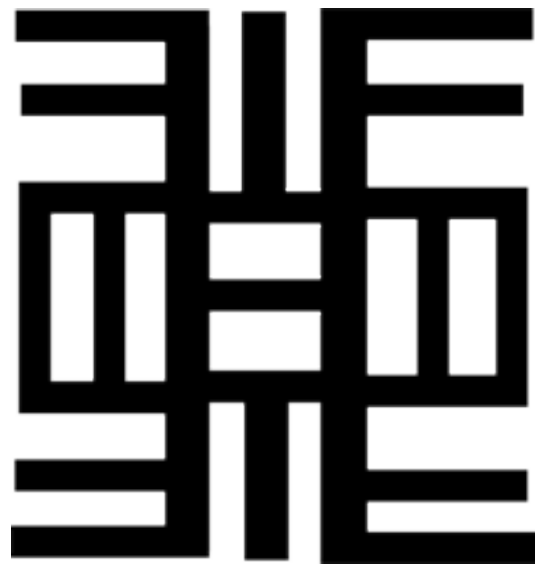


Howard University School of Divinity

STUDENT HANDBOOK



NEA ONNIM NO SUA A, OHU

“He/She who does not know can know from learning”

2019-2020
Academic Year



MISSION STATEMENT

*Howard University School of Divinity,
a graduate theological and professional school,
educates and forms academic and religious leaders
to serve the Church and society,
and to celebrate the religious and cultural heritage of
African Americans, the African Diaspora and Africa.*

DATES TO REMEMBER

6

II	STUDENT SERVICES AND PRIVILEGES	12
	• Services for Students with Disabilities	12
	• Student Housing	12
	• Parking and Transportation	12
	• Counseling	12
	• University Health Service	13
	• Internet Services	14
	• Student Clubs	15
	• University Policy Governing the Release of Information on Students	15
	• Photography and Film Rights Policy	16
	• Student Deportment	16
	• Sexual Harassment Policy and Procedures	16
III	ACADEMIC DEGREE PROGRAMS	18
	• MA (Religious Studies) Degree Requirements	18
	• Program Summary Sheets (MA)	22
	• MA (Religious Studies) Degree Sequence	26
	• MDIV Degree Requirements	28
	• Program Summary Sheet (M.Div.)	30
	• MDIV Degree Sequence	32
	• MDIV/MBA Dual Degree Requirements	35
	• DMIN Degree Requirements	36
	• DMIN Degree Sequence	37
	• Program Summary Sheet (D.Min.)	38
	• MSW/MDIV Dual Degree	39
	• Standards of Satisfactory Academic Progress for Financial Aid Eligibility	40
IV	ACADEMIC POLICIES	42
	• Academic Advisement	42
	• Official Enrollment	42
	• Credits	43
	• Credit for Directed Study	43
	• Credit for Student Initiated Courses	43
	• Credit for Work Done out of Residence	44
	• Credit for Summer Work	44
	• Credit for Internship	44
	• Academic Credit for CPE Units	44
	• Grading System	45
	• Incompletes	45
	• Course Loads	46
	• Probation	46
	• Division of School Year	46

Note: This Handbook includes certain official policies, procedures, and practices of the University and supersedes any previous editions.

Table of Contents (continued)

	• Withdrawal from the University	47
	• Withdrawal from a Course	47
	• Unofficial Withdrawal from the University	47
	• International Students	48
	• Statute of Limitations for Completing Degrees	48
	• Policy Concerning Advanced Standing	49
	• Procedures for Applying for Advanced Standing	49
	• Policy Regarding Transfer of Graduate Credit	50
	• Transfer Credit: MDIV Degree Program	51
	• Transfer Credit: MA (Religious Studies) Degree Program	51
	• Transfer Credit: Doctor of Ministry Degree Program	51
	• Writing Project Development	52
	• Academic Code of Conduct	52
	• Definitions of Academic Infractions	52
	• Administration of the Academic Code of Conduct	53
	• Policy on Student Academic Grievance Procedures	55
	• Multiple Use of Written Work	56
	• Reclamation of Student Papers	56
	• Required Participation in Outcomes Assessment	57
	• Procedures for Graduation	58
	• Graduation Checklist	59
V	FINANCIAL AID and BILLING	60
	• Schedule of Financial Adjustments and/or Refunds	62
VI	PLACEMENT OPPORTUNITIES	64
	• Academic Credit for Field Placement Experience	64
VII	WASHINGTON THEOLOGICAL CONSORTIUM	66
	• Registration for Consortium Courses	66
VIII	DIVINITY LIBRARY	68
IX	COMMUNITY BENEVOLENCE FUND	70
X	PERSONNEL DIRECTORY and STUDENT SERVICES DIRECTORY	71 74
XI	APPENDIX of Academic Forms	76
	• Add/Drop (Change of Program)	77
	• Course Overrides	78
	• Total Withdrawal Procedure	79
	• Graduation Application	81
	• Request for Change of Advisors	82
	• Request to Change Degree Program	83
	• CUMWA Consortium Information	84
	• Student Learning Outcomes	85

HUSD CALENDAR

FALL (FIRST) SEMESTER 2019

June 21, Friday Early Processing deadline for receipt of all required Financial Aid documents for Fall 2019 Consideration. Documents include (but not limited to) Verification, Independent Status Petition, Special Circumstances Appeal, Satisfactory Academic Progress (SAP) Appeal, College Enrollment Verification, Authorization to Apply Title IV Funds

July 1, Monday **Deadline for required health documents for new entrants**

July 21, Sunday Payment-in-full due for Fall 2019 (ALL STUDENTS)
Deadline to enroll in the Payment Plan via TouchNet at 0% down payment (Enrollment Fee is required)

August

Thursday 15th **Faculty Retreat @ 3Rd Street Church of God 8:30am-4pm**

Friday 16th Orientation, Registration and Advising for entering and returning HUSD Students

19th-30th ATS Entering Student Questionnaire (ESQ) - Fall 2019 Admissions

19th-30th LATE REGISTRATION/CHANGE OF PROGRAM PERIOD (Add or drop a course without a grade of "W," change from one section to another, change from credit to audit or audit to credit). Late registration fee assessed for all new registrations to August 30, Friday

Monday 19th **FORMAL CLASSES BEGIN**

Friday 30th **LAST DAY TO REGISTER FOR FALL 2019**

Deadline to receive 100% refund of tuition/fees

September

Monday 2nd UNIVERSITY CLOSED - Labor Day Observed

Wednesday 4th **OPENING CONVOCATION** – School of Divinity Dunbarton 5:30pm

Monday 9th Faculty Dialogues @10am Room 406
Deadline for submission of DMin project proposal (including title, statement of purpose, methodology, outline, references). Prerequisite: Completion of 30 credit hours. **

Wednesday 11th PINNING CEREMONY @5:30pm Room 117

Monday 16th Academic Affairs Committee Meeting @10am Room 406

Wednesday 18th Chapel Service @5:30pm Room 117

Friday 20th **OPENING CONVOCATION** – Howard University
Cramton Auditorium, 11:00 am (classes suspended from 10:00 am to 1:00 pm)

Monday 23rd
Wednesday 25th

Deadline to receive 50% refund of tuition/fees
Chapel Service @5:30pm Room 117

Friday 27th

Staff Meeting @10am Room 406

October

Wednesday 2nd

Chapel Service @5:30pm Rm. 117

Friday 4th

Deadline for instructors to submit Midterm, Unofficial Withdrawal (UW) and Never Reported (NR) status reports via BisonWeb for Fall 2019

Monday 7th

Faculty Meeting @10am Room 420

Wednesday 9th

SGA - Chapel Service @5:30pm Room 117

Open House @3pm

Degree Information Session @4pm-5pm

Wednesday 16th

Chapel Service @5:30pm Room 117

Friday 18th

Deadline to receive 25% refund of tuition/fees (Last day for tuition/fees refunds)

Monday 21st

Spring 2020 Registration for Continuing Students BisonWeb is available for registration from 9AM to midnight

Monday 21st-
March 29th Sunday

Graduation Application available via BisonWeb for Spring 2020

Wednesday 23rd

Chapel Service @5:30pm Room 117

Wednesday 30th

Alumni Chapel Service @5:30pm Room 117

November

Monday 4th

Faculty Dialogue @10am Room 300

Wednesday 6th

Chapel Service @5:30pm Room 117

Friday 8th

Staff Meeting @10am Room 406

LAST DAY TO WITHDRAW FROM A Fall 2019 COURSE

LAST DAY TO COMPLETE A TOTAL WITHDRAWAL FROM THE UNIVERSITY <https://www2.howard.edu/withdrawal>

Monday 11th

UNIVERSITY CLOSED – Veterans Day Observed

Tuesday 12th

Last day for defending DMin projects for December graduates **
Academic Affairs Committee Meeting @10am Room 406

Wednesday 13th

Chapel Service @5:30pm Room 117

Wednesday 20 th	Chapel Service @5:30pm Room 117
Wednesday 27 th	Classes and University Services Suspended at NOON (No Chapel)
Thursday 28 th – Sunday 1 st	UNIVERSITY CLOSED – Thanksgiving Recess- No dining services provided during recess
Thursday 28 th	FORMAL CLASSES END DEADLINE FOR STUDENTS TO CLEAR SPRING 2019 INCOMPLETE GRADES WITH INSTRUCTORS

December

Sunday 1 st	Deadline for required health documents for new entrants
Monday 2 nd	Faculty Meeting @10am Room 420
Wednesday 4 th	Chapel Service @5:30pm Room 117 For Prospective May 2020 Graduates, final copy of MDIV, MA(RS), DMIN writing projects due in Office of Associate Dean for Academic Affairs by 3:00 pm **
Wednesday 4 th to Tuesday 10 th	FINAL EXAMINATIONS
Friday 6 th	DEADLINE FOR ACADEMIC DEANS TO SUBMIT SPECIAL GRADE REPORTS TO THE OFFICE OF THE REGISTRAR FOR REMOVAL OF SPRING 2019 INCOMPLETE GRADES
Tuesday 10 th	FIRST SEMESTER ENDS
Friday 13 th	Payment-in-full due for Spring 2020 (All Students)
Monday 16 th - Wednesday 1 st	UNIVERSITY CLOSED – Winter Recess

SPRING (SECOND) SEMESTER 2020

January

Thursday 9 th	Orientation and Advising for Entering HUSD Students
Friday 10 th	Staff Meeting @10am Room 406
Monday 13 th	Faculty Dialogue @10am Room 300
Monday 13 th - Friday 24 th	LATE REGISTRATION/CHANGE OF PROGRAM PERIOD (Add or drop a course without a grade of "W," change from one section to another, change from credit to audit or audit to credit). Late registration fee assessed for all new registrations.
Monday 13 th	FORMAL CLASSES BEGIN

Wednesday 15 th	Opening Convocation @5:30pm Room 117
Monday 20 th	UNIVERSITY CLOSED - Martin Luther King, Jr.'s Birthday Observed
Wednesday 22 nd	PINNING CEREMONY - Chapel Service @5:30pm Room 117
Friday 24 th	LAST DAY TO REGISTER FOR SPRING 2020 Payment-in-full is due for students who register for the first time during the late registration period Deadline for receipt of December 2019 Graduation Recommendations in the Office of the Registrar
Monday 27 th	Academic Affairs Committee Meeting @10am Room 406
Wednesday 29 th	Chapel Service @5:30pm Room 117

February

Monday 3 rd	Faculty Meeting @10am Room 420
Wednesday 5 th	Chapel Service @5:30pm Room 117
Wednesday 12 th	DMin Project first draft due for submission for May 2020 graduates ** Chapel Service @5:30pm Room 117
Friday 14 th	Deadline to receive 50% refund of tuition/fees
Monday 17 th	UNIVERSITY CLOSED – Presidents’ Day Observed
Wednesday 19 th	Chapel Service @5:30pm Room 117
Wednesday 26 th	Chapel Service @5:30pm Room 117 DMin project final draft due for submission for May 2020 graduates **

March

Monday 2 nd	Faculty Dialogue @10am Room 300
Wednesday 4 th	Chapel Service @5:30pm Room 117
Friday 6 th	CHARTER DAY CONVOCATION Cramton Auditorium, 11:00 A.M. (Classes suspended from 10:00 A.M. - 1:00 P.M.) Deadline for instructors to submit Midterm, Unofficial Withdrawal (UW) and Never Reported (NR) status reports via BisonWeb Deadline to receive 25% refund of tuition/fees (Last day for tuition/fees refunds)
Monday 9 th	Academic Affairs Committee Meeting 10am Room 406
Wednesday 11 th	Chapel Service @5:30pm Room 117

Friday 13th Staff Meeting @10am Room 406

Saturday 14th-
Sunday 22nd UNIVERSITY CLOSED - Spring Break

Wednesday 25th Chapel Service @5:30pm Room 117

April

Wednesday 1st Chapel Service @5:30pm Room 117

Friday 3rd Deadline for prospective Spring 2020 graduates to apply for graduation via BisonWeb

**LAST DAY TO WITHDRAW FROM A Spring 2020 COURSE
LAST DAY TO COMPLETE A TOTAL WITHDRAWAL FROM THE
UNIVERSITY <https://www2.howard.edu/withdrawal>**

Monday 6th Faculty Meeting @10am Room 420

Wednesday 8th Chapel Service @5:30pm Room 117

Wednesday 15th Chapel Service @5:30pm Room 117

Monday 20th Summer 2020 Registration begins for Continuing Students BisonWeb is available for registration from 9AM to midnight each day

Wednesday 22nd Chapel Service @5:30pm Room 117

Monday 27th –
Thursday 23rd **FINAL EXAMINATIONS FOR PROSPECTIVE SPRING GRADUATES**

Friday 24th **FORMAL CLASSES END**

**DEADLINE FOR INSTRUCTORS TO SUBMIT GRADES FOR
PROSPECTIVE GRADUATES**

Tuesday 28th **DEADLINE FOR STUDENTS TO CLEAR FALL 2019 INCOMPLETE
GRADES WITH INSTRUCTORS**

May

Friday 1st **DEADLINE FOR ACADEMIC DEANS TO SUBMIT SPECIAL GRADE
REPORTS TO THE OFFICE OF THE REGISTRAR FOR REMOVAL
OF INCOMPLETE GRADES FOR FALL 2019**

Monday 4th Faculty Meeting @10am Room 420

Friday 8th **SECOND SEMESTER ENDS**

Deadline for receipt of May 2020 Graduation Recommendations in the Office of the Registrar

CLOSING CONVOCATION (Honors and Awards)
School of Divinity, 3:00 PM Dunbarton Chapel

Saturday 9th

COMMENCEMENT Upper Quadrangle - Main Campus, 10:00 A.M

Summer Session I

Thursday 14th-
Monday 18th

REGISTRATION for all students; Payment in-full is due upon registration (Add or drop a course without a grade of "W," change from one section to another, change from credit to auditor audit to credit)

Consortium Registration

Monday 18th

FORMAL CLASSES BEGIN

Payment Due in Full for Summer Registration (All Students)

Deadline to receive 100% refund of tuition/fees

Wednesday 20th

Summer Registration Disenrollment due to nonpayment

Monday 25th

UNIVERSITY CLOSED - Memorial Day Observed

Tuesday 26th

Deadline to receive 50% refund of tuition/fees

Friday 29th

Graduation holds applied for Summer 2020 graduates

Deadline to receive 25% refund of tuition/fees

June

Friday 5th

LAST DAY TO WITHDRAW FROM A COURSE

LAST DAY TO COMPLETE A TOTAL WITHDRAWAL FROM ALL COURSES AT THE UNIVERSITY for Summer Session I

Wednesday 17th

FORMAL CLASSES END

Thursday 18th –
Saturday 20th

FINAL EXAMINATIONS (Deadline for instructors to submit final grades via BisonWeb is 3 calendar days after the scheduled final examination)

Sunday 21st

FIRST FIVE-WEEK SUMMER SESSION ENDS

Summer Session II

Saturday 20th –
Wednesday 24th

REGISTRATION for all students; Payment in-full is due upon registration (Add or drop a course without a grade of "W," change from one section to another, change from credit to audit or audit to credit)

Monday 22 nd	FORMAL CLASSES BEGIN Payment Due in Full for Summer Registration (All Students) Deadline to receive 100% refund of tuition/fees
Wednesday 24 th	Summer Registration Disenrollment due to nonpayment
Friday 26 th	LAST DAY TO WITHDRAW FROM A COURSE
Friday 26 th	LAST DAY TO COMPLETE A TOTAL WITHDRAWAL FROM THE UNIVERSITY (for Summer Session II)
Monday 29 th	Deadline to receive 50% refund of tuition/fees

July

Friday 3 rd	UNIVERSITY CLOSED - Independence Day Observed
Wednesday 22 nd	Deadline to receive 25% refund of tuition/fees FORMAL CLASSES END
Thursday 23 rd – Saturday 25 th	FINAL EXAMINATIONS (Deadline for instructors to submit final grades via BisonWeb is 3 calendar days after the scheduled final examination)

- * Deadlines that fall on a weekend or holiday must be met by close of business of the business day immediately following a weekend or legal holiday.
- ** If Required By Your Advisor

II. STUDENT SERVICES AND PRIVILEGES

Services for Students with Disabilities

Every effort will be made to accommodate the needs of students with disabilities. Such persons should contact the Office of Student Services. The office is located at 1851 9th Street NW, Second Floor, Washington, DC 20001. This office has the responsibility of addressing the concerns of persons with physical or visual disabilities. The Office of Special Student Services can be contacted at 202/238-2420.

Student Housing

Housing is managed by the Office of Residence Life and is not administered by the Howard University School of Divinity. Students interested in University Housing should consult with the Office of Residence Life & University Housing (202/806-6131):

<https://residencelife.howard.edu/>

Parking and Transportation

Students who desire to park at the West Campus will need to secure parking authorization. Further information may be obtained from the Office of Parking & Transportation (202/806-2000) or by visit to the website:

<http://auxiliary.howard.edu/w/index.php/home/services/divisons/parking-transportation/campus-parking/>. Another option for travel to and round the campus is the Howard University Shuttle Bus Service:

<http://auxiliary.howard.edu/w/index.php/home/services/divisons/parking-transportation/transportation/campus-shuttle/>

Counseling

The Howard University Counseling Service, located in the C.B. Powell Building at Sixth & Bryant Streets, NW, Washington, DC 20059, provides personal counseling and psychotherapy to students who need help in handling emotional difficulties, improving interpersonal relations, and dealing with problems of college life. All services are free to Howard University students. All interviews and counseling sessions are confidential and information shared with counselors will NOT be included in academic records. All services are conducted or supervised by licensed psychologists and other qualified personnel. You do not need an appointment to see a counselor; however, you should call in advance to check on the current walk-in hours. The telephone number is (202) 806-6870.

University Health Service

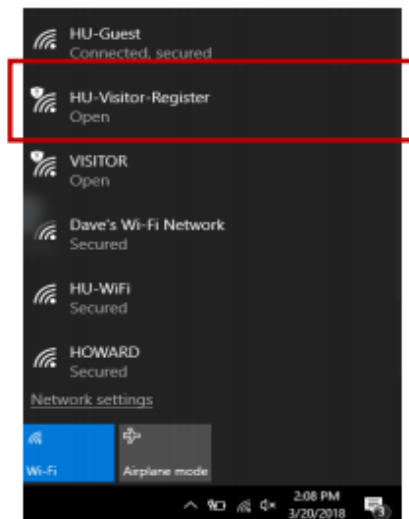
The University Health Center furnishes a Comprehensive Health Care Program for all students of Howard University. In addition, the Health Center is responsible for the public

health care of the campus. While the student is officially enrolled (the current validated Howard University Capstone I.D. Card establishes identification eligibility), the program offers medical care in services pertaining to general health, sickness, accidents, preventive medicine and health education. **Note: All students entering Howard University for the first time or returning after an absence of a semester or more are required to submit a complete medical history and Tuberculosis (TB) screening certificate signed by a licensed health care provider University Student Health Center. In accordance with DC law 3-20, Howard University requires all students who are under the age of 26 as of August 1st for the fall semester and January 1st of the spring semester to meet the mandatory immunization requirements.** For additional information and assistance, visit <http://huhealthcare.com/healthcare/students> or contact the University Health Center (202/806-7540).

Internet Services


How to connect to "HU-Guest" Wifi:

1. Connect to 'HU-Visitor-Register'



2. Internet Browser will pop up with Aerohive register page

3. Fill in information


Secure Internet Portal

Registration

Register to access the network.

First Name*

Last Name*

Email*

+1 - United States * Phone

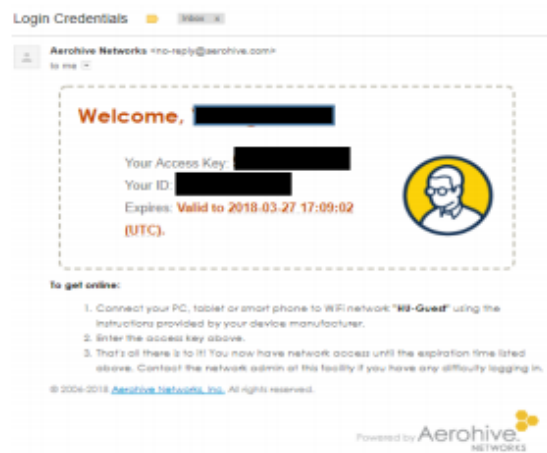
Email address of the person you are visiting

Comment

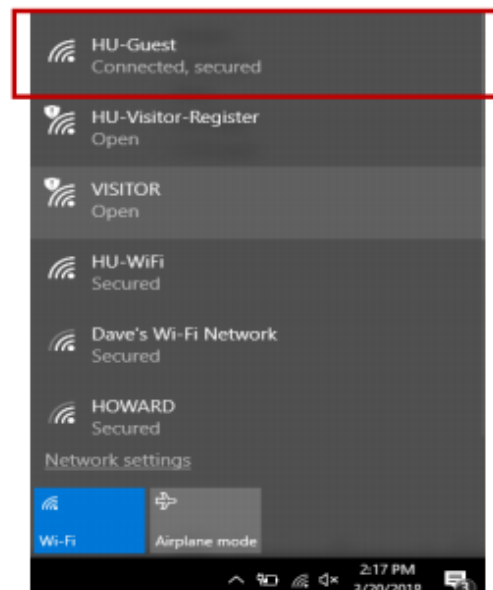
Register

It might take a moment for registration to complete (* required).

4. Once registered, you will receive an email and text message with your Access Key



5. Connect to 'HU-Guest' Wifi using Access Key



Student Clubs

Students clubs provide a valuable avenue for students to grow deeper in community and common interests. Students are encouraged to form student clubs that will enrich the HUSD community. Students interested in starting a student club should meet with Rev. Serena K. Parks, Admissions & Retention Coordinator, to receive guidance and information on the process for establishing a student club at HUSD.

In addition to meeting with Rev. Parks, student club organizers should obtain official recognition by Howard University. Official recognition by Howard University is a result of recommendations by the President of the Howard University Student Association, the Director of Student Activities and the approval of the Vice President for Student Affairs. Organizations of a religious nature require the recommendation of the Dean of the Chapel. Recognition in no way implies University endorsement or sponsorship of such events or activities. Recognition simply acknowledges the existence of an organization composed of at least ten (10) Howard University Students, consistent with the objectives and philosophy of the University and meets an expressed need of the students. Please review the process for official recognition by Howard University on the Office of Student Activities website (<http://www.howard.edu/currentstudents/studentlifeactivities/studentactivities/RecognitionProcess.htm>).

Your club will not be recognized until all portions of the application are submitted and approved. Each recognition packet and constitution submitted is stamped and logged in to the Office of Student Activities. Once submitted and logged, the constitution is reviewed to ensure that all necessary documents are included in the packet. If the packet is complete, the constitution is reviewed for consistency and compliance with the universities policies or guidelines and if applicable, the guidelines of the national or regional organization. Only recognized student organizations may be granted permission to sponsor events and activities on campus and to make use of University facilities for this purpose. Only recognized student organizations may use the Howard University nomenclature as a part of their organization name and/or in representing themselves as associated with the University.

Policy Governing the Release of Information on Students

The policy of Howard University with respect to the release of information on students is governed by the appropriate Federal regulation and written authorization from the student. Telephone inquiries requesting information of the type covered in this policy will not be honored. If there are any questions, contact the Associate Dean for more information. See also the University policy on Student Privacy Rights:

<http://www.howard.edu/secretary/documents/600-002StudentPrivacyRightsPolicy.pdf>

Photography and Film Rights Policy

The Howard University School of Divinity (HUSD) reserves the right from time to time to film or take photographs of faculty, staff, and students engaged in teaching, research, and other activities, as well as casual and portrait photography or film. These photographs and films will be used in such publications as the Divinity Magazine, posters, advertisements, recruitment and development materials, as well as on the School and University's websites, for various videos, or for distribution to University, local, state, or national media for promotional purposes. Classes will be photographed only with the permission of the faculty member. Such photographs and file – including digital media – which will be kept in the files and archives of the Howard University School of Divinity, will remain available for use by the university without time limitations or restrictions. Faculty, students, and staff are made aware by virtue of this policy that the School and/or University reserves the right to alter photography and film for creative purposes. Faculty, students, and staff who do not want their photographs used in the manner(s) described in this policy statement should contact the HUSD Office of Media & Communications. Faculty and students are advised that persons in public places are deemed by law to have no expectation of privacy and are subject to being photographed by third parties. The Howard University School of Divinity has no control over the use of photographs or film taken by their parties, including without limitation the news media covering School or University activities

Student Deportment

Students are asked to deport themselves in a way becoming graduate/professional training at all times. **Students are asked to refrain from smoking, eating and drinking in classrooms.**

Sexual Harassment Policy and Procedure

The School of Divinity, in concert with the policy of the University, affirms the unacceptability of sexual harassment; it is “a form of discriminatory misconduct that harms the environment which the University seeks to maintain,” being detrimental to a wholesome learning situation, and particularly in appropriate in an educational institution preparing women and men for ministry. “Therefore, conduct on the part of any member of the University community which inappropriately introduces sexuality into a teaching, learning or work relationship shall not be tolerated.”

The University Policy Against Sexual Harassment and Gender Based Discrimination in Education Programs and Activities, approved by the Board of Trustees on June 5, 1999, and revised in subsequent years, governs the treatment of sexual harassment and gender based discrimination, and a complete copy is available online at:

<http://www.howard.edu/secretary/documents/400-005TitleIXPolicyonSexualViolence.pdf>

The following information is cited from the Policy, pages 3, 4, and 5:

II. DEFINITIONS AND EXAMPLES

Education Programs and Activities

With respect to academic programs and activities, the term “sexual harassment” shall mean unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) submission to such conduct is made either explicitly or implicitly a basis for any decision affecting the terms or conditions of participation in any such program or activity or status in an academic course; or
- 2) such conduct has the purpose or effect of unreasonably interfering with a student’s educational right, privilege, advantage or opportunity; or
- 3) such conduct is so pervasive or severe that it creates an intimidating, hostile, or offensive environment for learning and has no reasonable relationship to the subject matter of the relevant course of instruction.

Examples of Sexual Harassment

Examples of Gender-Based Discrimination or Harassment

Under this part of the University policy, in providing any aid, benefit, or service to a student, no person shall, on the basis of gender, gender identity, gender expression, non-conformance with gender stereotypes, or sexual orientation:

_____ (a) treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

_____ (b) provide different aid, benefits, or services, or provide aid, benefits, or services in a different manner;

_____ (c) deny any person any aid, benefit, or service;

_____ (d) subject any person to separate or different rules of behavior, sanctions, or other treatment;

_____ (e) apply any rule concerning the domicile or residence of a student or applicant, including eligibility for fees and tuition;

_____ (f) aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of gender, gender identity, gender expression, non-conformance with gender stereotypes, or sexual orientation; or

_____ (g) otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

Consensual Relationships

Sexual relationships (including dating) between students and faculty are prohibited under this Policy whether or not such a relationship may violate the law. Therefore, violations of this prohibition by a faculty member, staff member, or any other type of University employee and a student will lead to disciplinary action against one or both parties.

III. ACADEMIC DEGREE PROGRAMS

MASTER OF ARTS (RELIGIOUS STUDIES) DEGREE PROGRAM

Dr. Zainab Alwani, Chairperson

DEGREE REQUIREMENTS

The **Master of Arts (Religious Studies)** degree program is designed for persons interested in more advanced study of religion, and who wish to pursue vocations other than that of pastoral ministry, such as denominational staff work, social justice advocacy, religious education, or lay ministry and leadership in the local church. It is particularly desirable as a foundation for persons seeking advanced theological education. It also provides an opportunity to augment one's expertise in a related field or to explore one's interest in religion and spirituality.

The **Master of Arts (Religious Studies)** degree program requires a **minimum of 48 credits**. The Program offers three areas of concentration: **Biblical Studies**, **Islamic Studies**, and **Ethics and Social Justice**.

BIBLICAL STUDIES CONCENTRATION REQUIREMENTS

(A) MA(RS) Core (9 credits)		
a.	Theories & Methods in Religious Studies	3 credits
b.	Philosophy of Religion OR World Religions	3 credits
c.	MA(RS) Colloquy	3 credits
(B) Biblical Studies (12 credits)		
a.	Introduction to Old Testament/Hebrew Bible I	3 credits
b.	Introduction to Old Testament/Hebrew Bible II	3 credits
c.	New Testament Critical Introduction	3 credits
d.	Scripture and Hermeneutics	3 credits
(C) Biblical Languages (18 credits)		
a.	Old Testament/Hebrew Bible Track	
	i. Hebrew	12 credits
	ii. Greek	6 credits
	OR	
b.	New Testament Track	
	i. Greek	12 credits
	ii. Hebrew	6 credits
(D) Electives		6 credits
(E) MA(RS) Thesis *		3 credits

Master of Arts (Religious Studies) Thesis. Research and writing in the area of concentration is required of all students in Biblical Studies and Islamic Studies concentrations. It shall be an in depth study of a given subject which reflects the use of sound research methodology, good critical judgment, clarity of expression, and proper form

ISLAMIC STUDIES CONCENTRATION REQUIREMENTS

- (A) MA(RS) Core (9 credits)**
- a. Theories & Methods in Religious Studies 3 credits
 - b. Philosophy of Religion OR World Religions 3 credits
 - c. MA(RS) Colloquy 3 credits
- (B) Quranic and Prophetic Tradition (12 credits)**
- a. Introduction to the Qur'an 3 credits
 - b. The Qur'an in Muslim Life 3 credits
 - c. Ethics and the Prophetic Tradition in Islam 3 credits
 - d. Scripture and Hermeneutics 3 credits
- (C) Historical Studies (6 credits)**
- a. Dialogue with Islam in Christian Society 3 credits
 - b. Islam in America OR Islam and African American Experience 3 credits
- (D) Legal and Social Justice (6 credits)**
- a. Women, Gender and Family in Islamic Context 3 credits
 - b. Islamic Jurisprudence and American Constitutional Law 3 credits
- (E) Arabic Language 6 credits**
- (F) Electives 6 credits**
- (G) MA(RS) Thesis * 3 credits**

Master of Arts (Religious Studies) Thesis. Research and writing in the area of concentration is required of all students in the Islamic Studies concentration. It shall be an in-depth study of a given subject which reflects the use of sound research methodology, good critical judgment, clarity of expression, and proper form.

ETHICS AND SOCIAL JUSTICE CONCENTRATION REQUIREMENTS

(A) MA(RS) Core (9 credits)		
a.	Theories & Methods in Religious Studies	3 credits
b.	Philosophy of Religion OR World Religions	3 credits
c.	MA(RS) Colloquy	3 credits
(B) Biblical Studies (9 credits)		
a.	Introduction to Old Testament/Hebrew Bible I	3 credits
b.	Introduction to Old Testament/Hebrew Bible II	3 credits
c.	New Testament Critical Introduction	3 credits
(C) Theological Studies (6 credits)		
a.	Systematic Theology I	3 credits
b.	Theology of MLK or Black Theology	3 credits
(D) Historical Studies (3 credits)		
a.	History of the Black Church OR African American Religious History	3 credits
(E) Ethics/Social Justice (9 credits)		
a.	Introduction to Christian Ethics	3 credits
b.	Christian Social Ethics	3 credits
c.	Prophetic Ministry	3 credits
(F) Field-Based Project **		3 credits
(G) Electives		9 credits

**** Field-Based Project**

In lieu of the MA(RS) Thesis, a semester-length Field-Based Project is required of all students in the Ethics and Social Justice Concentration.

COMPREHENSIVE STUDIES

(A) MA(RS) Core (9 credits)		
a.	Theories & Methods in Religious Studies	3 credits
b.	Philosophy of Religion OR World Religions	3 credits
c.	MA(RS) Colloquy	3 credits
(B) Biblical Studies (6 credits)		
a.	Hebrew Bible/Old Testament	3 credits
b.	New Testament	3 credits
(C) Theological Studies (3 credits)		
a.	Systematic Theology I	3 credits
(D) Historical Studies (3 credits)		
a.	History of Christianity	3 credits
(E) Ethics (3 credits)		
a.	Christian Ethics OR Christian Social Ethics	3 credits
(F) Electives (21 credits)		21 credits
(G) Thesis (3 credits)		
a.	MA(RS) Thesis OR Integrative Paper	3 credits

The student will select the 21 credit hours in electives across the divinity disciplines (i.e. Biblical Studies, Historical Studies, Ethics, Theological Studies, or Society, Culture and Religion) based on their interests and in consultation with their advisor.

Research & Writing: THES 378 (Thesis/60-90 pages) or THES 379 (Integrative Paper/25-35 pages)

PROGRAM SUMMARY SHEET
Master of Arts (Religious Studies)/ Biblical Studies

Student: _____

I.D. _____

Advisor: _____

Grade Point Average: _____

COURSE NUMBER	COURSE TITLE	Credits Required	Credits Earned	Grade	SEMESTER TAKEN
	Required Core Courses (9 credit hours)				
	Theories & Methods in Religious Studies	3			
	Philosophy of Religion OR World Religions	3			
	M.A. (R.S.) Colloquy	3			
	Biblical Studies Concentration				
	Biblical Studies (12 credits)				
	Intro to OT/Hebrew Bible I	3			
	Intro to OT/Hebrew Bible II	3			
	New Testament Critical Intro	3			
	Scripture and Hermeneutics	3			
	Biblical Languages (18 credits)				
	Old Testament/Hebrew Bible Track				
	Hebrew I	3			
	Hebrew II	3			
	Hebrew III	3			
	Hebrew IV	3			
	Greek I	3			
	Greek II	3			
	New Testament Track				
	Greek I	3			
	Greek II	3			
	Greek III	3			
	Greek IV	3			
	Hebrew I	3			
	Hebrew II	3			
	Elective	3			
	Elective	3			
	M.A. (R.S.) Thesis	3			

PROGRAM SUMMARY SHEET
Master of Arts (Religious Studies)/Islamic Studies

Student: _____

I.D. _____

Advisor: _____

Grade Point Average: _____

COURSE NUMBER	COURSE TITLE	Credits Required	Credits Earned	Grade	SEMESTER TAKEN
	Required Core Courses (9 credit hours)				
	Theories & Methods in Religious Studies	3			
	Philosophy of Religion OR World Religions	3			
	M.A. (R.S.) Colloquy	3			
	Islamic Studies Concentration				
	Quranic and Prophetic Tradition (12 credits)				
	Introduction to the Qur'an	3			
	The Qur'an in Muslim Life	3			
	Ethics and the Prophetic Tradition in Islam	3			
	Scripture and Hermeneutics	3			
	Historical Studies (6 credits)				
	Dialogue with Islam in Christian Society	3			
	Islam in America OR Islam and African American Experience	3			
	Legal and Social Justice (6 credits)				
	Women, Gender and Family in Islamic Context	3			
	Islamic Jurisprudence and American Constitutional Law	3			
	Arabic Language I	3			
	Arabic Language II	3			
	Elective	3			
	Elective	3			
	M.A. (R.S.) Thesis	3			

PROGRAM SUMMARY SHEET
Master of Arts (Religious Studies)/Ethics and Social Justice

Student: _____

I.D. _____

Advisor: _____

Grade Point Average: _____

COURSE NUMBER	COURSE TITLE	Credits Required	Credits Earned	Grade	SEMESTER TAKEN
	Required Core Courses (9 credit hours)				
	Theories & Methods in Religious Studies	3			
	Philosophy of Religion OR World Religions	3			
	M.A. (R.S.) Colloquy	3			
	Ethics and Social Justice Concentration				
	Biblical Studies (9 credits)				
	Intro to OT/Hebrew Bible I	3			
	Intro to OT/Hebrew Bible II	3			
	New Testament Critical Intro	3			
	Theological Studies (6 credits)				
	Systematic Theology I	3			
	Theology of MLK OR Black Theology	3			
	Historical Studies (3 credits)				
	History of the Black Church OR African American Religious History	3			
	Ethics/Social Justice (9 credits)				
	Introduction to Christian Ethics	3			
	Christian Social Ethics	3			
	Prophetic Ministry	3			
	Elective	3			
	Elective	3			
	Elective	3			
	Field-Based Project	3			

PROGRAM SUMMARY SHEET
Master of Arts (Religious Studies)/Comprehensive Studies

Student: _____

I.D. _____

Advisor: _____

Grade Point Average: _____

COURSE NUMBER	COURSE TITLE	Credits Required	Credits Earned	Grade	SEMESTER TAKEN
	Required Core Courses (9 credit hours)				
	Theories & Methods in Religious Studies	3			
	Philosophy of Religion OR World Religions	3			
	M.A. (R.S.) Colloquy	3			
	Biblical Studies (6 credits)				
	Old Testament/Hebrew Bible	3			
	New Testament	3			
	Theological Studies (3 credits)				
	Systematic Theology I	3			
	Historical Studies (3 credits)				
	History of Christianity	3			
	Ethics (3 credits)				
	Christian Ethics OR Christian Social Ethics	3			
	Electives (21 credits)				
	Elective	3			
	Elective	3			
	Elective	3			
	Elective	3			
	Elective	3			
	Elective	3			
	Elective	3			
	Thesis (3 credits)				
	MA(RS) Thesis OR Integrative Paper	3			

Master of Arts (Religious Studies) Degree Sequence

[Biblical Studies Concentration]

Year 1, Semester I	Credits 12	Year 1, Semester II	Credits 12
Theories & Methods in Religious Studies OT/Hebrew Bible I Language (Hebrew or Greek)	3 Crs. 3 Crs. 3 Crs.	M.A. Colloquy New Testament Critical Introduction OT/Hebrew Bible II Language (Hebrew or Greek)	3 Crs. 3 Crs. 3 Crs. 3 Crs.
Year 2, Semester I	Credits 9	Year 2, Semester II	Credits 12
M.A. Thesis Language (Hebrew or Greek) Language (Hebrew or Greek) Elective	3 Crs. 3 Crs. 3 Crs. 3 Crs.	Scripture and Hermeneutics Language (Hebrew or Greek) Language (Hebrew or Greek) Elective	3 Crs. 3 Crs. 3 Crs. 3 Crs.

[Islamic Studies Concentration]

Year 1, Semester I	Credits 12	Year 1, Semester II	Credits 12
Theories & Methods in Religious Studies Phil. of Religion OR World Religions The Qur'an in Muslim Life Dialogue with Islam in Christian Society	3 Crs. 3 Crs. 3 Crs. 3 Crs.	M.A. Colloquy Scripture and Hermeneutics Introduction to Qur'an Arabic	3 Crs. 3 Crs. 3 Crs. 3 Crs.
Year 2, Semester I	Credits 12	Year 2, Semester II	Credits 12
M.A. Thesis Islam in America OR Islam and African American Experience Ethics and Prophetic Tradition in Islam Arabic	3 Crs. 3 Crs. 3 Crs. 3 Crs.	Islamic Jurisprudence and American Constitutional Law Women, Gender and Family in Islamic Context Elective Elective	3 Crs. 3 Crs. 3 Crs. 3 Crs. 3 Crs.

[Ethics and Social Justice Concentration]

Year 1, Semester I	Credits 12	Year 1, Semester II	Credits 12
Theories & Methods in Religious Studies Phil. of Religion OR World Religions OT/Hebrew Bible I Introduction to Christian Ethics	3 Crs. 3 Crs. 3 Crs. 3 Crs.	M.A. Colloquy New Testament Critical Introduction OT/Hebrew Bible II Elective	3 Crs. 3 Crs. 3 Crs. 3 Crs.
Year 2, Semester I	Credits 12	Year 2, Semester II	Credits 12
Prophetic Ministry History of Black Church OR African American Religious History Systematic Theology I Elective	3 Crs. 3 Crs. 3 Crs. 3 Crs.	Christian Social Ethics Theology of MLK OR Black Theology Elective Field-Based Project	3 Crs. 3 Crs. 3 Crs. 3 Crs.

[Comprehensive Studies]

Year 1, Semester I	Credits 12	Year 1, Semester II	Credits 12
Theories & Methods in Religious Studies Philosophy of Religion OR World Religions OT/Hebrew Bible I Elective	3 3 3 3	M.A. Colloquy New Testament Critical Introduction Elective Elective	3 3 3 3
Year 2, Semester I	Credits 12	Year 2, Semester II	Credits 12
History of Christianity Systematic Theology I Elective M.A. Thesis OR Integrative Paper	3 3 3 3	Christian Ethics OR Christian Social Ethics Elective Elective Elective	3 3 3 3

MASTER OF DIVINITY DEGREE PROGRAM

Dr. Kenyatta Gilbert, Chair

DEGREE REQUIREMENTS

The **Master of Divinity** prepares persons as pastors, chaplains, non-profit administrators, and public policy advocates. Students have various options, both in fulfilling their requirements in Ministry Studies and in completing electives in an area of concentration, such as Biblical Studies; Theology, Ethics and Public Policy; and African American Religious Studies. The **Master of Divinity**, the basic professional degree for clergy, requires a minimum of 81 credit hours:

(A) Biblical Studies **12 Hrs**

- | | |
|--|-------|
| 1. Intro Hebrew Bible/Old Testament I | 3 hrs |
| 2. Intro Hebrew Bible/Old Testament II | 3 hrs |
| 3. New Testament Critical Introduction | 3 hrs |
| 4. New Testament Exegesis
(e.g., NT Greek, Biblical Hermeneutics,
or Historical Jesus) | 3 hrs |

(B) Historical Studies **6 Hrs**

- | | |
|--------------------------------|-------|
| 1. History of Christianity | 3 hrs |
| 2. History of the Black Church | 3 hrs |

(C) Theological Studies **6 Hrs**

- | | |
|-------------------------------|-------|
| 1. Systematic Theology I & II | 6 hrs |
|-------------------------------|-------|

(D) Ethical and Cultural Studies **9 Hrs**

- | | |
|--|-------|
| 1. Ethics (e.g., Intro Christian Ethics,
Christian Social Ethics, or Pastoral Ethics) | 3 hrs |
| 2. World Religions | 3 hrs |
| 3. Islamic Studies (e.g., Qur'an in Muslim
Life, or Ethics and Prophetic Tradition) | 3 hrs |

(E) Ministry Studies **27 Hrs**

- | | |
|--|-------|
| 1. Pastoral Care: Intro | 3 hrs |
| 2. Pastoral Care: Practicum | 3 hrs |
| OR | |
| Course in Social Work | |
| 3. Preaching | 3 hrs |
| 4. Religious Education (e.g., History &
Philosophy of Religious Education,
Minister as Educator) | 3 hrs |
| 5. Prophetic Ministry | 3 hrs |
| 6. Liturgy/Intro Church Music & Worship | 3 hrs |
| OR | |
| Alternative (in another HU School) | |
| 7. Church Leadership & Administration | 3 hrs |
| OR | |
| Business Administration
(HU School of Business) | 3 hrs |

OR

Non-Profit Management
(HU School of Business)

8. Field Education I & II 6 hrs

(F) Core Curriculum Studies

9 Hrs

1. Intro to Theological Writing 3 hrs
2. Spiritual Formation (Spiritual Formation and Ministry Leadership, Intro to Christian Spirituality, or Intro to Meditation) 3 hrs
3. Senior Colloquy 3 hrs

(G) Electives/Concentrations

12 Hrs

TOTAL:

81 Hrs

Student: _____

PROGRAM SUMMARY SHEET

ID: _____

Master of Divinity**FOR STUDENTS ENTERING AS OF FALL 2017**

A. Biblical Studies	12 crs	Credit Needed	Credit Earned	Grade	Semester Enrolled	Transfer Crs
(1) Hebrew Bible/Old Testament I		3				
Hebrew Bible/Old Testament II		3				
(2) New Testament Intro Critical		3				
(3) New Testament: _____		3				
B. Historical Studies	6 crs					
(1) History of Christianity		3				
(2) History of the Black Church		3				
C. Theological Studies	6 crs					
(1) Systematic Theology I		3				
(2) Systematic Theology II		3				
D. Ethics and Cultural Studies	9 crs					
(1) Ethics		3				
(2) World Religions		3				
(3) Islamic Studies		3				
E. Ministry Studies	27 crs					
(1) Intro to Pastoral Care		3				
(2) Pastoral Care Practicum		3				
OR						
Social Work: _____		3				
(3) Preaching		3				
(4) Religious Education		3				
(5) Prophetic Ministry		3				
(6) Liturgy, Worship & Music		3				
OR						
Alternative: _____		3				
(7) Church Administration		3				
OR						
Business Administration		3				
OR						
Non-Profit Management		3				
(8) Field Education I		3				
Field Education II		3				
F. Core Studies	9 crs					
(1) Intro to Theological Writing		3				
(2) Spiritual Formation		3				
(3) Senior Colloquy		3				

Student: _____

PROGRAM SUMMARY SHEET

ID: _____

Master of Divinity**FOR STUDENTS ENTERING AS OF FALL 2017**

	<u>Credit Needed</u>	<u>Credit Earned</u>	<u>Grade</u>	<u>Semester Enrolled</u>	<u>Transfer Crs</u>
G. Electives/Concentrations) 12 crs Biblical Studies, Theology, Ethics & Public Policy, African American Religious Studies					
Note Concentration below (if declared):					
Elective	<u>3</u>				
Elective	<u>3</u>				
Elective	<u>3</u>				
Elective OR	<u>3</u>				
Thesis (Required if concentration is declared)					
Thesis Topic: _____					
	TOTAL: 81 HRS				

Student Signature_____
Date_____
Advisor Signature_____
Date

Master of Divinity Degree Sequence

JUNIOR YEAR

Fall Semester 12 crs

Hebrew Bible/Old Testament I	3 hrs
New Testament Critical Intro	3 hrs
History of Christianity Survey	3 hrs
Intro to Theological Writing	3 hrs

Spring Semester 15 crs

Hebrew Bible/Old Testament II	3 hrs
New Testament	3 hrs
World Religions	3 hrs
Elective	3 hrs
Spiritual Formation	3 hrs

MIDDLE YEAR

Fall Semester 15 crs

Pastoral Care: Introduction	3 hrs
Field Education I	3 hrs
Systematic Theology I	3 hrs
Black Church History	3 hrs
Elective	3 hrs

Spring Semester 12 crs

Pastoral Care: Practicum	OR	Course in Social Work	3 hrs
Field Education II			3 hrs
Systematic Theology II			3 hrs
Preaching			3 hrs

SENIOR YEAR

Fall Semester 15 crs

Religious Education (History and Philosophy of Religious Education or Minister as Educator)	3 hrs
Ethics	3 hrs
Prophetic Ministry	3 hrs
Senior Colloquy	3 hrs
Elective	3 hrs

Spring Semester 12 crs

Church Leadership and Administration		3 hrs	
	OR	Business Administration	
	OR	Non-Profit Management	
Liturgy: Intro Church Music and Worship	OR	Alternative	3 hrs
Islamic Studies			3 hrs
Elective	OR	Thesis	3 hrs

TOTAL: 81 Hrs

MASTER OF DIVINITY/MASTER OF BUSINESS ADMINISTRATION DUAL DEGREE PROGRAM

Purpose

Howard University School of Divinity (HUSD) and the Howard University School of Business (HUSB) have approved a dual degree program which graduate-professional students may complete in four years: the Master of Divinity (MDiv) and the Master of Business Administration (MBA) concurrently. Students will be accepted into both programs independently and will receive degrees from both Schools.

The dual MDiv/MBA meets the needs of leaders who wish to gain a strong theological education and management education to enhance their effectiveness in ministry, business, non-profit, and public sector careers. By combining the disciplines, students can earn both degrees in less time than completing the degrees separately.

Admission and Prerequisite Requirements

Applicants must meet the admissions requirements of both HUSD and HUSB. **Due to the sequential nature of the dual degree program, applicants will be admitted only in the fall semester and, once admitted, they will be full-time students.**

MDiv students who wish to pursue the MBA will:

- Apply for the MBA no later than the end of the fall semester of the second year of enrollment in the MDiv.
- Submit current scores for the Graduate Management Administration Test (GMAT) with a minimum of 480.
- Have a minimum undergraduate GPA of 3.0 and, if applicable, a minimum HUSD GPA of 3.0.
- Have received at least a “C” in calculus.
- Have one’s application accepted at HUSB.

MBA students who wish to pursue the MDiv will:

- Apply for the MDiv no later than the end of the first fall semester of enrollment in the MBA Program.
- Have a minimum undergraduate GPA of 2.75 and, if applicable, a minimum HUSB GPA of 3.0.
- Have one’s application accepted by HUSD.

Dual Degree Program Requirements for MDiv Students as of Fall 2017

Students seeking to earn the MBA and MDiv degrees concurrently will be able to complete the program in four years. The Dual Degree MDiv/MBA requires a total of 111 credit hours. Please note the following allocation of program requirements.

<i>Year 1 Semester 1 (12 crs.)</i>		<i>Year 1 Semester 2 (15 crs.)</i>	
Intro to Ministry/Theological Writing	3	Intro Old Testament/Hebrew Bible II	3
Intro Old Testament/Hebrew Bible I	3	World Religions	3
History of Christianity	3	History of the Black Church	3
New Testament Critical Intro	3	Elective (graduate level not in HUSB)	3
		Spiritual Formation	3
<i>Year 2 Semester 1 (9 crs.)</i>		<i>Year 2 Semester 2 (12 crs.)</i>	
Systematic Theology I	3	Systematic Theology II	3
Intro to Christian Ethics	3	New Testament Exegesis	3
Intro to Pastoral Care	3	Preaching OR Religious Education	3
		Pastoral Care Practicum OR Equivalent	3
<i>Year 3 Semester 1 (15 crs.)</i>		<i>Year 3 Semester 2 (15 crs.)</i>	
Financial Accounting	3	Financial Management	3
Statistics	3	Marketing Management	3
Organizational Management	3	Legal Environment of Business	3
Management Communications	3	Principles of Info. Systems	3
Macroeconomics	3	Microeconomics for Business	3
<i>Year 3 Semester 3 (Summer 9 crs.)</i>			
Managerial Accounting	3		
Production & Operations Management	3		
Strategic Management	3		
<i>Year 4 Semester 1 (12 crs.)</i>		<i>Year 4 Semester 2 (12 crs.)</i>	
Field Education I	3	Field Education II	3
Prophetic Ministry	3	Islamic Studies	3
Senior Colloquy	3	Elective (graduate level)	3
Elective (graduate level)	3	Elective (WTC)	3

DOCTOR OF MINISTRY DEGREE PROGRAM

Dr. Bertram Melbourne, Chair

DEGREE REQUIREMENTS

The Doctor of Ministry (D.Min.) degree program is designed for people who wish to engage in an advanced level of preparation for ministerial practice. It is not aimed primarily for teaching or research, though effective ministry includes aspects of both. Its primary goal is the integration of theological and anthropological understandings in the context of responsible engagement of ministry. Accordingly, all candidates are expected to be engaged in some acceptable form of ministerial practice.

Candidates for the Doctor of Ministry are required to complete a minimum of 36 credit hours (approved by the Doctoral Committee) at the grade level of B or higher. Students must also satisfactorily participate in a doctoral colloquy, which provides the venue for action/reflection. Discussions in this context may include findings of the field-oriented project.

The final requirement is the designing and completion of a project or thesis that reflects theological understanding, sensitivity to social pathology and resources and the capacity to integrate theory and practice at a high level of excellence. This may include field involvement supervised by faculty. Students become a candidate for the Doctor of Ministry degree upon the completion of 30 hours and formal approval by the D.Min. Committee to begin writing the project. Permission to write will only be given after the student has successfully defended his/her Project Proposal before the D.Min. Committee. Candidates are required to defend, by oral examination, the Doctor of Ministry research project which he/she has completed.

The thirty-six (36) hours required to complete the degree consist of twenty-one (21) in required courses, and fifteen (15) in electives. A maximum of six (6) credits may be transferred in from other approved academic programs at the graduate level provided they were not used towards another degree. A student who was enrolled in a D.Min. Program at another institution and who completed more than twelve (12) credits may transfer no more than twelve (12) credits upon approval of the D.Min. committee. Normally, the degree shall take no fewer than three years and no more than six years to complete.

Required Courses

Doctor of Ministry Seminars (3)	9 hrs.	
D.Min. Research and Writing	3 hrs.	
Theological Studies	3 hrs.	
Biblical Studies	3 hrs.	
Professional Ministry Seminar	3 hrs.	
	21 hrs.	
Electives		15 hrs.
Total	36 hrs.	

Sequence for D.Min. Degree*

<u>Semester I</u>		
<u>BSNT or BSOT</u>	<u>D.Min. Biblical Studies Seminar</u>	<u>3</u>
	<u>Elective for Concentration</u>	<u>3</u>
<u>STMI 505</u>	<u>D.Min. Seminar I</u>	<u>3</u>
<u>THEO 535</u>	<u>Doctoral Studies in Theology</u>	<u>3</u>
		<u>9-12 hrs.</u>
<u>Semester II</u>		
	<u>Elective for Concentration</u>	<u>3</u>
<u>STMI 506</u>	<u>D.Min. Seminar II</u>	<u>3</u>
<u>STMI 522</u>	<u>Professional Ministry Seminar</u>	<u>3</u>
<u>THES 510</u>	<u>Doctor of Ministry Research and Writing</u>	<u>3</u>
		<u>9-12 hrs.</u>
<u>Semester III</u>		
	<u>Elective for Concentration</u>	<u>3</u>
	<u>Elective for Concentration</u>	<u>3</u>
	<u>Elective for Concentration</u>	<u>3</u>
<u>STMI 507</u>	<u>D.Min. Seminar III</u>	<u>3</u>
		<u>9-12 hrs.</u>
<u>Semesters IV</u>		
<u>THES 500</u>	<u>D.Min. Project Prep</u>	<u>1 hr.</u>
	<u>Complete Concentration</u>	
<u>Semesters V-VI</u>		
<u>THES 500</u>	<u>D.Min. Project Prep</u>	<u>1 hr.</u>
	<u>D.Min. Project Defense</u>	

PROGRAM SUMMARY SHEET

Doctor of Ministry

Student: _____ Program Advisor: _____

Credit Hours Completed: _____ Grade Point Average: _____

COURSE NUMBER	COURSE TITLE	Cr. Hrs.	Crs. Completed	Crs. Needed	Semester Completed	Transfer Crs.
	I. Required Foundational Courses or Areas (21 credit hours)					
	D.Min. Seminar I	3				
	D.Min. Seminar II	3				
	D.Min. Seminar III	3				
	Research and Writing	3				
	Theological Studies	3				
	Biblical Studies	3				
	Professional Ministry Seminar	3				
	II. Electives (15 credit hours)					
		3				
		3				
		3				
		3				
		3				

Topic of D.Min. Project: _____

D.Min. Project Advisor and Readers: _____

**MASTER OF SOCIAL WORK/MASTER OF DIVINITY
DUAL DEGREE PROGRAM**

Purpose

The Howard University Master of Social Work/Master of Divinity dual degree provides an integrated course of study that prepares graduates for faith-based ministry, enhances students' identity and role in both social work and divinity and provides a convergence of conceptual framework from the biological/psychological/social/spiritual perspective at the micro, mezzo and macro levels of social and spiritual assessment and intervention.

Graduate students may complete the dual degree program in four years concurrently. Students will be accepted into the dual program and will receive one diploma designating both masters' degrees. Students will be able to complete the dual degree in four years instead of the five years required for completion of these degrees separately.

The objectives of this program are to:

- Prepare students for various forms of ministry in which clinical and administrative skills in social work and theology are needed.
- Enable students to integrate both theological and social work knowledge, values and skills into a multifaceted approach to Christian service.
- Sensitize students to nontraditional ministry opportunities by exposing them to theories and practice skills related to counseling approaches, person-in-environment, social and economic justice, human rights, and global perspectives from a Christian worldview.
- Give students an integrated approach to both theology and social work.
- Minimize redundancy by reducing the number of years needed to complete a Master of Social Work and Master of Divinity.

Standards of Satisfactory Academic Progress for Financial Eligibility

To maintain your eligibility to be considered for financial aid, you must meet standards set forth in the Howard University Enrollment Management /Financial Aid (EM/FA) Policy on Satisfactory Academic Progress (SAP). Three components of your student record determine whether you meet SAP standards: credits, grades, and timeframe. The requirements in each area vary according to your status as an undergraduate or graduate student, your college of enrollment, and your enrollment status (full time, half time, or less than half time). This policy is a federal requirement. To view the SAP policy in its entirety, go to:

<https://www2.howard.edu/student-financial-services/satisfactory-academic-progress>

Satisfactory Academic Progress Criteria

Minimum Credit Earned

Your enrollment status is reviewed at the end of each academic year to verify that you have earned the minimum number of credits during Fall and Spring terms. You are required to earn at least 70% of all attempted hours each academic year.

Minimum Cumulative GPA

As a graduate student, your cumulative grade point average (CGPA) will be reviewed at the end of each semester. Graduate students are required to maintain a 2.0 GPA for the M.Div. program and a 3.0 GPA for the MA (RELIGIOUS STUDIES) and D.Min. degree.

Maximum Timeframe

You can be considered for financial aid eligibility only for a limited time. At the end of each academic year, the credits you have attempted are reviewed to ensure that you are completing attempted hours at the required rate. You will be notified when you are within twenty-four credits of your timeframe eligibility for financial aid. If you exceed the maximum timeframe allowed before you have finished your studies, you will no longer be eligible to receive financial aid. You will use your own funds to continue your studies. **No exceptions can be made.**

Financial Aid Probation

You will be placed on suspension for the next semester of attendance if you fail to earn the minimum number of credits needed for your attendance status and/or the GPA required. While on financial aid probation, you may still receive financial aid. To be removed from probation, you must complete the minimum number of credits required in the term prior to being placed on probation and/or you must achieve the required GPA. Your probationary status will be removed at the end of your probationary term if these conditions are met. No further action is required from you.

Financial Aid Suspension

If you fail to earn the required credits or achieve the required GPA while on financial aid probation, you will be placed on financial aid suspension. You will no longer be eligible to receive aid from any financial aid programs. To resume your eligibility to receive financial aid, you must complete, at your own expense, a regular semester at the University as a student in the full-time, half-time, or less than

half-time status in which you were originally suspended and attain the minimum credits earned and/or achieve CGPA required.

Financial Aid Dematriculation

If you have been dematriculated (academically suspended) from the University, you are not eligible for financial aid. Once you have been rematriculated (readmitted) by the University, you must complete the financial aid SAP appeal process. Your financial aid status and eligibility will be determined based on EM/FA SAP standards through a review of your academic transcript and Verification of Academic Standing form (available from EM/FA) to be submitted with your appeal.

Exclusions

The following types of registration/grades cannot be used to fulfill probation, suspension, or rematriculation requirements: credits by special exam, Advanced Placement, CLEP exams, distance education, correspondence courses for which you have not obtained prior approval, audit, withdrawal, incomplete, and no credit.

Additional SAP Requirements

Even though you may not be receiving financial aid, you will be evaluated for financial aid eligibility annually on the same basis as students who receive federal, state or institutional aid. Should you apply for aid, your eligibility will be based on your past performance as measured by the SAP standards for Financial aid.

Right To Appeal

You may appeal the SAP decision to place you on financial aid probation or suspension status by submitting a completed Satisfactory Academic Progress Appeal form to EM/FA within 30 days from the date of your notification. If you were placed on financial aid suspension due to GPA or minimum credits earned, you must submit a Satisfactory Academic Progress Appeal form and a current Howard University official academic transcript.

If you were dematriculated (suspended) but have been readmitted to the University, you must submit a completed Satisfactory Academic Progress Appeal form, a current Howard University official academic transcript, and a Verification of Academic Standing form. If you failed to achieve financial aid SAP due to mitigating circumstances, such as an illness, injury, a family crisis, or credit earned from incomplete courses, you should submit the Satisfactory Academic Progress Appeal form, a current Howard University official academic transcript, and a letter of explanation with any other appropriate documentation attached.

You may appeal the SAP decision status reviewed if, by attending Summer term, you increased your GPA or completed credits that helped you meet the minimum number of credits required for the year. If your appeal is approved, your attendance during Summer term will be counted toward your timeframe calculation.

Send your appeal with any required documentation to the EM/Financial Aid Appeals Committee, Administration Building, Room 205, 2400 Sixth Street, NW, Washington, DC 20059. The committee will review your case and make a decision within 20 business days of the receipt of your appeal. You will be notified in writing of the decision.

IV. ACADEMIC POLICIES

Academic Advisement

The faculty has established a system of academic advisement for students in the Master of Arts (Religious Studies) (M.A.), Master of Divinity (M.Div.), Master of Divinity/Master of Business Administration (M.Div./MBA) and Doctor of Ministry (D.Min.) degree programs is available and mandatory. It may begin for some during a personal interview either as an applicant for admission or at the time of admission. It will continue throughout the years a student is enrolled at the School of Divinity. The intention of academic advisement at the School of Divinity is the planning of academic work in terms of a student's goals and the School of Divinity's resources for fulfilling those goals.

During orientation, entering students in the M.A., M.Div., M.Div./MBA, and D.Min. degree programs will meet together with faculty advisors for the purpose of exchanging information about education for ministry, educational resources to meet student goals, especially curricular offerings and the like. Plans are also made for a program of study, including a schedule of future meetings with advisors. Students are expected to meet periodically with their advisors. There are opportunities for reassignment when necessary. (See page 84.) It is the School of Divinity's aim to provide special attention to this important part of your education and formation.

Attendance

All students are expected to attend classes regularly and promptly. Students who are absent from classes are held responsible, nevertheless, for the entire work of the course. Members of the faculty will hold students responsible for regular and prompt class attendance. Any student who does not take a scheduled midterm or final examination must obtain the approval of his instructor in order to take a substitute examination. A student who does not secure such approval will receive a grade of zero for the examination missed.

Official Enrollment

As stated in the Student Reference Manual and Directory of Classes (2008), "The mere possession of a computer printout reflecting an academic schedule is not evidence of official enrollment. Tuition and fees for such program **must be paid**

before a student can be considered **officially** enrolled. The only acceptable evidence of official enrollment is the appearance of the student's name on the official class lists, rosters, etc. issued by Enrollment Management/Record."

Credits

One credit represents one hour of class work each week for a semester. Any prescribed course of study at the graduate level may be used for academic credit toward a graduate professional degree, such as the Master of Arts in Religious Studies or the Master of Divinity. A student may use a course credit only once in completing the required number of credits for any given degree. Identical courses in either degree may be waived.

Credit for Directed Study

With the consent and at the discretion of the professor concerned, a student who has completed at least one year of graduate theological study (eighteen credit hours), and is judged competent to undertake Directed Study, normally may secure up to three credits in any semester for such work. Directed Study normally follows completion of the area requirements in the program of study. The APPLICATION FOR DIRECTED STUDY form may be requested via email from the Office of the Director of Academic Services (precious.lowe@howard.edu) at the School of Divinity. Forms must be completed in consultation with the academic advisor, signed, and returned to the Office of the Director of Academic Services.

After gaining the professor's preliminary approval to engage in Directed Study, the student will prepare and submit to the professor a tentative program of study with a listing of those books and periodical material deemed appropriate. When this document has been accepted, the student will arrange with the professor a schedule of meetings, assignments and examinations.

Credit for Student Initiated Courses

Subject to the approval of the appropriate committee, a small group of students may undertake study of some subject of their choice. A member of the faculty must be willing to act as sponsor of the course and to participate fully in its sessions and activities. The proposal for a second semester course must be submitted to the Associate Dean not later than November 1; for a first semester course of the next academic year, not later than April 1. Guidelines to be used in

drawing up the proposal are available in the Office of the Associate Dean for Academic Affairs. No more than six (6) credit hours of student-initiated course work may be counted toward any degree requirement.

Credit for Work Done Out of Residence

Credit for Summer Work

Students who plan to undertake work or study, other than Clinical Pastoral Education (CPE), pertinent to their degree programs during the summer may apply to receive up to three (3) credit hours toward the Master of Divinity degree. Applications must be made to the Associate Dean for Academic Affairs no later than May 1, and the student should have received prior approval from the appropriate field or department. A written evaluation will be required from the on-site supervisor. Assignment of credit will be done by the Master of Divinity committee at the conclusion of the summer experience.

Credit for Internship

Students may receive up to three (3) credit hours for one semester and six (6) credit hours for two semesters of internship toward the Master of Divinity degree. Application must be made to the Associate Dean for Academic Affairs during the semester preceding the internship period and should have received prior approval from the appropriate field or department. A written evaluation will be required from the on-site supervisor and assignment of credit may be considered by the Master of Divinity Committee at the conclusion of the internship experience.

Academic Credit for CPE Units

A student may receive up to six (6) credit hours for a full unit of Clinical Pastoral Education satisfactorily completed at an accredited Association for Clinical Pastoral Education, Inc. (ACPE) CPE site. Credit will be determined by the degree committee or its designated representative upon review of the final written evaluation by the on-site supervisor. Students must also present a letter from the CPE Center, signed by the CPE Supervisor, indicating they have successfully completed a particular unit of CPE. A certificate indicating same must also be presented. Students interested in CPE should consult the annual list of accredited ACPE sites in the School of Divinity library and /or the website, www.ACPE.edu.

Grading System

The following system of grading is used: A (4.0), excellent scholarship; B (3.0), good; C (2.0), fair; D (1.0), poor; F (0.0), failure or no credit. The grade of "I" indicates that the course has not been completed. The grade of "W" is given to students who withdraw from a course after the first seven days of the semester. The grade of "W" has no credit value. A grade of Unofficial Withdrawal (UW) will be assigned to the student who has never reported to class as of the last day of the third week of class. The "UW" will not be counted in the calculation of attempted hours but will count for financial aid purposes in the calculation of attempted hours.

The HUSD Writing Rubric provides guidelines for assisting students in preparing scholarly written documents. For information about the School of Divinity writing rubrics, please go to:

http://divinity.howard.edu/pdf_forms/HUSD%20Writing%20Rubric/husdwritingrubric.pdf. Additionally, the Guide to Using Gender Inclusive Language is located at http://divinity.howard.edu/pdf_forms/Gender%20Inclusive%20Language%20Document/genderinclusivlanguagedocument.pdf.

Incompletes

A student will be given an "I" with an alternate grade (e.g., I/C) to indicate that he/she has not fulfilled total requirements for a given course during a particular semester. The alternate grade will become permanent if required work is not submitted before the last day of classes of the student's next semester of enrollment. An incomplete is permissible only if a student has satisfactory attendance for the semester.

An "I" shall be an emergency grade, to be given only at the discretion of the professor and under conditions which seem justifiable to the professor and meets the guidelines established by the university. Unless professors are informed in advance of the possible failure to do a certain piece of work, i.e., notebook, term paper, book report, etc., or are given good reason for failure to do certain pieces of work at least two days prior to the time the grade is due in the Dean's Office, the student will receive an "F" for that work. Students failing to complete work because of illness may be allowed a reasonable period of time for recovery and preparation before required to complete the work for the removal of incompletes.

According to the Enrollment Management/Records Office, “Students who have received incompletes but have not matriculated for one or more semesters may complete assignments as directed by instructor without registering.”

Course Loads

A student is considered full-time if he/she takes between 9 and 15 credit hours per semester (9-12 credits for MA and DMin Students). No student is allowed to register for more than 15 credit hours during a semester unless his/her cumulative average at the end of the previous semester is 3.0 or higher, and unless he/she has secured the approval of the Associate Dean to do so. Students taking more than fifteen (15) hours will be assessed an additional tuition charge by the Office of Student Financial Services. Students taking less than nine (9) credit hours in any given semester are considered part-time students, and tuition rates are prorated, accordingly. (See current fee schedule provided by the Student Financial Services' Office.)

Probation

Any student whose cumulative average at the end of any semester is less than 2.0 (M.Div. students) or less than 3.0 (MA), MDIV/MBA, and D.Min. students) shall incur probation at the end of that semester. The student should consult his/her advisor at once. A probationary student who in the succeeding semester fails to raise his/her cumulative average is immediately suspended for one year. At the end of one year, the student may send a letter requesting readmission. The letter should explain what the student has done during the interim to merit readmission. On the vote of two members of the degree program committee, the student may be readmitted. A student previously suspended for poor scholarship who falls below the minimum GPA for his/her degree program again will be expelled without possibility of return. A student who is first admitted to the School of Divinity on a provisional basis may not be readmitted if dropped for poor scholarship.

Division of School Year

The school year is divided into two semesters: Fall and Spring plus two Summer Sessions. A student may enter at the beginning of the Fall or Spring semester but may be graduated only at the end of the school year in May.

Withdrawal from the University

Students planning to withdraw from the University should report to the Admission & Retention Coordinator for consultation and withdrawal instructions. Total withdrawal information can be found in the Appendix of this handbook.

Withdrawal from a Course

As stated in the Student Reference Manual, “A student may withdraw from a course up to eight (8) weeks after the first day of instruction and receive a grade of “W” (withdrawal) that has no grade point value.” No withdrawal is permitted after the date set by the Records Office, as indicated in the academic calendar.

Students with financial holds on their account cannot withdraw from a course, please request a Course Withdrawal Form to be processed by the Registrars Office.

NOTE: MERE ABSENCE FROM CLASS DOES NOT CONSTITUTE WITHDRAWAL. A properly executed Change of Program Form, Total Withdrawal Form or BisonWeb process must be used to effectuate all drops, withdrawals, adds, section changes, or course enrollment status changes. STUDENTS WILL RECEIVE A FAILING GRADE FOR COURSES IN WHICH THEY DISCONTINUE ATTENDANCE WITHOUT SUBMITTING FORMAL REQUEST TO WITHDRAWAL, Student Reference Manual.

Unofficial Withdrawal from the University

Howard University is required by federal law to identify and report any student who has unofficially withdrawn from the University and is in recipient of federal student financial aid. As a result of this requirement, it is the policy of Howard University that by the end of the third week of classes of each semester, all faculty members must identify students who have never attended class. The faculty will be required to report this unofficial withdrawal data using the on-line Banner Web Grade Reporting System.

A grade of Unofficial Withdrawal (UW) will be assigned to the student who has never reported to class as of the last day of the third week of class. This grade should also be reported on the final grade report. The UW grade will not be counted in the calculations of the student's GPA, but will count for financial aid purposes in the calculation of attempted hours. The Financial Aid Office will generate a report of all Title IV recipients who have a grade of UW. This report will be used to calculate the amount of financial aid the student is ineligible to receive. This mandatory reporting

is required by the Department of Education for all institutions of higher education receiving Title IV funding.

International Students

The International Student and Immigration Services Office provides services to international students on campus. The office has the major responsibility to ensure that international students maintain legal immigration status while in this country. The U.S. Citizenship and Immigration Services (USCIS) issues regulations governing international students and require that all students in “F-1” and “J-1” status maintain full-time registration (a minimum of 9 credits for graduate students) each semester.

All financial arrangements to study at Howard must be made prior to registration. **It is each student’s responsibility to maintain legal immigration status while in the U.S. Students must make sure that their authorized stay in the country has not expired (see Forms I-20 and I-94); that their passport is valid for at least six months at all times; that there are no changes to their majors as indicated on their Form I-20; and that they are registered full-time.** Changes to international student records must be done in collaboration with the U.S. Citizenship and Immigration Services and the International Students and Immigration Services Office where appropriate.

For additional information, appropriate application forms and for services, please visit the International Student and Immigration Services Office, Administration Building, Room G-10, on the Main Campus or call 202/806-2775 or 806-2777. Questions concerning the School of Divinity and community services for international students should be directed to the Assistant Dean for Student Affairs.

Statute of Limitations for Completing Degrees

Students are expected to complete their respective degree programs within the timeframe of five (5) chronological years for the Master of Arts (Religious Studies) degree; seven (7) chronological years for the Master of Divinity degree and six (6) years for the Doctor of Ministry degree. A student in need of an extension may write the Dean or the Associate Dean requesting permission. These periods do not include time during which a student has totally withdrawn from the University. If more than seven years elapse between the time of total withdrawal and time of return, a student may be required to repeat specified coursework. This policy also applies to students

in good standing who discontinue matriculation for more than seven years without completing a total withdrawal.

Policy Concerning Advanced Standing

The School of Divinity operates under the following policy regarding Advanced Standing in the Master of Divinity (MDIV) degree program.

1. Advanced Standing may be granted for prior academic work at the graduate level in an accredited institution. This assumes that the prior academic work substantially fulfills a basic portion of the curriculum for the MDIV.
2. The amount of Advanced Standing will be determined in relation to appropriate elements of the curriculum by a review of prior work with a recommendation for specific course waivers as a result.
3. Advanced Standing is limited to a maximum of one (1) academic year (translated into standard course load = 26 hours credit) if a degree was not awarded. The granting of Advanced Standing is contingent upon successful completion of the first 15 hours of academic work with at least a “B” (3.0) average. A student may not receive more than six hours of elective credits for work wherein a degree has been awarded.
4. It is the responsibility of students expecting to graduate to assure that all actions affecting degree credits and requirements have been officially acted upon before the first day of the semester in which graduation is expected to occur.

Procedures for Applying for Advanced Standing

1. **Students interested in applying for Advanced Standing based on the above policy must make known that request in writing to the Chairperson of the Master of Divinity degree committee at their initial time of matriculation in the School.** The REQUEST FOR ADVANCED STANDING form may be obtained from the HUSD website under Current Students in the Forms and Documents section. Forms must be completed in consultation with the academic advisor, signed, and returned to the Office of the Director for Academic Services. Requests for Advanced Standing will not be acted upon by the Master of Divinity committee until the second semester [the equivalent of fifteen (15) earned credit hours] of the student’s residence in the School. **Students who fail to achieve a “B” (3.0) average during**

their first semester of residence will have their request for Advanced Standing denied. If a request is denied, reapplication for Advanced Standing cannot be made.

2. Students maintaining a “B” (3.0) average at the conclusion of their first semester of residence [the equivalent of fifteen (15) credit hours] will be notified by the committee of the remaining procedures to be followed in order to achieve Advanced Standing.

Policy Regarding Transfer of Graduate Credit

Students who are transferring from one accredited theological school or another accredited graduate institution must complete a REQUEST FOR TRANSFER OF GRADUATE CREDIT FORM. Copies of the form may be obtained from the HUSD website under Current Students in the Forms and Documents section. Forms must be completed in consultation with the academic advisor, signed, and returned to the Office of the Director for Academic Services. Normally, courses taken at the graduate level from an accredited institution will be accepted if they are directly related to the student’s program of study in the School of Divinity. Granting of transfer credit is contingent upon successful completion of the first 15 credit hours of academic work with at least a “B” (3.0) average for MA and D.Min. students and a “C” (2.0) average for students in the M.Div. program. Students who have completed other graduate degrees may receive six (6) hours of elective credit from their prior work.

The amount of transfer credit will be determined in relation to appropriate elements of the curriculum by a review of prior work. Transfer credit is limited to a maximum of one (1) academic year (translated into standard course load = 26 or 27 credit hours) for the M.Div. degree; 16 credit hours for the MA degree and 12 credits for the DMin degree.

It is the responsibility of students expecting to graduate to assure that all transfer credits and any other actions affecting degree credits and requirements have been officially acted upon **before the first day of the semester in which graduation is expected to occur.**

Transfer Credit: Master of Divinity Degree Program

Normally, up to 6 (six) hours of credit may be considered for transfer of graduate level courses taken at accredited institutions other than Howard University School of Divinity and credited towards the fulfillment of requirements for the M.Div.

It is the responsibility of students expecting to graduate to assure that all transfer credits and any other actions affecting degree credits and requirements have been officially acted upon before the first day of the semester in which graduation is expected to occur.

Transfer Credit: Master of Arts (Religious Studies) Degree Program

Normally, up to 6 (six) hours of credit may be considered for transfer of graduate level courses taken at accredited institutions other than Howard University School of Divinity and credited towards the fulfillment of requirements for the MA (Religious Studies).

It is the responsibility of students expecting to graduate to assure that all transfer credits and any other actions affecting degree credits and requirements have been officially acted upon before the first day of the semester in which graduation is expected to occur.

Transfer Credit: Doctor of Ministry Degree Program

Transfer of graduate level courses taken at accredited institutions other than Howard University School of Divinity is permitted for fulfillment of requirements for the Doctor of Ministry degree, provided that:

- a. The courses were not credited toward the satisfaction of the requirements for a previously earned degree.
- b. The Doctor of Ministry degree committee recommends that such credit be awarded.

A student who was enrolled in a DMin Program at another institution and who completed more than 12 credits may transfer no more than twelve (12) credits upon approval of the DMin committee. It is the responsibility of students expecting to graduate to assure that all transfer credits and any other actions affecting degree credits and requirements have been officially acted upon before the first day of the semester in which graduation is expected to occur.

Writing Project Development

A writing project is required of all Master of Arts (Religious Studies) (MA) and Doctor of Ministry (DMIN) candidates. Students are required to consult with the chairperson of their respective degree program. DMIN degree candidates must refer to the DMIN Program Outline for writing project specifics. The calendar included in this handbook provides a guide to project completion dates.

MDIV degree candidates who elect to declare a concentration are required to complete a thesis that represents the attainment of requisite knowledge in that field. Otherwise, completion of a thesis is not required. An MDIV thesis or project will become due April 1 for May graduation, June 1 for Summer graduation, and November 1 for December graduation.

Academic Code of Conduct

Howard University is a community of scholars composed of faculty and students both of whom must hold the pursuit of learning and search for truth in the highest regard. Such regard requires adherence to the goal of unquestionable integrity and honesty in the discharge of teaching and learning responsibilities. Such regard allows no place for academic dishonesty regardless of any seeming advantage or gain that might accrue from such dishonesty. To better assure the realization of this goal, any student enrolled for study at the university may be disciplined for the academic infractions defined below.

Definitions of Academic Infractions

1. Academic cheating-any intentional act(s) of dishonesty in the fulfillment of academic course or program requirements. This offense shall include (but is not limited to) utilization of the assistance of any additional individual(s), organization, document or other aid not specifically and expressly authorized by the instructor or department involved. (Note: This infraction assumes that with the exception of authorized group assignments all work shall be completed by an individual student only, without any consultation or collaboration with any other individual, organization, or aid.)

2. Plagiarism: “the act of taking the ideas or writings of another and passing them off as one’s own.” [NEW WORLD DICTIONARY OF THE AMERICAN LANGUAGE, New York: World Publishing Company, 1974]

Plagiarism may take the form of:

- Quotations of written materials without appropriate identification of the source in footnotes, endnotes, or within the text.
- Paraphrasing, i.e. rewording written materials without appropriate identification of the source in footnotes, endnotes, or within the written text.
- The utilization of ideas, not original with the author, without appropriate identification of the source in footnotes, endnotes, within the written text, or in oral or visual presentations.

Plagiarism is a form of intellectual theft and on academic, legal and moral grounds will not be tolerated at the School of Divinity. On legal grounds it is a violation of U.S. Copyright laws.

Administration of the Academic Code of Conduct

The authority and responsibility for the administration of this Academic Code of Conduct and imposition of any discipline upon particular student shall vest in the faculty of the school or college in which the student is enrolled but may be delegated by the faculty to the dean of the school or college in which the student is enrolled. The dean shall be assisted in this responsibility by any faculty members and administrative officers in the school or college the dean shall consider appropriate.

Any student accused of an infraction of this Code shall have the right to limited hearing, as described herein, of the charges against him/her before a committee of faculty members, at least three in number, none of whom shall be the accuser or witness to the alleged infraction.

The committee may be either a standing committee of the school or college whose responsibilities are considered appropriate by the dean to conduct a hearing under this Code, or a committee appointed by the dean for the special purpose of conducting only a particular hearing or all such hearings that may arise during an annual period. The hearing committee shall be chaired by a member designated by the dean and the chairperson shall have the right to vote in cases of a tie vote.

Procedure

1. Any faculty member who has knowledge of an infraction of this Code shall assemble all supporting evidence and identify any additional witnesses to the infraction and make this information known to the dean of the school or college in which the student is enrolled as soon as possible after the date of infraction.
2. Upon being notified of an alleged infraction of this Code, the dean shall, as soon as possible, consider the weight of the assembled evidence and, the dean shall notify the alleged offender of the charge(s) against him/her together with a designation of a hearing time and a place where the accused may respond to the charge(s). The hearing date shall be as soon as possible after notification to the accused of the charge(s) against him/ her. The dean all similarly notify the hearing committee members of the time and place of the hearing together with identification of the accuser and the accused.
3. The “limited hearing” authorized by this Code is not an adversarial proceeding. Constitutional principles of “due process” are not applicable to these proceedings. The faculty member concerned shall present the case for the university. Both sides shall be allowed to present witnesses and evidence in support of their positions concerning the charge(s). However, no legal counsel for either side shall be allowed. The members of the hearing committee may question the accused and the accuser and examine all evidence presented. The standard of proof for the proceeding under this Code shall be the standard of “substantial evidence.” The proceeding may be tape recorded but will not be transcribed.
4. After the hearing of the charges against the accused, the hearing committee shall, in closed session, vote by secret ballot to sustain or reject the charge(s). If the charges are sustained, the committee shall then recommend the disciplinary penalty to be imposed upon the student. The chairperson of the committee shall transmit the results and recommendation of the hearing committee to the dean as soon as possible after the hearing.
5. Upon receipt of the results and recommendations of the hearing committee, the Dean shall, as soon as possible, notify the student of the results and recommendations, including notification that the student may appeal directly to the dean for litigation of any disciplinary penalty recommended by the hearing committee.

6. After hearing any appeal from a student the dean shall be authorized to determine the appropriate academic penalty under the circumstances. The dean may sustain the recommendation of the committee concerning the penalty or may reduce or increase the severity of the penalty. The dean's decision shall be communicated to the student as soon as possible and shall be final.

7.

Penalties

The minimum disciplinary penalty imposed upon a student found to have committed an infraction(s) of this Code shall be no credit for the course assignment or examination in which the infraction(s) occurred; however, a more severe penalty, such as failure in the course involved or suspension from the university, may be + imposed depending upon the nature and extent of the infraction(s).

(Approved by the Board of Trustees on January 24, 1987, revised June 29, 2010)

<http://www.howard.edu/policy/academic/student-conduct.htm>

Policy on Student Academic Grievance Procedures

The Informal Process

1. A student who believes that he/she has been aggrieved must first attempt to seek an informal resolution with the other party involved in the dispute, e.g., grade dispute with the instructor.
2. If the student is unable to resolve the dispute with the primary party of the dispute, then the student is advised to seek the intervention of the Associate Dean for Academic Affairs.
3. If the mediation at the Dean's level fails, then the student's grievance is consigned to the committee designated by the school/college to address student grievances herein referred to as the Student Grievance Committee.

The Formal Process

1. Student grievances which are consigned to the Student Grievance Committee must be specified in writing and given to the Dean or his/her designee.
2. A student's written statement, along with supportive evidence, constitutes a case document, which will be submitted to each member of the committee.

3. The second party to the dispute is also requested to provide the Office of the Dean with his or her account of the matter in dispute which becomes a part of the case document that is forwarded to the committee.
4. The Student Grievance Committee is then required to set a date for convening a meeting to hear the case(s) as expeditiously as possible.
5. After the date has been set, each party to the dispute is sent a formal notification from the Dean's office which informs him or her of the charges and date of the meeting as well as a statement requesting his or her presence.
6. During the hearing, the student presents his/her case; after, the accused party is allowed to present the other side. Each side is permitted to have witnesses.
7. Following the hearing, members of the committee after deliberation on their assessment of the case reach a decision as to how the case should be resolved.
8. The committee's decision is sent to the Dean of the School/College in the form of a recommendation.
9. The Dean then informs the student in writing of the decision, which may be based upon the committee's recommendation or upon a modification of it.

The policy on Student Academic Grievance is located at the following address:

<http://www.howard.edu/enrollment/manual/2011Spring%20Student%20Reference%20Manual.pdf>

(Approved by the Board of Trustees on April 23, 1994)

Multiple Use of Written Work

A student may not submit a paper to fulfill a requirement of one course if that paper has been submitted previously to fulfill a requirement of another course. In a given semester, a student may not submit the same paper to fulfill a requirement in two or more courses without the prior advice and consent of all instructors in the courses.

Reclamation of Student Papers

Student papers may be returned directly by the faculty or by mail if the student provides the faculty member with a self-addressed stamped envelope. However, if students do not claim their papers by the end of the following semester after which the papers were submitted, the papers will be disposed of in a manner that will protect the confidentiality of the students and faculty.

Expected Participation in Assessment of Course-Program Outcomes

Policy on Outcomes Assessment

School of Divinity (HUSD) students deserve a high quality educational experience at Howard University. The HUSD is committed to the continuous improvement of its programs and services that will enable the successful formation of students.

To fulfill this commitment, the School of Divinity regularly assesses outcomes of various aspects of its programs and operations, including student learning, instructional effectiveness, and the effectiveness of courses and programs. HUSD has developed learning and effectiveness outcomes that are measured substantially using student feedback in assessment instruments. However, the data and other information provided by these assessments are only useful if a critical mass of students participates in HUSD assessment programs.

Student Performance Assessments

In addition to faculty assessment and evaluation of student performance in each course, HUSD administers the ATS Entering Student Questionnaire (ESQ) to all incoming students at the beginning of the semester of their initial admission. The ESQ collects baseline student data on demographics, finances (debt), motivations for entering seminary, and vocational/professional aspirations.

The ATS Profiles of Ministry Program (POM) assesses students' gifts, styles, and preferred settings for ministry, and is periodically completed in the mid-year of seminary experience (Stage I). The POM Stage II is administered during students' participation in field education and reflects the student's actual practice of ministry.

Course Assessments

The IDEA Student Ratings of Instruction provides an on-line survey for HUSD students to give feedback on courses and faculty instruction within the courses. Students rate their own learning progress, effort, and motivation, as well as their perceptions of the instructor's use of specific instructional strategies and teaching methods. In addition, the system surveys faculty regarding specific course objectives and provides reports of compiled feedback from student ratings.

Program Assessments

At the end of the academic year, HUSD administers program assessment instruments: (1) ATS Graduating Student Questionnaire (GSQ) and the (2) Howard University Graduate and Professional Student Exit Survey. These on-line assessments are administered to all graduating students near the time of spring graduation to

collect data on demographics, finances (debt), satisfaction with the effectiveness of the education received and broad aspects of their HUSD experience, as well as post-graduation plans for ministry, further graduate education or work in other professional settings. It is the policy of the School of Divinity to withhold Graduation Clearances until students have complied with these assessment requirements.

Additional Information

The HUSD Office of Institutional Research and Assessment (OIRA) is located in room 415 on the fourth floor of Holy Cross Hall. The OIRA is responsible for administering HUSD assessment instruments and the analysis and reporting of results of student feedback. Please feel free to contact OIRA staff at 202/806-0736 for additional information or clarification on assessment-related activities and products.

Procedures for Graduation

Students who expect to complete degree requirements during a given academic year must complete an Application for Graduation (a copy is provided in this handbook) and adhere to the following guidelines.

1. Schedule a comprehensive review of degree program requirements with the assigned advisor according to the following schedule:
 - a. For December, 2019 graduates October 23, 2019
 - b. For May, 2020F graduates October 23, 2020
 - c. For Summer, 2020 graduates December 1, 2019

Note: The completed Application for Graduation must include the signature of the faculty advisor certifying that all academic requirements have been or will be completed by the appropriate deadline.

2. Submit the completed Application for Graduation to the Office of the Director for Academic Services prior to the indicated deadline.
3. After the signed graduation application has been submitted to the Director of Academic Services, the degree candidate will be notified when to complete the online application to place the diploma order and make other preparation for graduation.
4. It is the responsibility of students expecting to graduate to assure

that all transfer credits and any other actions affecting degree credits and requirements have been officially acted upon before the first day of the semester in which graduation is expected to occur.

5. Students must officially satisfy all incomplete grades BEFORE the deadline as determined by the Records Office. (See Dates to Remember, HUSD Handbook.)
6. The student must pay the graduation fee and clear all financial obligations to the University as a condition of graduation. It is imperative that the following clearances be obtained: academic (by Office of the Dean), Student Financial Services (including Student Accounts, Student Loans, and, in some instances, an Exit Interview is required), and the Library.
7. December and May graduates will be notified by the Office of the Dean regarding clearance deadlines. Summer graduates must satisfy all academic requirements before the end of the Summer Session.
8. The University has only one Commencement Convocation.
Commencement for the 2019 academic year will be held on Saturday, May 9, 2019. All graduates, irrespective of the semester in which they complete their course requirements, will have their degrees conferred at the May Commencement Convocation.

Graduation Checklist

- Complete and sign the Application for Graduation form BEFORE the deadline.
- Schedule an appointment with advisor for verification of total credits earned and the proper distribution of area requirements.
- Verify all transfer credit, advanced standing, and course waiver requests.
- Submit signed Application for Graduation to the Office of the Director for Academic Services, Holy Cross Hall, Room 407.
- Satisfy all academic requirements for clearance by the Office of Academic Affairs, including completion of the (1) ATS Graduating Student Questionnaire (GSQ) and (2) Howard University Graduate/Professional Graduating Student Exit Survey.
- Pay the graduation fee, and satisfy all financial obligations with the Office of Student Financial Services including Student Loans.
- Complete the Exit Interview.
- Return all library materials for clearance.

- Pay any additional fees such as Project Binding Fee if appropriate.
- Take class pictures when announced.
- Degree candidate will be cleared to graduate after satisfying all academic and financial obligations to the university.
- Purchase the academic costume when announced.

V. FINANCIAL AID and BILLING

Financial Aid

Financial aid at Howard University School of Divinity is normally provided in one of four ways: scholarships, Federal Direct Loans, Graduate Plus Loans, and private loans.

Scholarships are made only to students pursuing the Master of Divinity degree or the Master of Arts (Religious Studies) degree. They are not made to students pursuing the Doctor of Ministry or to non-degree seeking students. In order to be eligible for scholarship assistance, students must be full-time (nine hours or more). Scholarships are awarded on the basis of merit, and they range from partial tuition to full tuition. The number of scholarships awarded by the School of Divinity is limited based on available monies.

In order to receive the Federal Direct Student Loan, applicants must complete the Free Application for Federal Student Aid (FAFSA). First, apply for a pin at www.pin.ed.gov. Once that is received, complete the FAFSA on the Web online from your own computer by accessing www.fafsa.ed.gov.

Graduate students are eligible for loans and Work Study. Howard University is a direct lending institution and all its loans are processed through the Department of Education. The maximum loans one can receive equal \$20,500.00 per year. The maximum amount of loans that can be borrowed as a graduate student is \$65,500.00.

The Entrance Interview is a required counseling session for all students new to Howard University and first-time borrowers of a Federal Direct Subsidized/Unsubsidized Loan. This counseling session provides basic facts about the Federal Direct Subsidized/Unsubsidized Loans and further explains the rights and responsibilities of a borrower. If an Entrance Interview is not completed and

submitted to the Direct Student Loan Office, a Master Promissory Note may not be signed nor will any loan proceeds be disbursed.

Borrowers are strongly encouraged to complete the interactive electronic entrance counseling on the Direct Loan Servicing Online web site at www.dl.ed.gov. Upon successful completion of the entrance counseling, the results will be transmitted electronically to Howard University to update your school records. The electronic Master Promissory Note (e-MPN) may be accessed at the Office of Education website at <http://dlenote.ed.gov>. Applicants will be required to use their Department of Education assigned PIN (personal identification number) to complete an e-MPN. If the PIN has been misplaced, visit the official PIN website at www.pin.ed.gov.

To be eligible to receive financial aid, Federal regulations require that students maintain Satisfactory Academic Progress (SAP) toward an approved, eligible, academic program. Students also need to be enrolled for a minimum of four credit hours to receive and/or maintain federal aid.

For questions regarding your Federal financial aid package, contact the Office of Financial Aid at (855-490-2875 or finaid@howard.edu **OR** visit the Johnson Administration Building at 2400 Sixth Street NW, Suite 218, 8:30am – 3:00pm Monday through Friday.

Billing

Effective Fall 2011, the Office of the Bursar will no longer mail paper billing statements to currently enrolled students. Electronic Billing (e-bill) will be the official means of providing account statements to enrolled Howard University students. In our effort to continue providing exceptional customer service, the Office of the Bursar asks that students and their families become familiar with the e-bill process.

Electronic Bill Notification

An e-bill notification will be sent to students at their assigned Howard email address. It is the responsibility of the student to read their Howard email in a timely fashion. The obligation to pay by the established deadline is not altered or modified in any way by the e-bill process. It will remain the responsibility of the student to ensure the amount due is paid on or before the due date. If you do not wish to utilize the online payment options of credit card or e-check, you may print the electronic bill and send the statement along with your check to Student Accounts. Payments

can be mailed to the following address: Howard University, Office of the Bursar, 2400 Sixth Street NW, Suite 218, Washington, DC 20059.

How to Access the eBill

When a billing statement is made available, students (and authorized users) will receive an email advising them that it is ready to view. There are two (2) ways in which to view the eBill:

Option #1

- 1) Login to BisonWeb, www.howard.edu/bisonweb
- 2) You will need the student's Howard University student id# and pin
- 3) Once logged in, select the **Student** link
- 4) Then select the **Student Accounts** link
- 5) Next, select the **View and Pay Your Bill** link
- 6) This will take you to the Howard University Student Account Suite. Follow the steps in option #2.

Option #2

- 1) Login to the Howard University Student Account Suite, https://epay.howard.edu/C20088_tsa/web/login.jsp
- 2) **Students will need their Howard University id# and pin.** Authorized users will need their email address and password.
- 3) Once logged in, select the eBills tab
- 4) Then, either select "latest bill", or "Student Account". Your statement will then be displayed.

Howard University is pleased to provide this technological enhancement to your student financial services experience as we are dedicated to helping students and their families in the pursuit of their educational goals by providing financial information in a professional manner.

For questions or help specific to your student account/billing, contact the Office of Student Accounts at (202) 806-2570 or bursarhelp@howard.edu **OR** visit the Johnson Administration Building at 2400 Sixth Street NW, Suite 218, 8:30am – 3:00pm Monday through Friday.

Schedule of Financial Adjustments and/or Refunds

Students officially withdrawing, suspended, dropped, or decreasing their program after the first day of instruction may expect to have charges for tuition and fees adjusted or prorated as follows:

Adjustment Periods—

Fall & Spring Semester Adjustments

1st Day of Instruction thru 7th Calendar Day	100%
8th Calendar Day thru 40th Calendar Day	50%
41st Calendar Day thru 60th Calendar Day	25%
61st Calendar Day thru Last Day of Semester	0%

If the University cancels a students' registration, the refund is 100%. Please also note that the above refund policies apply to total semester charges. If a due date falls on Saturday, Sunday, or a holiday, the next business day shall be the deadline that will apply. **NOTE: THE ENROLLMENT FEE IS NON-REFUNDABLE.**

VI. PLACEMENT OPPORTUNITIES

The School of Divinity is committed to providing students the opportunity to practice and to learn ministry under the guidance of sensitive, experienced and caring supervisors. Field Education serves as a vehicle for placing students who wish to learn ministry in a particular institutional setting. An interview and selection process attempts to place students in settings that are mutually compatible to the needs, goals, and objectives of the student and the agency. Each student is obligated not only to the agency and himself/herself, but also to those who will follow to be responsible and committed to the tasks assigned. Students who wish to use their placement to complete the course required for Field Education must obtain the approval of the Field Education Seminar instructor.

A variety of church, social service, and secular agencies are available throughout the Washington-Baltimore metropolitan area in which students are placed. We have been gratified with the community's response to the needs of our students for placement opportunities.

The School of Divinity provides information on employment and internship opportunities in churches, non-profit organizations, and local and national ministries via the HUSD Employment/Internship/Volunteer Opportunities Update (monthly email announcements) and postings on the employment bulletin board. Students who have questions about these position announcements should contact the Assistant Dean for Student Affairs.

Academic Credit for Field Placement Experience

In order for a student to receive academic credit for his/her placement, it is necessary for that person to enroll in the Field Education Seminar. Students are normally required to work twelve to fifteen hours per week in their placement site. Although remuneration is not always provided, stipends connected with field placement depend upon the church/agency in which the student is placed and the number of hours worked.

The following steps must be followed before a student can enroll in the Field Education Seminar:

1. All students must be involved in an approved field placement under supervision.

2. Such placements must be negotiated with the seminar instructor along with the students and potential field supervisor prior to the beginning of the semester.
3. Students engaged as pastors wishing to use that experience as field placement must negotiate that possibility with the seminar instructor.
4. Ideally, such a person would recommend a District Superintendent, elder or ministerial mentor as pastoral supervisor.
5. Once the placement has been approved, the student and his/her pastor/supervisor must complete and submit the following forms to the seminar instructor prior to the beginning of the semester:
 - a) **Work-Learning Agreement**, which outlines the duties and responsibilities of the student, the School of Divinity, and the placement site
 - b) **Pastor/Supervisor Profile**; and
 - c) **Church/Agency Profile**
6. The pastor/supervisor must complete and submit a **Supervisor Field Education Evaluation** form to the seminar instructor at the end of the semester. Students registering for Field Education should plan to do so for two consecutive semesters.

VII. WASHINGTON THEOLOGICAL CONSORTIUM

The School of Divinity is a member of the Washington Theological Consortium (WTC). Joining in the Consortium are Wesley Theological Seminary, Virginia Theological Seminary, Catholic University of America School of Theology, Byzantine Catholic Seminary, Dallas Theological Seminary (D.C.), United Lutheran Seminary at Gettysburg and Philadelphia, Pontifical Faculty of the Immaculate Conception at the Dominican House, Samuel DeWitt Proctor School of Theology at Virginia Union University, Paulist Fathers House of Mission and Studies, Graduate School of Islamic and Social Sciences, Shalem Institute for Spiritual Formation, John Leland Center for Theological Studies, Institute for Islamic Christian and Jewish Studies, and Reformed Theological Seminary (D.C.).

Under consortium arrangements, all participating schools share the benefits of cross-registration faculty exchange, development of interdisciplinary and experimental courses and projects, stimulation of ecumenical studies, and promotion of common lecture programs, film series, and projects. Two members of the HUSD Student Government Association serve as representatives to the Washington Theological Consortium Student Board. In addition, the libraries of the member institutions of the Washington Theological Consortium are open for use by students and faculty of the School of Divinity. The combined collections total over one million volumes in religion, theology and related fields. All these books are available for in-person direct borrowing, except certain collections that are identified in the rules of the lending institution.

Registration for Consortium Courses

Students are normally permitted to take one consortium course per semester. You must seek special permission from your program advisor if you wish to take two consortium courses per semester. It is important to note that schools in the consortium begin and end on different schedules. Visit the WTC website at www.washtheocon.org for the calendar of each school participating in the Washington Theological Consortium as well as course offerings. Below are the procedures for registration:

1. Complete a Cross-Registration Application (e-form) using course information from the WTC website. This form may be requested via email from the Director of Academic Services at precious.lowe@howard.edu.
2. Refer to the Howard University School of Divinity Schedule of Courses to select the appropriate course number that corresponds to the consortium offering. Go to www2.howard.edu for course offerings.
3. See your academic advisor and obtain advisor's approval for courses selected.
4. Return completed Cross-Registration Application to precious.lowe@howard.edu and it will be forwarded to the host school where you will attend classes.
5. Go to www2.howard.edu and click on BISON Web to reserve classes.
6. Make appropriate payment and confirm validation.

VIII. DIVINITY LIBRARY

Hours of Operation: (Subject to be changed in the near future)

Monday through Friday: 8:00 a.m. – 9:00 p.m.

Saturday: 8:30 a.m. – 10:00 p.m.

Sunday: 11:00 a.m. - 11:00 p.m.

Hours will be changed to 7:00 a.m.-11:00 p.m.

During finals: Hours are extended to 2:00 a.m.

Note: The Library is closed: New Year's Day, Martin Luther King, Jr.'s Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and December 25. Please call the Circulation Desk at (202) 806-8208 for special closing.

The Collection

The collection is housed on the 4th floor. The African Heritage Collection has been interfiled with the rest of the collection. The D.Min. theses are filed after the general collection followed by:

Bound periodicals that are not available online; and

Reference collection (some will be placed on the 2nd floor).

Current Periodicals

Periodicals are shelved in the "Periodicals Reading Room" on the 2nd floor.

Reserves

Reserves are filed in the "Reserves Room" on the 1st floor beside the circulation desk. Send all reserve requests to the attention of chackney@howard.edu or bring to the circulation desk. Students are encouraged to find reserves by using the "Course Reserve" function of the online catalog (paper binders are no longer available).

Reference Desk

The Reference Desk, located on the 2nd floor, will be shared with Law reference staff.

Study Rooms

Three study rooms are available to Divinity students on a first come first served basis. Keys are to be checked out at the Circulation Desk.

Faculty Publications

Publications will be displayed on the 4th floor.

Contacts:

(202) 806-9045 (Main number)

(202) 806-8208 (Reference Desk)

Carrie Hackney: Room 210 (2nd floor) West Campus

John Tay: Room L216 (1st floor) West Campus

The University Libraries' website (<http://library.howard.edu/library>) is continually expanded and improved upon. It includes: ALADIN: WRLC Libraries Catalog a Web-based catalog; bibliographic, full-text, numerical, and multimedia files; as well as links to significant sites on the WWW. All Web-based library databases, electronic journals and electronic reserves can be accessed remotely. Visit the library's webpage (https://secure.howard.edu/dana-na/auth/url_default/welcome.cgi) to obtain instructions for **Off-Campus Access to Restricted Library Resources**.

Links to the four branch libraries, including the Divinity Library: (<http://libguides.howard.edu/divinitylibrary>) and the other research center libraries are also found on the University Libraries' website.

For further information about the University Libraries or the Divinity Library's collections and services, consult the Divinity Librarian (202/806-0760) or the appropriate branch library.

External Information Resources

The Divinity School holds membership in the Washington Theological Consortium (<http://www.washtheocon.org/>). The libraries of the Washington Theological Consortium (WTC) contain over one million volumes in theology and related disciplines. The libraries of these schools have reciprocal library privileges. ***A faculty member or student who wishes to borrow books must first present a consortium form, validated for the current semester and signed by the home librarian from the Consortium member school, and a photo ID, preferably a student ID card from the Consortium member school.*** Please come to the Divinity Library to obtain a WTC Borrowing Privileges Form.

Howard University also holds membership in the Washington Research Library Consortium (WRLC), a collaborative partnership of major universities in the Washington, D.C. area to share library collections and information technology. The Washington Research Library Consortium (WRLC) exists to augment and enhance the information resources available to students and faculty. Other universities comprising the WRLC include The American University, The Catholic University of

America, Gallaudet University, George Mason University, The George Washington University, Georgetown University, Marymount University, and the University of the District of Columbia.

Graduate students are also provided with reciprocal borrowing privileges through The Chesapeake Information and Research Library Alliance (CIRLA) (<http://www.cirla.org/>). Please inquire at the Founders Library Circulation Desk for CIRLA borrowing privileges.

The Howard University Libraries Interlibrary Loan Service enables students, faculty and staff to obtain materials not available on campus from a national interlibrary lending network. Interlibrary Loan (ILL) is available to all Howard University faculty, students, and staff. Requests are processed at the Founders Library for all Main Campus and East Campus patrons.

Students studying religion and theology in the Washington area have an extensive body of literature upon which to draw. In addition to the resources mentioned above, there are public and governmental libraries such as the Martin Luther King Library at Ninth and G Streets, Northwest and the Library of Congress at First and Independence Avenue, Southwest.

IX. COMMUNITY BENEVOLENCE FUND

The Benevolence Fund was established in 1984 as a vehicle by means of which the School of Divinity Community could express its care, concern and love for its members in times of personal tragedy, illness, or other event. It is a means of concretizing the community's concern through the modest contribution of money or other symbolic representation. Inquiries regarding the Benevolence Fund should be directed to the Office of the Dean.

X. PERSONNEL DIRECTORY

Switchboard Number for All Personnel: 202/806-0500

Name/Position	Office No.	Direct Dial
AHN, John Associate Professor, Hebrew Bible (Old Testament) Email: john.ahn@howard.edu	311	806-0821
ALWANI, Zainab Assistant Professor, Islamic Studies Email: zainab.alwani@howard.edu	333	806-0533
BELLIS, Alice O. Professor, Old Testament Language and Literature (Hebrew Bible) Email: aobellis@gmail.com	330	806-0514
BYRON, Gay L. Professor, New Testament and Early Christianity Email: gay.byron@howard.edu	331	806-0557
DAVIS, D. Kortright Professor, Theology Email: dkdavis@howard.edu	316	806-0634
FEARS, Barbara Assistant Professor, Religious Education Email: barbara.fears@howard.edu	TBA	806-0616
FELDER, Cain H. Professor, New Testament Language and Literature (Retired)	Contact Academic Affairs Office	

Name/Position	Office No.	Direct Dial
GILBERT, Kenyatta Associate Professor, Homiletics Email: kengilbert@howard.edu	334	806-0614
GREEN, Andrea Manager, Finance & Grant Affairs Email: andgreen@howard.edu	436-438	806-0527
HACKNEY, Carrie Librarian, Divinity Library Email: chackney@howard.edu	Library	806-0768
HALL, Paula Manager, Media and Communications Email: pehall@howard.edu	427-429	806-0769

HARRISON, Renee Associate Professor of African American and U.S. Religious History Email: renee.harrison@howard.edu	335	806-0513
HOPSON, Ronald Associate Professor, Pastoral Care, Counseling and Psychology Email: rhopson@howard.edu	332	806-0724
KWAKYE-NUAKO, Kwasi Associate Professor, World Religions Email: kkwakyenuako@howard.edu	318	806-0618
LOWE, Precious Academic Record Coordinator Email: precious.lowe@howard.edu	409	806-0712
McDANIEL, Claretta Assistant Dean for Student Affairs Email: c_mcdaniel@howard.edu (Note underscore__ after C)	421	806-0718

Name/Position	Office No.	Direct Dial
MELBOURNE, Bertram Professor, New Testament Language and Literature Email: bmelbourne@howard.edu	314	806-0822
NICHOLSON, Alfred Director, Field Education Email: alfred.nicholson@howard.edu	415	806-0736
PARKS, Serena Admissions and Retention Coordinator Email: skparks@howard.edu	419	806-0710
PIERCE, Yolanda Dean, School of Divinity Professor, Religion and Literature Email: yolanda.pierce@Howard.edu	400	806-0744
RICHARDSON, Bernard Dean of the University Chapel Associate Professor, Pastoral Care Email: brichardson@howard.edu	340A	806-7280

SANDERS, Cheryl
Professor, Christian Ethics
Email: csanders@howard.edu

321

806-0632

TRULEAR, H. Dean
Associate Professor, Applied Theology
Email: htrulear@howard.edu and htrulear@msn.com

319

806-0640

Name/Position

Office No.

Direct Dial

WARE, Frederick
Associate Dean for Academic Affairs
Associate Professor, Theology
Email: fware@howard.edu

336

806-0704

WATERHOUSE, Carlton
Professor, Social Ethics
Email: carlton.waterhouse@howard.edu

406 (Houston) 806-8027

WEST, Tracie
Administrative Assistant to the Dean
Email: twest@howard.edu

400

806-0744

STUDENT SERVICES DIRECTORY

IF YOU HAVE QUESTIONS REGARDING:

INITIAL POINT OF CONTACT

Academic Standing	Director, Academic Services
Add/Drop or Program Change Request	Academic Advisor
Advanced Standing	Degree Chair
Advisor Assignment	Admissions & Retention Coordinator
Alternate PIN Numbers	Academic Advisor
Appointment with the Dean	Administrative Assistant to the Dean
Appointment with the Associate Dean	Administrative Assistant to the Associate Dean
Building Problems	Facilities Coordinator
Consortia Washington Theological Consortium	Coordinator, Academic Records
Consortium of Universities	University Records Office
Community Activities	Admissions & Retention Coordinator
Continuing Education	Associate Dean
Course Scheduling	Associate Dean
Course Waiver	Instructor/Advisor
Degree Program Change	Associate Dean
Degree Requirements	Degree Chair
Degree Chairpersons Master of Divinity Master of Arts (Religious Studies) Doctor of Ministry	Dr. Kenyatta Gilbert Dr. Zainab Alwani Dr. Bertram Melbourne
Directed Study	Professor directing study
Field Placement	Director, Field Education

IF YOU HAVE QUESTIONS REGARDING:

INITIAL POINT OF CONTACT

HUSD Update (weekly and monthly)

Assistant Dean for Student
Affairs

Incomplete Grade Change Forms

Coordinator, Academic
Records

Lecture Series

Dr. Cheryl Sanders

Library

Divinity School
University Libraries
Washington Theological Consortium

Librarian
Call 202/806-7253
Go to www.washtheocon.org

Meeting/Conference Room Use Divinity School

Facilities Coordinator

Missing/Unrecorded Grades

Coordinator, Academic
Records

Personnel

Office of the Dean

Policies (Academic)

Associate Dean

Posting of Announcements

Admissions & Retention
Coordinator

Registration

Coordinator, Academic
Records

Scheduling of Rooms

Facilities Coordinator

Security (West Campus)

Desk:
Cell:
Library:

202/806-8269
202/538-7736
202/806-8033

Shuttle Service

202/806-2000

Student Clubs

Admissions & Retention
Coordinator

Student Government Association

SGA President

Student Housing

Office of Residence Life

202/806-6131

IF YOU HAVE QUESTIONS REGARDING:

Transfer of Credit

Transportation

Local

Use of Building

Website

Work Study/Student Employment

INITIAL POINT OF CONTACTDegree Chair or Academic
Advisor

Call Metro 202/637-7000

Facilities Coordinator

Manager, Media &
CommunicationsCoordinator, Academic
Records**XI. APPENDIX****FORM****PAGE**

Add/Drop (Change of Program)

77

Course Overrides

78

Total Withdrawal Procedure

79

Graduation Application

81

Request for Change of Advisors

82

Request to Change Degree Program

83

CUWMA Consortium information

84

Student Learning Outcomes

85

CHANGE OF PROGRAM (ADD/DROP) INFORMATION

BisonWeb is designed to facilitate selecting classes by providing up-to-date information on course availability, time conflicts, alternate sections, etc. During the General Registration, Late Registration, and Change of Program periods, course additions and course drops may be made in BisonWeb. Go to www2.howard.edu and click on BisonWeb. Log in using Student ID and PIN to make class schedule adjustments.

If certain changes are required and registration is no longer accessible in BisonWeb, approved changes may be made by completing a form for Change of Program. Forms are available for pick up at the School of Divinity Information Center. Once the required signatures have been obtained (i.e., Advisor or Dean, and course instructor), turn in the completed form for additional processing to the Administration Building, Main Campus, Office of the Registrar. (The last day to add and/or drop courses is published every semester in the University calendar.)

Students enrolled in a course for audit and desire to enroll for credit must drop the course for audit and add the course for credit. Alternatively, changing from credit to audit require an Add/Drop after advisor approval. Failure to comply with this change of program procedure may result in a failing grade for courses assumed to have been dropped or no grade for courses assumed to have been added. All changes must be made in accordance with the established deadlines.

CHANGE OF PROGRAM PROCEDURES

1. Obtain a Change of Program form, and report to your academic advisor.
2. Fill in the appropriate information, and obtain required signatures (instructors and Dean and/or advisor.)
3. Turn in the completed form for additional processing to the Office of the Registrar, Administration Building on the Main Campus.

CHANGE OF PROGRAM CHARGES

Program changes can result in the assessment of two types of charges: **Tuition Adjustments**, which are caused by increases in the credit hour load- e.g., from part-time to full-time, from part-time to increased part-time, or from full-time to excess hours over the applicable full-time ceiling.

Change of Program Fee

All charges for change of program that affect your enrollment status must be paid to avoid late charges. Students officially withdrawing, suspended, dropped, or decreasing their program after the registration period may expect to have charges for tuition and fees adjusted on a prorated basis.

To view Change of Program procedures and other policies, go to www.howard.edu and select BisonWeb. Then click on Student Reference Manual under Course Registration.

COURSE OVERRIDES

Effective August 26, 2013, the Office of the Registrar launched online processes for Course Override Requests. Requests can be initiated from a computer or mobile device and forwarded via Howard University email to the appropriate individuals.

The course override capability exists for the sole purpose of accommodating students who are given permission to either (a) enroll in a class that is “closed,” or (b) enroll in one or more classes that have reasonable time conflicts within the student’s schedule. Course overrides must be approved by the person(s) designated by the Dean/Associate Dean of each School/College/Division, according to the procedure(s) established by such School/College/Division.

To request an Override, follow the steps below.

1. Go to www.howard.edu, and click on Bison Web.
2. Student Services> Registration> Course Override Request
3. Provide CRN
4. Student and course information will populate
5. In section title Other, select advisor and provide the reason for request
6. Note, if the course is not full or does not have a time conflict the request is ineligible

TOTAL WITHDRAWAL PROCEDURES

1. Follow the link below for information and instructions on completing a total withdrawal request. Total Withdrawal requests are completed electronically and submitted directly to the Registrars Office.
- Adhere to the important Total Withdrawal dates listed on the HUSD Calendar:

<https://www2.howard.edu/academics/registrar/total-withdrawal>

2. Complete PowerForm:

PowerForm Signer Information

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Student

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Advisor

Name:

Email:

- Complete the DocuSign form with course detail:



OFFICE OF THE REGISTRAR

Total Withdrawal Request

Student I.D. Number	Last Name	First Name	MI	College	Classification
@				-- select --	-- select --
Address		City		State	Zip Code
Phone Number	US Citizenship	Campus Housing	Term	Reason for Total Withdrawal Request	
	-- select --	-- select --	201908	-- select --	
1. Office of the Dean		2. Office of International Student Services		3. Office of Residence Life	
4. Office of Financial Aid		5. Office of the Bursar		6. Office of the Registrar	

- Sections highlighted in red are required, once submitted request is routed to the Offices listed on the form for review.

HOWARD UNIVERSITY SCHOOL OF DIVINITY GRADUATION APPLICATION

Candidate

Full Name: _____ **I.D. No. @** _____

(PRINT NAME ACCORDING TO OFFICIAL UNIVERSITY
RECORD. YOUR DIPLOMA WILL BE PRINTED ACCORDINGLY.)

Degree Pursued: _____ **Expected Date of Graduation:** _____

Local Address

Permanent Address

Telephone No.: _____

Telephone No.: _____

Email address: _____

Previous Degrees

<u>Degree</u>	<u>College</u>	<u>Year Graduated</u>	<u>Major</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Credits

Total Credits Completed at
Howard University _____
(include Consortium credits)

Transfer Credits: Granted to date _____

To be granted _____

Credits to be completed: _____

TOTAL: _____

Writing Project

(if applicable)

Title: _____

Area of
Concentration: _____

Project
Advisor: _____
(Name of Chairperson)

Reader: _____

Reader: _____

Notes

Cap and Gown Order

Please provide the following information for the
Commencement Academic Regalia order.

Height: _____

Weight: _____

Cap Size: _____
(S, M, L, XL)

Required Signatures

Candidate Date

Advisor Date

Associate Dean Date

REQUEST FOR CHANGE OF ADVISORS

I, _____, ID # _____
Student name (please print)

request permission to change advisors. My current advisor is _____

_____. I have spoken to _____

_____, and s/he has agreed to this change

effective, _____
semester/year

I have met with my current advisor and this action meets with his/her approval as the signature below stipulates. I have also met with the proposed new advisor and have permission to make this change as stipulated below.

The signatures below constitute agreement between all parties for change.

Approved by:

Advisor (print name and current program)

Signature

Approved by:

New Advisor (print name)

Signature

Degree program

REASON FOR CHANGE:

Student Signature

REQUEST TO CHANGE DEGREE PROGRAM

I, _____, ID # _____
Student name
request permission to change from _____ to
the _____
effective, _____
semester/year.

I have met with my current advisor and this action meets with his/her approval as the signature below stipulates. I have also met with the chairperson of the proposed degree program and have permission to make this change as stipulated below.

Transfer from _____

Approved by:

Advisor (current program)

Signature

.....

Transfer to _____

Approved by:

Chairperson, Degree Program

Signature

Procedures for Taking Courses at Consortium Institutions

Howard University is a member of the Consortium of Universities of the Washington Metropolitan Area (CUWMA), a cooperative arrangement in postsecondary education that permits sharing academic resources by member institutions. The consortium offers qualified students the opportunity to enroll at other institutions for courses not available on their own campus. Member institutions are American University, Catholic University, Corcoran College, Gallaudet University, George Mason University, George Washington University, Georgetown University, Marymount College of Virginia, Trinity College, University of the District of Columbia, and the University of Maryland at College Park.

Howard University Students

Eligibility Requirements

☐ Enrolled as a degree-seeking student in good academic & financial standing

Restrictions

Students cannot:

☐ Take courses in dentistry, law and medicine

☐ Take a course if Howard University offers it during the academic year

☐ Take Consortium courses totaling more than 40 percent of the total hours required for the degree.

☐ Audit courses

☐ Use Remission and Tuition (employees and dependents) to pay for Consortium courses

Note: The Consortium Agreement does not cover lab fees and special fees (e.g., fees charged for private instruction in music or tutorial study). Individuals are responsible for paying these fees directly to the institution administering the course.

Step-by-Step Registration Procedures

Registration Steps for Consortium:

1. Complete Howard University registration.
2. Use student ID, to obtain Consortium Registration form from the Consortium Coordinator in Suite 105 Administration Building.
3. List courses on Consortium Registration form.
4. Obtain academic approval from department chair and dean.
5. Obtain administrative approval from the Consortium Coordinator.
6. Submit completed form to the Consortium Coordinator.
7. Obtain validated student copy of the Consortium Registration form.
8. Show validated student copy of the Consortium Registration form to the instructor at visited institution.

To drop a course and/or withdraw, see the Consortium Coordinator in Suite 105 Administration Building to obtain and complete a Consortium withdrawal form. Grades for Howard University students automatically become part of their academic records. Howard University's rules, regulations, and procedures for course repeats and incompletes apply to Consortium course repeats and incompletes.

HOWARD UNIVERSITY SCHOOL OF DIVINITY

Student Learning Outcomes (SLOs)

INSTITUTIONAL OUTCOMES

These are the institutional SLOs, and are reflective of the HUSD mission and degree program goals. HUSD graduates — in the context of mature faith development and spiritual formation — will be able to: (1) Think critically; (2) Argue logically and persuasively; (3) Communicate effectively, in oral and written forms; (4) Show compassionate understanding of the circumstances and needs of the oppressed, socially dispossessed, and those on the margins; (5) Demonstrate transformational leadership; and (6) Advocate for social justice, social transformation, and moral imperatives (of the Gospel).

PROGRAM GOALS AND OUTCOMES

Master of Divinity Program Goals

- (1) Enable students with the academic, intellectual (critical thinking), vocational (clarification of one's "call"), and professional (specific techniques) educational and training for effective ministerial leadership within the church and in service to the global community.
- (2) Familiarize students with the distinctive heritage and social issues incidental to peoples of African descent in the United States, Africa, and African Diaspora.
- (3) Provide a variety of field-based practicum learning opportunities that raise students' awareness of urban realities and trends that constitute challenges for ministry, but also readies for ministry and moral leadership after completion of the program.

Student Learning Outcomes

MDiv1.0 Capacity for Ministerial and Public Leadership: *Master of Divinity candidates will demonstrate ministerial and leadership skills in worship, service and advocacy roles in and for the church, community and larger society.*

MDiv2.0 Religious Heritage: *Utilizing principles of Biblical hermeneutics, Master of Divinity candidates will be able to exegete Biblical texts illuminating both liberative and oppressive aspects of the texts in light of African and African American religious history, heritage and traditions.*

MDiv3.0 Cultural Context: *Master of Divinity candidates will demonstrate knowledge of and sensitivity to the history, legacy, and tradition of African/African-American cultures in all aspects of their ministry work.*

MDiv4.0 Personal and Spiritual Formation: *Master of Divinity candidates will be able to articulate areas of growth since enrolling in HUSD, and demonstrate ongoing involvement in activities, which challenge their assumptions and convictions, and promote personal, intellectual, psychological and spiritual growth.*

Master of Arts (Religious Studies) Program Goals

- (1) Deepen students' scholarship in the discipline of religion thus equipping them to teach in secondary schools or colleges.

- (2) Support students' development and a deeper understanding and appreciation of their cultural and religious identity.
- (3) Enhance the research and writing skills of students as they prepare for advanced academic studies.

Student Learning Outcomes

- MA1.0** Interpret and teach Christian traditions, texts, and practices that nurture the life of faith and scholarship in themselves and the communities they serve.
- MA2.0** Draw on biblical and theological resources to reflect ethically on issues of church and society.
- MA2.1 *Comprehend the role and relevance of religious issues in contemporary world.*
- MA2.2 *Engage in theological research and analysis based upon an argument and construct a theological essay or thesis article.*
- MA3.0** Understand the multidisciplinary nature of the study of religion.
- MA3.1 *Identify the relationship between religion as an academic subject and religion as practiced by its adherents.*
- MA3.2 *Demonstrate a critical understanding of the practical, everyday implications of religion in the United States as it relates to race, gender and class through appropriate writing and presentation methods.*
- MA3.3 *Identify and analyze key debates, controversies, concepts and approaches in the study of religion.*
- MA3.4 *Articulate a point of view effectively and coherently in spoken and written communication.*
- MA4.0** Decipher and use methodologies, theories and models in the university that contribute to effective learning and social transformation.
- MA4.1 *Understand relationships between different research and interpretative methods.*
- MA4.2 *Use appropriate research methods to critically evaluate the skills to uncover the information and sources relating to religion for public consumption.*
- MA4.3 *Demonstrate competence in the use of research libraries; develop deep appreciation for primary source as well as archival materials and their significance to contemporary discourse.*
- MA4.4 *Develop the skills to use the Internet especially online scholarly databases and other facilities for research.*
- MA5.0** Become educational leaders and administrators through the development of proficient educational practices.
- MA6.0** Evaluate the cultural aspects in the study of religion and its application to the worldview of theorists and learners.
- MA6.1 *Appreciate and celebrate the richness of the global village with its diverse worldviews, beliefs and practices.*

Doctor of Ministry Program Goals

1. Facilitate the integration of theological and anthropological understandings in the context of responsible engagement of ministry.
2. Engage other candidates and faculty in dialogue about ministry and its diverse expressions and ramifications.
3. Re-familiarize candidates with library utilization and to refine their theological research and writing skills.
4. Help candidates identify a particular aspect of their ministry that would serve as a productive area of concentrated study for enhanced effectiveness in their future practice of ministry.

Student Learning Outcomes

DMin1.0 Intellectual Maturity: *Demonstrate an advanced comprehension of and ability to reason and articulate the biblical and theological foundations that inform ministerial practice.*

DMin2.0 Global Outlook: *In the Howard tradition be agents of change for African-Americans, the African Diaspora, Africa and the world.*

DMin3.0 Compassionate Caring Ministerial Practice: *Affirm and practice ministerial leadership that is inclusive and that cares compassionately for the underserved, marginalized, poor and neglected, as well as that is capable of advancing social justice, and enacting effective changes for the better.*

DMin4.0 Responsive Ministry: *Exhibit responsiveness to the varying needs and priorities of faith-based communities and organizations.*

DMin5.0 Dynamic Transformational Leadership: *Demonstrate ability to lead diverse cultures through systemic and strategic changes.*

DMin6.0 Collaborative Aptitude: *Cultivate real-world leadership skills essential to building effective team-oriented approaches for fertile collaboration and compelling consensus.*

DMin7.0 Research-Based Problem Solving Skills: *Exhibit research skills appropriate to addressing and proposing solutions to ecclesiastical, pastoral and societal issues and problems and conduct research in solution to ministerial problem.*

DMin8.0 Communication Development: *Demonstrate advanced competency in oral and written communication, analytical thinking about ministry and ministerial practice as well as integrative, reflective thinking.*