

# GRADUATE THEOLOGICAL FOUNDATION



## **Student Handbook 2013**

***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.

Address all inquiries to:

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

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## **Ministry Defined**

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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 (residential) (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 (residential) (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. 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**            \$11,350

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 1<sup>st</sup> 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. 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**                      \$11,350

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 1<sup>st</sup> 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 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**                      \$11,350

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 1<sup>st</sup> 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 can be 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 through the Foundation or at 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**                      \$11,350

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 1<sup>st</sup> 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.)**

residential - Los Angeles, CA

## **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.

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](http://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**                      \$15,150

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 1<sup>st</sup> 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**                      \$12,700

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 1<sup>st</sup> 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**

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



## **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

Ecumenical Studies

Jewish Spiritual Direction

Pastoral Care/Counseling

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 through the Foundation or at other approved education venues selected by degree candidates. The Foundation is offering an educational experience designed specifically to address the needs of ministry in an environment which is supportive and nurturing, but appropriately independent of any one ecclesial body.

### **Time Frame and Tuition**

This degree is a 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**                      \$12,700

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 1<sup>st</sup> 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**                      \$15,150

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 1<sup>st</sup> 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**

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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 through the Foundation or at other approved educational 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**                      \$12,700

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 1<sup>st</sup> 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.)**

residential - Los Angeles, CA

## **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.

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](http://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 Tribunal Studies (online) (M.Tr.S.)

Master of Theology (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

*Islamic Studies*

*Jewish Studies*

*Pastoral Psychology*

*Theological Studies*

Doctor of Philosophy (Research-based)

*Residency in Oxford*

Doctor of Philosophy (Foundation House)

*Residency in Oxford*

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

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

online

## **Description**

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

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

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

## **Time Frame and Tuition**

This degree is a 30 credit program that may be completed in no less than eighteen months and no more than 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**                      \$11,600

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

## **Program Requirements**

1. Completion of six Units of Study (18 graduate credits). Four Units of Study must be taken from the Tribunal Studies Curriculum, plus the Research Methodology course, and one elective from either the Theology, Biblical Studies or the Pastoral Care and Counseling Psychology E-Tutorial Roster.
2. Participation in the five-day residential Case-Based Tribunal Studies Practicum (6 graduate credits)
3. Completion of a 30,000 to 35,000 word thesis written under supervision by a faculty member of the Foundation (6 graduate credits)

## **Tribunal Studies Practicum**

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

arranged for the convenience of both students and faculty.

## **Selection of Faculty Thesis Supervisor and Nomination Procedure**

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

- The student must select one of the Foundation Canon Law faculty members in the Tribunal Studies Program, i.e., Father David Mulvihill or Father John Mulvihill. Their faculty profiles are posted on the website under Faculty.
- Students select one of these two faculty members of the Foundation to serve as Thesis Supervisor. The student completes the online Thesis Supervisor Nomination Form 106 (Forms).
- Academic Affairs informs the student and faculty member of relationship approval and contact information is provided.

## **Master's Thesis**

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

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

# **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**                    \$11,350

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 1<sup>st</sup> 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. 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**                      \$11,350

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 1<sup>st</sup> 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**            \$11,200

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.

2. Completion of eight Units of Study at the Oxford University Theology Summer School. 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
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 at Oxford during the Theology Summer School (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**                      \$9,500

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 Theology Summer School (Students in the A.B.D. program are not required to attend graduation, but are welcome to do so.)

## **Doctoral Oral Defense**

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

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

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

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

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

Students may choose from among the following degree concentrations or may request to pursue a specialized concentration 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**                      \$16,750

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 or at Oxford during the Theology Summer School (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
- One electronic copy of the thesis (PDF or MS Word format) sent to the Office of the Registrar



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

# **Doctor of Philosophy** (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 Theology Summer School 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 Theology Summer School.

### **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**            \$11,800

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 Theology Summer School 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.
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 Theology Summer School (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
- One electronic copy of the thesis (PDF or MS Word format) sent to the Office of the Registrar

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

# **Doctor of Philosophy** (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 Requirements**

1. Two 2-week summer sessions at the Oxford University Theology Summer School 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)

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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 Theology Summer School 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**                    \$14,300

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 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.

## **Advanced Standing**

(Applicants Holding a Doctorate)

The applicant holding a doctorate in a cognate field of ministry may take the Doctor of Philosophy from Foundation House/Oxford by fulfilling the following requirements: 1) one 1-week summer session at the Oxford University Theology Summer School, accumulating two courses or six credit hours, 2) two Tutorials, accumulating two courses or six credit hours, and 3) submission and successful defense of the doctoral thesis, valued at six credit hours. No transfer credits may be used to fulfill these requirements. Two trips to Oxford are necessary in order to meet these requirements.

**Program Cost**                      \$13,050

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

# **Foundation House Venue Administrator**

The Revd Robin Gibbons, Ph.D., Dean of Studies

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

## **Description**

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

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

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

## **Time Frame and Tuition**

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

**Program Cost**            \$16,850

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 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.

## **Admission Requirements**

1. Bachelor's degree and the M.Tr.S. degree or J.C.L. validated by a transcript. Civil lawyers holding the J.D. and

lay persons holding a Masters in theology are exempt from holding the M.Tr.S.

2. Five years of professional experience, salaried or volunteer, in tribunal-related work for the diocese verified by a chancery letter
3. Completion of the application process

## **Program Requirements**

1. Completion of ten Units of Study (30 graduate credits). Six Units of Study must be taken from the Tribunal Studies Curriculum and three electives from either the Theology, Biblical Studies or the Pastoral Care and Counseling Psychology E-Tutorial Roster and the Research Methodology course
2. Participation in the five-day residential Case-Based Tribunal Studies Practicum (6 graduate credits)
3. Completion of a 40,000 to 45,000 word thesis written under supervision by a faculty member of the Foundation (6 graduate credits)

### **Tribunal Studies Practicum**

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

## **Language Requirement**

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

## **Thesis Proposal**

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

## **Thesis**

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

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

When the thesis in its final form has been reviewed and approved by the student's Thesis Supervisor, it must be submitted to the Foundation for final review. The thesis, abstract, cover sheet and biographical statement must be submitted by email to the Office of the Registrar a minimum of three months prior to the intended date of oral defense.

### **Thesis Style Statement**

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

### **Thesis Supervision**

When degrees first began to be awarded by universities in the twelfth century in Bologna, Paris, and Oxford, the doctor's degree was recognized as a universal authentication of scholarship. The doctorate was not earned by attending classes but by sustained residency and demonstrated scholarship. The credential was awarded by the faculty of the university on the basis of a thesis which was submitted by the candidate and followed by an oral defense of the document before the gathered academic community.

Times have changed but much of the doctoral process has endured. The Graduate Theological Foundation requires a



demonstration of academic research considered by the faculty to be an original work of scholarship and a contribution to the field. After the doctoral candidate has completed residency and language requirements (if required), the development of the thesis is initiated under the direct supervision of the Thesis Supervisor.

The Thesis Supervisor, in this style of learning, is specifically mandated to work closely with the candidate in the development of the thesis topic and through its evolving refinements leading to the finished product.

### **Selection of Faculty Thesis Supervisor and Nomination Procedure**

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

- The student must select one of the Foundation Canon Law faculty members in the Tribunal Studies Program, i.e., Father David Mulvihill or Father John Mulvihill. Their faculty profiles are posted on the website under Faculty.

- Students select one of these two faculty member of the Foundation to serve as Thesis Supervisor. The student completes the online Faculty Thesis Supervisor Nomination form.
- Academic Affairs informs the student and faculty member of relationship approval and contact information is provided.

## **Doctoral Oral Defense**

The doctoral defense will be scheduled no sooner than 90 days and no longer than 180 days from the time that all academic and financial obligations have been met. You will be notified by the Office of the Registrar of your eligibility to schedule a defense after the following have been received by the Office of the Registrar:

- Thesis Proposal
- Thesis Cover Sheet
- Abstract and Biographical Statement
- Thesis Supervisor Report (this form is mailed directly to our offices by the Thesis Supervisor)
- One electronic copy of the thesis (PDF or MS Word format)

# Graduate Center for Pastoral Logotherapy

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

## Description

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

Director of the Graduate Center  
Ann V. Graber, D.Min., Ph.D., D.D.  
Diplomate in Logotherapy  
Professor of Pastoral Logotherapy

## Degree Programs

Three doctoral degree programs are offered by the Foundation in Pastoral Logotherapy. The Doctor of Ministry (D.Min.) and the Doctor of Psychology (Psy.D.) are both professional doctorates concentrating upon the praxis nature of logotherapy as relates to pastoral care and ministry. The D.Min. and Psy.D. degree

requirements include a specified number of Units of Study, and attendance at the Practicum in Pastoral Logotherapy. The Doctor of Philosophy (Ph.D.), an academic doctorate, combines the praxis elements of both the D.Min. and the Psy.D. with the requirement for a research-based thesis, which is written under faculty supervision and defended orally by the student before a panel of faculty. The Ph.D. degree requirements include a specified number of Units of Study, including the Research Methods course, attendance at the Practicum in Pastoral Logotherapy and the writing and defense of a doctoral thesis.

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

### **Doctor of Ministry**

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

### **Doctor of Psychology**

The Doctor of Psychology (Psy.D.) degree requires a total of ten Units of Study. Five Units of Study are specified in the Pastoral

Logotherapy core curriculum, while the five additional Units of Study are chosen from the E-Tutorial offerings by the Foundation faculty in Pastoral Care and Counseling Psychology. This degree program culminates in attendance at the Practicum in Pastoral Logotherapy.

## **Doctor of Philosophy**

The Doctor of Philosophy (Ph.D.) degree requires a total of ten Units of Study. Five Units of Study are specified in the Pastoral Logotherapy core curriculum, while four additional Units of Study are chosen from the E-Tutorial offerings by the Foundation faculty in Pastoral Care and Counseling Psychology. Attendance at the Practicum in Pastoral Logotherapy is required. The final Unit of Study is the Research Methods course. The research-based doctoral thesis of 45,000 to 60,000 words is written under faculty supervision and defended before a panel of Foundation faculty.

## **Admission Requirements**

### **Doctor of Ministry**

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

## **Doctor of Psychology**

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

## **Doctor of Philosophy**

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

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

## **Program Requirements**

### **Doctor of Ministry (30 credit hours)**

1. Complete the Pastoral Logotherapy Core Curriculum: Five

Units of Study (15 credit hours)

2. Complete three electives from the Pastoral Care and Counseling Psychology E-Tutorial curriculum of the Foundation. (9 credit hours)
3. Attend the Practicum in Pastoral Logotherapy (6 credits)

### **Doctor of Psychology** (36 credit hours)

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

### **Doctor of Philosophy** (42 credit hours)

1. Complete the Pastoral Logotherapy Core Curriculum: Five Units of Study (15 credit hours)
2. Complete four Units of Study (12 credit hours) as electives from the Pastoral Care and Counseling Psychology E-Tutorial curriculum of the Foundation.
3. Completion of the Research Methodology course (3 credits)
4. Attend the Practicum in Pastoral Logotherapy (6 credit hours)
5. Write a 45,000 to 60,000 research-based thesis under faculty supervision and defend before a panel of Foundation faculty (6 credit hours) For information regarding the thesis, visit this page on the GTF website: <http://www.gtfeducation.org/academics/doctor-of->

philosophy.cfm.

## Tuition

### Doctor of Ministry

Total Program Cost                    \$12,700

### Doctor of Psychology

Total Program Cost                    \$15,150

### Doctor of Philosophy

Total Program Cost                    \$16,750

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  
(Ph.D.)

**OR** 1/3 of total fees paid prior to March 1 of the year of  
graduation (D.Min., Psy.D.)



## **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.

# Affiliations

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## **Oxford University**

### Department for Continuing Education (OUDCE)

Formalized in 1994, the Foundation's affiliation with Oxford University allows students at the Foundation the opportunity to complete part or all of their graduate studies during the Theology Summer School of the OUDCE hosted at Christ Church College, Oxford.

## **Centro Pro Unione, Rome**

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

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

### **(Partnering Resources in Ministry Education)**

This special type of affiliation allows students to earn their degree from the Foundation by completing the majority of required coursework through a P.R.I.M.E. affiliate. Institutions designated

as “P.R.I.M.E.” provide training programs that can be applied toward specializations in specific graduate degree programs. The following institutions and organizations have been invited to participate in the 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  
Christian Contemplative Spirituality Institute  
Dominican Center at Marywood  
Hartford Family Institute  
The Hiebert Institute  
The Institute for Pastoral Supervision and Psychotherapy  
International Institute of Theological and Tribunal Studies  
Lev Shomea  
Palisades Medical Center  
Palmetto Health Institute for Spirituality  
Society of Catholic Social Scientists

Tao Fong Shan Christian Centre  
Viktor Frankl Institute of Logotherapy  
Worklife Institute

## **Alamance Regional Medical Center**

Burlington, North Carolina

- Doctor of Ministry in Pastoral Care and Counseling (D.Min.)
- Doctor of Psychology (Psy.D.)

This relationship allows a student to complete partial coursework requirements for the D.Min. degree or the Psy.D. degree at Alamance Regional Medical Center in Burlington, North Carolina. The Pastoral Care and Counseling Department of Alamance Regional Medical Center offers one of the few remaining Pastoral Counseling training programs tied to a medical facility.

The program consists of four consecutive six-month residency sessions at Alamance Regional Medical Center (ARMC). A collegial and professional atmosphere prevails as students participate in Graduate Seminars, Clinical Case Conferences and Individual Supervisory Conferences focused upon their reading, research and practice. The educational setting provides a context for dialogue, reflection and integration of learning from both study and praxis. The clinical component offers students an opportunity to provide counseling services in the community and, in supervision, learn about the practice of psychotherapy.

Completion of the full 2-year program through ARMC and two required courses through the Foundation fulfills all coursework

requirements of the D.Min. in Pastoral Care and Counseling. Completion of the full 2-year program through ARMC and two required courses through the Foundation fulfills 6 of 10 required courses of the Psy.D. degree. Students must complete two required courses from the Foundation, and two courses from the Foundation or other approved venue, or by using transfer credit. Students in either program must also develop a doctoral project for submission to the Foundation, or attend a residential institute to fulfill the Non-Project Option.

## **Two Required Courses**

All students are required to take two courses directly from the Foundation. These two courses are a Research Methodology course, and a second course of the student's choice from any of the Foundation's online, distance, or residential offerings.

Research Methodology is a required course for all students completing an exit project. Students completing the Non-Project Option in lieu of the exit project must either complete the Research Methodology course or an alternate course from the Foundation's online, distance, or residential course offerings. The Research Methodology course requirement is explained on the GTF website.

The Study Options button on the Foundation's website under the heading Academics lists the course offerings of the Foundation and provides information about the various methods of earning Units of Study for your degree.

## Prerequisites

- One unit of Clinical Pastoral Education (or equivalent clinical education/experience).
- A minimum of five years' experience in ministry.
- Acceptance by the Graduate Theological Foundation into its program of studies for the Doctor of Ministry Degree in Pastoral Counseling or Doctor of Psychology.
- Graduation from an accredited college or university with a Bachelor's degree.
- Graduation from an accredited seminary or divinity school with a seminary/graduate degree.
- A completed application for this course of study, and payment of an application fee of \$40.00 to the Foundation.
- An admissions interview at Alamance with a faculty committee.

## Tuition

Doctor of Ministry (D.Min.)	\$10,300
Doctor of Psychology (Psy.D.)	\$12,750

Tuition reflects administrative degree program costs charged by the Foundation. Program costs charged by the PRIME institution are separate and additional, and must be paid directly to the PRIME institution.

Please contact the Bursar of the Graduate Theological Foundation for information about tuition for this degree.

Please contact the PRIME institution for information about program costs.

Please see the tuition section of the D.Min. and Psy.D. program description pages for information regarding tuition policies, payment schedules, and payment plan options.

For more information, please contact:

Carla Lang, M.Div., M.A.

Director of D.Min. Programs

Department of Pastoral Care, ARMC

Post Office Box 202

Burlington, NC 27216

Tel: (336) 538-7475

Fax: (336) 538-7436

Email form: <http://www.gtfeducation.org/faculty-staff/Faculty-Contact-Instructions.cfm>

Website: <http://www.armc.com/pastoral-care/>

## **Centro de Psicología Existencial y Logoterapia**

Buenos Aires, Argentina

- Doctorado en Filosofía (Ph.D.)
- Doctorado en Psicología (Psy.D.)
- Doctorado en Ministerio (D.Min.)
- Maestría en Consejería Pastoral (M.P.C.)

El Centro de Psicología Existencial y Logoterapia está ubicado en Buenos Aires, Argentina, y ofrece cursos para profesionales, sacerdotes, religiosos y el público en general. Los cursos son en español.

### **Programa de formación en Logoterapia para profesionales**

Este programa en teoría y praxis dura tres años. Los grupos se reúnen una vez por semana, por 3 ½ horas.

### **Programa de Dirección Espiritual para religiosos**

Este programa dura tres años. Los grupos se reúnen una vez por semana por 3 ½ horas.

### **Programa de Dirección Espiritual para catequistas y agentes de pastoral**

Este programa dura tres años. Los grupos se reúnen una vez por semana por 2 horas.

Se requiere Certificado de Aprobación de Curso de un programa específico, para cualquiera de los cuatro grados que un estudiante quiera obtener de la Fundación. Los requisitos son los siguientes:

### **Maestría en consejería pastoral**

Certificado de Aprobación para el Programa de Formación en Logoterapia para profesionales

ó el Programa de Dirección Espiritual para religiosos

ó el Programa de Dirección Espiritual para catequistas y agentes de pastoral

### **Doctorado en Ministerio**

Certificado de Aprobación para el Programa de Dirección Espiritual para religiosos



## **Doctorado en Psicología**

Certificado de Aprobación para el programa de formación en Logoterapia para profesionales

## **Doctorado en Filosofía**

Certificado de Aprobación para el programa de formación en Logoterapia para profesionales

ó el Programa de Dirección Espiritual para religiosos

ó el Programa de Dirección Espiritual para catequistas y agentes de pastoral

Se requiere una tesis escrita y su defensa oral para conseguir el grado de Doctorado en Filosofía.

El Centro de Psicología Existencial y Logoterapia está bajo la dirección del Licenciado Eugenio Pérez Soto, quien es tanto director general como profesor y diseñador de cursos sobre el análisis existencial y logoterapia para profesionales, religiosos y el público en general. Desde el 2004, ha sido vicepresidente del Consorcio de Psicólogos Católicos del arzobispado de Buenos Aires. Es co-autor del Primer Diccionario de Logoterapia.

## **Costo de la matrícula (Graduate Theological Foundation)**

Maestría en Consejería Pastoral (M.P.C.)	\$8,150 (U.S.)
Doctorado en Ministerio (D.Min.)	\$9,500 (U.S.)
Doctorado en Psicología (Psy.D.)	\$10,350 (U.S.)
Doctorado en Filosofía (Ph.D.)	\$12,000 (U.S.)

Comuníquese con el Centro para más información sobre el costo

de la matrícula.

Para más información, por favor comuníquese con:

Lic. Eugenio Pérez Soto

Director General

Centro de Psicología Existencial y Logoterapia

Rodríguez Peña 734 -3° – “A” – (C.P. 1020)

Buenos Aires

Argentina

Tel/Fax: 4811-1151

código desde los Estados Unidos: 011

código del país: 54

código de ciudad: 11

Email form: <http://www.gtfeducation.org/faculty-staff/Faculty-Contact-Instructions.cfm>

Website: <http://www.centrodelogoterapia.com.ar>

## **Christian Contemplative Spirituality Institute**

Hong Kong

- Graduate Diploma of Spiritual Direction in the Christian Contemplative Tradition
- Diploma of Soul Care Ministry
- Advanced Diploma of Soul Care Ministry

## **Graduate Diploma of Spiritual Direction in the Christian Contemplative Tradition**

- Master of Pastoral Counseling with a concentration in Spiritual Direction
- Doctor of Ministry in Spiritual Direction
- Doctor of Psychology

The Graduate Diploma of Spiritual Direction in the Christian Contemplative Tradition is earned by completing a three-year part time training program for pastoral leaders, ministers and caregivers, who desire to accompany members in Christian communities in their practice of contemplative life in the contemporary world. The training program requires completion of 12 intensive modules, one-on-one spiritual direction, individual supervision and practicum experience. A graduate diploma will be issued to students who have successfully completed the program.

The Graduate Diploma of Spiritual Direction in the Christian Contemplative Tradition fulfills all academic requirements of the Master of Pastoral Counseling degree with a concentration in Spiritual Direction (for those holding a bachelor's degree), or the Doctor of Ministry in Spiritual Direction degree (for those holding a master's degree).

The Graduate Diploma of Spiritual Direction in the Christian Contemplative Tradition can also be accepted in partial fulfillment of coursework requirements for the Psy.D. degree. The Psy.D. student will then be required to take four online E-Tutorial courses from the Foundation in order to complete all academic requirements for the degree. These four required courses are:

- *Classical Schools of Psychotherapy*
- 3 E-Tutorials from the Foundation's *Pastoral Care and Counseling Psychology* course roster

## **Diploma of Soul Care Ministry**

- Bachelor of Religious Education
- Master of Religious Education

This three-year program is designed for lay leaders who are actively engaged in soul care ministry in the Church. Successful completion of the Diploma will fulfill all academic requirements of the Bachelor of Religious Education degree (for those who hold a high school degree) or the Master of Religious Education degree (for those who hold a bachelor's degree).

## **Advanced Diploma of Soul Care Ministry**

- Master of Religious Education

The curriculum of the one-year Advanced Diploma of Soul Care Ministry is specially designed for students who have graduated with the Diploma of Soul Care Ministry from CCSI and would like to pursue further education in the area of soul care ministry. This Advanced Diploma fulfills partial degree requirements of the M.R.E. Students who successfully complete the Advanced Diploma in Soul Care Ministry may earn the M.R.E. by taking an additional two courses from CCSI and two courses from any of the Foundation's online E-Tutorial offerings.

## Tuition

Bachelor of Religious Education	\$5,900
Master of Religious Education (M.R.E.)	\$9,350
Master of Pastoral Counseling (M.P.C.)	\$8,150
Doctor of Ministry (D.Min.)	\$9,500
Doctor of Psychology (Psy.D.)	\$11,950

Tuition reflects administrative degree program costs charged by the Foundation. Program costs charged by the PRIME institution are separate and additional, and must be paid directly to the PRIME institution.

Please contact the Bursar of the Graduate Theological Foundation for information about tuition for this degree.

Please contact the PRIME institution for information about program costs.

Please see the tuition section of the M.P.C., D.Min., and Psy.D. program description pages for information regarding tuition policies, payment schedules, and payment plan options.

For more information, please contact:

Ekman P.C. Tam, Ph.D., Psy.D., RMFT  
President

Christian Contemplative Spirituality Institute  
Hong Kong Office  
P.O. Box 71005  
Kowloon Central Post Office

Kowloon, HONG KONG  
Phone Number: +852-60550015

or

Christian Contemplative Spirituality Institute  
Canada Office  
71-6245 Sheridan Road  
Richmond, BC V7E 4W6  
Canada

## **Dominican Center at Marywood**

Grand Rapids, Michigan

- Doctor of Ministry in Spiritual Direction (D.Min.)

Dominican Center at Marywood is under the direction of Sister Diane Zervas, O.P., and offers a three phase program in certification in spiritual formation, applicable to the degree of Doctor of Ministry with a concentration in Spiritual Direction. Within this Spiritual Formation program, phase one concentrates on the foundations of spirituality, phase two concentrates on practicum, and phase three concentrates on spiritual companionship.

The Spiritual Direction program through the Dominican Center at Marywood fulfills four of the six required Units of Study for the D.Min. in Spiritual Direction through the Foundation. Students must then complete two required courses through the Foundation and develop a doctoral project for submission to the Foundation,

or attend a residential institute to fulfill the Non-Project Option.

## **Two Required Courses**

All students are required to take two courses directly from the Foundation. These two courses are a Research Methodology course, and a second course of the student's choice from any of the Foundation's online, distance, or residential offerings.

Research Methodology is a required course for all students completing an exit project. Students completing the Non-Project Option in lieu of the exit project must either complete the Research Methodology course or an alternate course from the Foundation's online, distance, or residential course offerings. The Research Methodology course requirement is explained on the GTF website.

The Study Options button on the Foundation's website under the heading Academics lists the course offerings of the Foundation and provides information about the various methods of earning Units of Study for your degree.

## **Tuition**

Doctor of Ministry (D.Min.)    \$10,300

Tuition reflects administrative degree program costs charged by the Foundation. Program costs charged by the PRIME institution are separate and additional, and must be paid directly to the PRIME institution.

Please contact the Bursar of the Graduate Theological Foundation

for information about tuition for this degree.

Please contact the PRIME institution for information about program costs.

Please see the tuition section of the D.Min. program description page for information regarding tuition policies, payment schedules, and payment plan options.

For more information, please contact:

Sisiter Diane Zervas, O.P.

Director

Dominican Center at Marywood

2025 East Fulton Street

Grand Rapids MI 49503

Tel: (616) 643-0137

Fax: (616) 454-2861

Email form: <http://www.gtfeducation.org/faculty-staff/Faculty-Contact-Instructions.cfm>

Website: <http://www.dominicancenter.com>

## **Hartford Family Institute**

Psychotherapy Training Programs

West Hartford, Connecticut

- Master of Pastoral Counseling (M.P.C.)
- Doctor of Psychology (Psy.D.)
- M.P.C./Psy.D. sequence



Hartford Family Institute, LLP located in West Hartford, Connecticut, developed a P.R.I.M.E. relationship with the Foundation on May 25, 2001. HFI offers a clinical, experiential, and didactic educational and training program for the Doctor of Ministry or Doctor of Psychology degree programs of the Foundation. The therapy that is practiced and taught at the Institute is a unique approach developed at HFI called Body-Centered Gestalt Psychotherapy. The program is entitled An Energy Based Psychotherapeutic-Spiritual Approach to Healing. The roots of Body-Centered Gestalt Therapy come from Gestalt Therapy, BioEnergetic Analysis, Satir's communication work, Steve Gallegos's work with animal imagery and the chakras, ceremony and shamanism, spirituality, and mindfulness. These roots have been integrated into a creative and original therapy that provides a cohesive and coherent understanding of human behavior that offers deep personal transformation. Stuart Alpert and Naomi Lupin-Alpert co-founded HFI in 1969 and soon after co-developed Body-Centered Gestalt Therapy. They received their Doctorates in Psychology from the Foundation.

Students have the following three options in this P.R.I.M.E. program:

- 1) Students may earn the M.P.C. from the Foundation by completing Phase I and II of the program through Hartford Family Institute, completing two required Units of Study from the Foundation and developing a praxis-based master's project.
- 2) Students may earn the Psy.D. from the Foundation by completing Phases I, II and III of the program through Hartford Family Institute, completing two required Units of Study from the Foundation and developing a praxis-based doctoral project.

3) Students who have earned the M.P.C. through this P.R.I.M.E. program and wish to continue on to the Psy.D. through the P.R.I.M.E. program may do so by completing Phase III of the Hartford Family Institute program, two Units of Study from the Foundation, and an additional three Units of Study from Hartford Family Institute or the Graduate Theological Foundation.

## **Two Required Courses**

All students are required to take two courses directly from the Foundation. These two courses are a Research Methodology course, and a second course of the student's choice from any of the Foundation's online, distance, or residential offerings.

Research Methodology is a required course for all students completing an exit project. Students completing the Non-Project Option in lieu of the exit project must either complete the Research Methodology course or an alternate course from the Foundation's online, distance, or residential course offerings. The Research Methodology course requirement is explained on the GTF website.

The Study Options button on the Foundation's website under the heading Academics lists the course offerings of the Foundation and provides information about the various methods of earning Units of Study for your degree.

## **Tuition**

Tuition reflects administrative degree program costs charged by the Foundation. Program costs charged by the PRIME institution are separate and additional, and must be paid directly to the

PRIME institution.

Please contact the Bursar of the Graduate Theological Foundation for information about tuition for this degree.

Please contact the PRIME institution for information about program costs.

Please see the tuition section of the D.Min. and Psy.D. program description pages for information regarding tuition policies, payment schedules, and payment plan options.

For more information, please contact:

Hartford Family Institute, LLP

17 South Highland Street

West Hartford, CT 06119

Tel: (860) 236-6009

Email form: <http://www.gtfeducation.org/faculty-staff/Faculty-Contact-Instructions.cfm>

Website: <http://www.hartfordfamilyinstitute.com/training-programs>

## **The Hiebert Institute**

Marriage and Family Counseling Service

Rock Island, Illinois

- Doctor of Ministry (D.Min.)
- Doctor of Psychology (Psy.D.)

The Hiebert Institute of Marriage and Family Counseling Service is located in Rock Island, Illinois, and is the oldest marriage and family therapy training program in Illinois and Iowa. The Hiebert Institute is housed within Marriage and Family Counseling Service, a community-sponsored resource for counseling and education in marriage and family life. Full-time faculty include the Rev. William J. Hiebert and Dr. Derek A. Ball, both licensed family therapists and Approved Supervisors in the American Association of Marriage and Family Therapists. Located midway between Des Moines and Chicago on Interstate 80 on the Mississippi River, the agency serves a bi-state community of 400,000.

The Hiebert Institute established a P.R.I.M.E. relationship with the Graduate Theological Foundation (GTF) in 2003 to teach marriage and family theory and practice. Study for the D.Min. concentrates on marriage and family studies covering both theory and the history of marriage and family therapy as well as specific topics such as self-esteem and divorce. Study for the Psy.D. focuses on marriage and family therapy, giving the students both a theoretical background and skill-based practice. In addition to special topics such as communication and premarital counseling, students will explore the work of master family therapists and cutting edge theory in advanced family therapy courses. The Psy.D. course of study prepares the student to sit for the national marriage and family therapy licensing examination and includes a practicum component.

The Hiebert Institute offers training that can be applied to either the D.Min. or the Psy.D. degree through the Foundation. Students in either program must also complete two required courses from the Foundation and develop a doctoral project for submission to the Foundation.

## Two Required Courses

All students are required to take two courses directly from the Foundation. These two courses are a Research Methodology course, and a second course of the student's choice from any of the Foundation's online, distance, or residential offerings.

Research Methodology is a required course for all students completing an exit project. Students completing the Non-Project Option in lieu of the exit project must either complete the Research Methodology course or an alternate course from the Foundation's online, distance, or residential course offerings. The Research Methodology course requirement is explained on the GTF website.

The Study Options button on the Foundation's website under the heading Academics lists the course offerings of the Foundation and provides information about the various methods of earning Units of Study for your degree.

## Tuition

Doctor of Ministry (D.Min.)	\$10,300
Doctor of Psychology (Psy.D.)	\$12,750

Tuition reflects administrative degree program costs charged by the Foundation. Program costs charged by the PRIME institution are separate and additional, and must be paid directly to the PRIME institution.

Please contact the Bursar of the Graduate Theological Foundation for information about tuition for this degree.

Please contact the PRIME institution for information about program costs.

Please see the tuition section of the D.Min. and Psy.D. program description pages for information regarding tuition policies, payment schedules, and payment plan options.

For more information, please contact:

Dr. Derek Ball, LMFT

The Hiebert Institute

1800 34th Avenue, Suite 512

Rock Island, IL 61201

Tel: (309) 786-4491

Email form: <http://www.gtfeducation.org/faculty-staff/Faculty-Contact-Instructions.cfm>

Website: <http://www.mfcsqc.org/hiebert.htm>

## **The Institute for Pastoral Supervision and Psychotherapy**

- Doctor of Ministry in Clinical Pastoral Supervision (D.Min.)
- Doctor of Psychology in Clinical Pastoral Supervision (Psy.D.)

The Institute for Pastoral Supervision and Psychotherapy and the Graduate Theological Foundation have partnered to offer doctoral programs in Clinical Pastoral Supervision. The Institute for Pastoral Supervision and Psychotherapy is a theologically based covenant community, offering accredited training and credentialing in Pastoral Psychotherapy, Pastoral Supervision,

Pastoral Counseling, and Clinical Chaplaincy. The degree programs offered through this PRIME relationship center upon a core body of knowledge and practice in clinical pastoral supervision. These programs are designed for those ministry professionals seeking to deepen their knowledge and expertise in the cognate fields of pastoral care and counseling, supervision and psychotherapy.

Students are responsible for all fees required by The Institute for Pastoral Supervision and Psychotherapy.

## **Doctor of Ministry in Clinical Pastoral Supervision**

### *Admission Requirements*

1. Baccalaureate degree or equivalent validated by a transcript
2. Master's degree in theology validated by a transcript
3. Five years of accumulated experience in a cognate field of counseling ministry
4. Completion of the Application Procedure
5. \*Students must apply for admission to the Graduate Theological Foundation and the College of Pastoral Supervision and Psychotherapy separately.

### *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. Submission to the Foundation of documentation of completion of years one through three of the IPSP

Doctoral Program Curriculum, including theory papers for year three (24 credit hours/8 Units of Study)

3. Attendance at a Graduate Theological Foundation Institute (6 credit hours/2 Units of Study)
4. Attendance at the Convocation and Graduation in Indiana (Non-US residents are exempt from this requirement.)
5. \*Students must apply for admission to the Graduate Theological Foundation and the College of Pastoral Supervision and Psychotherapy separately.

## **Tuition**

Program fees will be paid separately to the Institute for Pastoral Supervision and Psychotherapy and the Graduate Theological Foundation. Fees have been adjusted to account for credits that will be taken through IPSP.

Program fees due to the Foundation                      \$9,900

## **Doctor of Psychology in Clinical Pastoral Supervision**

### *Admission Requirements*

1. Baccalaureate degree or equivalent validated by a transcript
2. Master's degree in theology validated by a transcript
3. Five years of accumulated experience in a cognate field of counseling ministry
4. Completion of the Application Procedure
5. Students must apply for admission to the Graduate Theological Foundation and the Institute for Pastoral Supervision and Psychotherapy separately.



### *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. Submission to the Foundation of documentation of completion of years one through three of the IPSP Doctoral Program Curriculum, including theory papers for year three (24 credit hours/8 Units of Study)
3. Attendance at a Graduate Theological Foundation Institute (6 credit hours/2 Units of Study)
4. Completion of two E-Tutorials through the Foundation (6 credit hours/2 Units of Study)
5. Attendance at the Convocation and Graduation in Indiana. (Non-US residents are exempt from this requirement.)

### **Tuition**

Program fees will be paid separately to The Institute for Pastoral and Psychotherapy and the Graduate Theological Foundation. Fees have been adjusted to account for credits that will be taken through IPP.

Please contact the Bursar of the Graduate Theological Foundation for information about tuition for this degree.

Please contact the PRIME institution for information about program costs.

For more information, please contact:

Dr. David M. Franzen  
IPSP Doctoral Admissions  
12 Winthrop Court  
Durham, NC 27707  
Phone: 919-493-7177  
Email form: <http://www.gtfeducation.org/faculty-staff/Faculty-Contact-Instructions.cfm>

## **International Institute of Theological and Tribunal Studies**

Archdiocese of Los Angeles, California

- Bachelor of Theology (B.Th.)
- Master of Theology (M.Th.)
- Doctor of Ministry (D.Min.)
- Master of Tribunal Studies (M.Tr.S.)
- Doctor of Tribunal Studies (D.Tr.S.)

For information on the M.Tr.S. and the D.Tr.S. degree programs through IITTS, please see the Professional Degrees section in this Student Handbook.

Because of the growing shortage of canonists and qualified Tribunal staff in the U.S., Canada and elsewhere, on December 15, 2005, the Graduate Theological Foundation formally endorsed the International Institute of Theological and Tribunal Studies, IITTS (formerly International Institute of Tribunal Studies) and the following year elevated it to the P.R.I.M.E. category of relationship thereby allowing for degree requirements to be met

completely in Los Angeles. With the endorsement of His Eminence Cardinal Roger Michael Mahony, Archbishop of Los Angeles, Msgr. Charles J. Chaffman serves as a member of the Executive Advisory Counsel and as Director of the Institute. The Cardinal has stated that the Archdiocese of Los Angeles has much to offer the Institute, including facilities, expertise and faculty.

The Director of the International Institute of Theological and Tribunal Studies, IITTS is The Rev. Msgr. Charles J. Chaffman, J.C.D. The Administrator for the Spanish Language Track of this program is Deacon Ricardo Villacorta. Both serve in the Metropolitan Tribunal of the Archdiocese of Los Angeles.

## **Tuition**

Tuition reflects administrative degree program costs charged by the Foundation. Program costs charged by the PRIME institution are separate and additional, and must be paid directly to the PRIME institution.

Please contact the Bursar of the Graduate Theological Foundation for information about tuition for this degree.

Please contact the PRIME institution for information about program costs.

Please see the tuition section of the relevant degree program description page for information regarding tuition policies, payment schedules, and payment plan options.

The IITTS Brochure may be accessed through the website of the Graduate Theological Foundation in the Affiliations section under

P.R.I.M.E.

For more information, please contact:

Attn: International Institute of Theological and Tribunal Studies,  
IITTS

Metropolitan Tribunal

Archdiocese of Los Angeles

Archdiocesan Catholic Center

3424 Wilshire Blvd.

Los Angeles, CA 90010

Email form: <http://www.gtfeducation.org/faculty-staff/Faculty-Contact-Instructions.cfm>

Website: <http://www.archdiocese.la>

NOTE: Monsignor Chaffman is Professor of Tribunal Studies at the Graduate Theological Foundation.

## **Lev Shomea**

Jewish Spiritual Direction

Accord, New York

- Doctor of Ministry in Jewish Spiritual Direction (D.Min.)

The Lev Shomea program offers a unique opportunity to study, develop skills, and participate in the pioneer training for the contemporary practice of Jewish spiritual direction at the Elat Chayyim Jewish Spiritual Retreat Center in the Catskill Mountains

of New York. This is a two-year program consisting of four week-long residencies. During the sessions the group will join with core faculty and guest instructors to explore the insights of Judaism and other wisdom traditions on the dynamics of spiritual guidance.

Program participants will explore such topics as:

- Living a devotional life
- The Shema: Holy listening, discernment and the journey as a spiritual motif
- Using the Jewish rhythms in time and space to deepen spiritual life and practice
- The differences between spiritual companionship, therapy and pastoral care
- How to provide spiritual direction/companionship in a group setting
- How to share this practice with others in the Jewish community.

Residency weeks will be dedicated to teaching and text study, experiential exercises, and developing practice skills. Completion of the full two-year program and two required courses from the Foundation will fulfill all course requirements of the D.Min. degree. Students must develop a doctoral project for submission to the Foundation as the final academic requirement of this program.

### **Two Required Courses**

All students are required to take two courses directly from the Foundation. These two courses are a Research Methodology course, and a second course of the student's choice from any of the Foundation's online, distance, or residential offerings.

Research Methodology is a required course for all students completing an exit project. Students completing the Non-Project Option in lieu of the exit project must either complete the Research Methodology course or an alternate course from the Foundation's online, distance, or residential course offerings. The Research Methodology course requirement is explained on the GTF website.

The Study Options button on the Foundation's website under the heading Academics lists the course offerings of the Foundation and provides information about the various methods of earning Units of Study for your degree.

## **Tuition**

Doctor of Ministry in Jewish Spiritual Direction (D.Min.) \$10,300

Tuition reflects administrative degree program costs charged by the Foundation. Program costs charged by the PRIME institution are separate and additional, and must be paid directly to the PRIME institution.

Please contact the Bursar of the Graduate Theological Foundation for information about tuition for this degree.

Please contact the PRIME institution for information about program costs.

Please see the tuition section of the D.Min. program description page for information regarding tuition policies, payment schedules, and payment plan options.

For more information, please contact:

Rabbi Howard Avruhm Addison, Ph.D.

363 Pelham Road

Philadelphia, PA 19119

Tel: (215) 843-2901

Email form: <http://www.gtfeducation.org/faculty-staff/Faculty-Contact-Instructions.cfm>

NOTE: Rabbi Addison is The Gershom Scholem Professor of Jewish Spirituality at the Graduate Theological Foundation.

## **Palisades Medical Center**

Chaplain Assistant Program (CAP)

North Bergen, New Jersey

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

The Master of Pastoral Counseling (M.P.C.) degree may be earned from the Graduate Theological Foundation through the completion of coursework and training at Palisades Medical Center by students studying to become Chaplain Assistants. The Medical Center is an affiliate of Columbia University College of Physicians and Surgeons. Chaplain Assistants minister to a diverse patient population and intentionally reflect on those visits in a community of their own peers. They regularly present case studies focusing on theological reflection, and they will commit themselves to provide pastoral care to the patients of Palisades Medical Center,

becoming the bridge which unites their community with the Medical Center.

The Chaplain Assistant Program (CAP) is ten-weeks in duration, 16 hours per week, and is designed for lay ministers, Eucharistic ministers, clergy and seminarians. Each program will consist of four to six students meeting once per week for three hours of group supervision and 13 hours of patient visitation and emergency on-call services. The program includes basic Clinical Pastoral Education and basic Critical Incident Stress management. Successful completion of the CAP program and completion of two required courses from the Foundation fulfills all academic requirements of the M.P.C. degree program through the Foundation.

Students are expected to provide and attend the following during the 10-week Chaplain Assistant Program:

- Patient visitation
- On-call service
- Five verbatim presentations
- Basic spiritual assessment and appropriate charting within patient medical records
- Individual and group supervisions
- Didactics
- Basic crisis intervention

During the ten weeks of supervised training, students will be exposed to a curriculum covering the theology of pastoral care, active listening, pastoral care and geriatrics, crisis intervention, pastoral assessment, suicide intervention, death of a child and verbatim reports. Chaplain Assistant Program students will have access to the Pastoral Care Library and Palisades Medical Center



Library during their training.

## **Two Required Courses**

All students are required to take two courses directly from the Foundation. These two courses are a Research Methodology course, and a second course of the student's choice from any of the Foundation's online, distance, or residential offerings.

Research Methodology is a required course for all students completing an exit project. Students completing the Non-Project Option in lieu of the exit project must either complete the Research Methodology course or an alternate course from the Foundation's online, distance, or residential course offerings. The Research Methodology course requirement is explained on the GTF website.

The Study Options button on the Foundation's website under the heading Academics lists the course offerings of the Foundation and provides information about the various methods of earning Units of Study for your degree.

## **Tuition**

Master of Pastoral Counseling (M.P.C.)      \$8,950

Tuition reflects administrative degree program costs charged by the Foundation. Program costs charged by the PRIME institution are separate and additional, and must be paid directly to the PRIME institution.

Please contact the Bursar of the Graduate Theological Foundation

for information about tuition for this degree.

Please contact the PRIME institution for information about program costs.

Please see the tuition section of the M.P.C. program description page for information regarding tuition policies, payment schedules, and payment plan options.

For more information, please contact:

Rev. Elliott Cruz, D.Min.

Chaplain Assistant Program (CAP)

Palisades Medical Center

7600 River Road

North Bergen, NJ 07047

Tel: (201) 854-5796

Email form: <http://www.gtfeducation.org/faculty-staff/Faculty-Contact-Instructions.cfm>

Website: <http://palisadesmedical.org/Content/62/chaplain-assistant-program-cap.html>

## **Palmetto Health Institute for Spirituality**

Spiritual Guidance Training Program

Columbia, South Carolina

- Doctor of Ministry in Pastoral Care (D.Min.)
- Doctor of Ministry in Spiritual Guidance (D.Min.)

The Institute for Spirituality of Palmetto Health is under the

direction of Dr. Danny Garnett in Columbia, South Carolina. The Institute for Spirituality offers a training program in Spiritual Guidance that can be applied toward the academic requirements of the Doctor of Ministry degree through the Foundation. Students of the Foundation may earn the D.Min. degree in either Spiritual Guidance or Pastoral Care by completing or providing the following:

- certificate of completion from the Institute for Spirituality's Spiritual Guidance training program
- transcript/documentation of coursework, including title of exit project completed for the Certificate in Spiritual Guidance
- a letter of support and endorsement from the director of the Institute for Spirituality
- two required courses from the Foundation

## **Two Required Courses**

All students are required to take two courses directly from the Foundation. These two courses are a Research Methodology course, and a second course of the student's choice from any of the Foundation's online, distance, or residential offerings.

Research Methodology is a required course for all students completing an exit project. Students completing the Non-Project Option in lieu of the exit project must either complete the Research Methodology course or an alternate course from the Foundation's online, distance, or residential course offerings. The Research Methodology course requirement is explained on the GTF website.

The Study Options button on the Foundation's website under the

heading Academics lists the course offerings of the Foundation and provides information about the various methods of earning Units of Study for your degree.

**Tuition**

Doctor of Ministry in Pastoral Care (D.Min.)	\$10,300
Doctor of Ministry in Spiritual Guidance (D.Min.)	\$10,300

Tuition reflects administrative degree program costs charged by the Foundation. Program costs charged by the PRIME institution are separate and additional, and must be paid directly to the PRIME institution.

Please contact the Bursar of the Graduate Theological Foundation for information about tuition for this degree.

Please contact the PRIME institution for information about program costs.

Please see the tuition section of the D.Min. program description page for information regarding tuition policies, payment schedules, and payment plan options.

For more information, please contact:

Dr. Danny Garnett, Director  
Pastoral Counseling Center  
Institute for Spirituality & Health  
1501 Sumter Street  
Columbia SC 29201  
Tel: (803) 296-5879

Email form: <http://www.gtfeducation.org/faculty-staff/Faculty-Contact-Instructions.cfm>

Website: <http://www.palmettohealth.org/body.cfm?id=1854>

## **Society of Catholic Social Scientists**

Steubenville, Ohio

- Master of Theology (M.Th.)

The Society of Catholic Social Scientists (SCSS) is a scholarly and professional organization, faithful to Magisterial teaching, which is dedicated to promoting scholarly efforts and approaches in applied fields that aim to get the Catholic Church's social teaching better known and to reflect on how it can address the challenges and problems of modern culture. It entered into a P.R.I.M.E. relationship with the Foundation in 2007 to offer a Master of Theology (M.Th.) degree in Catholic Social Thought, as well as to enable interested students to gain graduate credit for its periodic Catholic Social Thought Short Courses.

The SCSS's Master of Theology program in Catholic Social Thought is offered exclusively through either in-person tutorial studies or online, with the choice being left up to the student. Thus, students can study for the degree from anywhere in the world. If the student chooses the tutorial mode, he or she would have to relocate to the geographical area of the scholar-tutor for the weekly meetings. A student studies under one or two scholar-tutors from the SCSS membership, usually in a particular social science or related discipline, who direct from one to four students at a time. All scholar-tutors hold doctorates, or the equivalent, in

the discipline in which they teach. The program seeks to provide students with a general background in Catholic social teaching/thought and the opportunity to study in a particular discipline within a Catholic framework as shaped by the tradition of that teaching/thought. Scholar-tutors currently can direct students in the following areas: Economics, Ethics/Social Philosophy, History, Jurisprudence, Moral Theology/Catholic Social Ethics, Political Science, Psychology and Sociology.

The program requires three trimesters of full-time study. The first trimester focuses on the social encyclicals and other major social documents of the Church and major Catholic social thinkers. The second trimester focuses on Catholic approaches to the discipline chosen by the student. Each of the first two trimesters is divided into thirds, with each third stressing a particular topic/theme and functioning as the equivalent of a course. The final trimester focuses on the writing of a thesis of at least 75 pages. Thus, a student can finish the M.Th. in Catholic Social Thought in one calendar year. Part-time enrollment is also possible.

Admission into the SCSSs Master of Theology in Catholic Social Thought requires a bachelors degree in any discipline, at least 6 undergraduate credits in philosophy (if a student does not have this, he or she can take the prerequisite philosophy courses through the Foundation), and evidence that the student is knowledgeable about the basic faith and moral teachings of the Catholic Church. Up to 6 credits from previous graduate study can be applied toward the degree if the SCSS Master of Theology Program Director determines that they are comparable to any parts of the program.

## **Tuition**

Master of Theology (M.Th.) \$8,150

Tuition reflects administrative degree program costs charged by the Foundation. Program costs charged by the PRIME institution are separate and additional, and must be paid directly to the PRIME institution.

Please contact the Bursar of the Graduate Theological Foundation for information about tuition for this degree.

Please contact the PRIME institution for information about program costs.

Please see the tuition section of the M.Th. program description page for information regarding tuition policies, payment schedules, and payment plan options.

For more information, please contact:

Dr. Stephen M. Krason

Society of Catholic Social Scientists

100 Franciscan Way

Steubenville OH 43952

Tel: (740) 284-5377

Fax: (740) 283-6401

Email form: <http://www.gtfeducation.org/faculty-staff/Faculty-Contact-Instructions.cfm>

Website: <http://www.catholicsocialscientists.org>

# Tao Fong Shan Christian Centre

Hong Kong

- Doctor of Ministry in Spiritual Direction (D.Min.)
- Master of Pastoral Counseling with a concentration in Spiritual Direction (M.P.C.)

The Graduate Diploma in Christian Spiritual Direction is earned by completing a two-year part time training program for ministers who desire to develop the gift and skill of spiritual direction. The program adopts an integrative approach to spiritual direction and holistic and ecumenical view of spirituality. Reflection, practice, and supervision are emphasized. The program opens for enrollment in a four-year cycle, accepting no more than 15 students. A graduate diploma will be issued to students who have successfully completed the program.

The Graduate Diploma in Christian Spiritual Direction fulfills all academic requirements of the Doctor of Ministry in Spiritual degree (for those holding a master's degree) or the Master of Pastoral Counseling degree (for those holding a bachelor's degree) with a concentration in Spiritual Direction.

## Tuition

Master of Pastoral Counseling  
with a concentration in Spiritual Direction (M.P.C.) \$8,150  
Doctor of Ministry in Spiritual Direction (D.Min.) \$9,500

Tuition reflects administrative degree program costs charged by the Foundation. Program costs charged by the PRIME institution



are separate and additional, and must be paid directly to the PRIME institution.

Please contact the Bursar of the Graduate Theological Foundation for information about tuition for this degree.

Please contact the PRIME institution for information about program costs.

Please see the tuition section of the M.P.C. and D.Min. program description pages for information regarding tuition policies, payment schedules, and payment plan options.

For more information, please contact:

Dr. Jeff Shu Tak Him  
Director of Spirituality Division  
33 Tao Fong Shan Road  
Shatin, N.T.  
Hong Kong  
Tel: (852) 2694 4038  
Fax (852) 2694 4040  
Email form: <http://www.gtfeducation.org/faculty-staff/Faculty-Contact-Instructions.cfm>  
Website: <http://www.tfsc.org/eg/index.htm>

The Graduate Diploma in Christian Spiritual Direction program description can be accessed at:  
[http://www.tfsc.org/eg/SP/all\\_active2.htm](http://www.tfsc.org/eg/SP/all_active2.htm)

## **Viktor Frankl Institute of Logotherapy**

On March 19, 2001, the Foundation accepted the Viktor Frankl Institute of Logotherapy as an educational partner. The P.R.I.M.E. relationship allows Foundation students to transfer in coursework completed through the Viktor Frankl Institute to fulfill partial academic requirements of the Doctor of Ministry, Doctor of Psychology or Doctor of Philosophy in Pastoral Logotherapy degree. Degrees in Pastoral Logotherapy are offered through the Foundation's Graduate Center for Pastoral Logotherapy.

The Viktor Frankl Institute offers intensive workshop-style educational experiences in different areas. The Institute also makes courses in logotherapy available in a distance learning format. There are introductory, intermediate and advanced levels of courses offered by highly qualified faculty. Within the Institute a student can achieve the status of Associate in Logotherapy or Diplomate in Logotherapy. After completing the coursework for the Associate credential, advanced supervised study for the Diplomate Clinician or the Diplomate Educator/Administrator credential is offered on an individual basis. Students who wish to apply their work toward a degree in Pastoral Logotherapy must provide our offices with an official transcript of coursework completed through the Viktor Frankl Institute.

Students are responsible for all fees required by the Viktor Frankl Institute of Logotherapy.

For more information, please contact:

Ann Graber, D.Min., Ph.D.  
610 Parc Forest

St. Charles MO 63303

Tel: (636) 947-6175

Email form: <http://www.gtfeducation.org/faculty-staff/Faculty-Contact-Instructions.cfm>

Website: <http://logotherapyinstitute.org>

Information about Viktor Frankl, his life and work, can be viewed on the website of the Viktor Frankl Institute Vienna at [www.viktorfrankl.org](http://www.viktorfrankl.org).

NOTE: Dr. Ann Graber is Professor of Pastoral Logotherapy at the Graduate Theological Foundation and Liaison between the Institute and the Foundation.

## **Worklife Institute**

Mediation & Mediation Training

Houston, Texas

- Master of Mediation (M.Med.)
- Doctor of Mediation (D.Med.)
- Doctor of Ministry (D.Min.)

Worklife Institute is under the direction of Diana C. Dale, Ph.D., in Houston, Texas. The Institute offers training and program development in leadership for students, including basic, advanced, and specialized mediation training. This P.R.I.M.E. relationship allows for students to complete all required residency for the degree of Master of Mediation, Doctor of Mediation, or Doctor of Ministry at the Worklife Institute in Houston.

Any Foundation student may take one or more Units of Study at the Institute. Students in either the Doctor of Mediation or the Doctor of Ministry program must also complete two required courses from the Foundation and develop a doctoral project for submission to the Foundation, or attend a residential institute to fulfill the Non-Project Option.

**Two Required Courses**

All students are required to take two courses directly from the Foundation. These two courses are a Research Methodology course, and a second course of the student’s choice from any of the Foundation’s online, distance, or residential offerings.

Research Methodology is a required course for all students completing an exit project. Students completing the Non-Project Option in lieu of the exit project must either complete the Research Methodology course or an alternate course from the Foundation’s online, distance, or residential course offerings. The Research Methodology course requirement is explained on the GTF website.

The Study Options button on the Foundation’s website under the heading Academics lists the course offerings of the Foundation and provides information about the various methods of earning Units of Study for your degree.

**Tuition**

Master of Mediation (M.Med.)	\$8,950
Doctor of Mediation (D.Med.)	\$10,300
Doctor of Ministry (D.Min.)	\$10,300

Tuition reflects administrative degree program costs charged by the Foundation. Program costs charged by the PRIME institution are separate and additional, and must be paid directly to the PRIME institution.

Please contact the Bursar of the Graduate Theological Foundation for information about tuition for this degree.

Please contact the PRIME institution for information about program costs.

Please see the tuition section of the M.Med., D.Med., and D.Min. program description pages for information regarding tuition policies, payment schedules, and payment plan options.

For more information, please contact:

Diana C. Dale, Ph.D., President

Worklife Institute

1900 St. James Place, Suite 880

Houston TX 77056

Tel: (713) 266-2456

Email form: <http://www.gtfeducation.org/faculty-staff/Faculty-Contact-Instructions.cfm>

Website: <http://www.worklifeinstitute.com>

# **Policies of the Graduate Theological Foundation**

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## **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 core component of the application.
5. Two letters of recommendation are required for all degree programs. These letters may be from a professional colleague, former professor, lay member of the parish, or ministry professional.
6. A non-refundable application fee of \$40.00 must accompany the application.

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

Applications are accepted throughout the year.

## **Units of Study and Credits Defined**

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

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

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

## **Deadlines for Academic Work and Fees**

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

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

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

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

## **Tuition and Administrative Fees**

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

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

## **Professional Degrees**

### **Doctor of Education**

Total Program Cost	\$15,150
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**Doctor of Psychology**

Total Program Cost \$15,150

**Doctor of Ministry**

Total Program Cost \$12,700

**Doctor of Sacred Music**

Total Program Cost \$12,700

**Doctor of Mediation**

Total Program Cost \$12,700

**Doctor of Tribunal Studies (residential program)**

Contact the Bursar for Program Cost information.

**Master of Mediation**

Total Program Cost \$11,350

**Master of Pastoral Counseling**

Total Program Cost \$11,350

**Master of Religious Education**

Total Program Cost \$11,350

**Master of Sacred Music**

Total Program Cost \$11,350

**Master of Tribunal Studies (residential program)**

Contact the Bursar for Program Cost information.

## Academic Degrees

### **Doctor of Tribunal Studies (online)**

Program Cost \$16,850

### **Ph.D.**

Total Program Cost \$16, 750

### **Ph.D. All But Dissertation (ABD)**

Total Program Cost \$9,500

### **Ph.D. Research**

Program Cost \$11,800

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 \$14,300

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 \$13,050

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 \$11,200

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	\$11,350
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### **Master of Tribunal Studies (online)**

Program Cost	\$11,600
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## **Undergraduate Degrees**

### **Bachelor of Religious Education**

Total Program Cost	\$8,900
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### **Bachelor of Sacred Music**

Total Program Cost	\$8,900
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### **Bachelor of Theology**

Total Program Cost	\$8,900
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## **Transfer Credit**

Any student wishing to have previously completed academic work evaluated for possible transfer credit or wishing to complete coursework through a venue other than the Graduate Theological Foundation for use as transfer credit toward a degree, must contact the Office of the Registrar for approval. 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 1<sup>st</sup> 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.

## **Tuition Payment**

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

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

## **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. The Non-Project Option is fulfilled by completing a Foundation Institute and submitting the required response papers. Information is available on the *NPO* page of the website. Click on the Academics tab, then on Study Options.

## **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 Theology Summer School
- Centro Pro Unione Summer Course in Rome

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

## **Documented Use of Sources**

Students are held to a high standard of performance at the 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. Transcripts are provided in hardcopy by mail only. The Foundation does not issue transcripts electronically. No transcript will be issued to third parties without prior written request from the student and payment at the time of request.

## **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.

## **Accreditation**

The Graduate Theological Foundation is an ecumenical and interreligious non-profit educational foundation chartered by the State of Indiana. This charter provides that the Foundation may offer programs and grant degrees in areas of ministry. The Foundation also engages in the sponsorship of research, publishing of monographs and awarding of grants and fellowships. 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 Graduate Theological Foundation asserts that the academic integrity of an institution can be measured by the credentials of its faculty, the affiliations it holds, and the academic and professional accomplishments of its students and alumni. Information on each of these areas may be found by visiting the following pages:

- Faculty
- Alumni Employment Record
- Alumni and Faculty Publications

- Alumni Careers
- Affiliations
- Foundation affiliations with Oxford University and The Centro Pro Unione in Rome
- Online Thesis Library

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

For additional information on accreditation, you can click on the following link which will take you to the U.S. Department of Education's accreditation statement. A quote from this page regarding the Database of Accredited Programs and Institutions is as follows, "The database does not include a number of postsecondary educational institutions and programs that elect not to seek accreditation but nevertheless may provide a quality postsecondary education. The U.S. Department of Education recommends that the database be used as one source of qualitative information and that additional sources of qualitative information be consulted."

<http://www2.ed.gov/print/admins/finaid/accred/accreditation.html>

## **The State of Indiana and Contract Disclaimer**

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

relationship between the institution and the student.

## **Code of Conduct**

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

## **Disciplinary and Grievance Procedures**

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

The final decision with regard to the intended action of the AAC must be made by a unanimous vote of the Academic Affairs Committee, the President, the Provost, and where present, the student's representative (Project Consultant, Thesis Supervisor, or Faculty representative). Students may also file a grievance against the Foundation by submitting a letter to the Academic

Affairs Committee stating specifically the nature of the grievance. By invitation, the AAC may ask the student to appear before it in an attempt to reach a mutually agreed resolution. Failure to reach a resolution will precipitate a further meeting between the student, the AAC, the President, the Provost (or their representatives), and a student-selected member of the faculty. Failure to reach a resolution at such a meeting will necessitate legal consultation with the student and the institution selecting its own lawyers and initiating action as such legal counsel dictates.

## **The Foundation and the College**

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

**CLOVERDALE COLLEGE**

**Undergraduate Division  
of the Graduate Theological Foundation**

## **Degree Programs and Policies**

### **About Cloverdale College**

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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**

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

Cloverdale College is a degree completion senior-level institution.

## **The Professional Baccalaureate**

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

# Tuition

**Total Program Cost** \$8,900

## 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.

# **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

<b>Total Program Cost</b>	\$8,900
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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

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## 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**                      \$8,900

### 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

# The Senior Paper

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

1. the nature and extent of their experience and current social service/ministry work
2. their plans for furthering their work
3. how their studies and resulting degree from 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** \$8,900

### 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.

# Islamic Studies

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## 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**                      \$5,900

**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**

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### **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**                      \$6,400.00

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

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## 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

\$8,900

### **Bachelor of Sacred Music**

Total Program Cost \$8,900

### **Bachelor of Theology**

Total Program Cost \$8,900

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

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

[www.gtfeducation.org](http://www.gtfeducation.org)