tonic, subdominant and dominant notes
 - Terms and signs, recognition of trills, turn, ornaments, acciaccatura, appoggiatura lower mordant
 - Grade Five/Six Theory Exams conducted by Trinity/Guildhall London and Associated Board of the Royal Schools of Music (ABRSM)
6. **Practical - Voice, Instruments** (6 credits)
- Equivalent of the First Concert Certificate, or Grade
 - Grade Five/Six Practical Exams conducted by Trinity/Guildhall London and Associated Board of the Royal Schools of Music (ABRSM)
7. **Sight Reading/Sight Singing, Keys, Time Signatures, Note Values, Dynamics, Tempi, Articulation** (3 credits)
8. **Aural Training** (3 credits)
- To listen to a short piece in duple, triple, or compound duple, triple time played twice and to state:
- The time signature
 - If it begins in a major or minor key
 - If the tonality changes as the piece progresses, and if so, how
 - After further playing of the closing section of the piece, to state whether the cadence at the end is perfect, imperfect, plagal or interrupted.

To sing or play from memory a short melody played twice by the examiner. The key chord and starting note will first be sounded and named, and the pulse indicated. A second attempt

will be allowed if necessary.

Graduation

When all academic and financial requirements have been met, the student is eligible to attend graduation. Undergraduate students have the option of attending graduation (held each year in May) or receiving the diploma by mail.

Bachelor of Theology (B.Th.)

Description

The Bachelor of Theology degree program is of particular value to those who serve faith communities and intend to pursue graduate studies in theology.

Admission Requirements

1. Completion of the Undergraduate Portfolio* to provide evidence of five or more years of post-high school, professional-level paid or volunteer work experience in a social service ministry or faith community
2. High school diploma or G.E.D. Foreign students must hold the equivalent.
3. Completion of the application procedure.

* See the Undergraduate Portfolio section for an explanation.

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of 30 credit hours from the B.Th. online curriculum

3. Completion and submission of senior paper

The Senior Paper

The senior paper is the final academic requirement of all undergraduate students. This paper should consist of the student's personal reflections on his/her ministry or social service work to date. Students should address the following topics in their senior paper:

1. the nature and extent of their experience and current social service/ministry work
2. their plans for furthering their work
3. how their studies and resulting degree from the GTF will benefit them in their service to their community

The format of the senior paper is as follows:

1. 3,500-5,000 words (10-15 pages)
2. one-inch margins
3. double-spaced
4. typed in Times New Roman 12 point font

Papers are submitted by email to the Office of the Registrar.

Tuition

Total Program Cost	\$13,910
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See the Policies section for complete information.

Graduation

When all academic and financial requirements have been met, the student is eligible to attend graduation. Undergraduate students have the option of attending graduation (held each year in May) or receiving the diploma by mail.

Roman Catholic Deacons

Description

Roman Catholic Deacons have the opportunity to apply their three-year diaconal training certificate for academic credit toward a bachelor's degree completion program in theology.

Admission Requirements

1. Completion of the Undergraduate Portfolio* to provide evidence of five or more years of post-high school, professional-level paid or volunteer work experience in a social service ministry or faith community
2. High school diploma or G.E.D. Foreign students must hold the equivalent.
3. Completion of the application procedure.

* See the Undergraduate Portfolio section for an explanation.

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Verification of diaconal training.
3. Completion of two E-Tutorials of the student's choice.
4. Completion of senior paper.

Senior Paper

The senior paper is the final academic requirement of all undergraduate students. This paper should consist of the student's personal reflections on his/her ministry or social service work to date. Students should address the following topics in their senior paper:

1. the nature and extent of their experience and current social service/ministry work
2. their plans for furthering their work
3. how their studies and resulting degree from the GTF will benefit them in their service to their community

The format of the senior paper is as follows:

1. 3,500-5,000 words (10-15 pages)
2. one-inch margins
3. double-spaced

4. typed in Times New Roman 12 point font

Papers are submitted by email to the Office of the Registrar.

Tuition

Total Program Cost \$6,800

Total program cost reflects transfer credit awarded for verified diaconal training.

See the Policies section for complete information.

Graduation

When all academic and financial requirements have been met, the student is eligible to attend graduation. Undergraduate students have the option of attending graduation (held each year in May) or receiving the diploma by mail.

Islamic Studies

Description

The Bachelor of Theology degree may be earned in Islamic Studies with all courses offered in either the English language or the Arabic language. All students applying for this degree must have five years of post-high school, professional-level paid or volunteer work experience in a Muslim religious community. Students taking this degree may go on for

graduate study in the Arabic or English language for the Master of Theology or Doctor of Philosophy in Islamic Studies at the Graduate Theological Foundation.

Admission Requirements

1. Completion of the Undergraduate Portfolio* to provide evidence of five or more years of post-high school, professional-level paid or volunteer work experience in a social service ministry or faith community
2. High school diploma or G.E.D. Foreign students must hold the equivalent.
3. Completion of the application procedure

Program Requirements

This program is curriculum-specific and provides an opportunity for the student to work under the direct oversight of Dr. Omar Shahin, Director of Islamic Studies and Professor of Islamic Law at the GTF. It requires Arabic language proficiency. This program requires the completion of ten courses (30 credits) from the specialized curriculum listed below. Membership in the North American Imams Federation is a requirement. The senior paper is not required.

Credit

Each course is valued at 3 credits based upon 24 contact hours of instruction and guided readings. If a course is valued higher, it is so indicated.

Tutors

Tutors are Imams approved for teaching at the GTF by Imam Dr. Omar Shahin, Director of Islamic Studies and Professor of Islamic Law at the GTF. Students may recommend a tutor to Dr. Shahin for consideration and validation. Any tutor approved by Dr. Shahin may offer core curriculum courses for the GTF. Students may submit a nomination of tutor or venue to Dr. Shahin for approval.

Tuition

Total Program Cost \$10,360

See the Policies section for complete information.

Program Curriculum

1- (111) The Islamic Creed (3 Cr. Hrs)

This course aims to give the students a general introduction to the foundations and pillars of Islamic Faith, it covers the following topics: the concept of the creed, its characteristics and fundamentals; the meaning of faith, its ranks, essence, and monotheism, a brief study to fate, faith evidence, prophets, Messengers, holy Books; the Hereafter, revelation, miracles, infallibility of prophets, belief in the holy Books, signs of the Hereafter, and scenes of the Hereafter; the evidences of the resurrection and refuting accusations on it.

2- (212) Comparative Religion (3 Cr. Hrs)

The object of this course is to provide a comparative study for the revealed religions, al-Adyan al-Samawiyah, i.e. Christianity and Judaism) and for some other religions, such as Hinduism and Buddhism). This course aims also to enable the student to know the most important issues which relate to the creed and to the private legislation of these religions in comparison with Islam. Moreover, it aims to give the student an ability to compare between the main issues of these religions.

3- (313) Modern Movements (3 Cr. Hrs)

Analysis of the different groups and their fundamental differences that exist under the umbrella of Islam. An analytical and historical approach is taken discussing various groups such as the Kharajites, the Shi'a, etc

4- (121) Qur'anic Sciences (3 Cr. Hrs)

The course aims at familiarizing the student with various aspects pertaining to Qur'anic studies such as: revelation, history of revelation reasons of revelation, translation, inimitability of the Qur'an, manuscripts, abrogation, recitations, refuting accusations against the Qur'an, and exegesis bases.

5- (122) Qur'anic Recitation (3 Cr. Hrs)

This course aims to enable the student to recite the Qur'an according to the recitation rules; development of recitation of the Qur'an; its importance in some assimilation rules, to gain and practice reciting; emphasis; lengthening of vowels; rules of "h" and "r"; qualities of sounds; names of sounds; sun letters and moon letters, the recitation rules so that they become skill; rules of the glottal stop; conjunctions and disjunction in words; lowering of vowels.

6- (223) Analytic Exegesis (3 Cr. Hrs)

This course trains the student on the art of exegesis and its books, it also teaches how to analyze Qur'anic texts from a linguistic and rhetorical point of view. The exegesis of Surat al-Nisa' is a requirement of the course in addition to the meaning of certain vocabularies of the first half of the Qur'an.

7- (324) Exegesis of the Legislation verses (3 Cr. Hrs)

This course discusses the explanation of the Qur'anic verses of legislation and regulation; survey of evidence provided by scholars; lawful and unlawful matters; verses from chapters: al- Baqara, al-Nisa; al-Ma'ida, al-Nur; al-Ahzab will be discussed. There are three main points to be taken into consideration, those include: the explanation of

these verses, the way of producing rules from these verses and the reasons of Scholars' differences (if found) and how to deal with them.

8- (325) Exegetes' Manners (3 Cr. Hrs)

This course aims to give a general introduction to the sources of exegesis, methods and styles of exegetes in their books of exegesis, difference between exegesis and interpretation; types of exegesis, characteristics of every school of exegesis, the best way of explaining the Qur'an, the development of exegesis in recent time.

9- (426) The Thematic Exegesis of the Qur'an (3 Cr. Hrs)

This course includes the definition of thematic Qur'anic exegesis and its importance in the context of other types of exegesis of the Qur'an. It highlights the most important efforts that have been paid in this field and the methodologies of scholars in these efforts. It goes further to highlight what is believed to be the best methodology in approaching this sort or type of Tafsir (exegesis / interpretation).

Finally it deals with some chosen themes as mentioned in the Qur'an.

10- (427) Inimitability of the Qur'an (3 Cr. Hrs)

This course actually discusses the concept of inimitability; morale, magic challenge and its stages in Qur'an, linguistic and literary inimitability of the Qur'an; the choice of the Qur'anic words; cohesion; coherence; scientific inimitability; difference between theories and facts properties of legislation in the Qur'an, principles of ethics.

11- (131) Hadith Sciences (3 Cr. Hrs)

The course includes an introduction to Hadith; efforts of Hadith Scholars; development of Hadith studies; types of Hadith; Scholarship of Hadith; scholarly works in Hadith, chain studies, the bases of accepting and refusing.

12- (232) Analytic Hadith (3 Cr. Hrs)

This course aims to discuss certain accounts of the Prophet from different aspects such as: their meanings, ascriptions (chain), and words from the following books: - Sahih al-Bukhari with Fath al-Bari, 15

accounts from the following chapters: (Bad' al-Wahy, al-'Ilm, al-'Umrah and Khabar al-'Ahad). - Sahih Muslim with Sharh al-Nawawi, 15 accounts from the following chapters: (al-Iman, al-Jihad wa al-Imarah, al-Libas wa al-Zinah and Sifat al-Munafiqin). - Al-Sunan al-Arba'ah and Musnad al-Imam Ahmad, 20 selected accounts.

13- (333) Hadiths of Legislation (3 Cr. Hrs)

This course includes an Introduction to deductive methods; studying and memorizing 30 Hadiths from the book of Subol Al-Salam and Nayl al-Awtar. The course also aims to train the student in using Hadiths in arguments in Fiqh .

14- (334) Hadith Authentication & the Study of Chains (3 Cr. Hrs)

This course includes the concept of Al-Jarh wal-Ta'dil , its legitimacy, importance and the most eminent and distinguished scholars in this field.

It includes the basis of rejecting and accepting the narrators in addition to studying the special terms used in this field and their influence on the final judgment on the prophetic saying whether to be accepted or not. And how to find Hadiths in these classified books; evaluating the hadiths, books of narrative, and books of Hadith; the course also deals with the definition of scientific research, its bases and procedures, and how to edit manuscripts of Hadiths.

15- (435) Hadith Scholars' Manners (3 Cr. Hrs)

The course includes a study of the concept of methodology: its importance and history of writing the books of Hadith; methodology of certain Scholars of Hadith, such as: al-Bukhari, Muslim, al-Tirmidhi, al-Nasa'i, Ibn Majah, Abu Dawud, al-Darimi and Malik; to know and discuss the conditions of every one of them in his book; this includes an applied and comparative study to these books.

16- (141) Jurisprudence of Purification, Prayer and Fasting (3 Cr. Hrs.)

Introduction to jurisprudence doctrines; their founders and their methods of deduction; definition of Fiqh; purity; ablution; washing;

types of water; menses; prayers; prayer of travelers, Friday prayer, prayers of feasts; prayer of the sick; funeral prayer. Jurisprudence of Fasting; definition; pillars of fasting; its time; I'tikaf, definition and conditions.

17- (142) Introduction to Islamic legislation (3 Cr. Hrs.)

Introduction to Islamic Fiqh; defining Islam; sources of legislation; properties of Islamic legislation; relationships between Islam and other religions; features and history of Islamic Fiqh; schools of Fiqh; introduction to some Scholars.

18- (243) Jurisprudence of Alms and Pilgrimage (3 Cr. Hrs.)

The jurisprudence of Alms; its concept, legislation, conditions, the kinds of wealth which apply to alms, the relationship between alms, tax and ways of spending alms. The course also discusses the Jurisprudence of Hajj (pilgrimage): its concept, legislation and rules. This covers its time, kinds of Hajj, to do hajj instead of others, and the rules of Umrah.

19- (244) Jurisprudence of the Family (3 Cr. Hrs.)

This course includes the definition of personal status rules, the marriage contract (its concept, importance, effects), and the methods of canceling the marriage contract (divorce, khul', separating by judgment because of apostasy or breastfeeding or disagreement between husbands... etc. The course also includes the influences of canceling the marriage contract, such as: 'iddah, descent, breast-feeding, nursing and payment.

20- (345) Jurisprudence of Inheritance (3 Cr. Hrs.)

The course discusses the rules of Wills: their conditions, cancellation, different Kinds; inheritance: its kinds and distribution according to Islamic legislation.

21- (346) The Islamic foundations of jurisprudence 1 (3 Cr. Hrs.)

This course discusses the concept of the foundations of jurisprudence, the jurisprudence bases, the differences between jurisprudence and its

foundations, and the linguistic fundamental bases of jurists. And the rules of Fiqh; the effects of the legal rules, the indications (their obvious or obscure words, the implicit and explicit indications, the text and the concept, the general and special indications).

22- Jurisdiction and Arbitration in Islam (3 Cr. Hrs.)

This module deals with the definition of Arbitration, the difference between it and adjudication and reconciliation, its legitimacy, its legal position and its principles which include: arbitration contract formula, parties, their capacity, contract conditions, the implications of the decline of some conditions, subjects of the arbitration; arbitration in financial deals, arbitration in civil issues, arbitration in criminal and penal cases, the arbitrator, his capacity and qualities, his authority and limitations and the expiry of his governance, the proof value of the verdict towards the dispute parties and in the eyes of the judge and the authority of the arbitrator in implementing the verdict.

23- The Islamic foundations of jurisprudence 2 (3 Cr. Hrs.)

This course discusses the linguistic fundamental bases of jurists. And the rules of Fiqh; the effects of the legal rules, the indications (their obvious or obscure words, the implicit and explicit indications, the text and the concept, the general and special indications).

24- (448) Jurisprudence of Transactions and Participations (3 Cr. Hrs.)

This course aims to give the student an introduction to transaction (mu'amalat or mu'awadat) in Islam; selling and its regulations and conditions; choices and their conditions; illegal selling; profit making; usury and its conditions; renting; mortgage bails. It is also discusses companies and participations in Islam, kinds of companies, contracts of irrigation and agriculture.

25- (449) Contemporary Jurisprudence issues (3 Cr. Hrs.)

The course discusses the perception of Islamic methodology in handling contemporary issues, knowledge of legal judgment of contemporary financial treatments forms such as insurance and profitability, linking the Juristic discretion with our contemporary economic issues,

supporting the Islamic economic theory in face of others, characteristics of treatment system in Islam, Islamic methodology in treating new issues, study of certain contemporary problems in the financial treatments, i.e.: moral rights such as: copyright and goodwill, commercial insurance and its Islamic alternative, profitability for purchasing commander, partnership ending possession, letters of deposits and financial papers

26- (151) Arabic Syntax (Grammar) (3 Cr. Hrs.)

In this course students will study the parts of speech including: the mabni, muarab, marfooat alasma' such as almubtada' walkhabar, the subject and substitute of the subject, the rules of nawasikh (superseding), conditions which cause the name to be mansoob, kinds of almafa'eel, exceptions, adverbs, distinguished, kinds of jar by addition or by jarr letters which will be identified, as well as the different uses of these letters. Also, this course teaches the scale of sarf, almujarad and almazeed, almuta'adi wallazim, the two kinds of verbs that reflect known and unknown subjects, tasgheer, nasab (lineage), ali'lal (verbs that contain vowels), and ibdal (replacement). And the students will be trained in i'rab, the rhyme of Arabic words, and will be trained in tracing the origins of Arabic words through l'rab of selected suras form the Holy Quran, prophetic hadiths, and literary texts. In order for this course to be a practical application of what has been studied in the course on Arabic Grammar, students will engage in a comprehensive study of i'rab, based on the modern method of i'rab that is currently used.

27- (252) Rhetoric and statement Methods (3 Cr. Hrs.)

This course includes an extensive study of rhetoric, and its three divisions: the bayan (explanation), ma'ani (the meanings), and the badi' (magnificent). Students will study comparison, borrowing, aliases and related issues, and will focus on the characteristics of styles, the secrets of original Arabic expression, and knowledge of the systems and regulations that are applicable to speech in the present time. Finally, students will study badi' enhancers such as: saja' (assonance), jinas (alliteration), tawria, and more.

28- (161) Legacy of the Prophet (3 Cr. Hrs.)

This course includes an introduction to the study of the Prophet's biography: the sources and characteristics of the Prophet's biography. The events and episodes of the Prophet's biography from birth to death. An attempt will be made to link these events to the current reality of Muslims, so that our journey through life may be safer, as we live in the shadows of his biography (pbuh); and work to achieve our goal of being true followers of the Prophet (pbuh).

29- (262) The Islamic History (3 Cr. Hrs.)

This course encompasses the study of the biographies of the Caliphs (may Allah be pleased with them), and their role in the sustaining the pillars of the Islamic state after the death of The Prophet (pbuh). This will include a study of: the most important conquests of their era, and their method in organizing the state's affairs, including the administrative, financial, and military branches. This course also deals with the trials and tribulations (fitna) and events of their time; and the resulting impact on the Muslim community (ummah), as well as the effects that have lived on to this today.

30- (271) The Foundations of Oration & Guidance (3 Cr. Hrs.)

This course discusses the main issues of Islamic Call, such as: The meaning of Islamic Call, its characteristics, rules and importance. How to guide the people, the etikates of enjoining the doing of all that right, and forbidding the doing of all that is wrong.

31- (372) Teaching Methods of Islamic Studies (3 Cr. Hrs.)

Training the students the ways to teach the main sources of Islam (Qur'an, Sunnah, the Creed, the prophet legacy) for the Islamic schools students.

32- (491) The Research methods in the Islamic field (3 Cr. Hrs.)

This course aims to introduce students to scientific research, including: its features, divisions and types, methodology of research, and

characteristics of the researcher. This course will also illustrate the most important scientific steps involved in the preparation of scientific research, including: the selection of a topic, creation of a research plan, collection of material, effective articulation, how to write the introduction and conclusion, as well as the correct usage of sources and references, and creation of the indexes.

33- (273) Managing the Islamic institution in the west (3 Cr. Hrs.)

Introduction to the principle of management, how to manage the Islamic institutions; like schools, Masajed, community centers, and others.

34- (273) The Art of public speech (3 Cr. Hrs.)

This includes: The Caller and his role, the rights of those whom are called, how to assure their faith and morals, an applied study to the main styles of the Call, such as delivering the speech of Jumu'ah, and other circles and lectures which eventually form the best preachers and callers

35- (273) Raising Children in the American Society (3 Cr. Hrs.)

The ways to raise the children in the American society and the challenges facing the parents and how to solve it.

36- (274) Islamic Morals and Decorum (3 Cr. Hrs.)

The course aims to teach the student the Islamic manners and decorum.

37- (347) Islamic Economy (3 Cr. Hrs.)

Definition of Islamic economics; significance, objectives, sources, characteristics of Islamic economy, economic problem and how to be handled, economic doctrine in Islam, possession in Islam (types, system), possession restriction, possession duties, financial system and sources, protection of Islamic economy and protection of Islamic economy systems (hiba, weights and measures control judiciary and police).

38- (363) Islam in USA (History and present) (3 Cr. Hrs.)

Including the history of the Islam in USA, and the current situation of them, their institutions and organizations, their duties, the challenges facing them and the future of them.

39- (381) The Islamic Government System (3 Cr. Hrs.)

This course explains the concept of state, its modern pillars, people who are liable to be consulted, loyalty, election, constitution reforming, loyal state, political liability, legislative policy, the supremacy of Islamic legislation, the styles of authority, the restrictions on the state, the constitutional punishment regarding those who rule the state.

40- (482) International Relations in Islam (3 Cr. Hrs.)

This course shows the development of the political society from past to present, the schools of understanding international relations, the aims of war, the different jurist schools regarding how to deal with state authority, the division of the world into Islam home and call home or Islam home and war home, rules of killing and fighting, civilians' rules and rights, war effects, withdraw rules and conditions, contracts in Islam and their kinds and influences.

41- (228) Quranic Narratives (3 Cr. Hrs.)

The course discusses the concept of the (story) in Qur'an; the characteristics and goals of Qur'anic narratives; methods of research in Qur'anic stories; al- Isra'iliyat (The accounts narrated by Israelites). The course also concentrates on how the Qur'anic Story assists in understanding the Divine bases of change, in life, soul and society. An applied discussion is required on some narratives of certain Prophets.

Undergraduate Policies

Academic Credit

The GTF values eight (8) contact hours as one (1) college credit and requires 120 credits for each of the degree programs.

One (1) contact hour is calculated as clock time combined with:

- Study
- Preparation
- Interactive time spent engaged in an educational activity

The GTF awards 90 credits for five+ years of work that is:

- Post-high school
- Professional-level
- Paid or volunteer
- Carried out as part of a social service ministry or within a faith community

The final 30 credits of study must be completed by following the GTF's online curriculum for each specific degree program.

Deadlines for Academic Work and Fees

Academic work is due no later than February 1 of the year of intended graduation.

Fees are due no later than March 1 of the year of intended graduation.

NOTE: These dates are not postmark dates, but are the dates by which all academic work and all fees must be received by the GTF.

Application Process for All Undergraduate Degrees

1. Download, print and complete an application form. Only those who have been in ministry for at least five years may apply. (See “Ministry Defined” at the beginning of this Student Handbook or on the website.)
2. Complete the Undergraduate Portfolio Requirement. Students must develop and submit an Undergraduate Portfolio with the application form to provide evidence of five or more years of post-high school, professional-level paid or volunteer work experience in a social service ministry or faith community.
3. Academic transcripts, educational records, or copy of high school diploma are to be submitted to the Office of the Registrar upon formal application. Applicants must hold a high school diploma, GED or equivalent for all undergraduate programs.
4. A ministry statement is required of all applicants. This statement should express the applicant's own personal commitment to the program chosen and why the applicant feels it would serve his/her professional or personal needs. Ministry experience should be described in detail as part of this statement.
5. Two letters of recommendation are required for all degree programs. These letters may be from a professional colleague,

former teacher, member of the parish, or ministry professional. One or both of the required letters of recommendation must verify five or more years of ministry experience.

6. A non-refundable application fee of \$40.00 must accompany the application.

NOTE: A completed application file includes the application form, undergraduate portfolio, ministry statement, two letters of recommendation, highest degree transcript/diploma and application fee.

Applications are accepted throughout the year. Evaluation of applications takes approximately two weeks.

Undergraduate Portfolio

As part of the undergraduate application process, prospective students are required to develop an Undergraduate Portfolio that provides information and documentation of five or more years of post-high school, professional-level experience in a social service ministry or faith community. This experience can include paid employment or volunteer activities. Applicants to the GTF are required to be involved in ministry. Visit the website to read the GTF's definition of ministry.

The GTF recognizes these five or more years of documented experience as equivalent to the first three years of an undergraduate degree program, and awards 90 credits for this work. Visit the website to read the GTF's definition of college credit.

The Undergraduate Portfolio portion of the application process requires you, the applicant, to:

- Reflect upon your professional and personal involvement in your own faith community
- Consider and articulate the value of your activities in the wider context of social service for the benefit of a local or global community

In requiring you to document your involvement in your faith community we hope also to reinforce, in your own estimation, the value of the work that you do.

Applicants are asked to write descriptions and details of their previous activities in social service or in their faith community for assessment by the Admissions Committee. For each activity listed in this Portfolio, the applicant must include some form of documentation. This can include:

- certificates of completion
- transcripts
- letters from administrators
- religious leaders
- references
- contact information for an individual who can verify participation

The Undergraduate Portfolio should consist of the following:

- one or more pages of activity details
- accompanying pages of documentation of each activity

The Portfolio should be submitted with the Application for Admission. The Undergraduate Portfolio is an integral part of the application

process, and it is to the benefit of the applicant to provide as much detailed information as possible. (Examples of Undergraduate Portfolio entries may be found on the *Undergraduate Portfolio Requirement* page on the website.)

The Undergraduate Portfolio consists of written descriptions of activities in social service or in your faith community and documents that verify your participation in each activity. Please complete the following:

- Write descriptions of your experiences on a separate piece of paper.
- Gather documents that verify each activity.
- Submit this Undergraduate Portfolio with your application form and other application materials when you apply to the Office of the Registrar.

Please use the format presented in the examples shown on the *Undergraduate Portfolio Requirement* page on the website when describing your activities.

Tuition and Fees

Bachelor of Religious Education

Total Program Cost \$13,910

Bachelor of Sacred Music

Total Program Cost \$13,910

Bachelor of Theology

Total Program Cost \$13,910

Tuition payment schedule for bachelor's degrees

Activation fee paid within 90 days of acceptance

\$1,200 paid at time of registration for each course

Completion fee paid by March 1 of the year of graduation

Payment Plan Option

Students who are unable to make the initial activation fee may break that initial payment into 3 equal installments. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

NOTE: Degree candidates are bound by the regulations of the Student Handbook of the year in which they are accepted into their program of study. Tuition fees will not change during a student's course of study, providing the student submits payments and papers on schedule and completes the degree program within the prescribed time. If the student does not conform to scheduled payment and/or paper submission deadlines, the student's file will be deactivated. Upon reactivation, the student will be responsible for the tuition and degree requirements which are current at the time of reactivation.

Time Frame

Undergraduate degrees through the GTF take a minimum of 18 months and a maximum of 36 months for completion.

Senior Paper

The senior paper is the final academic requirement of all undergraduate students. This paper should consist of the student's personal reflections

on his/her ministry or social service work to date. Students should address the nature and extent of their experience and current social service/ministry work, their plans for furthering their work, and how their studies and resulting degree will benefit them in their service to their community. The senior paper must be 10-15 pages with one-inch margins, double-spaced, and typed in Times New Roman 12 point font. Papers are submitted by email to the Office of the Registrar.

Degree Program Transfer

Any student wishing to transfer to a different degree program must submit a written request to the Academic Affairs Committee. The student will be assessed a program transfer fee of \$200.00. The student will be subject to the tuition rates, fees, program guidelines and policies of the Student Handbook that is current at the time of transfer. Previously completed coursework will be re-evaluated for applicability to the new degree program.

Graduation and Diplomas

When all academic and financial requirements have been met, the student is eligible to receive his/her diploma. Undergraduate students have the option of attending graduation (held each year in May) or receiving the diploma by mail.

Students wishing to attend graduation must have all coursework submitted by February 1 of the intended year of graduation. Attendance at graduation is optional.

Transcripts

The Office of the Registrar maintains all records. When requesting a copy of a transcript, students should identify themselves by name, degree program, and year of graduation. All requests for transcripts must be received in writing.

The cost of having a transcript generated by the Registrar's Office is \$10.00 per copy. Transcripts are provided in hardcopy by mail only. The Graduate Theological Foundation does not issue transcripts electronically. No transcript will be issued to third parties without prior written request from the student and payment at the time of request.

Affiliations

Oxford University

Department for Continuing Education (OUDCE)

Formalized in 1994, this institutional affiliation with Oxford University allows students at the GTF the opportunity to complete part or all of their graduate studies during the Theology Summer School of the OUDCE hosted at Christ Church College, Oxford, one of the 37 colleges that make up the University of Oxford.

Centro Pro Unione, Rome

For the past two decades, the GTF has enjoyed an affiliation with the Centro Pro Unione in Rome, an ecumenical institution engaged in education. The Centro is also the ecumenical repository of all documents generated by the Vatican and the World Council of Churches. The Rev. Fr. James Puglisis, SA, is Director of the Centro Pro Unione. He is also Minister General of the Franciscan Friars of Atonement and teaches at the Angelicum. At the GTF, he is Cardinal Spellman Professor of Catholic Theology.

P.R.I.M.E.

(Partnering Resources in Ministry Education)

This special type of affiliation allows students to earn their degree from the GTF by completing the majority of required coursework through a

P.R.I.M.E. affiliate. Institutions designated as “P.R.I.M.E.” provide training programs that can be applied toward specializations in specific graduate degree programs. The following institutions and organizations have been invited to participate in the P.R.I.M.E. program. They have been selected on the strength of their educational programs and quality of training faculty. To this distinguished roster of P.R.I.M.E. institutions, other institutions and programs are periodically added based on the ongoing assessment of educational training opportunities relevant to our students.

The uniqueness of the P.R.I.M.E. affiliation is two-fold: Students may do all of their residency and degree requirements at any one of the P.R.I.M.E. affiliated institutions, and those institutions have the advantage, by virtue of their affiliation with the GTF, of offering their training for the GTF’s degree programs in their own facilities. More information on P.R.I.M.E. programs is available on the GTF website.

P.R.I.M.E. Affiliated Institutions

Alamance Institute for Pastoral Counseling
Blue Lotus School of Mindfulness Arts
Centre for Religious Education and Musica Sacra
Christian Contemplative Spirituality Institute
Dominican Center at Marywood
The Guild For Spiritual Guidance
Hartford Family Institute
The Hiebert Institute
The Institute for Pastoral Supervision and Psychotherapy
International Institute of Theological and Tribunal Studies
Society of Catholic Social Scientists
The Spiritual Guidance Training Institute
Tao Fong Shan Christian Centre

Policies of the Graduate Theological Foundation

Student Handbook

Degree candidates are bound by the regulations of the Student Handbook of the year in which they are accepted into their program of study. Tuition fees will not change during a student's course of study, providing the student submits payments and papers on schedule and completes the degree program within the prescribed time. If the student does not conform to scheduled payment and/or paper submission deadlines, the student's file will be deactivated. Upon reactivation, the student will be responsible for the tuition and degree requirements which are current at the time of reactivation.

Application Process for All Graduate Degrees

1. Only those who have been in ministry for at least five years may apply. (For a definition of *ministry*, see the website or the front of this handbook.) Applicants must hold a bachelor's degree or equivalent for master's programs and a seminary/graduate degree from an academic or professional institution for all doctoral programs.
2. Academic transcripts or educational records (undergraduate for master's applicants and seminary/graduate for doctoral

applicants) are to be sent directly to the Office of the Registrar upon formal application.

3. Applications are accepted and processed throughout the year. Evaluation of applications takes approximately two weeks.
4. A ministry statement is required of all applicants. This statement should express the applicant's own personal commitment to the program chosen and why the applicant feels it would serve his/her professional needs. Ministry experience should be listed as part of this statement. This is the core component of the application.
5. Two letters of recommendation are required for all degree programs. These letters may be from a professional colleague, former professor, lay member of the parish, or ministry professional.
6. A non-refundable application fee of \$40.00 must accompany the application.

NOTE: A completed application file includes the application, ministry statement, two letters of recommendation, highest degree transcript and application fee.

Applications are accepted throughout the year.

Units of Study and Credits Defined

A Unit of Study is equal to forty (40) contact hours or three (3) graduate credits.

One (1) CPE Unit is equal to one (1) Unit of Study.

Four (4) CEUs are equal to one (1) Unit of Study.

Deadlines for Academic Work and Fees

Academic work is due no later than February 1 of the year of intended graduation.

Fees are due no later than March 1 of the year of intended graduation.

Students pursuing academic doctorates who wish to attend graduation must successfully complete their doctoral defense by March 1 of the year of intended graduation.

NOTE: These dates are not postmark dates, but are the dates by which all academic work and all fees must be received by the Graduate Theological Foundation.

Tuition and Administrative Fees

Total Program Cost amounts include all required courses if taken through the GTF. The acceptance of transfer credit will decrease total program cost.

Students in a P.R.I.M.E. program should refer to the Affiliations section of the GTF website for information on tuition and administrative fees.

Professional Degrees

Doctor of Education

Total Program Cost \$18,540

Doctor of Mediation

Total Program Cost \$18,540

Doctor of Psychology

Total Program Cost \$18,540

Doctor of Ministry

Total Program Cost \$18,540

Doctor of Sacred Music

Total Program Cost \$18,540

Master of Mediation

Total Program Cost \$15,245

Master of Pastoral Counseling

Total Program Cost \$15,245

Master of Religious Education

Total Program Cost \$15,245

Master of Sacred Music

Total Program Cost \$15,245

Academic Degrees

Doctor of Theology (Th.D.)

Program Cost \$19,800

Ph.D.

Total Program Cost	\$21,015
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(Costs may vary for degree concentrations. Visit the GTF website for information on the total program cost for each concentration.)

Doctor of Tribunal Studies in Canon Law (online)

Program Cost	\$21,675
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Ph.D. All But Dissertation (ABD)

Total Program Cost	\$12,360
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Master of Theology

Total Program Cost	\$15,245
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Master of Theology in Buddhist Studies

Total Program Cost	\$15,245
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Master of Tribunal Studies in Canon Law (online)

Program Cost	\$15,245
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Undergraduate Degrees**Bachelor of Religious Education**

Total Program Cost	\$13,910
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Bachelor of Sacred Music

Total Program Cost	\$13,910
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Bachelor of Theology

Total Program Cost	\$13,910
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Transfer Credit

Any student wishing to have previously completed academic work evaluated for possible transfer credit or wishing to complete coursework through a venue other than the Graduate Theological Foundation for use as transfer credit toward a degree, must contact the Office of the Registrar for approval. Students may use transfer credit to fulfill a maximum 50% of their Unit of Study requirements for a degree program (not applicable in certain programs/concentrations). Accepted transfer credit has the potential to decrease the total tuition paid by the student. Requests for acceptance of transfer credit are reviewed on a case by case basis.

Degree Timeline Extension

Any student unable to complete degree program requirements within the designated program timeline may request an extension by writing the Office of Academic Affairs. Extensions are granted in one-year increments. There is a \$250 fee for the one-year extension.

Tuition payment schedule

for Professional Doctorates/Master's/ Bachelor's

- Activation fee paid within 90 days of acceptance
- \$1,200 paid at time of registration for each course
- Completion fee paid by March 1 of the year of graduation

Tuition payment schedule

for Academic Doctorates

- Activation fee paid within 90 days of acceptance
- \$1,200 paid at time of registration for each course
- Completion fee paid prior to scheduling of the doctoral defense

Payment Plan Option

Students who are unable to make the initial activation fee may break that initial payment into 3 equal installments. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

Tuition Payment

Students may make payments by check, money order or credit card. Online credit card payments are carried out through a secure payment form on the GTF website.

NOTE: Due to the high rate of processing fees, all students from outside the US must pay via credit card.

Tuition Reimbursement

Any student choosing to withdraw from a degree program within 90 days of acceptance will receive 80% reimbursement of any portion of tuition paid within those 90 days. After the passage of 90 days, no tuition reimbursement will be given.

Degree Program Transfer/Reactivation

Any student wishing to transfer to a different degree program or

reactivate their student status must submit a written request to the Academic Affairs Committee. The student will be assessed a fee of \$200.00. The student will be subject to the tuition rates, fees, program guidelines and policies of the Student Handbook that is current at the time of transfer/reactivation. Previously completed coursework will be re-evaluated for applicability to the new degree program.

Academic Work

All coursework is due by February 1 of the intended year of graduation. All papers written for the following courses must be submitted within 90 days of completing the course or no course credit will be awarded.

- Independent Study
- GTF Institutes
- On-Site Tutorials
- E-Tutorials
- Oxford Theology Summer School
- Centro Pro Unione Summer Course in Rome

(E-Tutorials: The final E-Tutorial paper must be received within 30 days of completion of the course in order for the student to receive credit.)

Documented Use of Sources

Students are held to a high standard of performance at the GTF in the writing of their papers for course requirements. This high standard places the burden of responsibility and accountability upon the student to demonstrate competency in the literature and a capacity to bring critical analysis to the work in hand. If a student has disregarded protocol with respect to primary sources as relates to acceptable documented citations with relevant references, the evaluating faculty

has the discretion of returning the work to the student for reworking. No charge of intentional deception is implied in the returning of such work but the student must accept the decision of the evaluating faculty and in turn must resubmit the reworked document for final approval. Failure on the part of the student to rework the document to the evaluating faculty's satisfaction will result in failure to earn credit for the work in hand. Any student wishing to challenge the decision of the evaluating faculty must submit a letter with a detailed explanation of the student's position to the Academic Affairs Committee. Rulings by the AAC are final.

Transcripts

The Office of the Registrar maintains all records. Alumni and current students of the GTF should, when requesting a transcript, identify themselves by name, degree program and year of graduation. All requests for transcripts must be received in writing.

The cost of having a transcript generated by the Registrar's Office is \$10.00 per copy. Transcripts are provided in hardcopy by mail only. The GTF does not issue transcripts electronically. No transcript will be issued to third parties without prior written request from the student and payment at the time of request.

Diplomas

Diplomas are conferred during the yearly graduation ceremony in May. Attendance at graduation is mandatory for all degree students,

with the exception of those in Ph.D. and Th.D. programs, undergraduate students, and students residing outside of the United States. Students who are unable to attend our yearly graduation ceremony must send a written request for exemption to the Office of Academic Affairs by March 1 prior to graduation. Students whose requests for exemption are approved will be mailed their diplomas within 4-6 weeks following the ceremony.

GTF diplomas reflect the degree earned. Degree concentrations are listed on the student transcript.

Students needing verification of completion of degree requirements prior to receiving the diploma may request an official transcript by following the transcript request procedure on the GTF website.

Credentials and Titles

Credentials and titles (i.e., Dr.) may only be claimed and used after all academic and financial requirements of a degree program have been met. The premature use of a title and degree owing to a failure to fulfill either academic requirements or financial obligations may result in legal charges brought against the student by the institution or members of the general public.

Students of the GTF may legally claim the degree earned as well as the corresponding title associated with that degree under the following circumstances.

- Th.D. and Ph.D. students, for whom a doctoral oral defense is required, may begin to claim the degree as well as the title of

Doctor immediately following their successful doctoral oral defense.

- Undergraduate students, for whom graduation attendance is not required, may claim their degree upon receipt of a letter from the Office of the President formally acknowledging their degree completion.
- All other degree students may claim their degree and the corresponding title upon conferral of the degree at the annual graduation ceremony.

Counseling Credentials

Individuals must comply with the licensure and/or board certification requirements of the state in which they intend to be engaged in professional counseling.

Accreditation

The Graduate Theological Foundation is an ecumenical and interreligious non-profit educational foundation chartered by the State of Indiana. This charter provides that the GTF may offer programs and grant degrees in areas of ministry. The GTF also engages in the sponsorship of research, publishing of monographs and awarding of grants and fellowships.

Accrediting agencies such as the Association of Theological Schools (ATS) and the North Central Association of Colleges and Schools (NCACS) do not have a mechanism in place for the evaluation of the educational model of the GTF. The GTF is exempt from the jurisdiction of NCACS and ATS based on the following unique and innovative characteristics of this institution:

1. The GTF is ecumenical and interreligious in program offerings, student body and institutional philosophy and mission. The GTF does not embrace a doctrinal faith statement that would require exclusion of certain faith communities.
2. The GTF utilizes an online library rather than a physical library.
3. The GTF retains U.S.-based and international contract faculty rather than employing residential faculty.

The Graduate Theological Foundation asserts that the academic integrity of an institution can be measured by the credentials of its faculty, the affiliations it holds, and the academic and professional accomplishments of its students and alumni. Information on each of these areas may be found by visiting the following pages:

- Faculty
- Alumni Employment Record
- Alumni and Faculty Publications
- Alumni Careers
- Affiliations
- GTF affiliations with Oxford University and The Centro Pro Unione in Rome
- Online Thesis Library

The GTF has been recognized by the Department of Veterans Affairs as offering a Doctor of Ministry degree which meets the education requirements for employment as a chaplain in the Dept. for Veterans Affairs.

For additional information on accreditation, you can click on the following link which will take you to the U.S. Department of Education's

accreditation statement. A quote from this page regarding the Database of Accredited Programs and Institutions is as follows, “The database does not include a number of postsecondary educational institutions and programs that elect not to seek accreditation but nevertheless may provide a quality postsecondary education. The U.S. Department of Education recommends that the database be used as one source of qualitative information and that additional sources of qualitative information be consulted.”

www2.ed.gov/print/admins/finaid/accred/accreditation.html

The State of Indiana and Contract Disclaimer

This Student Handbook is for general information and does not constitute a contract between this institution and the student. The application and interpretation of this Student Handbook is governed by the laws of the State of Indiana affecting the relationship between the institution and the student.

Code of Conduct

Any student conducting himself/herself in such a manner as to cast disparagement or embarrassment upon the GTF is subject to disciplinary action by the Academic Affairs Committee which may result in censorship, suspension, or expulsion from this institution's courses, activities and programs.

Disciplinary and Grievance Procedures

In the event that the Academic Affairs Committee of the institution determines that disciplinary action must be taken against any student,

notification of the intended action, the reason why, and its consequences are to be put in writing to the student. The student may appeal the AAC's decision by submitting a letter to the AAC responding to the charges with copies of the letter to the President and Provost. After further consideration, the student may be asked to appear for a hearing before the AAC in person to answer to the charges and may, at his/her personal discretion, request that the student's Project Consultant, Thesis Supervisor, or a personally chosen member of the faculty to be present at that hearing.

The final decision with regard to the intended action of the AAC must be made by a unanimous vote of the Academic Affairs Committee, the President, the Provost, and where present, the student's representative (Project Consultant, Thesis Supervisor, or Faculty representative). Students may also file a grievance against the GTF by submitting a letter to the Academic Affairs Committee stating specifically the nature of the grievance. By invitation, the AAC may ask the student to appear before it in an attempt to reach a mutually agreed resolution. Failure to reach a resolution will precipitate a further meeting between the student, the AAC, the President, the Provost (or their representatives), and a student-selected member of the faculty. Failure to reach a resolution at such a meeting will necessitate legal consultation with the student and the institution selecting its own lawyers and initiating action as such legal counsel dictates.

Visit the website of the Graduate Theological Foundation
to learn more about degree programs.

www.gtfeducation.org