



2024-2025 Graduation Information Packet

Howard University School of Divinity

Students who anticipate graduating in December 2024 or May 2025 are required to complete the Graduation Application. Please adhere to the following guidelines to begin the graduation process:

- Complete the enclosed Program Summary Sheet for your respective degree program with required signatures. **Attach a copy of your unofficial transcript which may be obtained via BisonHub.**
- Verify all transfer credit, advanced standing, and course waiver requests.
- Resolve any outstanding grades – **Wednesday, November 27th** deadline to clear Spring 2024 and Summer 2024 incompletes.
- Resolve any outstanding grades – **Friday, April 18, 2025**, deadline to clear Fall 2024 incompletes.
- Schedule an appointment with your Advisor to verify total credit hour and area distribution requirements.
- Obtain final signature from Associate Dean for Academic Affairs, Dr. Frederick Ware.
- Complete the Association of Theological Schools (ATS) Graduation Student Questionnaire (GSQ) by sent via email.
- Return application complete with required signatures to Jazmin Bridges, Academic Records Coordinator, Office # 415, for additional processing.

For additional information, please contact Mrs. Jazmin Bridges at jazmin.bridges@howard.edu or call (202) 806- 0736.

Graduation Check List

- Complete Graduation Application and submit signed to Academic Coordinator before the deadline – **November 1st**
- Satisfy all academic requirements for clearance by the Office of Academic Affairs.
- Complete the ATS Graduation Student Questionnaire (GSQ) and (2) Howard University Graduate/Professional Graduation Student Exit Survey (GSES).
- Verify transfer credits, advanced standing, and course waiver requests.
- Complete exit interview with Financial Aid Office.
- Clear all financial obligations with the Office of Student Financial Services:
 - Library Fee and/or Graduation Fee
 - Project Binding Fee – (DMin candidates), if applicable
 - Any remaining Fees i.e. parking tickets
- Students are cleared to graduate after satisfying **academic and financial obligations to the university.**

**HOWARD UNIVERSITY SCHOOL OF DIVINITY
GRADUATION APPLICATION**

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.: _____ **Email address:** _____

Previous Degrees

<u>Degree</u>	<u>College</u>	<u>Year</u>	<u>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: _____

Required Signatures

Candidate Date

Advisor Date

Associate Dean Date

PROGRAM SUMMARY SHEET

Master of Arts (Religious Studies)/ Biblical Studies

Student: _____

ID: _____

Advisor: _____

GPA: _____

COURSE NUMBER	COURSE TITLE	CREDIT REQUIRED	CREDITS EARNED	GRADE	SEMESTER TAKEN	TRANSFER CREDIT
	Required Core Courses (9 credit hours)					
SCRL 228	Theories & Methods in Religious Studies	3				
THEO 221 SCRL 220	Philosophy of Religion OR World Religions	3				
THES 375	M.A. (R.S.) Colloquy	3				
	Biblical Studies Concentration					
	Biblical Studies (12 credits)					
BSOT 205	Intro to OT/Hebrew Bible I	3				
BSOT 210	Intro to OT/Hebrew Bible II	3				
BSNT 230	New Testament Critical Intro	3				
BSNT 410	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				
THES 378	M.A. (R.S.) Thesis	3				

Student Signature:

Date: _____

Advisor Signature:

Date: _____

PROGRAM SUMMARY SHEET

Master of Arts (Religious Studies)/ Islamic Studies

Student: _____

ID: _____

Advisor: _____

GPA: _____

COURSE NUMBER	COURSE TITLE	CREDIT REQUIRED	CREDITS EARNED	GRADE	SEMESTER TAKEN	TRANSFER CREDIT
	Required Core Courses (9 credit hours)					
SCRL 228	Theories & Methods in Religious Studies	3				
THEO 221	Philosophy of Religion	3				
SCRL 220	OR World Religions					
THES 375	M.A. (R.S.) Colloquy	3				
	Islamic Studies Concentration					
	Quranic and Prophetic Tradition (12 credits)					
HISU 435	Introduction to the Qur'an	3				
HISU 435	The Qur'an in Muslim Life	3				
HISU 317	Ethics and the Prophetic Tradition in Islam	3				
BSNT 410	Scripture and Hermeneutics	3				
	Historical Studies (6 credits)					
HISU 430	Dialogue with Islam in Christian Society	3				
HISU 240	Islam in America	3				
HISU 260	OR Islam and African American Experience					
	Legal and Social Justice (6 credits)					
HISU 315	Women, Gender and Family in Islamic Context	3				
HISU 248	Islamic Jurisprudence and American Constitutional Law	3				
	Arabic Language I	3				
	Arabic Language II	3				
	Elective	3				
	Elective	3				
THES 378	M.A. (R.S.) Thesis	3				

Student Signature:

Advisor Signature:

Date: _____

Date: _____

PROGRAM SUMMARY SHEET

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

Student: _____

ID: _____

Advisor: _____

GPA: _____

COURSE NUMBER	COURSE TITLE	CREDIT REQUIRED	CREDITS EARNED	GRADE	SEMESTER TAKEN	TRANSFER CREDIT
	Required Core Courses (9 credit hours)					
SCRL 228	Theories & Methods in Religious Studies	3				
THEO 221 SCRL 220	Philosophy of Religion OR World Religions	3				
THES 375	M.A. (R.S.) Colloquy	3				
	Ethics and Social Justice Concentration					
	Biblical Studies (9 credits)					
BSOT 201	Intro to OT/Hebrew Bible I	3				
BSOT 202	Intro to OT/Hebrew Bible II	3				
BSNT 230	New Testament Critical Intro	3				
	Theological Studies (6 credits)					
THEO 305	Systematic Theology I	3				
THEO 340 THEO 340	Theology of MLK OR Black Theology	3				
	Historical Studies (3 credits)					
HISU 220 HISU 426	History of the Black Church OR African American Religious History	3				
	Ethics/Social Justice (9 credits)					
ETRL 200	Introduction to Christian Ethics	3				
ETRL 305	Christian Social Ethics	3				
SCRL 328	Ministry & Social Justice Advocacy	3				
	Elective	3				
	Elective	3				
	Elective	3				
	Field-Based Project	3				

Student Signature: _____

Date: _____

Advisor Signature:

Date: _____

PROGRAM SUMMARY SHEET

Master of Arts (Religious Studies)/ Comprehensive

Student: _____

ID: _____

Advisor: _____

GPA: _____

COURSE NUMBER	COURSE TITLE	CREDIT REQUIRED	CREDITS EARNED	GRADE	SEMESTER TAKEN	TRANSFER CREDIT
	Required Core Courses (9 credit hours)					
SCRL 228	Theories & Methods in Religious Studies	3				
THEO 221 SCRL 220	Philosophy of Religion OR World Religions	3				
THES 375	M.A. (R.S.) Colloquy	3				
	Biblical Studies (6 credits)					
BSOT 201	Old Testament/Hebrew Bible I	3				
BSNT 230	New Testament Critical Intro.	3				
	Theological Studies (3 credits)					
THEO 305	Systematic Theology I	3				
	Historical Studies (3 credits)					
HISU 220	History of Christianity	3				
	Ethics (3 credits)					
ETRL 200 ETRL 305	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)					
THES 378	MA(RS) Thesis OR Integrative Paper	3				

Student Signature:

Advisor Signature:

Date: _____

Date: _____

Student: _____

ID: _____

**PROGRAM SUMMARY SHEET
Master of Divinity
FOR STUDENTS ENTERING FALL 2017 AND AFTERWARDS**

	<u>Credit Earned</u>	<u>Grade</u>	<u>Semester Enrolled</u>	<u>Transfer Crs</u>
A. Biblical Studies 12 crs (1) Hebrew Bible/Old Testament I Hebrew Bible/Old Testament II (2) New Testament Critical Introduction (3) New Testament Exegesis: _____				
B. Historical Studies 6 crs (1) History of Christianity Survey (2) History of the Black Church				
C. Theological Studies 6 crs (1) Systematic Theology I (2) Systematic Theology II				
D. Ethics and Cultural Studies 9 crs (1) Intro to Christian Ethics OR Christian Social Ethics (2) World Religions (3) Islamic Studies (e.g., Qur'an in Muslim Life)				
E. Ministry Studies 27 crs (1) Intro to Pastoral Care (2) Pastoral Care Practicum OR Social Work, with Practicum: _____ (3) Preaching, with Practicum (4) Religious Education (e.g., Minister as Educator) (5) Prophetic Ministry (i.e., Ministry & Social Justice Advocacy) (6) Liturgy, Worship & Music OR Alternative: _____ (7) Church Administration OR Business Administration OR Non-Profit Management (8) Field Education I (9) Field Education II				

PROGRAM SUMMARY SHEET

Doctor of Ministry

Student: _____

Advisor: _____

Credit Hours Completed: _____

Grade Point Average: _____

COURSE NUMBER	COURSE TITLE	Cr. Hrs.	Crs. Completed	Grade Earned	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					
	III. Project (4 credit hours)						

Project Topic/Title: _____

D.Min. Project Advisor: _____

Readers: _____

Student _____

ID: _____

PROGRAM SUMMARY SHEET
Master of Divinity/Master of Social Work

	Credit needed	Credit earned	Grade	Semester enrolled	Transfer Credit
Core (9 credits)					
Touchstone: Intro to Ministry and Social Work					
Spiritual Formation and Ministry Leadership OR Intro to Christian Spirituality					
Capstone: Ministry and Social Work Practice					
Biblical Studies (12 credits)					
Old Testament/Hebrew Bible I					
Old Testament/Hebrew Bible II					
New Testament Critical Introduction					
New Testament Elective:					
Theological Studies (6 credits)					
Systematic Theology I					
Systematic Theology II					
Historical Studies (6 credits)					
History Of Christianity Survey					
History of the Black Church OR African American Religious History					
Ethics/Cultural Studies (6 credits)					
Intro to Christian Ethics OR Christian Social Ethics					
World Religions OR Islam Studies Course					
Social Work (54 credits)					
Advanced Community Organization OR Advanced Social Policy Analysis					
Community & Organization Practice OR Direct Practice					
Data Analysis					
Agency-Based Education I (SW Field Education I)					
Agency-Based Education II (SW Field Education II)					
Agency-Based Education III (SW Field Education III)					
Agency-Based Education IV (SW Field Education IV)					
Field of Practice Specialization I *					
Field of Practice Specialization II *					
Human Behavior in the Social Environment I					
Human Behavior in the Social Environment II					
Human Service Administration OR Intervention Planning and Strategies					
Intervention with Select Clinical Problems OR Resource Development					
Practice Evaluation					
Research Methods for Social Workers					

Social Welfare & Policy I					
Social Welfare & Policy II					
Social Work Practice and Processes					
	Credit needed	Credit earned	Grade	Semester enrolled	Transfer Credit
Studies in Ministry (15 credits)					
Intro to Pastoral Care					
Intro to Church Music and Worship OR Equivalent in Worship/Liturgy					
Preaching and Practicum OR Teaching Ministry					
Prophetic Ministry (i.e., Ministry & Social Justice Advocacy)					
Church Leadership and Administration					

* There are six fields of practice specialization (FOPS) courses. Each student is required to select one field of practice specialization and take two courses in that specialization.

1. Criminal Justice I & II
2. Social Gerontology I & II
3. Family and Child Welfare Services I & II
4. Social Work in Mental Health Settings I & II
5. Social Work in Health Care Settings I & II
6. Social Work with Displaced Populations I & II

Program Summary Sheet

Master of Divinity/Master of Business Administration

Student: _____

ID: _____

Advisor: _____

GPA: _____

COURSE NUMBER	COURSE TITLE	CREDIT REQUIRED	CREDITS EARNED	GRADE	SEMESTER TAKEN	TRANSFER CREDIT
	Core 9 Credits					
FDSM 220	Intro to Theological Writing	3				
FDSM 213	Spiritual Formation	3				
FDSM 465	Senior Colloquy	3				
	Biblical Studies (12 credits)					
BSOT 201	Intro to Old Testament/Hebrew Bible I	3				
BSOT 202	Intro to Old Testament/Hebrew Bible II	3				
BSNT 220	New Testament Critical Intro	3				
BSNT 420	New Testament Exegesis	3				
	Theological Studies (6 credits)					
THEO 305	Systematic Theology I	3				
THEO 310	Systematic Theology II	3				
	Historical Studies (6 credits)					
HISU 205	History of Christianity	3				
HISU 220	History of the Black Church	3				
	Ethics/Cultural Studies (9 credits)					
ETRL 200	Intro to Christian Ethics	3				
ETRL 305	Christian Social Ethics					
SCRL 220	World Religions	3				
	Islamic Studies	3				
	Accounting (9 credits)					
GACC 500	Financial Accounting	3				
GIST 501	Statistics	3				
GACC 501	Managerial Accounting	3				
	Business (12 credits)					
	Legal Environment of Business	3				
	Microeconomics for Business	3				
	Principles of Info. Systems	3				
	Macroeconomics	3				
	Management (18 credits)					
GMGT 500	Organizational Management	3				
	Management Communications	3				

	Financial Management	3				
GMKT 500	Marketing Management	3				
GIST 502	Production & Operations Management	3				
GMGT 590	Strategic Management	3				
	Studies in Ministry (18 credits)					
STMI 221	Intro to Pastoral Care	3				
STMI 217	Preaching OR	3				
STMI 303	Religious Education					
STMI222	Pastoral Care Practicum OR Equivalent	3				
STMI 328	Ministry & Social Justice	3				
STMI 345	Field Education I	3				
STMI 350	Field Education II	3				
	Electives (12 credits)					
	Elective (graduate level not in HUSB)	3				
	Elective (WTC)	3				
	Elective (graduate level)	3				

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____