



Graduate Theological Foundation  
Cloverdale College

**Student Handbook  
2010**

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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.

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# Table of Contents

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**Ministry Defined**.....6

## **Graduate Theological Foundation**

### **Degree Programs**

A.B.D. Ph.D. Degree Completion Program.....7

### **Professional Programs**.....9

Master of Business Administration (M.B.A.)..... 10

Master of Fine Arts in Media Studies (M.F.A.)..... 11

Master of Mediation (M.Med.) ..... 13

Master of Pastoral Counseling (M.P.C.)..... 15

Master of Religious Education (M.R.E.)..... 17

Master of Sacred Music (M.S.M.)..... 18

Master of Tribunal Studies (M.Tr.S.)..... 20

Doctor of Education (Ed.D.)..... 21

Doctor of Education in Islamic Studies (Ed.D.)..... 22

Doctor of Mediation (D.Med.)..... 24

Doctor of Ministry (D.Min.)..... 26

Doctor of Psychology (Psy.D.)..... 28

Doctor of Sacred Music (D.S.M.)..... 30

Doctor of Tribunal Studies (D.Tr.S.)..... 32

### **Academic Programs**.....33

Master of Theology (M.Th.)..... 34

Master of Theology in Islamic Studies (M.Th.)..... 36

Master of Theology in Buddhist Studies (M.Th.)..... 38

Doctor of Theology (Th.D.)..... 39

Doctor of Philosophy (course-based Ph.D.)..... 41

Research Doctorates at Oxford.....43

    Doctor of Education (Ed.D.)

    Doctor of Psychology (Psy.D.)

    Doctor of Philosophy (Ph.D.)

Foundation House Degree Programs.....	46
Oxford (Ph.D.)	
Rome (D.Min., Ph.D.)	

P.R.I.M.E. – Partnering Resources In Ministry Education.....	53
--	----

**Policies of the Graduate Theological Foundation.....54**

Deadlines for Academic Work and Fees.....	54
Units of Study and Credits Defined.....	54
Application Process.....	54
Tuition and Fees.....	55
Tuition Payment.....	57
Tuition Reimbursement.....	57
Degree Program Transfer.....	58
Academic Work.....	58
Documented Use of Sources.....	58
Online Thesis Library.....	59
Transcripts.....	59
Diplomas.....	59
Counseling Credentials.....	60
The State of Indiana and Contract Disclaimer.....	60
Code of Conduct.....	60
Disciplinary and Grievance Procedures.....	60
The Foundation and the College.....	61

**Cloverdale College.....62**

The Professional Baccalaureate.....	63
-------------------------------------	----

Degree Completion Defined.....	63
--------------------------------	----

**Degree Programs.....64**

Bachelor of Religious Education (B.R.E.).....	65
Bachelor of Theology (B.Th.).....	65
Bachelor of Business Administration (B.B.A.).....	69
Bachelor of Fine Arts in Media Studies (B.F.A.).....	70
Bachelor of Mediation (B.Med.).....	71
Bachelor of Sacred Music (B.S.M.).....	72

**Policies of Cloverdale College.....76**

College Credit Defined.....76  
Deadlines for Academic Work and Fees.....76  
Application Process.....76  
Undergraduate Portfolio.....77  
Tuition and Fees.....78  
Time Frame.....79  
Study Options.....79  
Senior Paper.....79  
Degree Program Transfer.....79  
Graduation and Diplomas.....80  
Transcripts.....80

# Ministry Defined

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Owing to the accelerated blurring of lines between the sacred and secular in contemporary society, today's professionals are continually pressed to craft a redefinition of the nature and role of their work within this matrix of convergence, which takes account of both personal value-oriented service and public responsibility. The Foundation has, from its inception, chosen to define ministry both within specific faith communities and within the broader society in terms of those professionals involved in human social services in which the practitioner is self-reflectively aware of the nurturing quality of that activity. Individuals who define their professional activity as being of service to the improvement and nurture of society and the world community, including such fields as education, pastoral assignments, chaplaincy, mediation, management, media services, health care and counseling, are recognized by the Foundation as being in ministry.

**A.B.D.**  
**Doctor of Philosophy**  
**Degree Completion Program**  
(for those at the “All But Dissertation” level)

*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.

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

Tuition: \$6,750.00  
Thesis Supervision: \$1,200.00  
Thesis Processing: \$550.00  
Graduation Fee: \$100.00

*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.
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 dissertation.
5. Demonstration of good standing at previous A.B.D. institution.

*Graduation Requirements*

Individuals designated as A.B.D. who transfer their credits and records into the

A.B.D. program of the Foundation must fulfill the following requirements:

1. Viewing of the Foundation's instructional Orientation video.
2. Nomination and approval of a Thesis Supervisor.
3. Submission and approval of thesis proposal.
4. Submission of one electronic copy of dissertation and required forms (abstract, personal biography, cover sheet, Thesis Supervisor Report Form).
5. Successful defense of the dissertation before Foundation faculty in Indiana or our satellite defense locations, or at Oxford during the Summer Programme in Theology. (Students in the A.B.D. program are not required to attend graduation but are welcome to do so.)
6. Submission of one CD-ROM copy of dissertation for inclusion in Online Thesis Library (successfully defended or revised).



## Professional Programs

Master of Business Administration (M.B.A.)

Master of Fine Arts in Media Studies (M.F.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.)

Master of Tribunal Studies (M.Tr.S.)

Doctor of Education (Ed.D.)

Doctor of Education in Islamic Studies (Ed.D.)

Doctor of Mediation (D.Med.)

Doctor of Ministry (D.Min.)

Doctor of Psychology (Psy.D.)

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

Doctor of Tribunal Studies (D.Tr.S.)

# Master of Business Administration (M.B.A.)

*Description* Out of a belief that there is a need for more directed training in management ministries such as professional development, program management, organizational analysis and fiscal supervision, the Foundation offers a specialized Master of Business Administration (M.B.A.) in Church Management or in Non-Profit Organizational Management. This program is designed specifically for the improvement and refinement of management and administrative skills necessary for ministry professionals, whether ordained or non-ordained, to better discharge their responsibilities in the management of church programs, personnel, and properties under ecclesiastical jurisdiction, or in the management of non-profit organizations.

*Time Frame and Tuition* The usual time frame for degree programs is a minimum of eighteen months and a maximum of forty-eight months for completion.

Tuition: \$6,750.00

Project Processing: \$250.00

Graduation: \$100.00

## *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.

## *Graduation Requirements*

1. Viewing of the Foundation's instructional Orientation video.
2. Completion of four Units of Study at any approved educational institution.
3. Submission of four response papers of 1,750-2,500 words (7-10 pages) on topics related to the units completed.
4. Completion of the M.B.A. 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.)

# Master of Fine Arts in Media Studies (M.F.A.)

*Description* The M.F.A. in Media Studies is designed for individuals already engaged in some form of media-based social and human service ministry in a professional field relevant to print, radio, film, television, video, internet, or multimedia. The purpose of this degree is to enrich and enhance those professionals who are already actively working in these cognate areas of media and desire to further refine and develop their understanding and involvement in media presentations. Three concentrations are available with this degree: Journalism and Religious Issues, Visual Media and Social Values, and Applied Media Studies. A student selects a field of concentration during the course of fulfilling the residency requirements and demonstrates by way of the Master's Project the particular concentration chosen for this degree, which is then noted on the transcript.

*Time Frame and Tuition* The usual time frame for degree programs is a minimum of eighteen months and a maximum of forty-eight months for completion.

Tuition: \$6,750.00  
Project Processing: \$250.00  
Graduation: \$100.00

## *Admission Requirements*

1. Baccalaureate degree or equivalent validated by a transcript.
2. Five years of accumulated experience in a human social services ministry which incorporates media (print, radio, film, television, video, internet, multimedia).
3. Completion of the Application Procedure.

## *Graduation Requirements*

1. Viewing of the Foundation's instructional Orientation video.
2. Completion of four Units of Study at any approved educational institution.
3. Submission of four response papers of 1,750-2,500 words (7-10 pages) on topics related to the units completed.
4. Completion of the M.F.A. 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.)

# Master of Mediation (M.Med.)

*Description* The Master of Mediation (M.Med.) degree program, like the Master of Pastoral Counseling (M.P.C.), 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. The degree provides a framework for the creative clustering of a variety of educational workshops, conferences, and seminars brought to focus in the Master's Project for the practical application in the student's place of professional employment. 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* The usual time frame for degree programs is a minimum of eighteen months and a maximum of forty-eight months for completion.

Tuition: \$6,750.00  
Project Processing: \$250.00  
Graduation: \$100.00

## *Admission Requirements*

1. Baccalaureate degree or equivalent validated by a transcript.
2. Five years of accumulated experience in a cognate field of ministry such as police work, counseling, schools, industrial relations, or parish life.
3. Completion of the Application Procedure.

## *Graduation Requirements*

1. Viewing of the Foundation's instructional Orientation video.
2. Completion of four Units of Study at any approved educational institution.
3. Completion of four response papers of 1,750-2,500 words (7-10 pages) on topics related to the units completed.
4. 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.

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

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

*Description* The M.P.C. degree is designed for the already credentialed ministry professional working in the various fields of counseling. Such fields would include school, parish, healthcare and counseling institutions. The degree provides a framework for the creative clustering of a variety of educational workshops, conferences, and seminars brought to focus in the Master's Project for the practical application in the student's place of professional employment. 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* The usual time frame for degree programs is a minimum of eighteen months and a maximum of forty-eight months for completion.

Tuition: \$6,750.00  
Project Processing: \$250.00  
Graduation: \$100.00

## *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.

## *Graduation Requirements*

1. Viewing of the Foundation's instructional Orientation video.
2. Completion of four Units of Study at any approved educational institution.
3. Completion of four response papers of 1,750-2,500 words (7-10 pages) on topics related to the units completed.
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.)



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

*Description* This degree is designed for the already credentialed ministry professional working in the various fields of religious education. Such fields would include school, parish, institute, and center for instruction and formation. The degree provides a framework for the creative clustering of a variety of educational workshops, conferences, and seminars brought to focus in the Master's Project for the practical application in the place of professional employment. 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* The usual time frame for degree programs is a minimum of eighteen months and a maximum of forty-eight months for completion.

Tuition: \$6,750.00  
Project Processing: \$250.00  
Graduation: \$100.00

## *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.

## *Graduation Requirements*

1. Viewing of the Foundation's instructional Orientation video.
2. Completion of four Units of Study at any approved educational institution.
3. Submission of four response papers of 1,750-2,500 words (7-10 pages) on topics related to the units completed.
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.)

# 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). Study through the Foundation is multi-residential and inter-institutional in nature. Specific area requirements may be acquired by taking a traditional course, by directed study, or through a combination of short-term courses, workshops, master classes, or private instruction at the institutions of the candidate's choice. The candidate will develop a plan of study and be responsible for documenting his/her progress and achievements. The M.S.M. Project may take the form of a recital, a choral/instrumental performance, the writing of a traditional thesis, the composition and performance of an original work or set of works, or the development of an in-ministry activity based on the student's particular area of interest and context need.

*Time Frame and Tuition* The usual time frame for degree programs is a minimum of eighteen months and a maximum of forty-eight months for completion.

Tuition: \$6,750.00  
Project Processing: \$250.00  
Graduation: \$100.00

## *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.

## *Graduation Requirements*

1. Viewing of the Foundation's instructional Orientation video.
2. Completion of four Units of Study at any approved educational institution.

3. Submission of four response papers of 1,750-2,500 words (7-10 pages) on topics related to the units completed.
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.)

## Master of Tribunal Studies (M.Tr.S.)

The Foundation offers the degree of Master of Tribunal Studies with all coursework completed through its P.R.I.M.E. affiliate, the International Institute of Theological Studies (IITS) in the Archdiocese of Los Angeles, California.

# Doctor of Education (Ed.D.)

*Description* This program has been 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. The Ed.D. is designed to allow each candidate to pursue his/her own line of study at a wide range of graduate institutions and centers of learning.

*Time Frame and Tuition* The Ed.D. takes a minimum of eighteen months and a maximum of forty-eight months for completion.

Tuition: \$7,750.00  
Project Processing: \$300.00  
Graduation: \$100.00

## *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.

## *Graduation Requirements*

1. Viewing of the Foundation's instructional Orientation video.
2. Completion of eight Units of Study at approved venues.
3. Submission of eight response papers of 1,750-2,500 (7-10 pages) on topics related to the units attended.
4. Selection of a Project Consultant.
5. Completion of the Doctoral 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.
6. Attendance at the Convocation/Graduation. (Non-US residents are exempt from this requirement.)

# Doctor of Education in Islamic Studies (Ed.D.)

*Description* This program has been designed specifically for those who are directly involved in educational service within the Muslim community. This program is for Muslim religious leaders who are interested in pursuing further study in the advancement of their understanding of the social and cultural environment within which Muslims live and work in America. It deals with practical issues of social and religious life affecting the family and the individual and provides an opportunity for Muslim religious leaders to spend significant time working and studying with Muslim leaders at the Islamic Centre of the Islamic Society of North America in Plainfield, Indiana, just outside Indianapolis, or at an approved comparable educational institution. It is important to note that the written work may be completed in English or Arabic.

*Time Frame and Tuition* The Ed.D. takes a minimum of eighteen months and a maximum of forty-eight months for completion.

Tuition: \$7,750.00  
Project Processing: \$300.00  
Graduation: \$100.00

## *Admission Requirements*

1. Baccalaureate degree or equivalent validated by a transcript.
2. Graduate degree in a cognate field or equivalent training validated by documentation or employment as an Imam functioning within a Muslim community.
3. Five years of accumulated experience in religious work within the Muslim Community.
4. Completion of the Application Procedure.

## *Graduation Requirements*

1. Viewing of the Foundation's instructional Orientation video.
2. Completion of eight Units of Study at any approved venue.
3. Submission of eight response papers of 1,750-2,500 words (7-10 pages) on topics related to the units completed.
4. Selection of a Project Consultant.
5. Completion of the Doctoral 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.

6. Attendance at the Convocation and Graduation. (Non-US residents are exempt from this requirement.)

# Doctor of Mediation (D.Med.)

*Description* The degree of Doctor of Mediation (D.Med.) 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 cognates of ministry including the various forms of mediation such as working with the courts, family life programs, child care and juvenile facilities, health care institutions, professional organizations, chaplaincy programs, and in 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* The usual time frame for degree programs is a minimum of eighteen months and a maximum of forty-eight months for completion.

Tuition: \$7,750.00  
Project Processing: \$300.00  
Graduation: \$100.00

## *Admission Requirements*

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

## *Graduation Requirements*

1. Viewing of the Foundation's instructional Orientation video.
2. Completion of four Units of Study at a mediation training center or an institution of the student's choice.
3. Submission of four response papers of 1,750-2,500 words (7-10 pages) on topics related to the units completed.
4. Selection of a Project Consultant.



5. Completion of the Doctoral 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.
6. Attendance at the Convocation and Graduation. (Non-US residents are exempt from this requirement.)

### ***P.R.I.M.E. Affiliate***

The Doctor of Mediation is offered in collaboration with the Worklife Institute of Houston, Texas, under the direction of Dr. Diana C. Dale. Mention of the P.R.I.M.E. relationship with the Worklife Institute has been placed here owing to the fact that this relationship has produced a separate and unique curriculum in mediation. *See the P.R.I.M.E. section for a description of this type of affiliation.*

# Doctor of Ministry (D.Min.)

*Applied Ministries*  
*Creative Arts*  
*Ecumenical Ministries*  
*Franklian Psychology*  
*Health Care Ministries*  
*Hispanic Ministries*  
*Liturgy*

*Management Ministries*  
*Pastoral Care*  
*Pastoral Counseling*  
*Scripture*  
*Spiritual Direction*  
*Jewish Spiritual Direction*

*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 at the numerous residency sites selected by degree candidates. The Foundation is offering an educational experience as a degree program designed specifically to address the needs of ministry in an environment which is supportive and nurturing, but appropriately independent of any one ecclesial body. Degree candidates must commit themselves to the specialized course of study for all four Units of Study. The Doctoral Project must also focus upon the chosen specialization.

*Time Frame and Tuition* The usual time frame for degree programs is a minimum of eighteen months and a maximum of forty-eight months for completion.

Tuition: \$7,750.00  
Project Processing: \$300.00  
Graduation: \$100.00

## *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.

## *Graduation Requirements*

1. Viewing of the Foundation's instructional Orientation video.
2. Completion of four Units of Study at any approved educational

institution.

3. Submission of four response papers of 1,750-2,500 words (7-10 pages) on topics related to the units completed.
4. Selection of a Project Consultant.
5. Completion of the Doctoral 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.
6. Attendance at the Convocation/Graduation. (Non-US residents are exempt from this requirement.)

# 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. candidate at the Foundation will encounter a two-fold emphasis: an unrelenting commitment to the academic study of psychology and its clinical practical application to the counseling situation and an equally active emphasis upon the role of the ministry professional as representative of the faith community within the counseling setting. By combining academic training and pastoral awareness, the Foundation's program will offer 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.

## ***Franklian Psychology Option (Logotherapy/Existential Analysis)***

At the time of application to the specialized Psy.D. in Franklian Psychology degree program, the applicant must hold a master's degree from an approved institution in a cognate field of counseling. For a student to earn the Psy.D. in Franklian Psychology, the Foundation requires the completion of the Diplomate Certification from the Viktor Frankl Institute of Logotherapy, a letter from the Institute verifying that the applicant is in good standing and the completion of the doctoral project. *See the P.R.I.M.E. section for a description of this type of affiliation.*

*Participants* This Psy.D. 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 Foundation.

*Time Frame and Tuition* The usual time frame for degree programs is a minimum of eighteen months and a maximum of forty-eight months for completion.

Tuition: \$7,750.00  
Project Processing: \$300.00  
Graduation: \$100.00

### *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.

### *Graduation Requirements*

1. Viewing of the Foundation's instructional Orientation video.
2. Completion of eight Units of Study at any approved venue.
3. Submission of eight response papers of 1,750-2,500 words (7-10 pages) on topics related to the units completed.
4. Selection of a Project Consultant.
5. Completion of the Doctoral 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.
6. Attendance at the Convocation/Graduation. (Non-US residents are exempt from this requirement.)

## 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. The D.S.M. is designed to enable the candidate to develop a sequence of four units which will focus on an area of sacred music previously lacking in the candidate's training, or focus on taking an area of musical expertise to a higher level. Students may specialize in a performance area, musical composition, research, parish music administration, or other in-ministry concerns. Study for the units may be acquired by attending a traditional graduate level course, by directed study, or through a combination of short-term courses, seminars, workshops, master classes, or private instruction at the institutions of the candidate's choice. Depending on the nature of the plan of studies, the D.S.M. Project may take the form of a recital or a lecture-recital, a choral/instrumental performance, the writing of a traditional thesis, the composition and performance of an original work or set of works, or the development of an in-ministry activity based on the student's particular area of interest and context need.

*Time Frame and Tuition* The usual time-frame for degree programs is a minimum of eighteen months and a maximum of forty-eight months for completion.

Tuition: \$7,750.00  
Project Processing: \$300.00  
Graduation: \$100.00

### *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.

## *Graduation Requirements*

1. Viewing of the Foundation's instructional Orientation video.
2. Completion of four Units of Study at any approved educational institution.
3. Submission of four response papers of 1,750-2,500 words (7-10 pages) on topics related to the units completed.
4. Completion of the D.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.)

## Doctor of Tribunal Studies (D.Tr.S.)

The Foundation offers the degree of Doctor of Tribunal Studies with all coursework completed through its P.R.I.M.E. affiliate, the International Institute of Theological Studies (IITS) in the Archdiocese of Los Angeles, California.



# Academic Programs

Master of Theology (M.Th.)

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

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

Doctor of Theology (Th.D.) *Denominational Studies*

Doctor of Philosophy (course-based Ph.D.)

*Theological Studies*

*Pastoral Psychology*

*Franklian Psychology*

*Jewish Studies*

*Islamic Studies*

*Buddhist Studies*

Research Doctorates at Oxford

Doctor of Education (Ed.D.)

Doctor of Psychology (Psy.D.)

Doctor of Philosophy (Ph.D.)

# 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. The residence sessions involve graduate-level course work and are coupled with the writing of the Master of Theology thesis.

## *Roman Catholic Deacons Track*

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 Foundation's Master of Theology through the *Roman Catholic Deacons Track*. Requirements include providing documentation to verify training and ordination and submitting a 35,000-40,000 word (140-160 page) Master's Thesis to the Graduate Theological Foundation.

*Time Frame and Tuition* The usual time frame for degree programs is a minimum of eighteen months and a maximum of forty-eight months for completion.

Tuition: \$6,750.00

Thesis Processing: \$250.00

Graduation: \$100.00

## *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.

## *Graduation Requirements*

1. Viewing of the Foundation's instructional Orientation video.
2. Completion of four Units of Study at any approved educational institution.
3. Submission of four academic response papers of 1,750-2,500 words (7-10 pages) on topics related to the units completed and submission of

transcripts for the academic credit taken.

4. Selection of a Thesis Supervisor.

5. Completion of a 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 by February 1 prior to graduation.

6. Attendance at the Convocation/Graduation. (Non-US residents are exempt from this requirement.)

# Master of Theology in Islamic Studies (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. in Islamic Studies is ideally suited to the ministry professional who desires to update previous ministry training with particular attention to theological refinement. The residence sessions involve graduate-level course work and are coupled with the writing of the Master of Theology thesis. It is important to note that the written work may be completed in English or Arabic.

*Time Frame and Tuition* The usual time frame for degree programs is a minimum of eighteen months and a maximum of forty-eight months for completion.

Tuition: \$6,750.00  
Thesis Processing: \$250.00  
Graduation: \$100.00

## *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.

## *Graduation Requirements*

1. Viewing of the Foundation's instructional Orientation video.
2. Completion of four Units of Study in Islamic Studies at any approved academic institution.
3. Submission of four academic response papers of 1,750-2,500 words (7-10 pages) on topics related to the units completed and submission of transcripts for the academic credit taken.
4. Selection of a Thesis Supervisor.
5. Completion of a 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 by February 1 prior to graduation.
6. Attendance at the Convocation/Graduation. (Non-US residents are

exempt from this requirement.)

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

Venue Specific: Asian Classics Institute of New York City

*Description* This academic masters degree program is directly linked to the course offerings of the Asian Classics Institute in New York City. All courses are by distance learning from practicing Buddhists. There are eighteen courses offered in all. For the M.Th. in Buddhist Studies, the student must take eight courses from the roster of eighteen courses, and verification of completion of these eight courses must be received from the Asian Classics Institute in order for the Foundation to award the degree. All eight courses will be listed on the student's transcript as having been taken at the ACI. Admission into the M.Th. in Buddhist Studies requires an undergraduate degree in Buddhist Studies from Cloverdale College's ACI affiliation program. In order to complete this degree, the student must complete eight courses from the ACI curriculum and must submit a Master's thesis of 35,000 to 40,000 words.

*Tuition* In addition to the tuition fees paid to the Foundation for the degree program, the student must also pay the fees of the Institute for the courses being taken.

Tuition: \$6,750.00

Thesis Processing: \$250.00

Graduation: \$100.00

## *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.

## *Graduation Requirements*

1. Viewing of the Foundation's instructional Orientation video.
2. Completion of venue-specific requirements
3. Selection of a Thesis Supervisor.
4. Completion of a 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 by February 1 prior to graduation.
5. Attendance at the Convocation/Graduation. (Non-US residents are exempt from this requirement.)

# 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. The uniqueness of this specialized doctorate is that the entire residency requirement must be fulfilled in Oxford, England.

*Time Frame and Tuition* The Th.D. takes a minimum of two years to complete and must be completed within no more than seven years.

Tuition: \$7,750.00

Thesis Supervision: \$1,200.00

Thesis Processing: \$550.00

Graduation: \$100.00

### *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 and five years of accumulated experience in a cognate field of ministry.
4. Completion of the Application Procedure.

### *Graduation Requirements*

1. Viewing of the Foundation's instructional Orientation video.
2. Completion of eight Units of Study at the Oxford University Summer Programme in Theology. Two summers of study are required; each summer four Units of Study are covered over two weeks. All eight Units of Study must be completed within a four year period.
3. Submission of a scholarly research paper of 1,750-2,500 words (7-10 pages) for each Unit of Study taken at Oxford which addresses issues relevant to the student's denomination.
4. Fulfillment of language requirements if such have been determined by the Thesis Supervisor.
5. Nomination and approval of Thesis Supervisor.

6. Submission and approval of thesis proposal.
7. Submission of one electronic copy of the dissertation and required forms (abstract, personal biography, cover sheet, Thesis Supervisor Report Form).
8. Successful defense of the thesis before Foundation faculty in Indiana or our satellite defense locations, or at Oxford during the Summer Programme in Theology. (Students in the Th.D. program are not required to attend graduation.)
9. Submission of one CD-ROM copy of dissertation for inclusion in Online Thesis Library (successfully defended or revised).



# Doctor of Philosophy (Course-based Ph.D.)

*Theological Studies*  
*Pastoral Psychology*  
*Franklian Psychology*

*Jewish Studies*  
*Islamic Studies*  
*Buddhist Studies*

*Description* The degree of Doctor of Philosophy as the accepted terminal academic degree is related to specific fields of specialization, including Islam, Judaism, psychology, biblical, historical and theological studies. The Foundation program seeks to address specialty concerns in the context of overarching perspectives whereby specialties are removed from potential isolation and located in the large-scale dynamics of religious traditions and their ministries. Candidates for Foundation degrees 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.

*Time Frame and Tuition* The Ph.D. takes a minimum of two years to complete and must be completed within no more than seven years.

Tuition: \$8,750.00  
Thesis Supervision: \$1,200.00  
Thesis Processing: \$550.00  
Graduation: \$100.00

## *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. Professional doctorate or equivalent from a recognized institution or the M.Th. from the Foundation. (*At the discretion of the Director of Islamic Studies at the Foundation, this requirement for admission to the Ph.D. in Islamic Studies may be waived.*)
4. Five years of accumulated experience in a cognate field of ministry.
5. Completion of the Application Procedure.

## *Graduation Requirements*

1. Viewing of the Foundation's instructional Orientation video.
2. Completion of eight Units of Study and submission of a response paper

of 1,750-2,500 words (7-10 pages) on the topic or theme of each Unit of Study.

3. Fulfillment of language requirements if such have been determined by the Thesis Supervisor.

4. Approval of the Candidate's choice of a Thesis Supervisor.

5. Submission of one electronic copy of a doctoral thesis of 45,000-60,000 words (180-240 pages), with written approval of the Thesis Supervisor, and fulfillment of the Online Thesis Library requirement.

6. Submission of a doctoral thesis abstract and biographical statement.

7. Successful defense of the thesis before Foundation faculty in Indiana or our satellite defense locations, or at Oxford during the Summer Programme in Theology. (Students in the course-based Ph.D. program are not required to attend graduation.)

# Research Doctorates at Oxford

Doctor of Education (Ed.D.)

Doctor of Psychology (Psy.D.)

Doctor of Philosophy (Ph.D.)

## Research Doctorates at Oxford (Ed.D., Psy.D., Ph.D.)

*Description* In keeping with the European tradition of advanced degrees being earned on the basis of original research in a specialized field of study written and defended before a panel of scholarly experts, the Foundation has for a number of years provided a means whereby doctoral-level students can pursue their studies in Oxford toward a degree at the Foundation. Three doctoral programs are available, namely, the Doctor of Philosophy, the Doctor of Psychology, and the Doctor of Education. All residency is taken at Oxford University's Summer Programme in Theology and the thesis is defended before the Foundation faculty. All academic work must be completed before the thesis can be defended, and students are permitted to defend during their final residency session in Oxford. 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* The degree cannot be earned in less than twenty-five months and not more than seven years.

Tuition: \$8,750.00

Thesis Supervision: \$1,200.00

Thesis Processing: \$550.00

Graduation: \$100.00

### *Admission Requirements*

1. Research-based master's degree in a cognate field of ministry validated by a transcript.
2. Five years of accumulated experience in a cognate field of ministry (lay, religious, ordained). This experience must be within a parish setting or an educational, counseling, research, administrative, health care or cognate setting.
3. Completion of the Application Procedure.

### *Graduation Requirements*

1. Viewing of the Foundation's instructional Orientation video.
2. Attendance at three two-week sessions at Oxford University's Summer Programme in Theology over a three-year period and submission of a copy of the Certificate of Completion for each seminar attended (two each week).
3. *For Ph.D.:* Fulfillment of language requirements if such have been

determined by the Thesis Supervisor.

4. Nomination and approval of Thesis Supervisor.
5. Submission and approval of thesis proposal.
6. Submission of one 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. *For Ph.D.:* Submission of one CD-ROM copy of dissertation for inclusion in Online Thesis Library (successfully defended or revised).
8. *For Ph.D.:* Successful defense of the Ph.D. thesis before Foundation faculty in Indiana or our satellite defense locations, or at Oxford during the Summer Programme in Theology. (Students in the research Ph.D. program are not required to attend graduation.)

# Foundation House Programs

Doctor of Philosophy (Ph.D.) / Oxford

Doctor of Ministry (D.Min.) / Rome

Doctor of Philosophy (Ph.D.) / Rome

# Foundation House Degree Programs (D.Min., Ph.D.)

*Description* Foundation House is an educational program which began in 2000 that leads to venue-based degrees (all courses are taken on-site). Students may earn the Doctor of Philosophy or the Doctor of Ministry offered by the Graduate Theological Foundation under the administrative oversight of the Deans of Studies (senior administrative officers of the venue-based degree programs) and selected faculty in historic venues of study located in Oxford, England, and Rome, Italy.

Jurisdiction over Foundation House programs is held by the Graduate Theological Foundation under a charter from the State of Indiana as an educational research and study institution with power to award professional and academic degrees in the cognate fields of ministry education.

*Awarding of Degrees* Foundation House degrees are awarded by the Graduate Theological Foundation in consultation with the Dean of Studies of each of the educational venues and as authorized by the Academic Affairs Committee of the Graduate Theological Foundation.

The Graduate Theological Foundation is the degree-granting entity. Both the transcript and diploma for Foundation House degrees will display the educational venue as Foundation House/Oxford or Foundation House/Rome.

*Venues* The venues for Foundation House degree programs are Oxford, England, and Rome, Italy.

*Degrees Offered* Only the degrees of Doctor of Philosophy and Doctor of Ministry are offered by Foundation House, with concentrations in theological, philosophical, historical, and biblical studies. The Doctor of Philosophy may be earned in Oxford or Rome. The Doctor of Ministry may only be earned in Rome.

*Advanced Standing* This is available to those who hold a doctorate at the time of application. For information, please see the end of Foundation House Degree Program section.

*Admission Requirements (D.Min. and Ph.D.)*

1. Baccalaureate degree or equivalent validated by a transcript.
2. Master's degree validated by a transcript.

3. Five years of accumulated experience in a cognate field of ministry.
4. Application Procedure.

### *Completion Requirements*

Foundation House degrees must be completed in no fewer than twenty-four months and no more than five years. For information on advanced standing (applicants with doctorate only), please see end of Foundation House Degree Program section. The D.Min. requires 30 graduate credit hours and the Ph.D. requires 42 graduate credit hours. The Dean of Studies of each Foundation House program may, at his discretion, serve as the Tutor and/or as the Thesis Supervisor. All academic work must be completed before the thesis can be defended.

Students wishing to attend graduation at the Foundation must have all academic work completed by February 1 of the intended year of graduation.

## Foundation House/Oxford

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*The Ph.D. candidate is required to complete the following:*

1. Two 2-week summer sessions at the Oxford University Summer Programme in Theology thereby accumulating 8 courses.
2. Four tutorials from the Dean of Studies or a designated tutor approved by the Dean of Studies.
3. Nomination of a Thesis Supervisor. Approval must be received from the Dean of Studies prior to proceeding with thesis research.
4. Submission of a thesis proposal. Approval must be received from the Dean of Studies prior to submitting the thesis.
5. Submission of one electronic copy of the doctoral thesis of 45,000- 60,000 words (180-240 pages) with the signed approval of the Dean of Studies to the Graduate Theological Foundation.
6. Successful defense of the thesis before Foundation faculty in Indiana or our satellite defense locations or Oxford. (Students in the Foundation House/Oxford Ph.D. program are not required to attend graduation.)
7. Submission of one CD-ROM copy of doctoral thesis for inclusion in Online Thesis Library (successfully defended or revised).



## CREDITS

24 cr. (two 2-week summer sessions)

12 cr. (four tutorials in Oxford)

6 cr. (thesis, supervised and successfully defended)

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42 total credit hours earned for the Ph.D. from  
Foundation House/Oxford

*Requirements for Courses and Tutorials* Each course and each tutorial requires a paper of 3,000-4,000 words (12-16 pages) to be submitted to the Foundation for approval.

NOTE: Consult this degree program description on the website for paper guidelines.

*Required Tutorials* Four tutorials are required for this program, each taken in the form of a "Personalized Tutorial." These tutorials may be completed with the Dean of Studies or a designated tutor approved by the Dean of Studies.

- *Personalized Tutorial.* The Foundation House/Oxford Ph.D. student may develop a tutorial topic in collaboration with, and the approval of, the Dean of Studies of the Foundation House/Oxford program. The responsibility for proposing a tutorial topic is that of the student.

*Requirements for the Doctoral Thesis* The length of the doctoral thesis for the Ph.D. from Foundation House/Oxford must be 45,000-60,000 words (180-240 pages).

(The Ph.D. degree through the Foundation House/Oxford program assumes two summer trips and two tutorial trips to Oxford.)

## Foundation House/Rome

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*The D.Min. candidate is required to complete the following:*

1. One 3-week summer session at the Centro Pro Unione in Rome.
2. Three tutorials from the Dean of Studies or a designated tutor approved by the Dean of Studies.
3. Two independent study courses approved by the Dean of Studies.

4. Submission to the Foundation of one electronic or hard copy of a doctoral thesis of 35,000-40,000 words (140-160 pages) with the signed approval of the Dean of Studies. (Students in the Foundation House/Rome D.Min. program are not required to attend graduation.)

## CREDITS

9 cr. (one 3-week summer session)

9 cr. (three tutorials in Rome)

6 cr. (two independent study courses)

6 cr. (doctoral thesis, supervised and approved)

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30 total credit hours earned for the D.Min. from  
Foundation House/Rome

*Requirements for Courses and Tutorials* Each course and each tutorial requires a paper of 3,000-4,000 words (12-16 pages) to be submitted to the Foundation for approval.

NOTE: Consult this degree program description on the website for paper guidelines.

*Tutorials Offered* Tutorials offered to Foundation House/Rome students change throughout the year and are listed on the Foundation House page on the website at [www.gtfeducation.org](http://www.gtfeducation.org).

*Requirements for the Doctoral Thesis* The length of the doctoral thesis for the D.Min. from Foundation House/Rome must be 35,000-40,000 words (140-160 pages), in consultation with the Dean of Studies.

(The D.Min. degree through the Foundation House/Rome program assumes one summer trip and two tutorial trips to Rome.)

*The Ph.D. candidate is required to complete the following:*

1. One 3-week summer session at the Centro Pro Unione in Rome.
2. Six tutorials from the Dean of Studies or a designated tutor approved by the Dean of Studies.
3. Three independent study courses approved by the Dean of Studies.
4. Nomination of a Thesis Supervisor. Approval must be received from the Dean of Studies prior to proceeding with thesis research.
5. Submission of a thesis proposal. Approval must be received from the Dean of Studies prior to submitting the thesis.

6. Submission of one electronic copy of a doctoral thesis of 45,000-60,000 words (180-240 pages) with the signed approval of the Dean of Studies to the Graduate Theological Foundation, and fulfillment of the Online Thesis Library requirement.

7. Successful defense of the thesis before Foundation faculty in Indiana or our satellite defense locations or Rome. (Students in the Foundation House/Rome Ph.D. program are not required to attend graduation.)

## CREDITS

9 cr. (one three-week summer session)

18 cr. (six tutorials in Rome)

9 cr. (three independent study courses)

6 cr. (thesis, supervised and successfully defended)

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42 total credit hours earned for the Ph.D. from  
Foundation House/Rome

*Requirements for Courses and Tutorials* Each course and each tutorial requires a paper of 3,000-4,000 words (12-16 pages) to be submitted to the Foundation for approval.

NOTE: Consult this degree program description on the website for paper guidelines.

*Tutorials Offered* Tutorials offered to Foundation House/Rome students change throughout the year and are listed on the Foundation House page on the website at [www.gtfeducation.org](http://www.gtfeducation.org).

*Requirements for the Doctoral Thesis* The length of the doctoral thesis for the Ph.D. from Foundation House/Rome must be 45,000-60,000 words (180-240 pages).

(The Ph.D. degree through the Foundation House/Rome program assumes one summer trip and three tutorial trips to Rome.)

## Tuition and Fees

Doctor of Ministry (D.Min.):	\$6,750.00
▪ Thesis Processing:	\$ 550.00
Doctor of Philosophy (Ph.D.):	\$8,750.00

- Thesis Supervision: \$1,200.00
- Thesis Processing: \$ 550.00
- Tutorial/Independent Study: \$ 600.00 (each)

Fees charged by the Oxford University Summer Programme in Theology and the Centro Pro Unione in Rome are paid directly to those institutions. Fees for Oxford and Rome are posted on the institutions' websites, linked from the Foundation at [www.gtfeducation.org](http://www.gtfeducation.org).

# Partnering Resources In Ministry Education

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## The P.R.I.M.E. Affiliation

This special type of affiliation allows students to earn their degree from the Foundation by completing all required coursework through a P.R.I.M.E. affiliate. Institutions designated as P.R.I.M.E. provide specializations in specific graduate degree programs such as the Doctor of Ministry, Doctor of Psychology and others. At P.R.I.M.E. institutions, Foundation students may complete all of their Units of Study and fulfill all residency requirements for their graduate degree programs. The following institutions and organizations have been invited to participate in the Foundation's 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 Foundation's ongoing assessment of educational training opportunities relevant to our students. The attractiveness of the P.R.I.M.E. affiliation is two-fold, viz., students may do all of their residency and degree requirements at any one of the P.R.I.M.E. affiliated institutions. Those institutions have the advantage, by virtue of their affiliation with the Foundation, of offering their training for the Foundation's degree programs in their own facilities. Descriptions of, and contact information for, P.R.I.M.E. affiliated institutions may be found on the Foundation's website at [www.gtfeducation.org](http://www.gtfeducation.org) under *About GTF* and then *Affiliations*.

## P.R.I.M.E. Affiliates

Alamance Regional Medical Center  
Alexian Brothers Medical Center  
Centro de Psicología Existencial y Logoterapia  
Dominican Center at Marywood  
Hartford Family Institute  
The Hiebert Institute  
International Institute of Theological Studies  
Lev Shomea  
Palisades Medical Center  
Palmetto Health Institute for Spirituality  
Society of Catholic Social Scientists  
Viktor Frankl Institute of Logotherapy  
Worklife Institute

# Policies of the Graduate Theological Foundation

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## 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 Graduate Theological Foundation.

## Units of Study and Credits Defined

Unit of Study = Forty (40) contact hours  
or three graduate credits

One (1) CPE Unit = One (1) Unit of Study

Four (4) CEUs = One (1) Unit of Study

## 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.) 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. Applicants for the course-based Ph.D. must also hold a professional doctorate.
2. Academic transcripts or educational records (undergraduate for master's applicants and seminary/graduate for doctoral applicants) are to be sent directly to the Foundation's Administrative Offices 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 central core of any 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.*

## Tuition and Fees

The first half of tuition must be paid within 30 days of acceptance. The balance is due by March 1 prior to graduation.

### Doctor of Philosophy (Ph.D.)

\$8,750.00 Tuition Fee due to the Foundation

\$1,200.00 Thesis Supervision Fee

\$ 550.00 Thesis Processing Fee

\$ 100.00 Graduation Fee

### Research Doctorates at Oxford (Ph.D., Psy.D., Ed.D.)

\$8,750.00 Tuition Fee due to the Foundation

\$1,200.00 Thesis Supervision Fee

\$ 550.00 Thesis Processing Fee

\$ 100.00 Graduation Fee

### Foundation House (Ph.D.)

\$8,750.00 Tuition Fee due to the Foundation

\$1,200.00 Thesis Supervision Fee

\$ 550.00 Thesis Processing Fee

\$ 100.00 Graduation Fee

Doctor of Theology (Th.D.)

- \$7,750.00 Tuition Fee due to the Foundation
- \$1,200.00 Thesis Supervision Fee
- \$ 550.00 Thesis Processing Fee
- \$ 100.00 Graduation Fee

All But Dissertation (A.B.D.) Doctoral Degrees

- \$6,750.00 Tuition Fee due to the Foundation
- \$1,200.00 Thesis Supervision Fee
- \$ 550.00 Thesis Processing Fee
- \$ 100.00 Graduation Fee

Professional Doctoral Programs

- \$7,750.00 Tuition Fee due to the Foundation
- \$ 300.00 Project Processing Fee
- \$ 100.00 Graduation Fee

Foundation House (D.Min.)

- \$6,750.00 Tuition Fee due the Foundation
- \$ 550.00 Thesis Processing Fee
- \$ 100.00 Graduation Fee

Master's Degree Programs

- \$6,750.00 Tuition Fee due to the Foundation
- \$ 250.00 Project Processing Fee
- \$ 100.00 Graduation Fee

*NOTE:* Degree candidates are bound by the regulations of the Foundation 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 tuition and degree requirements which are current at the time of reactivation. Fees are subject to change.

**Non-Project Option** Students who choose the NPO are exempt from the Project Processing fee.

**Venue Fees** In addition to the tuition fees paid to the Foundation for the degree program, the student must also pay the fees of the selected institution(s) where the Units of Study are being earned. To calculate the total cost of the degree program, the student must add the Foundation's total tuition charges to the total educational fees charged by the selected institutional venue(s).



**Independent Study, On-Site Tutorial, E-Tutorial** for one Unit of Study is \$600.00.

**Tutorial – Foundation House** The fee per Tutorial with Foundation House faculty is \$600.00.

**Independent Study – Foundation House (*Rome only*)** The fee per Independent Study with Foundation House faculty (*Rome only*) is \$600.00.

**Foundation Institutes** The fee for a Foundation Institute is \$1,200.00. Individuals taking only one seminar of the Institute are charged \$600.00. A deposit of \$300.00 must be received six weeks prior to the starting date of the desired Institute. In the event of insufficient enrollment, the deposit is returned. Enrollment is four to twelve participants.

## Tuition Payment

The first half of tuition is paid within 30 days of acceptance to the degree program. Student files will not be activated and students will not be considered "in good standing" until the first half of the tuition is paid.

The second half of the tuition, the project or thesis processing fee, and graduation fee are due by March 1 of the year the student intends to graduate. These fees may be broken up into a monthly payment plan at no interest, but with a \$10.00 monthly service fee.

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 Foundation's website at [www.gtfeducation.org](http://www.gtfeducation.org).

For Ph.D., Th.D., and A.B.D. students, the Thesis Supervision fee is due upon nomination of a Thesis Supervisor. The second half of the tuition, the thesis processing fee and the graduation fee are due prior to the oral defense.

NOTE: Foreign checks must be made payable in U.S. funds.

## 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

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.

## 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
- Foundation Institutes
- On-Site Tutorials
- E-Tutorials
- Distance Learning Modules
- Oxford Summer Programme in Theology
- 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 Foundation 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.

## Online Thesis Library

The Foundation requires all academic doctoral degree students (A.B.D., Th.D., Ph.D.) to submit a copy of their successfully defended (or revised and approved) thesis for inclusion in the Online Thesis Library.

Candidates for the Th.D. or Ph.D. (or those in the A.B.D. program) must submit the thesis, in its final form, via mail as a CD-ROM to the Foundation's general address. The format of the thesis must be either MS Word (.doc) or Adobe Reader (.pdf).

## Transcripts

The Office of the Registrar at the Foundation maintains all records. Alumni and current students of the Foundation 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 transcript reflects all work completed for the degree including all transferred courses.

The cost of having a transcript generated by the Registrar's Office is \$10.00 per copy. This includes unofficial as well as official copies in electronic or physical form. No transcript will be issued to third parties without prior written request from the student and payment at the time of request.

## Diplomas

- No student may ever receive more than one original copy of the diploma.
- If the Foundation has made an error based on the student's form indicating his/her desired name, title, etc., the Foundation will reprint/replace the diploma free of charge. The reprint/replacement will only be available after the student has sent in his/her flawed

diploma.

- If the student wishes to have a new diploma based upon his/her decision to change the original requested name, the Foundation will reprint/replace the diploma for a \$25 fee. The reprint/replacement will only be available after the student has sent in his/her flawed diploma.

## 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.

## 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 Foundation or the College 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 Foundation 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.

## The Foundation and the College

All policies and procedures outlined in this Student Handbook are applicable, where relevant, to both the Foundation and its undergraduate division, Cloverdale College.



# Cloverdale College

*Undergraduate Division of the  
Graduate Theological Foundation*

# The Professional Baccalaureate

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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, quite clearly, be pursued.

## Degree Completion Defined

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"Degree completion" at Cloverdale College 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 College grants three years of academic credit (90 credits covering the Freshman, Sophomore, and Junior years). The student then completes the final, or Senior, year at the College by taking ten courses (30 credits/240 contact hours) to receive the bachelor's degree. The Cloverdale College bachelor's degree is based on the national standard of 120 credits. Cloverdale College is a degree completion senior-level institution.

# Degree Programs

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

Roman Catholic Deacons Track

Islamic Studies Track

Catechetical Studies Track

Bachelor of Theology (B.Th.)

Roman Catholic Deacons Track

Islamic Studies Track

Buddhist Studies Track

Bachelor of Business Administration (B.B.A.)

Bachelor of Fine Arts in Media Studies (B.F.A.)

Bachelor of Mediation (B.Med.)

Bachelor of Sacred Music (B.S.M.)

Performance-based Track

Course-based Track

Performance/Course Combination Track

Southeast Asia Track



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

## Bachelor of Theology (B.Th.)

Cloverdale College offers the degree-completion Bachelor of Religious Education (B.R.E.) and the degree-completion Bachelor of Theology (B.Th.) especially for experienced Sunday School teachers, CCD teachers, RCIA teachers, catechists, lay ministers, and directors of religious education programs.

The major difference between the B.R.E. and the B.Th. is that the religious education degree is of particular value to those involved in faith community educational programs, whereas the theology degree is of special interest to those who serve faith communities and intend to pursue graduate studies in theology. While the B.R.E. may lead to the M.R.E. and Ed.D., the B.Th. may lead to the M.Th. and the Ph.D.

Two specialized tracks are available for either the B.R.E. or B.Th.: 1) Roman Catholic Deacons Track and 2) Islamic Studies Track.

The Catechetical Studies Track is a specialization available only for the Bachelor of Religious Education.

The Buddhist Studies Track is a specialization available only for the Bachelor of 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.

### *Graduation Requirements*

1. Completion of 30 credits (240 contact hours) from Cloverdale College or any approved venue.
2. Submission of documentation of coursework and/or required response papers.

### 3. Completion and submission of senior paper.

#### ***Roman Catholic Deacons Track***

*(Option for the B.R.E. or B.Th.)*

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Roman Catholic Deacons have the opportunity to apply their three-year deaconal training certificate for academic credit toward a Cloverdale College bachelor's degree completion program in religious education or theology. Two Options are available, (A) for those without a bachelor's degree, and (B) for those who do have a bachelor's degree.

**Option A:** If a person does not have a bachelor's degree but has been ordained to the Roman Catholic Diaconate, he may take the B.R.E. or the B.Th. by completing two E-Tutorials from the College or two courses from any approved venue site.

**Option B:** If an individual holds a bachelor's degree and has completed a three-year diocesan approved diaconal training program and has been ordained a Roman Catholic deacon, he may earn the Foundation's Master of Theology by submitting documentation verifying his training and ordination and by submitting a 35,000 to 40,000 word master's thesis to the Graduate Theological Foundation. (See the Master of Theology degree description in the Graduate Theological Foundation portion of this Student Handbook.)

#### ***Islamic Studies Track***

*(Option for the B.R.E. or B.Th.)*

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The Bachelor of Religious Education and the Bachelor of Theology degree-completion program 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, Doctor of Education or Doctor of Philosophy in Islamic Studies at the Graduate Theological Foundation.

There are two options for completing the academic requirements for the B.R.E. or B.Th. in Islamic Studies, Track A and Track B.

Track A is curriculum-selective and provides an opportunity for the student to personally select relevant courses in Islamic Studies from a range of venues.

*(See website for Approved Venues.)* This track requires the completion of ten courses or 30 undergraduate credits.

Track B 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 Foundation. It requires Arabic language proficiency. This track requires the completion of ten courses (30 credits) from a specialized curriculum. *(See website.)* Membership in the North American Imams Federation is a requirement.

### **Islamic Cultural Center of Greater Chicago**

Cloverdale College has a special relationship with this Center which allows students in the Islamic Studies Track to take all required coursework on-site at the Center in Northbrook, Illinois. This relationship is called a P.R.I.M.E. affiliation (Partnering Resources in Ministry Education). *See P.R.I.M.E. section for a description of this type of affiliation.*

For more information, please contact:

Imam Senad Agic, D.Min., Ph.D.  
1810 North Pfingsten Road  
Northbrook IL 60062  
Tel: (847) 272-0319  
Fax: (847) 272-4406  
[www.icc-greaterchicago.com](http://www.icc-greaterchicago.com)

### ***Catechetical Studies Track*** ***(Option for the B.R.E. only)***

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The Bachelor of Religious Education in Catechetical Studies is a unique program offered for teachers of catechesis including RCIA and CCD instructors. Though specific to the Roman Catholic tradition, anyone is welcome to pursue this degree. The entire degree may be taken in short-term residencies or online.

*Coursework* Two options are available for this degree in catechesis.

Option A: (Online program) Students must take specific courses from identified venues of study. *(See website.)*

Option B: (On-site program) Students must complete the on-site curriculum offered through the National Association of the Catechesis of the Good

Shepherd. *(See website.)*

***Buddhist Studies Track***  
*(Option for the B.Th. only)*

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Venue Specific:

Asian Classics Institute of New York City

This degree program is directly linked to the course offerings of the Asian Classics Institute in New York City. All courses are by distance learning from practicing Buddhists. There are eighteen courses offered in all. For the B.Th. in Buddhist Studies, the student must take ten courses. Verification of completion of the entire ten courses must be received from the Asian Classics Institute in order for the College to award the degree. All ten courses will be listed on the student's transcript as having been taken at the ACI.

# Bachelor of Business Administration (B.B.A.)

Cloverdale College offers a degree-completion Bachelor of Business Administration (B.B.A.) for church administrators and staff. Anyone holding a high school diploma or G.E.D. with five or more years of experience working in the various fields of religious education or religious office administration whose pastor, director of religious education or superintendent will recommend them may apply for admission to this program.

## *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.

## *Graduation Requirements*

1. Completion of 30 credits (240 contact hours) from Cloverdale College or any approved venue.
2. Submission of documentation of coursework and/or required response papers.
3. Completion and submission of senior paper.

# Bachelor of Fine Arts in Media Studies (B.F.A.)

Cloverdale College offers the degree-completion Bachelor of Fine Arts in Media Studies (B.F.A.) especially for experienced professionals working in media. This program has a B.F.A./B.B.A. dual degree option through which students may earn both the Bachelor of Fine Arts in Media and the Bachelor of Business Administration.

## *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.

## *Graduation Requirements*

1. Completion of 30 credits (240 contact hours) from Cloverdale College or any approved venue.
2. Submission of documentation of coursework and/or required response papers.
3. Completion and submission of senior paper.

# Bachelor of Mediation (B.Med.)

The Cloverdale College Bachelor of Mediation degree (B.Med.) offers academic recognition to mediators by granting college credit for qualified mediation and alternative dispute resolution training experience.

## *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.

## *Graduation Requirements*

1. Completion of a total of 30 credits (240 contact hours) from mediation training events including an introductory level mediation training course or program.
2. Submission of documentation of coursework and/or required response papers.
3. Completion and submission of senior paper.

# Bachelor of Sacred Music (B.S.M.)

Cloverdale College 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.

This degree has the following options: 1) Performance-based Track, 2) Course-based Track, 3) Performance/Course Combination Track, and 4) Southeast Asia Track. The Southeast Asia Track is directed by The Rev. Fr. Francis Leong, Director of Southeast Asia Programs and Bishop Anthony Walsh Professor of Asian Christian Studies and Musicology, who is located in Singapore.

## *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.

## ***Performance-based Track***

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### *Graduation Requirements*

1. Submission of 52 copies of performance bulletins from regular worship services.
2. Submission of copies of 2 audio recordings and 2 accompanying bulletins of special performances for holidays or special events.

The regular performances are valued at 4 contact hours each and the special performances are valued at 16 contact hours for a total of 240 contact hours needed to fulfill the final year of study in this degree-completion program.

## ***Course-based Track***

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The course-based B.S.M. program requires the completion of ten courses (24



contact hours per course). These courses may be taken from any Approved Educational Venue as well as in the form of E-Tutorials from the College's own music faculty.

### ***Performance/Course Combination Track***

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In the event a student wishes to combine both performance and course work in the earning of the B.S.M. degree, there must be an accumulation of 240 contact hours of instruction/performance to complete the program. Any combination of performances and courses fulfilling this requirement will be accepted if the sequence of performances/courses has been approved by the Dean of the College.

### ***Southeast Asia Track***

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All students interested in obtaining their Bachelor of Sacred Music from Cloverdale College and who also wish to study under Rev. Francis Leong in Singapore must receive final approval to commence their studies from Rev. Leong before they will be accepted into the College.

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

#### *Graduation Requirements*

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

#### **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
- 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
- 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.

# Policies of Cloverdale College

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## College Credit Defined

Cloverdale College values 8 contact hours as 1 college credit and requires 120 credits for each of the degree programs. A contact hour is calculated as clock time combined with study, preparation and interactive time spent in an educational endeavor. The College awards 90 credits for 5+ years of paid or volunteer work experience in a social service ministry or faith community. Students must complete the remaining 30 credits of study, under Cloverdale College oversight, from approved colleges, universities, seminaries, recognized and endorsed internet course providers or distance learning course providers in order to graduate.

## 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 Cloverdale College.

## Application Process for All Undergraduate Degrees

1. Only those who have been in ministry for at least five years may apply. (For a definition of *ministry*, consult the website.) Students must develop and submit an undergraduate portfolio with the application form to provide evidence of five or more years of applied paid or volunteer work experience in a social service ministry or faith community.
2. Academic transcripts, educational records, or copy of high school diploma are to be submitted to Cloverdale College upon formal application. Applicants must hold a high school diploma, GED or equivalent, for all Cloverdale College programs.

3. 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. This is the central core of the application.

4. 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.

5. 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 Cloverdale College's application process, prospective students are asked to develop an undergraduate portfolio that provides information and documentation of 5 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. Individuals who define their professional activity as being of service to the improvement and nurture of society and the world community are recognized by the College as being involved in ministry. This definition includes activities in such fields as education, pastoral assignments, chaplaincy, mediation, management, media services, health care and counseling. The College recognizes these 5 years of documented experience as equivalent to the first three years of an undergraduate degree program, and awards 90 credits for this work.

This portion of the application process requires you to reflect upon your professional and personal involvement in your own faith community. It is an opportunity for you to 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, or simply contact information for an individual who can verify your participation. The undergraduate portfolio should consist of one or more pages of activity details, with accompanying pages of documentation of each activity. The portfolio should be submitted with the application for admission. The portfolio assessment 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.

A description of the Undergraduate Portfolio, and a sample portfolio, may be downloaded from the *Application* page of the College's website.

## Tuition and Fees

Tuition for all bachelor's degrees is \$4,750.00 and the Graduation fee for each degree program is \$100.00. Tuition and graduation fees are paid directly to Cloverdale College. Course fees are paid directly to the educational venue(s).

The fee for E-Tutorials is \$300.00 for students of the College and \$600.00 for non-students. The fee is also \$600.00 for College students who have been accepted but who have not yet activated their student status.

In order to activate one's student status, 50% of the basic tuition of the College must be paid within 30 days of acceptance. Cloverdale College accepts payments for tuition and fees by credit card, check or money order. Students may opt for a 12-month or 24-month non-interest payment plan which has a \$10.00 monthly service fee.

Degree candidates are bound by the regulations of the Foundation and College 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. Students have a maximum of four years from the date of acceptance to complete their degree program. 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 tuition and degree requirements which are current at the time of reactivation.

Students wishing to attend graduation must have all fees paid by March 1 of the intended year of graduation. Attendance at graduation is optional.

## Time Frame

Undergraduate degrees through Cloverdale College take a minimum of eighteen months and a maximum of forty-eight months for completion.

## Study Options

Students may choose to take online, distance or on-site courses from Cloverdale College or other Approved Educational Venues. The College also accepts transfer credits from accredited colleges, universities, diocesan-approved training programs and professional training programs. All students are required to submit a list of proposed courses to the Dean's office for final approval before beginning their studies.

Each time the student completes a course from a selected institution, the completion certificate, transcript, or some other documented form of verification must be submitted to Cloverdale College.

## 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 from Cloverdale College 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 mail to the Office of the Registrar of Cloverdale College.

## 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. Students of the College 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 transcript reflects all work completed for the degree including all transferred courses.

The cost of having a transcript generated by the Registrar's Office will be \$10.00 per copy. This will include unofficial as well as official copies in electronic or physical form. No transcript will be issued to third parties without prior written request from the student and payment at the time of request.