

GRADUATE THEOLOGICAL FOUNDATION

CLOVERDALE COLLEGE



**Student Handbook
2012**

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

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

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

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Ministry Defined

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

GRADUATE THEOLOGICAL FOUNDATION

Degree Programs
and
Policies

Professional Programs

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 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 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

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

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

Total Program Cost \$11,000

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

Transfer Credit

Any student wishing to have previously completed academic work evaluated for possible transfer credit or wishing to complete coursework through a venue other than the Graduate Theological Foundation for use as transfer credit toward a degree, must contact the Office of the Registrar for approval. Accepted transfer credit has the potential to decrease the total tuition paid by the student. Requests for acceptance of transfer credit are reviewed on a case by case basis.

Tuition payment schedule

1/3 of total fees paid within 30 days of acceptance

1/3 of total fees paid within one year of the date of acceptance

1/3 of total fees paid by March 1st of the year of graduation

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a

student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

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.

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of six Units of Study: two required from the Graduate Theological Foundation, and four taken from the Foundation or other approved educational institutions, or completion of the Foundation Online Curriculum.
3. 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.
4. Attendance at the Convocation/Graduation. (Non-US residents are exempt from this requirement.)

Foundation Online Curriculum

The Foundation offers an entirely online curriculum for this degree program. Please see the website for information.

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.

Specializations: A degree specialization in Funeral Service is available for those students who wish to utilize their pastoral training in a funeral home setting.

A Master of Pastoral Counseling for Nurses is also offered as a specialization. See the Foundation's website for information.

Time Frame and Tuition

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

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

Total Program Cost \$11,000

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

Transfer Credit

Any student wishing to have previously completed academic work evaluated for possible transfer credit or wishing to complete coursework through a venue other than the Graduate Theological Foundation for use as transfer credit toward a degree, must contact the Office of the Registrar for approval. Accepted transfer credit has the potential to decrease the total tuition paid by the student. Requests for acceptance of transfer credit are reviewed on a case by case basis.

Tuition payment schedule

1/3 of total fees paid within 30 days of acceptance

1/3 of total fees paid within one year of the date of acceptance

1/3 of total fees paid by March 1st of the year of graduation

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

Admission Requirements

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

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their particular degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of six Units of Study: two required from the Graduate Theological Foundation, and four taken from the Foundation or other approved educational institutions, or completion of the Foundation Online Curriculum.
3. 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.

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

Foundation Online Curriculum

The Foundation offers an entirely online curriculum for this degree program. Please see the website for information.

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, 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

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

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

Total Program Cost \$11,000

Degree candidates are bound by the regulations of the Student Handbook of the year in which they are accepted into their

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

Transfer Credit

Any student wishing to have previously completed academic work evaluated for possible transfer credit or wishing to complete coursework through a venue other than the Graduate Theological Foundation for use as transfer credit toward a degree, must contact the Office of the Registrar for approval. Accepted transfer credit has the potential to decrease the total tuition paid by the student. Requests for acceptance of transfer credit are reviewed on a case by case basis.

Tuition payment schedule

1/3 of total fees paid within 30 days of acceptance

1/3 of total fees paid within one year of the date of acceptance

1/3 of total fees paid by March 1st of the year of graduation

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

Admission Requirements

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

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their particular degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of six Units of Study: two required from the Graduate Theological Foundation, and four taken from the Foundation or other approved educational institutions, or completion of the Foundation Online Curriculum.
3. 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.
4. Attendance at the Convocation/Graduation. (Non-US residents are exempt from this requirement.)

Foundation Online Curriculum

The Foundation offers an entirely online curriculum for this degree program. Please see the website for more information.

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

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

less than eighteen months and no more than four years.

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

Total Program Cost \$11,000

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

Transfer Credit

Any student wishing to have previously completed academic work evaluated for possible transfer credit or wishing to complete coursework through a venue other than the Graduate Theological Foundation for use as transfer credit toward a degree, must contact the Office of the Registrar for approval. Accepted transfer credit has the potential to decrease the total tuition paid by the student. Requests for acceptance of transfer credit are reviewed on a case by case basis.

Tuition payment schedule

- 1/3 of total fees paid within 30 days of acceptance
- 1/3 of total fees paid within one year of the date of acceptance
- 1/3 of total fees paid by March 1st of the year of graduation

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

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.

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their particular degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of six Units of Study: two required from the Graduate Theological Foundation, and four taken from the Foundation or other approved educational institutions, or completion of the Foundation Online Curriculum.
3. 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.
4. Attendance at the Convocation/Graduation. (Non-US residents are exempt from this requirement.)

Foundation Online Curriculum

The Foundation offers an entirely online curriculum for this degree program. Please see the website for information.

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

Description

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 and Tribunal Studies (IITTS) in the Archdiocese of Los Angeles, California.

Program Cost \$9,700

Program cost does not include course fees which are paid directly to the International Institute of Tribunal and Theological Studies.

For more information, please contact:

Attn: International Institute of Theological and Tribunal Studies
Metropolitan Tribunal
Archdiocese of Los Angeles
Archdiocesan Catholic Center
3424 Wilshire Blvd.
Los Angeles, CA 90010
www.archdiocese.la

NOTE: The director of this program, Monsignor Chaffman, is Professor of Tribunal Studies at the Graduate Theological Foundation.

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

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

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

Total Program Cost \$14,700

Degree candidates are bound by the regulations of the Student Handbook of the year in which they are accepted into their program of study. Tuition fees will not change during a student's

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

Transfer Credit

Any student wishing to have previously completed academic work evaluated for possible transfer credit or wishing to complete coursework through a venue other than the Graduate Theological Foundation for use as transfer credit toward a degree, must contact the Office of the Registrar for approval. Accepted transfer credit has the potential to decrease the total tuition paid by the student. Requests for acceptance of transfer credit are reviewed on a case by case basis.

Tuition payment schedule

1/3 of total fees paid within 30 days of acceptance

1/3 of total fees paid within one year of the date of acceptance

1/3 of total fees paid by March 1st of the year of graduation

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

Admission Requirements

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

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their particular degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of ten Units of Study: two required from the Graduate Theological Foundation, and eight completed through the Foundation, through other approved educational institutions, or through the use of transfer credit. Students may also choose to take advantage of the Foundation Online Curriculum.
3. Completion of the Doctoral Project (or NPO) and submission of one electronic copy including the Project Consultant's evaluation forms. All academic requirements must be met by February 1 prior to graduation.
4. Attendance at the Convocation/Graduation (Non-US residents are exempt from this requirement).

Foundation Online Curriculum

The Foundation offers an entirely online curriculum for this degree program. Please see the website for information.

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

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

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

Total Program Cost \$12,300

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

Transfer Credit

Any student wishing to have previously completed academic work evaluated for possible transfer credit or wishing to complete coursework through a venue other than the Graduate Theological Foundation for use as transfer credit toward a degree, must contact the Office of the Registrar for approval. Accepted transfer credit has the potential to decrease the total tuition paid by the student. Requests for acceptance of transfer credit are reviewed on a case by case basis.

Tuition payment schedule

- 1/3 of total fees paid within 30 days of acceptance
- 1/3 of total fees paid within one year of the date of acceptance
- 1/3 of total fees paid by March 1st of the year of graduation

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or

quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

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.

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their particular degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of six Units of Study: two required from the Graduate Theological Foundation, and four completed through the Foundation, through other approved educational institutions, or through the use of transfer credit. Students may also choose to take advantage of the Foundation Online Curriculum.
3. Completion of the Doctoral Project (or NPO) and submission of one electronic copy including the Project

Consultant's evaluation forms. All academic requirements must be met by February 1 prior to graduation.

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

Foundation Online Curriculum

The Foundation offers an entirely online curriculum for this degree program. Please see the website for information.

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.)

Students may choose from among the following degree concentrations or may request to pursue a specialized concentration of their choice relevant to their specific interests:

Applied Ministries

Franklian Psychology

Pastoral Care/Counseling

Spiritual Direction

Jewish Spiritual Direction

Women's Studies in Ministry

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.

Time Frame and Tuition

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

Total Program Cost amounts include all required courses if taken

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

Total Program Cost \$12,300

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

Transfer Credit

Any student wishing to have previously completed academic work evaluated for possible transfer credit or wishing to complete coursework through a venue other than the Graduate Theological Foundation for use as transfer credit toward a degree, must contact the Office of the Registrar for approval. Accepted transfer credit has the potential to decrease the total tuition paid by the student. Requests for acceptance of transfer credit are reviewed on a case by case basis.

Tuition payment schedule

- 1/3 of total fees paid within 30 days of acceptance
- 1/3 of total fees paid within one year of the date of acceptance
- 1/3 of total fees paid by March 1st of the year of graduation

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

Admission Requirements

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

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their particular degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of six Units of Study: two required from the Graduate Theological Foundation, and four completed through the Foundation, through other approved educational institutions, or through the use of transfer

- credit, or completion of the Foundation Online Curriculum.
3. Completion of the Doctoral Project (or NPO) and submission of one electronic copy including the Project Consultant's evaluation forms. All academic requirements must be met by February 1 prior to graduation.
 4. Attendance at the Convocation/Graduation (Non-US residents are exempt from this requirement).

Foundation Online Curriculum

The Foundation offers an entirely online curriculum for this degree program. Please see the website for information.

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: the academic study of psychology and its clinical practical application to the counseling situation, and 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 Psy.D. program offers a unique opportunity for ministry professionals. Individuals must comply with the licensure and/or board certification requirements of the state in which they intend to be engaged in professional counseling.

Time Frame and Tuition

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

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

Total Program Cost \$14,700

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

Transfer Credit

Any student wishing to have previously completed academic work evaluated for possible transfer credit or wishing to complete coursework through a venue other than the Graduate Theological Foundation for use as transfer credit toward a degree, must contact the Office of the Registrar for approval. Accepted transfer credit has the potential to decrease the total tuition paid by the student. Requests for acceptance of transfer credit are reviewed on a case by case basis.

Tuition payment schedule

1/3 of total fees paid within 30 days of acceptance

1/3 of total fees paid within one year of the date of acceptance

1/3 of total fees paid by March 1st of the year of graduation

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

Admission Requirements

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

Program Requirements

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

- acceptance.
2. Completion of ten Units of Study: two required from the Graduate Theological Foundation, and eight completed through the Foundation, through other approved educational institutions, or through the use of transfer credit. Students may also choose to take advantage of the Foundation Online Curriculum.
 3. Completion of the Doctoral Project (or NPO) and submission of one electronic copy including the Project Consultant's evaluation forms. All academic requirements must be met by February 1 prior to graduation.
 4. Attendance at the Convocation/Graduation (Non-US residents are exempt from this requirement).

Foundation Online Curriculum

The Foundation offers an entirely online curriculum for this degree program. Please see the website for information.

Psy.D. in Clinical Pastoral Psychotherapy

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

This specialization requires the completion of a set curriculum consisting of eight E-Tutorial courses and a residency requirement of a five day on-site Clinical Skills and Assessment Practicum (CSAP) followed by a final paper. See the *Clinical Pastoral Psychotherapy* page on the website for details.

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

Description

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

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

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

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

Total Program Cost \$12,300

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

Transfer Credit

Any student wishing to have previously completed academic work evaluated for possible transfer credit or wishing to complete coursework through a venue other than the Graduate Theological Foundation for use as transfer credit toward a degree, must contact the Office of the Registrar for approval. Accepted transfer credit has the potential to decrease the total tuition paid by the student. Requests for acceptance of transfer credit are reviewed on a case by case basis.

Tuition payment schedule

1/3 of total fees paid within 30 days of acceptance

1/3 of total fees paid within one year of the date of acceptance

1/3 of total fees paid by March 1st of the year of graduation

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

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.

Program Requirements

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

2. Completion of six Units of Study: two required from the Graduate Theological Foundation, and four completed through the Foundation, through other approved educational institutions, or through the use of transfer credit. Students may also choose to take advantage of the Foundation Online Curriculum.
3. Completion of the Doctoral Project and submission of one electronic copy including the Project Consultant's evaluation forms. All academic requirements must be met by February 1 prior to graduation.
4. Attendance at the Convocation/Graduation (Non-US residents are exempt from this requirement).

Foundation Online Curriculum

The Foundation offers an entirely online curriculum for this degree program. Please see the website for information.

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

Description

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 and Tribunal Studies (IITTS) in the Archdiocese of Los Angeles, California.

Program Cost \$9,700

Program cost does not include course fees which are paid directly to the International Institute of Tribunal and Theological Studies.

For more information, please contact:

Attn: International Institute of Theological and Tribunal Studies
Metropolitan Tribunal
Archdiocese of Los Angeles
Archdiocesan Catholic Center
3424 Wilshire Blvd.
Los Angeles, CA 90010
www.archdiocese.la

NOTE: The director of this program, Monsignor Chaffman, is Professor of Tribunal Studies at the Graduate Theological Foundation.

Academic Programs

Master of Theology (M.Th.)

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

Doctor of Theology (Th.D.)

Denominational Studies

Doctor of Philosophy (Ph.D.)

A.B.D. Doctor of Philosophy

Degree Completion Program

Doctor of Philosophy

Franklian Psychology

Islamic Studies

Jewish Studies

Pastoral Psychology

Theological Studies

Doctor of Philosophy (Research-based)

Residency in Oxford

Doctor of Philosophy (Foundation House)

Residency in Oxford

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

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

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

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

Total Program Cost \$11,000

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

Transfer Credit

Any student wishing to have previously completed academic work evaluated for possible transfer credit or wishing to complete coursework through a venue other than the Graduate Theological Foundation for use as transfer credit toward a degree, must contact the Office of the Registrar for approval. Accepted transfer credit has the potential to decrease the total tuition paid by the student. Requests for acceptance of transfer credit are reviewed on a case by case basis.

Tuition payment schedule

- 1/3 of total fees paid within 30 days of acceptance
- 1/3 of total fees paid within one year of the date of acceptance
- 1/3 of total fees paid by March 1st of the year of graduation

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

Admission Requirements

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

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their particular degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of six Units of Study: two required from the Graduate Theological Foundation (see below), and four taken from the Foundation or other approved educational institutions. Students may also choose to take advantage of the Foundation Online Curriculum.
3. Completion of the Master's Thesis of 35,000-40,000 words

(140-160 pages) and submission of one electronic or hard copy including the Thesis Supervisor's evaluation forms. All academic requirements must be met by February 1 prior to graduation.

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

Foundation Online Curriculum

The Foundation offers an entirely online curriculum for this degree program. Please see the website for information.

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

Description

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

Time Frame and Tuition

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

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

Total Program Cost \$11,000

Degree candidates are bound by the regulations of the Student

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

Transfer Credit

Any student wishing to have previously completed academic work evaluated for possible transfer credit or wishing to complete coursework through a venue other than the Graduate Theological Foundation for use as transfer credit toward a degree, must contact the Office of the Registrar for approval. Accepted transfer credit has the potential to decrease the total tuition paid by the student. Requests for acceptance of transfer credit are reviewed on a case by case basis.

Tuition payment schedule

1/3 of total fees paid within 30 days of acceptance

1/3 of total fees paid within one year of the date of acceptance

1/3 of total fees paid by March 1st of the year of graduation

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make

payment, there is a ten dollar fee per invoice.

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.

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their particular degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of a specialized Islamic Studies curriculum under the direction and oversight of Dr. Omar Shahin, Director of Islamic Studies at the Foundation. Courses are taken as tutorials with Dr. Shahin or other designated tutors.
3. Nomination and approval of the 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 of the intended year of graduation.
5. Attendance at the Convocation/Graduation. (Non-US residents are exempt from this requirement.)

Course Requirements

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

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

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

This degree is a 33 credit program that may be completed in no less than two years and no more than seven years.

Program Cost \$10,850

Program cost does not include course fees which are paid directly to the Oxford University Department for Continuing Education.

Degree candidates are bound by the regulations of the Student Handbook of the year in which they are accepted into their program of study. Tuition fees will not change during a student's course of study, providing the student submits payments and papers on schedule and completes the degree program within the prescribed time. If the student does not conform to scheduled

payment and/or paper submission deadlines, the student's file will be deactivated. Upon reactivation, the student will be responsible for the tuition and degree requirements which are current at the time of reactivation.

Tuition payment schedule

1/3 of total fees paid within 30 days of acceptance

1/3 of total fees paid within one year of the date of acceptance

1/3 of total fees paid prior to scheduling of the doctoral defense

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

Admission Requirements

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

Program Requirements

1. Students are expected to thoroughly familiarize themselves

with the Student Handbook of the year of their acceptance with particular focus on their particular degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance. The current Student Handbook as well as past years' Handbooks can be viewed [here](#).

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. Completion of one Unit of Study (Research Methodology) through the Graduate Theological Foundation. (See Units of Study for the Th.D.).
4. 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.
5. Fulfillment of language requirements if such have been determined by the Thesis Supervisor.
6. Nomination and approval of Thesis Supervisor.
7. Submission and approval of thesis proposal.
8. Submission of one electronic copy of the dissertation and required forms (abstract, personal biography, cover sheet, Thesis Supervisor Report Form).
9. 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.)

Doctoral Oral Defense

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

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

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

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

Description

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

Total Program Cost \$9,200

Degree candidates are bound by the regulations of the Student Handbook of the year in which they are accepted into their program of study. Tuition fees will not change during a student’s course of study, providing the student submits payments and papers on schedule and completes the degree program within the

prescribed time. If the student does not conform to scheduled payment and/or paper submission deadlines, the student's file will be deactivated. Upon reactivation, the student will be responsible for the tuition and degree requirements which are current at the time of reactivation.

Tuition payment schedule

1/3 of total fees paid within 30 days of acceptance

1/3 of total fees paid within one year of the date of acceptance

1/3 of total fees paid prior to scheduling of the doctoral defense

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

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

Program Requirements

Individuals designated as All But Dissertation (A.B.D.) who transfer their credits and records into the All But Dissertation (A.B.D.) program of the Foundation must fulfill the following requirements:

1. Nomination and approval of a Thesis Supervisor.
2. Submission and approval of thesis proposal.
3. Submission of one electronic copy of the thesis and required forms (abstract, personal biography, cover sheet, Thesis Supervisor Report Form).
4. Successful defense of the thesis before 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.)

Doctoral Oral Defense

The doctoral student will be invited to contact our offices to schedule a doctoral defense after all financial obligations and

academic requirements have been met, and once the following have been received by our offices:

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

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

Doctor of Philosophy (Ph.D.)

Students may choose from among the following degree concentrations or may request to pursue a specialized concentration (of their choice) relevant to their specific interests:

Clinical Pastoral Psychotherapy	Jewish Studies
Franklian Psychology	Pastoral Psychology
Islamic Studies	Theological 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

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

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

Total Program Cost \$16, 250

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

Transfer Credit

Any student wishing to have previously completed academic work evaluated for possible transfer credit or wishing to complete coursework through a venue other than the Graduate Theological Foundation for use as transfer credit toward a degree, must contact the Office of the Registrar for approval. Accepted transfer credit has the potential to decrease the total tuition paid by the student. Requests for acceptance of transfer credit are reviewed on a case by case basis.

Tuition payment schedule

1/3 of total fees paid within 30 days of acceptance

1/3 of total fees paid within one year of the date of acceptance

1/3 of total fees paid prior to scheduling of the doctoral defense

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

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.

Program Requirements

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

- of their acceptance.
2. Completion of ten Units of Study: two required from the Graduate Theological Foundation, and eight completed through the Foundation, through other approved educational institutions, or through the use of transfer credit.
 3. Fulfillment of language requirements if such have been determined by the Thesis Supervisor.
 4. Nomination and approval of Thesis Supervisor.
 5. Submission of an electronic copy of a doctoral thesis of 45,000-60,000 words (180-240 pages) and required forms (abstract, personal biography, cover sheet, Thesis Supervisor Report Form).
 6. Successful defense of the thesis before Foundation faculty in Indiana, one of our satellite defense locations, or at Oxford during the Summer Programme in Theology. (Students in the Ph.D. program are not required to attend graduation.)

Doctoral Oral Defense

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

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

sent to the Office of the Registrar prior to the defense

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

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

Residency in Oxford

Description

In keeping with the European tradition of advanced degrees being earned on the basis of original research in a specialized field of study that is 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 attend courses at Oxford for degree credit through the Foundation. All residency is completed at Oxford University's Summer Programme in Theology and the thesis is defended before the Foundation faculty. Upon successful defense of the thesis, the degree is awarded by the Graduate Theological Foundation. The degree transcript reflects the courses taken at the Oxford University's Summer Programme in Theology.

Time Frame and Tuition

This degree is a 45 credit program that may be completed in no less than two years and no more than seven years.

Program Cost \$11,450

Program cost does not include course fees which are paid directly to the Oxford University Department for Continuing Education.

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

Tuition payment schedule

1/3 of total fees paid within 30 days of acceptance

1/3 of total fees paid within one year of the date of acceptance

1/3 of total fees paid prior to scheduling of the doctoral defense

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

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.

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their particular degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
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. Completion of one Unit of Study (Research Methodology) through the Graduate Theological Foundation. (See Units of Study for the Research Ph.D.).
4. Fulfillment of language requirements if such have been determined by the Thesis Supervisor.
5. Nomination and approval of the Thesis Supervisor.
6. Submission and approval of thesis proposal.
7. 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).
8. Successful defense of the Ph.D. thesis before Foundation faculty in Indiana or at Oxford during the Summer Programme in Theology. (Students in the research Ph.D. are not required to attend graduation.)

Doctoral Oral Defense

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

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

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

Doctor of Philosophy (Foundation House Ph.D.)

Residency in Oxford

Description

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

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 offered by the Graduate Theological Foundation under the administrative oversight of the Dean of Studies (senior administrative officer of the venue-based degree program) and selected faculty in the historic venue of study located in Oxford, England.

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 the educational venue 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.

Admission Requirements

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.

Program Requirement

1. Two 2-week summer sessions at the Oxford University Summer Programme in Theology thereby accumulating 8 courses.
2. Four tutorials, to be taken on-site, 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 an electronic copy of a doctoral thesis 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 Oxford. (Students in the Foundation House/Oxford Ph.D. program are not required to attend graduation.)

Credits

24 cr. (two 2-week summer sessions)

12 cr. (four tutorials in Oxford)

6 cr. (thesis, supervised and successfully defended)

42 total credit hours

Requirements for Courses

Each course requires a paper of 3,000-4,000 words (12-16 pages) to be submitted to the Foundation for evaluation by a member of the faculty. These course papers are due within 90 days of completion of the Oxford Summer Programme in Theology and should be submitted via email to the Office of Academic Affairs.

Tutorials

Students in this program will take four tutorials in Oxford, England, with the Dean of Studies or with a tutor approved by the Dean of Studies. These tutorials are taken on-site and each tutorial consists of daily meetings with the tutor for one week. Students propose a tutorial topic and submit the proposal to the Office of Academic Affairs to secure the approval of the Foundation and the Dean of Studies. Once approval of the tutorial proposal has been granted, the tutorials may be scheduled with the Dean of Studies.

Tutorial proposals should indicate the desired topic of the tutorial and a listing of two to three books specifically dealing with the

proposed topic which the student intends to utilize in preparation for the tutorial. The student should also indicate specifically how this tutorial topic will benefit the development of his/her degree program.

Tuition

Program Cost \$13,850

Program cost does not include course fees which are paid directly to the Oxford University Department for Continuing Education

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

Tuition payment schedule for Academic Doctorates

1/3 of total fees paid within 30 days of acceptance

1/3 of total fees paid within one year of the date of acceptance

1/3 of total fees paid prior to scheduling of the doctoral defense

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The

Partnering Resources In Ministry Education

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, 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. More information on P.R.I.M.E. programs is available on the Foundation's website.

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

Alamance Regional Medical Center

Centro de Psicología Existencial y Logoterapia

Dominican Center at Marywood

Hartford Family Institute

The Hiebert Institute

International Institute of Theological and Tribunal 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

Student Handbook

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

Application Process for All Graduate Degrees

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

Units of Study and Credits Defined

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

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

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

Deadlines for Academic Work and Fees

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

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

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

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

Tuition and Administrative Fees

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

Professional Degrees

Doctor of Education

Total Program Cost \$14,700

Doctor of Psychology

Total Program Cost \$14,700

Doctor of Ministry

Total Program Cost \$12,300

Doctor of Sacred Music

Total Program Cost \$12,300

Doctor of Mediation

Total Program Cost \$12,300

Doctor of Tribunal Studies

Program Cost \$9,700

Program cost does not include course fees which are paid directly to the International Institute of Tribunal and Theological Studies.

Master of Mediation

Total Program Cost \$11,000

Master of Pastoral Counseling

Total Program Cost \$11,000

Master of Religious Education

Total Program Cost \$11,000

Master of Sacred Music

Total Program Cost \$11,000

Master of Tribunal Studies

Program Cost \$9,700

Program cost does not include course fees which are paid directly to the International Institute of Tribunal and Theological Studies.

Academic Degrees

Ph.D.

Total Program Cost \$16, 250

Ph.D. All But Dissertation (ABD)

Total Program Cost \$9,200

Ph.D. Research

Program Cost \$11,450

Program cost does not include course fees which are paid directly to the Oxford University Department for Continuing Education.

Ph.D. Foundation House

Program Cost \$13,850

Program cost does not include course fees which are paid directly to the Oxford University Department for Continuing Education.

Ph.D. Foundation House (Advanced Standing)

Program Cost \$12,650

Program cost does not include course fees which are paid directly to the Oxford University Department for Continuing Education.

Doctor of Theology (Th.D.)

Program Cost \$10,850

Program cost does not include course fees which are paid directly to the Oxford University Department for Continuing Education.

Master of Theology

Total Program Cost \$11,000

Undergraduate Degrees

Bachelor of Religious Education

Total Program Cost \$8,600

Bachelor of Sacred Music

Total Program Cost \$8,600

Bachelor of Theology

Total Program Cost \$8,600

Transfer Credit

Any student wishing to have previously completed academic work evaluated for possible transfer credit or wishing to complete coursework through a venue other than the Graduate Theological Foundation for use as transfer credit toward a degree, must contact the Office of the Registrar for approval. Accepted transfer credit has the potential to decrease the total tuition paid by the student. Requests for acceptance of transfer credit are reviewed on a case by case basis. (Transfer credit is not accepted for bachelor's degrees.)

Tuition payment schedule for Professional Doctorates/Master's/ Bachelor's

- 1/3 of total fees paid within 30 days of acceptance
- 1/3 of total fees paid within one year of the date of acceptance
- 1/3 of total fees paid by March 1st of the year of graduation

Tuition payment schedule for Academic Doctorates

- 1/3 of total fees paid within 30 days of acceptance
- 1/3 of total fees paid within one year of the date of acceptance
- 1/3 of total fees paid prior to scheduling of the doctoral defense

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

Professional Doctoral Programs and the Non-Project Option

Students in professional doctoral programs and all master's programs (except the Master of Theology program and the Sacred

Music degree programs) have the option of completing the Non-Project Option (NPO) in lieu of a praxis-oriented project. Whether one completes the praxis-oriented project or the NPO, the cost is included in the total program cost as stated. (Note: Students accepted to the Foundation after January 1, 2012, will have the cost of the Institute applied toward their tuition.) The Non-Project Option is fulfilled by completing a Foundation Institute and submitting the required response papers. Foundation Institutes are offered multiple times per year in Indiana and other locations in the U.S. Information is available on the *NPO* page of the website.

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.

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 Online Thesis Library serves as an archive of all academic doctoral theses successfully defended at the Graduate Theological Foundation since the library's founding in 2005. The purpose of the library is to share the scholarly work of Foundation students

with the wider academic community across the globe.

Academic doctoral theses (Ph.D., Th.D.) are added to the Online Thesis Library after degree candidates successfully complete the doctoral defense.

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 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.

Accreditation

The Graduate Theological Foundation does not hold accreditation from a Department of Education approved accrediting agency.

All GTF degree programs are designed for advanced learning that is self-improving and motivational in nature for fully credentialed professionals in ministry whose common concern is the development of leadership for congregations and communities.

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

Degree Programs
and
Policies

About Cloverdale College

Cloverdale College is an undergraduate school of religious education committed to the principles of reason, conscience, and freedom of thought and expression. It was established in 2003 on the 200th anniversary of the founding of the Sunday School Union in England.

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

Cloverdale College is the undergraduate division of the Graduate Theological Foundation, a school of continuing education for ministry professionals. Graduates of Cloverdale College are welcome to enter a graduate program of the Foundation to pursue a professional or academic degree at the master's or doctoral level.

Degree Completion Defined

"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.

The Professional Baccalaureate

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

should be pursued.

Degree Programs

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

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

Bachelor of Theology (B.Th.)

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

Description

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

Admission Requirements

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

* See the Undergraduate Portfolio section for an explanation.

Program Requirements

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

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

Senior Paper

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

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

The format of the senior paper is as follows:

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

Papers are submitted by mail to the Office of the Registrar of Cloverdale College.

Graduation

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

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

Description

The Bachelor of Sacred Music is designed especially for experienced music directors and musicians engaged in regular music worship ministry in their faith community.

Admission Requirements

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

*See the Undergraduate Portfolio section for an explanation.

Program Requirements

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

3. Completion and submission of senior paper.

Senior Paper

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

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

The format of the senior paper is as follows:

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

Papers are submitted by mail to the Office of the Registrar of Cloverdale College.

Tuition

Total Program Cost	\$8,600
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Tuition payment schedule

1/3 of total fees paid within 30 days of acceptance

1/3 of total fees paid within one year of the date of acceptance

1/3 of total fees paid by March 1st of the year of graduation

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

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

Graduation

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

Southeast Asia Program

Description

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 Dr. Leong before they will be accepted into the College. The senior paper is not required.

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

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

Tuition

Total Program Cost \$8,600

Tuition payment schedule

1/3 of total fees paid within 30 days of acceptance

1/3 of total fees paid within one year of the date of acceptance

1/3 of total fees paid by March 1st of the year of graduation

Payment Plan Option

Students who are unable to make tuition payments in three

installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

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

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.

Graduation

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.

Bachelor of Theology (B.Th.)

Description

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

Admission Requirements

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

* See the Undergraduate Portfolio section for an explanation.

Program Requirements

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

1/3 of total fees paid within one year of the date of acceptance
1/3 of total fees paid by March 1st of the year of graduation

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

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

Graduation

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

Islamic Studies

Description

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

Admission Requirements

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

Program Requirements

This program is curriculum-specific and provides an opportunity for the student to work under the direct oversight of Dr. Omar Shahin, Director of Islamic Studies and Professor of Islamic Law at the Foundation. It requires Arabic language proficiency. This

program requires the completion of ten courses (30 credits) from the specialized curriculum listed below. Membership in the North American Imams Federation is a requirement. The senior paper is not required.

Credit

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

Tutors

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

Registration

To register for any of the following courses please complete and mail in the registration form available on the website. For more information about any of the following courses, please contact our faculty through the website.

Tuition

Total Program Cost \$8,600

Tuition payment schedule

1/3 of total fees paid within 30 days of acceptance

1/3 of total fees paid within one year of the date of acceptance
1/3 of total fees paid by March 1st of the year of graduation

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

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

Program Curriculum

1. Authority of The Sunnah (BC 210)

Books:

Sirat al-Nabi (saaws) And The Orientalists (2 vol.)

by Muhammad Mohar Ali.

Al-Shafii's "Risala." Translated

by Majid Khadduri

The Authority of the Sunnah and Its Importance

by J. Zarabozo.

The Status of the Sunnah in Islam

by M. Nasiruddin al-Albani

Course Objectives

- Introduce the subject of the Sunnah and discuss its legal authority.
Explain the position of the Sunnah in Islam, provide evidence for it and refute doubts -- past and present -- about it.
- Discuss the history of the Sunnah and the methodology of the Mohadethen.

2. Tajweed: (BC 101)

Book:

Easy Tajwid

by Dr. Al-Muqri Syed Kaleemullah Husaini.

Course Objectives

- The ability to recite with the application of tajweed.
- The ability to recite Qur'an fluently.
- A strong understanding of the madd (prolongation).
- The ability to dissect the Tajweed rules from verses of the Qur'an

3. Fiqh of Worship (BC 102)

Book:

Fiqh Us-Sunnah, Volumes 1 & 2

by As-Sayyid Sabiq (or any Fiqh book)

Course Objectives

- To understand different subjects that are related to our daily life such as purification and prayer.
- To learn how to perform ablution, ghusl and prayer.

4. Fiqh of Hadeeth (BC 103)

Book:

Fiqh of Hadith I

by Sheikh Musa Shaheen Lasheen

Course Objectives

- To study and understand the meaning of the Hadith selected for the course.
- To derive the rules and regulations of Islam from the Hadith.
- To learn the Prophetic wisdom from the meaning of each Hadith.
- To appreciate Hadith as the second source of Islamic Shari'ah.
- To understand the message of each Hadith.

5. History of Islam in the West (BC 211)

Books:

Muslims in the West: The Message and the Mission

by Syed Abul Hasan Nadawi
Islam in the United States of America
by Sulayman S. Nyang

Course Objectives

- This course will focus on the need to understand why the West rejects Islam; the need for Muslims to play a positive and constructive role in the West; and the need to know that America is a fertile land for Islam.

6. Tafseer 1 (BC 104)

Books:

Tafseer Ibn Katheer
In the Shade of the Qur'an
by Sayyid Qutb.

Course objectives

- Study and analyze the historical background of the revelation of each surah of the last Juz' of the Qur'an (Surahs 78 to 114).
- Give interpretation to the individual verses, explain terms and special words in them as well as discuss the relationship among the different surahs.
- Derive rules and regulations from the verses. Search for divine wisdom for traditional and contemporary issues in the light of guidance presented by the surahs and verses.

7. Tafseer 2 (BC 214)

Books:

Tafseer Ibn Katheer

In the Shade of the Qur'an

by Sayyid Qutb

Course objectives

- Study and analyze the historical background of the revelation of each surah of Juz' Tabarak.
- Give interpretation to the individual verses; explain terms and special words in them as well as discuss the relationship among the different surahs.
- Derive rules and regulations from the verses. Search for divine wisdom for traditional and contemporary issues in the light of the guidance presented by the surahs and verses.

8. Fiqh of Worship 2 (BC 212)

Book:

Fiqh Us-Sunnah, Volumes 1 & 2

by As-Sayyid Sabiq (or any Fiqh book)

Course Objectives

- To learn the importance of Saum, hajj and Zakat.
- To perform hajj and umrah.
- To learn how to distribute Zakat in the correct way.

9. Comparative Religion (BC 213)

Books:

*Guidance to the Uncertain In Reply to the Jews
and the Nazarenes*

by Ibn Al Qayyim al-Jawziah.

The World's Religions

by Huston Smith

Course objectives

- This course attempts to define religion from the Muslim perspective and from a general scholastic standpoint. It discusses the Islamic stand on reading about other religions and the proper Islamic attitude in such a study. It familiarizes students with historic as well as modern developments of various religious traditions and the practices of their adherents around the world. Furthermore, it examines some specific religions and their belief systems and the Islamic response to claims of those religions which is necessary make da'wah to people of these religions.

10. Financial Contracts (BC 215)

Book:

Transactions in Islamic Law

by Prof. Dr. Ala'Eddin Kharofa

Course objectives

- A solid grasp of the Arabic terms surrounding this subject.
- A strong understanding of what is meant by a "contract" in Islam.

11. Family Law (BC 105)

Book:

Muslim Family in the West

by Dr. Omar Shahin

The Fiqh of Family, Marriage and Divorce

by Jamal Zarabozo

Course Objectives

- To study and examine the significance of family in Islam and its structure in the context of Islamic Law focusing on the basic laws and dimensions of marriage, legitimacy and divorce.
- To appreciate the foundations and the values of Islamic Family Law, by comparative studies the family values of other cultures.
- To train the students in answering questions arising from their readings.

12. How to write Research (BC 106)

Book:

From Beginning to End: Internet Research and the Writing Process

by Dr. John H. Morgan and Dr. Russell Neitzke

Course objectives

- To learn how to collect information, document it, then to write it academically.

13. **Basic Arabic I (BC 107)**

Book:

Any basic introductory text to the study of the Arabic language

Course objectives

- To introduce the beginning student to the Arabic language and acquaint him with the fundamentals of the language and its pronunciation and script.

14. **Fiqh of Da'wa (BC 108)**

Book:

Words of Advice Regarding Da'wah
by Abdul-Aziz bin Baaz

Course objectives

- This course will focus on studying the importance of da'wah; the ways of inviting different people to Islam; the need to make plans to take care of new Muslims; the characteristics of a good da'ee; and why we are obligated to make da'wah.

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 the 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

Roman Catholic Deacons

Description

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

Admission Requirements

1. Completion of the Undergraduate Portfolio* to provide evidence of five or more years of post-high school, professional-level paid or volunteer work experience in a social service ministry or faith community

2. High school diploma or G.E.D. Foreign students must hold the equivalent.
3. Completion of the Application Procedure.

* See the Undergraduate Portfolio section for an explanation.

Program Requirements

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

Senior Paper

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

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

The format of the senior paper is as follows:

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

Papers are submitted by mail to the Office of the Registrar of Cloverdale College.

Tuition

Total Program Cost \$6,200.00

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

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

Tuition payment schedule for Bachelor's Degrees

1/3 of total fees paid within 30 days of acceptance

1/3 of total fees paid within one year of the date of acceptance

1/3 of total fees paid by March 1 of the year of graduation

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

Graduation

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

Policies of Cloverdale College

College Credit Defined

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

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

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

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

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

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

Deadlines for Academic Work and Fees

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

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

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

Application Process for All Undergraduate Degrees

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

as part of this statement.

5. Two letters of recommendation are required for all degree programs. These letters may be from a professional colleague, former teacher, member of the parish, or ministry professional. One or both of the required letters of recommendation must verify five or more years of ministry experience.
6. A non-refundable application fee of \$40.00 must accompany the application.

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

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

Undergraduate Portfolio

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

The College recognizes these five or more years of documented experience as equivalent to the first three years of an

undergraduate degree program, and awards 90 credits for this work. Visit the website to read the College's definition of college credit.

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

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

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

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

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

The Undergraduate Portfolio should consist of the following:

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

The Portfolio should be submitted with the Application for Admission. The Undergraduate Portfolio is an integral part of the application process, and it is to the benefit of the applicant to provide as much detailed information as possible. (Examples of Undergraduate Portfolio entries may be found on the *Undergraduate Portfolio Requirement* page on the website.)

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

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

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

Tuition and Fees

Bachelor of Religious Education

Total Program Cost	\$8,600
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Bachelor of Sacred Music

Total Program Cost \$8,600

Bachelor of Theology

Total Program Cost \$8,600

Tuition payment schedule for bachelor's degrees

1/3 of total fees paid within 30 days of acceptance

1/3 of total fees paid within one year of the date of acceptance

1/3 of total fees paid by March 1st of the year of graduation

Payment Plan Option

Students who are unable to make tuition payments in three installments may request to be placed on a payment plan. The payment plan option allows the student to make small monthly or quarterly tuition payments for the duration of the degree program. There is no interest charged on payment plans. If a student requests a mailed invoice as a reminder to make payment, there is a ten dollar fee per invoice.

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

Time Frame

Undergraduate degrees through Cloverdale College take a minimum of 18 months and a maximum of 48 months for completion.

Study Options

Students complete 30 credit hours by following the College's online curriculum for each specific degree program.

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.

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

www.gtfeducation.org