



**Hartford**  
SEMINARY

*Exploring Differences, Deepening Faith*

# Catalogue

2015-2016

## Table of Contents

### About Hartford Seminary

Mission Statement .....	2
A Scholarly Community of Faith.....	3
Accreditation and Association.....	5
The Neighborhood and Campus.....	5
Seminary Faculty.....	7
Seminary Staff .....	16
Who We Are: A Statistical Description of Our Students.....	18

### Graduate Certificate and Degree Programs

Graduate Certificate and Degree Programs.....	19
Graduate Certificate Programs.....	21
Master of Arts in Religious Studies .....	26
Cooperative Master of Divinity Program.....	31
Islamic Chaplaincy Program.....	32
Master of Arts in Transformative Leadership and Spirituality .....	36
Doctor of Ministry Program.....	36
International Ph.D. Program.....	45
International Students.....	50
Financial Aid and Scholarship Information for Graduate Students.....	55

### Leadership Certificate Programs

Women’s Leadership Institute: A Program in Applied Spirituality.....	59
The Ministries Certificate Programs.....	61

### Other Information

Academic Policies for Graduate Programs .....	66
Course Descriptions.....	80
Graduate Program Costs.....	100
Official Hartford Seminary Policies .....	102
Hartford Seminary Scholarships .....	104
Board of Trustees .....	109
Graduate Programs Academic Calendars for 2015-2017 .....	112
Index .....	115

*This Catalogue is an announcement of the Seminary program for the 2015-2016 academic year. The Catalogue is in effect from the beginning of the fall semester of 2015 until the beginning of the fall semester in September of 2016. While every effort is made to ensure that the information contained in this Catalogue is correct at the time of publication, Hartford Seminary reserves the right to make changes in the courses of instruction and in any other information contained herein. The policies in this Catalogue combined with those in the Student Handbook constitute the official policies of the Seminary. Students are responsible for reviewing and abiding by the policies contained in both documents.*

*For further information on Hartford Seminary’s degree and certificate programs, contact the admissions office at 860-509-9512, fax 860-509-9509, or e-mail [admissions@hartsem.edu](mailto:admissions@hartsem.edu).*

## About Hartford Seminary

### Mission Statement

#### **Hartford Seminary serves God**

- By preparing leaders, students, scholars and religious institutions to understand and live faithfully in today's multifaith and pluralistic world;
- By teaching, research, informing the public and engaging persons in dialogue;
- By affirming the particularities of faith and social context while openly exploring differences and commonalities.

Adopted by the Board of Trustees  
November 2002

### Values

#### **These are the values expressed in our programs and within our common life as Trustees, Faculty and Staff of Hartford Seminary:**

We seek as people of faith to serve God humbly;

We are committed to the love of God and love of stranger;

We celebrate our Christian foundation;

As part of our fidelity to that foundation, we affirm our historic and continuing commitment to Christian-Muslim dialogue and commit to further dialogue with Judaism and other religious traditions;

We acknowledge the importance of spirituality in living out our mission and the value of ritual and symbol within the spiritual life;

We affirm the common humanity of all people;

We are a community that seeks to be a safe place for disparate voices;

We welcome both those who affirm the traditional voices in faith communities and those who carry doubts regarding those traditions. We seek fresh ways of relating faith, practice and reason to modern life;

We commit to a justice that moves us beyond toleration to critical engagement in an environment of trust;

We cultivate a community committed to the scholarly pursuit of truth and its practical embodiment;

We strive for excellent and creative teaching and learning experiences throughout the curriculum;

We affirm high quality research, especially that which bridges the theoretical and applied;

We seek practices that embody integrity in our professional and institutional life;

We commit to diversity in our Seminary community;

And we believe in education that is transformative, creative and empowering, enabling people to contribute more fully to their faith-based and civic communities.

## A Scholarly Community of Faith

Hartford Seminary's influence reaches far beyond the walls of churches, mosques, and synagogues. Its work strengthens the moral character of society. By developing the leadership capacities of religious leaders and the wider public, the Seminary directly affects the cities, towns, and rural areas where these leaders live. Armed with renewed vigor and dedication to their work, Hartford Seminary students and program participants return to their communities with a new wholeness, a new sense of the possibility of a humane world, and the practical skills to bring about that vision. Hartford Seminary nurtures and matures individual spiritual growth.

Within this scholarly community of faith, faculty members draw from their particular fields of specialization to educate religious leaders in the many ways leadership is exercised in local faith communities, whether traditional or emerging, established or informal. They teach students in classrooms and online, inform the larger community through public presentations, and engage in scholarship that furthers our understanding of the dynamics of faith in various settings.

Besides the formal graduate programs fully described later in this Catalogue, the Seminary offers a program of lectures, workshops, symposia, and performances that are open to students and the public. These programs complement and enrich our traditional academic offerings. They are led both by members of our own faculty and by nationally and internationally recognized experts.

The Seminary is also committed to providing leadership education to communities that have historically been marginalized. This is expressed through the Black Ministries Program (BMP), the Hispanic Ministries Program/Programa de Ministerios Hispanos (PMH), and the Women's Leadership Institute (WLI). Both the BMP and PMH programs provide introductory courses for lay and ordained Christian leaders. The WLI program is open to all women interested in exploring a feminist perspective on leadership that is justice-based, globally oriented, attentive to diversity, and ritually expressed.

The Hartford Seminary library is widely known for its depth and breadth of content. Our holdings emphasize Christian ministry, Biblical studies, ethics, Christian feminism, Islamic studies, Christian-Muslim relations, sociology of religion, and contemporary church practice. The library, whose reading room and stacks occupy the lower floors of the Seminary's main building, contains more than 62,000 volumes, 7500 e-books, and 300 periodicals. Computers, along with wireless capabilities, provide online access to international databases containing more than several million entries.

While our programs and courses cover a range of theoretical and methodological approaches to the study of Christianity, Islam, and Judaism, two academic centers give particular attention to unique and longstanding aspects of the Seminary's mission: the Hartford Institute for Religion Research and the Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations.

### **Hartford Institute for Religion Research (HIRR)**

The Hartford Institute for Religion Research has a thirty-five-year record of rigorous, action-oriented research, anticipation of emerging issues and commitment to the creative dissemination of learning. This record has earned the Institute an international reputation as an important bridge between the scholarly community and the practice of faith.

The Hartford Institute was established at Hartford Seminary in 1981, formalizing a research program started by the Seminary in 1974. Its work is guided by a disciplined understanding of the interrelationship between the life and resources of American religious institutions and the possibilities and limits placed on those institutions by the social and cultural context in which they work, and by a dialogical understanding of the interrelationship among the theological, the situational and the strategic. Since its founding, the institute has initiated more than 80 projects supported by more than \$10 million in external funding and has developed strong connections to local congregations, denominational structures and theological education, including the institutionalization of the

Cooperative Congregational Partnership and its related Faith Community Today surveys and publications as a program of the Institute.

Faith Communities Today (FACT) was launched in 2000 as the largest national survey of congregations ever conducted in the United States. The study of 14,301 local churches, synagogues, parishes, temples and mosques was intended to provide a public profile of the organizational backbone of religion in America – congregations – at the beginning of a new millennium. The informal coalition of denominations and faith groups that sponsored the statistical portrait was so pleased with the insights and appreciation generated that they formalized their continuing efforts as The Cooperative Congregational Studies Partnership (CCSP), hosted by Hartford Seminary's Institute for Religion Research. For more information about CCSP member organizations and about the continuing series of FACT surveys and publications visit: [www.FaithCommunitiesToday.org](http://www.FaithCommunitiesToday.org)

### **Programs**

Research in service of the practical theological reflection of religious leaders is at the heart of what the institute does. Groundbreaking studies of congregational theology, megachurches, the implications of postmodernity for national denominational identities, national trends in congregational vitality, and emergent pedagogies for interfaith dialogue in theological education are a few of the many ways in which we seek to measure how people of faith are forming and re-forming their institutions. Institute personnel and projects have pioneered methods for the study of congregations, and are currently merging practical theological perspectives into the discipline of congregational studies toward the development of new tools for understanding congregational theologies. Hartford Institute projects have resulted in an impressive list of books in recent years, and an equally impressive list of news outlets where institute findings and staff are quoted.

The HIRR website, [www.hirr.hartsem.edu](http://www.hirr.hartsem.edu), established in 1997, provides a gateway into the best research resources on the Web, and includes up-to-date survey findings, reports on national studies of religion and venues for interactive exchange of knowledge.

### **Faculty**

Institute faculty regularly partner with other seminaries, universities, and agencies in sharing research-based resources for congregational development. Institute faculty are regular contributors through the media to the public understanding of American religious life, serve on the boards of a host of professional associations, and regularly address a broad spectrum of religious and academic audiences. The Hartford Institute faculty, Scott Thumma (Director), and Adair Lummis (Faculty Associate), provide consultation to congregations, seminaries, denominations and area councils of churches and synagogues, for groups that range from Anglican to Adventist, Baptist to Baha'i, Churches of Christ to United Church of Christ, Methodist to Muslim, Reform Judaism to Reformed Church in America to Roman Catholic.

### **Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations**

Named for one of the nation's early, pre-eminent scholars of Islam, the Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations is the country's oldest center for such study. The Macdonald Center embodies Hartford Seminary's long-term commitment – begun in 1893 – to the study of Islam and Christianity and the complex relationship between the two religions throughout history and in the modern world.

The Macdonald Center challenges scholars, students, members of religious institutions, community groups, the media and the general public to go beyond stereotypes and prejudices and to develop a profound awareness and appreciation of Islamic religion, law and culture. It is committed to the premise that through intensive study and academically guided dialogue, mutual respect and cooperation between Muslims and Christians can and must develop.

### **Programs**

Edited by Macdonald Center faculty, *The Muslim World* is one of the oldest journals dedicated to the study of Islam and Christian-Muslim Relations, with subscribers in over 60 countries. The journal, published by Blackwell,

provides scholarly articles on contemporary Islam and Muslim societies and on the history of interaction between Christianity and Islam, as well as reviews of current literature in the field.

Complementing its academic work, the Center is actively engaged in community service through professional consultation, and participates regularly in the Seminary's educational outreach program. The Macdonald Center *Willem A. Bijlefeld Lecture* brings a distinguished scholar and/or religious leader to campus for a public presentation on some aspect of Islam or Christian-Muslim relations every other year. In these ways and in many others, the Center works to promote Christian-Muslim understanding and mutual respect in the local, national and world communities.

The work of the Macdonald Center is enhanced by a number of international partnerships. Each year students, scholars and visiting faculty from various parts of the world engage in the study of Islam and Christian-Muslim relations.

Periodically, the Macdonald Center organizes international interfaith study seminars. These seminars provide participants with a rare opportunity to meet Muslim, Christian and Jewish leaders in the Middle East, Southeast Asia and other parts of the Islamic world to learn about historical and current efforts at interfaith cooperation.

### **Faculty**

The Macdonald Center faculty, including core faculty members, Yahya Michot, Timur Yuskaev, and Feryal Salem along with faculty associates Steven Blackburn and Sayed Nakhjavani, pay special attention to the areas of study within the Seminary's graduate programs that focus on Islamic studies and Christian-Muslim relations. They are sought after presenters locally, nationally and globally and work tirelessly to foster interfaith understanding in diverse settings from a post-service discussion group at a local Congregational Church to a keynote lecture at a conference in Kyoto, Japan.

For more information on the Macdonald Center please see their website at <http://www.hartsem.edu/macdonald-center/>.

### Accreditation and Association

Hartford Seminary is accredited by The Association of Theological Schools in the United States and Canada (412-788-6505), the New England Association of Schools and Colleges (781-271-0022), and the Board of Higher Education of the State of Connecticut.

Hartford Seminary is an associate member of the Hartford Consortium for Higher Education; the other institutions being: Capital Community College, Central Connecticut State University, Charter Oak State College, Connecticut Public Television and Radio, Goodwin College, Rensselaer at Hartford, Saint Joseph College, Saint Thomas Seminary, Trinity College, the University of Connecticut, and the University of Hartford.

### The Neighborhood and Campus

#### **The Neighborhood**

Hartford Seminary is located in the West End neighborhood of Hartford, Connecticut – a Victorian style neighborhood on the National Historic Register. The majority of this neighborhood is residential, and it is one of the safest areas in Hartford. Two-thirds of its geographical area has single and two and three-family homes that are well maintained with interesting and varied architecture. Also nearby are several high and medium density apartment buildings.

The West End's diverse housing stock, ranging from efficiency apartments to mansions, is suitable for a wide spectrum of ages, income and lifestyle, and has resulted in a very diverse population of about 9,000. The West End has a growing student population who attend nearby colleges. Often they rent apartments in two- and three-family homes.

The neighborhood's commercial corridor, Farmington Avenue, caters to automobile oriented and convenience shopping, but in recent years local pubs and restaurants have opened up and have thrived. There is public transportation via bus lines into downtown Hartford.

Public spaces – schools, a park, and museum – add to the West End neighborhood. Elizabeth Park, a city park noted for its gardens, is a popular destination for West Enders. The park's Rose Garden, built in 1902 and the oldest rose garden in the country, has over 12,000 rose bushes and attracts visitors from the region and beyond. Also nearby are the Connecticut Historical Society and the University of Connecticut School of Law.

## **The Campus**

Hartford Seminary's campus includes a main building, several smaller office/classroom buildings and a number of residential housing units.

In 1972 Hartford Seminary shifted its direction, moving from a traditional residential divinity school and establishing itself as an interfaith theological center. To accommodate its changed needs, the Seminary decided to sell its campus and build a new structure.

Internationally renowned post-modern architect Richard Meier was selected by the Board of Trustees to design the new home for Hartford Seminary. Construction began in 1978 with completion in 1981. The main building includes a large meeting room, a chapel, a library, (open to the public), classrooms and areas for part-time and full-time faculty, as well as workrooms and offices.

After almost 30 years, Hartford Seminary, as one of Richard Meier's first public designs continues to be a symbol of forward-looking research, education and open interfaith dialogue.

"If any religious symbol can be said to dominate Richard Meier's design for Hartford Seminary, it is the primordial emblem of creation: light. Whether silhouetted against a cloudless summer sky or wrapped in the haze of a New England winter, this low white building is an arrestingly luminous presence . . . Transposed to full scale, Hartford Seminary displays a harmonious ordering of calm, simple volumes, and a modulation of radiant spaces unprecedented in Meier's work."

—*Architectural Record*, January 1982

Across the street from the main building are two buildings. One houses the Hartford Institute for Religion Research, and the other is the home of the Women's Leadership Institute. Both buildings include faculty offices and meeting space.

Around the corner is the Martin and Aviva Budd Interfaith Building which houses the Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations as well as other faculty offices for faculty who teach interfaith understanding.

Six faculty members live in houses on campus, and there are other residential structures that house students and staff.

The entire campus comprises approximately 12 acres in a one and a half square block area.

## Seminary Faculty

### Core Faculty

#### **Najib George Awad**

B.A. (Near East School of Theology, Beirut, Lebanon);  
 M.A. and Dr. Phil. (King's College, London, United Kingdom);  
 Dr. Theol. Habil. (Westfälische Wilhelms-Universität Münster, Germany);  
 Associate Professor of Christian Theology and Director, International Ph.D. Program  
 Specialization: Systematic Theology and Christian Doctrine, Historical Theology,  
 Theology of Religions, Theology and Contextuality



Najib George Awad was born in Lattakia, Syria. He is an Arab Christian Protestant, and the first, if not so far the only, Syrian Protestant Arab Systematic Theologian. Najib is also a poet and an Arabic-English-Arabic translator. Before moving to Hartford, Najib George Awad worked in Germany as Lecturer in Systematic and Contextual/Intercultural Theology in the MA in Intercultural Theology programme of Göttingen University/EL Missionsseminar. Before this, he was a Visiting-Fellow in Yale Divinity School, Yale University, where he worked on writing a manuscript on Trinitarian theology and modernist and post-modernist notions of “personhood” and “relationality” in interlocution with Prof. David Kelsey and Prof. Miroslav Volf (published in 2014 by Fortress Press as *Persons in Relation: an Essay on the Trinity and Ontology*). Prof. Dr. Dr. Awad has earned also his *Venia Legende* (Dr. Theol. Habil.) in historical/Oriental Theology (on Early Arab Christian-Muslim Kalam) from Philipps-Universität Marburg, Germany after submitting a Habilitationsschrift on the theological orthodoxy of Theodore Abu Qurrah in dialogue with Muslim Mutakallims of the ninth century CE. His monograph is published in 2015 by De Gruyter under the title, *Orthodoxy in Arabic Terms: A Study of Theodore Abu Qurrah's Trinitarian and Christological Doctrines in an Islamic Context*. His earlier publications are, *God without Face? On the Personal Individuation of the Holy Spirit* (Mohr Eibeck, 2011); and, *And Freedom Became a Public-Square: Political, Sociological and Religious Overviews on the Arab Christians and the Arabic Spring* (LIT Verlag, 2012).

#### **Heidi Hadsell**

B.A. (University of California-Berkeley);  
 M.A. (Columbia University/Union Theological Seminary);  
 Ph.D. (University of Southern California);  
 Professor of Social Ethics and President of Hartford Seminary  
 Specialization: Environmental Ethics, Social Ethics, Globalization and Ethics



Heidi Hadsell works in the area of social ethics, which is where the religious and secular worlds often come together. She is interested in religious values and how they both inform and are informed by the wider social world. Many of the most urgent issues of our time—the environment, economic distribution, international relations, gender relations—are issues which have considerable and complex ethical dimensions. The ethical wisdom and reflection required to address these issues are often found within religious traditions and communities which is a way in which these communities can offer something to the larger society. Dr. Hadsell teaches and has written in the areas of environmental and economic ethics, as well as the area of ecumenical ethics and global ethics. Her latest publication is a chapter entitled “Interfaith Dialogue in Christian Theological Education in North America: Opportunities and Challenges,” published in *Handbook of Theological Education in World Christianity* (Regnum Books International, 2010).

### Uriah Kim

B.A. (New York University);  
 M.Div. (Princeton Theological Seminary);  
 M.Th. (Candler School of Theology of Emory University);  
 Ph.D. (Graduate Theological Union);  
 Academic Dean, Professor of Hebrew Bible  
 Specialization: History and Theology of Ancient Israel, Deuteronomistic History,  
 Postcolonial Hermeneutics



Uriah Kim came to the United States at the age of ten and became a Christian and a U.S. citizen at the age of eighteen. His research interests have been shaped by his experience of living in the United States, a journey that has had its share of twists and turns in a landscape constructed by promises and predicaments. His approach to interpreting the Bible takes one's specific, concrete context into account while engaging in a constructive yet critical dialogue with the more traditional methods of reading the text. Dr. Kim is the author of *Decolonizing Josiah* (Sheffield Phoenix Press, 2005) and *Identity and Loyalty in the David Story* (Sheffield Phoenix Press, 2008) and co-editor of *Reading a Tendentious Bible* (Sheffield Phoenix Press, 2014).

### Yehezkel Landau

A.B. (Harvard University);  
 M.T.S. (Harvard Divinity School);  
 D.Min. (Hartford Seminary);  
 Associate Professor of Interfaith Relations, Holder of the Abrahamic Partnerships Chair,  
 and Director, Building Abrahamic Partnerships Program  
 Specialization: Jewish Spirituality, Religion, Conflict and Peacemaking, Jewish-Christian-Muslim relations



Yehezkel Landau is Associate Professor of Interfaith Relations at Hartford Seminary. After earning an A.B. from Harvard University (1971) and an M.T.S. from Harvard Divinity School (1976), Landau made *aliyah* (immigrated) to Israel in 1978. A dual Israeli-American citizen, his work has been in the fields of interfaith education and Jewish-Arab peacemaking. He directed the *Oz veShalom-Netivot Shalom* religious peace movement in Israel during the 1980's. From 1991 to 2003, he was co-founder and co-director of the *Open House* Center for Jewish-Arab Coexistence in Ramle, Israel. He lectures internationally on Jewish-Christian-Muslim relations and Middle East peace issues, has authored numerous journal articles, co-edited the book *Voices from Jerusalem: Jews and Christians Reflect on the Holy Land* (1992), wrote a Jewish appraisal of Pope John Paul II's trip to Israel and Palestine in 2000 for the book *John Paul II in the Holy Land: In His Own Words* (2005), and authored a research report entitled "Healing the Holy Land: Interreligious Peacebuilding in Israel/Palestine" for the United States Institute of Peace (2003). At Hartford Seminary, Prof. Landau coordinates an interfaith training program for Jews, Christians, and Muslims called "Building Abrahamic Partnerships."

### Yahya Michot

Ph.D. (University of Louvain);  
 Professor of Islamic Thought and Christian-Muslim Relations and Co-Editor, *The Muslim World*  
 Specialization: Islamic Thought, Spirituality and History, Comparative Religion



Yahya Michot is Professor of Islamic Thought and Christian-Muslim Relations. Before joining the Hartford Seminary in September 2008, he taught various courses in Arabic, Islamic thought and history in Louvain and Oxford. His publications include editions, translations and studies of major classical Islamic thinkers like Avicenna (d. 1037) and Ibn Taymiyya (d. 1328), for example, *Ibn Taymiyya. Against Extremisms* (Paris, Albouiraq, 2012), "An Important Reader of al-Ghazālī: Ibn Taymiyya" (in "The Muslim World", 2013), "Ibn Taymiyya's Critique of Shī'ī Imāmology. Translation of Three Sections of his Minhāj al-Sunna" (in "The Muslim World", 2014). He is currently preparing a critical edition of

Avicenna's "Letter on Actions and Passions", and working on various aspects of Islamic spirituality, past and present. He co-edits the journal "The Muslim World" with Dr. Timur Yuskaev on behalf of the Seminary.

### **Feryal Salem**

B.A. (Wayne State University);

M.A. (The University of Chicago);

Ph.D. (The University of Chicago);

Assistant Professor of Islamic Scriptures and Law, Co-Director, Islamic Chaplaincy Program



Dr. Feryal Salem is Assistant Professor of Islamic Scriptures and Law and Co-Director of the Islamic Chaplaincy Program at Hartford Seminary. Her research specializes on early Islamic thought with an emphasis on the foundations of Islamic scripture, hadith methodology, and hermeneutics in classical Islamic texts. She received her Ph.D. in Islamic Studies from the University of Chicago's Department of Near Eastern Languages and Civilizations. Her forthcoming book explores the formative period of Islamic thought as embodied in the foundational role of Ibn al-Mubarak, as well as related topics such as the development of Islamic theology, law, prophetic traditions (hadith) and Sufism as part of the Islamic scholarly tradition

### **Shanell T. Smith**

B.A. (Rutgers - the State University of New Jersey);

M.Div. (Princeton Theological Seminary);

Ph.D. (The Theological School, Drew University);

Assistant Professor of New Testament and Christian Origins, Director, Cooperative M.Div. Program

Specialization: Feminist and Womanist Biblical Interpretation, Gender and Sexuality in the New Testament, Intersections of Postcolonial, African American, and New Testament Studies, Revelation



Shanell T. Smith is Assistant Professor of New Testament and Christian Origins. She is also an ordained Minister of Word and Sacrament in the Presbyterian Church, USA. She remains dedicated to preparing leaders for ministry in today's multi-faith world. Her passion for teaching is fueled by her desire to inspire and challenge by bringing together faith and intellect. She continually works to create a productive space for intellectual dialogue, critique, and analysis in the classroom, enhance the status of women in the profession, mentor students by helping them recognize, embrace, and capitalize on their potential, and publish works that will further New Testament scholarship by inciting others to engage. As an African American woman, Dr. Smith finds that she is uniquely positioned to bring new perspectives, and more importantly, new questions to critical New Testament study, beyond traditional, feminist, and African American (male) hermeneutical inquiry. However, as an African American woman, Dr. Smith says her marginal status is tempered by remembering her place of privilege in comparison to her Two-Thirds World sister-scholars, and those in these United States without access to individual educational privilege and other structural privileges including healthcare, private transportation, safety, etc. Her most recent work, *The Woman Babylon and the Marks of Empire: Reading Revelation with a Postcolonial Womanist Hermeneutics of Ambivalence* (Fortress Press 2014), engages and furthers both feminist and African American biblical interpretations of Revelation in terms of the "Great Whore" debate and the understanding of Revelation as a minority report, respectively.

### Scott Thumma

B.A. (Southwestern University);  
M.Div. (Candler School of Theology of Emory University);  
Ph.D. (Emory University);  
Professor of Sociology of Religion, Director, Hartford Institute for Religion Research,  
Director, D.Min. Program  
Specialization: Megachurches, Congregational Studies, Contemporary American Religion,  
Religion and the Internet



Scott Thumma is a professor of sociology of religion at Hartford Seminary and conducts research for the Seminary's Hartford Institute for Religion Research. Additionally, he is the director of the school's distance education program. He has published articles and chapters on megachurches and a 2007 book, *Beyond Megachurch Myths*. He has also written and taught in congregational studies, the study of Pentecostalism, the intersection of homosexuality and Evangelicalism, contemporary conservative Christian movements and the role of the Internet in congregational life. His most recent book, *The Other 80%: Turning Your Church's Spectators into Active Disciples* (JosseyBass, 2011), is a research based analysis of how to increase member involvement and is filled with practical ministerial suggestions.

### Timur Yuskaev

B.A. (Bard College);  
M.A. (University of Colorado at Boulder);  
Ph.D. (University of North Carolina at Chapel Hill);  
Associate Professor of Contemporary Islam, Holder of the Islamic Chaplaincy Faculty  
Chair, Director, Imam and Muslim Community Leadership Program, Co-Director,  
Islamic Chaplaincy Program, and Co-Editor, *The Muslim World*  
Specialization: Qur'anic Studies, Anthropology of the Qur'an, Contemporary Qur'anic  
Hermeneutics, Islamic homiletics, Muslim Modernities, American and African-American  
Religious History



Timur Yuskaev is an Associate Professor of Contemporary Islam and co-director of the Islamic Chaplaincy program with Dr. Feryal Salem at Hartford Seminary. His upcoming book, *Speaking Qur'an: the Emergence of an American Sacred Text*, examines contemporary written and oral interpretations of the Qur'an. This project highlights his academic interest in religions as lived reality, past and current, which he approaches through the lens of Qur'anic hermeneutics, American Religious History and Memory Studies. In his past professional life, and in between degrees and teaching assignments, Dr. Yuskaev served as Coordinator of Educational Programs and Director of *Muslims in New York Civic Life Project* at the Interfaith Center of New York.

## Faculty Associates

### **Steven Blackburn**

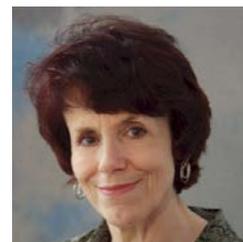
B.S.F.S. (Georgetown University);  
 M.Sc. (Georgetown University);  
 B.D. (Hons) (University of St. Andrews);  
 Ph.D. (University of Saint Andrews);  
 Faculty Associate in Semitic Scriptures and Library Director  
 Specialization: Arabic, Islam, Hebrew Scripture



Steven Blackburn serves as Director of the Seminary’s Library, where one-eighth of the Library’s holdings are in Arabic; he is also a Faculty Associate in Semitic Scriptures. Dr. Blackburn’s interest in Arabic and Islam is due to the influence of his maternal grandparents, who were born in Algiers. He studied at the Bourguiba Institute in Tunis, Tunisia as well as the American University in Cairo, and holds a Ph.D. from the University of St. Andrews in Scotland, with his thesis, “The Early Arabic Versions of the Book of Job,” treating the interplay of linguistics and theology among Arabic speaking Jews, Christians, and Muslims. An ordained Congregational-Christian minister, Dr. Blackburn’s Middle Eastern experiences include work with Saudi Bedouins in the field of literacy. Closer to home, he has served on the board of the National Council of Churches Office for Christian-Muslim Relations.

### **Adair T. Lummis**

B.S., Ph.D. (Columbia University);  
 Faculty Associate in Research  
 Specialization: Denominational Polity and Policies in Mission and Ministry; Gender, Spirituality and Leadership in Communities of Faith; Clergy Deployment, Competence and Health



Adair Lummis is a Faculty Associate in Research at the Seminary’s Institute of Religion Research. Her research interests have concentrated on the sociological study of clergy, regional denominational offices and their executives, racial/ethnic and immigrant minorities in Christian and other traditions, and ordained and lay women in churches and spiritual support groups. She is coauthor of five books, most recently *Clergy Women: an Uphill Calling* (1998), *Healthy Clergy, Wounded Healers: Their Families and Their Ministries* (1997). She has also published several book chapters and articles, most recently “Forever Pruning? The Path to Ordained Women’s Full Participation in the Episcopal Church of the USA” (2008), “Hispanic Ministry in Fourteen Protestant Denominations” (2006), “Theological Match Between Pastor and Congregation: Implications for Church Growth” (2006), and “Real Men and Church Participation” (2005). She is currently the editor of the journal, *Review of Religious Research*.

### **Lucinda Allen Mosher**

B. Mus. (Boston University);  
 M.Mus.Ed. (Lowell State College);  
 M.A. (Hartford Seminary);  
 S.T.M., Th.D. (General Theological Seminary);  
 Faculty Associate in Interfaith Studies and Director, Multifaith Chaplaincy Program  
 Specialization: America’s Religious Diversity, Chaplaincy Models and Methods, Christian-Muslim Relations, Christian Theology



Lucinda Mosher is the Director of Hartford Seminary’s Graduate Certificate Program in Chaplaincy for Multifaith Contexts and Faculty Associate in Interfaith Studies. A Christian moral theologian who specializes in multifaith concerns, she teaches courses related to chaplaincy and to Christian-Muslim relations. Dr. Mosher is the author or editor of ten books, including *The Episcopal Church, Interreligious Relations, and Theologies of*

*Religious Manyness* (Peter Lang, 2012) and the *Faith in the Neighborhood* series on America's religious diversity (Seabury). A frequent lecturer in the US and abroad, she has published many articles and has contributed chapters to several books, including *Teaching Religion and Healing* (edited by Barnes and Talamantez, 2006). As a consultant, Dr. Mosher's projects have included research on how religious leaders-in-training are taught about religious difference. An accomplished musician, her workshops sometimes combine her expertise in interreligious understanding with her training in theology and the arts.

### Sayed Ammar Nakhjavani

B. Sc. Psychology (University College London);  
M.A. Islamic Studies (Islamic College for Advanced Studies);  
Ph.D. Islamic Studies (Exeter University);  
Faculty Associate in Shi'a Studies and Dialogue among Islamic Legal Schools  
Specialization: Islamic History, Islamic Law, Islamic Theology, Shii Studies, Quranic Studies



Dr. Nakhjavani currently serves as the Imam Ali Chair of Islamic Studies at Hartford Seminary. In 2014, Nakhjavani was included in the list of The 500 Most Influential Muslims (also known as The Muslim 500, an annual publication first published in 2009) in the "Preachers and Spiritual Guides" section.

Prior to joining Hartford, Dr. Nakhjavani served as the Visiting Scholar of Islamic Studies, at the University of Cambridge in England. In this position, he performed extensive research and academic analysis of ancient Islamic texts, which he has discussed at a number of academic forums. Dr Nakhjavani is one of the world's most prolific speakers, and is regularly hosted at forums, events, and conferences around the world. He has appeared on a host of media outlets throughout his academic and professional career. He obtained his MA from Shahid Beheshti University in Tehran and his doctorate from the University of Exeter. Nakhjavani completed his MA under the supervision of Jassim Hussain, author of *The Occultation of the Twelfth Imam*. His Ph.D., *Examining the Caliphate of Muawiya b Abi Sufyan*, was supervised by Professors Sajjad Rizvi, Rob Gleave and C.E. Bosworth, with a defense involving Prof Robert Hoyland. He has taught courses on Islam and Human Rights, Islam and Pluralism, and Gender Studies through a Quranic Perspective. Among his many publications are: *Hujr Ibn Adi: A Victim of Terror* (2013), *Islam : liberté, égalité, fraternité [Islam : Liberty, Equality, Fraternity]* (in French) (2013), *Ramadan Sermons: A Compilation of Speeches and Lectures* (2014), *The Fourteen Infallibles: A Compilation of Speeches and Lectures* (2014), and *The Ten Granted Paradise* (2014).

### Donna Schaper

M.A. (Gettysburg College)  
M.A. (University of Chicago)  
M.Div. (Lutheran Theological Seminary at Gettysburg)  
D.Min. (Hartford Seminary)  
Honorary Doctorate (Gettysburg College)  
Faculty Associate in Religious Leadership  
Specialization: Leadership Development, Turn around congregations, Start-up  
Congregations, New Church Starts, Fund and Energy Raising, Pastoral Theology, Public  
Ministry, Parish Ministry Administration



The Rev. Dr. Donna Schaper, formerly at Coral Gables Congregational Church in Miami and before that at Yale University, is Senior Minister for Judson Memorial Church on the corner of Washington Square Park in Greenwich Village, New York City.

Her 34 published books tell the tale of her interfaith marriage, her pioneer as an ordained woman, her quiet spirituality and noisy activism. Most recently she wrote *Prayers for People Who Think They Can't* (Abingdon) and *Spiritual Preparation for Death and Dying*, (Church Publishing).

### **Benjamin K. Watts**

B.A. (Alabama A & M University);

M.Div. (Yale Divinity School);

D.Min. (Hartford Seminary);

Faculty Associate in Religion and Community Life and Director, Black Ministries Program

Specialization: Urban Ministries, Pastoral Care, Homiletics and Spirituality



Benjamin K. Watts is a Faculty Associate in Religion and Community Life. He also serves as Director of the Black Ministries Program. Dr. Watts believes in the notion of living one's liturgy in an applied context. His commitment to research includes spirituality and public life...living faith in the public square. He has worked to understand the relevance of race and culture in marginalized communities beyond their religious hegemony. Dr. Watts is committed to the interconnectedness of all living things. This theology transcends the parochialism of the Christian context in which he serves. Dr. Watts offers courses in the following areas: the Essential Writings of Howard Thurman, Pastoral Counseling, and the Art of Preaching. He serves as the Senior Pastor of Shiloh Baptist Church in New London, Connecticut.

### **Miriam Therese Winter**

B.Mus. (Catholic University);

M.R.E. (McMaster Divinity College);

Ph.D. (Princeton Theological Seminary);

Honorary D.H.L. degrees from Albertus Magnus College (New Haven); St. Joseph College (West Hartford); Mount St. Vincent University (Halifax)

Faculty Associate in Transformative Leadership and Spirituality, Director, Master of Arts in Transformative Leadership and Spirituality, Director, Women's Leadership Institute

Specialization: Liturgy, Worship, Spirituality, Feminist Studies



Miriam Therese Winter, a Medical Mission Sister who will retire from her core faculty position in June 2015, will remain at the seminary as a Faculty Associate to teach and direct the Women's Leadership Institute and the M.A. in Transformative Leadership and Spirituality. A pioneer in folk-style music for the liturgy at the time of Vatican II, she is widely known for her hymn texts and songs for contemporary worship, for her cutting edge work on behalf of women, and for her creative approach to a more inclusive spirituality among women and men. A number of her books and songs have won awards and she has been inducted into the Connecticut Women's Hall of Fame.

## Adjunct Faculty

Omer Awass

*Ed.M. (State University of New York at Buffalo); M.A. and Ph.D. Candidate (Temple University); Islamic Studies, Graduate Programs*

Vanessa Avery

*M.Th. (Kings College); M.A. (Yale Divinity School); Ph.D. (University of Exeter); History, Graduate Programs*

Anthony Bennett

*M.Div. (Union Theological Seminary); D.Min. (United Theological Seminary); Urban Ministry, Black Ministries Program*

Shelley D. Best

*M.A. (Hartford Seminary); M.Div. (Yale Divinity School); D.Min. (Hartford Seminary); Ethics, Black Ministries Program*

Lisa Clayton

*M.A. (University of Connecticut); Worship, Black Ministries Program*

Vada Crosby

*M.A. (Hartford Seminary); Communication, Black Ministries Program*

Elizabeth Dreyer

*M.A. (Xavier University); Ph.D. (Marquette University); Theology, Graduate Programs*

Edward Duffy

*M.A. (Columbia University); M.Div. (Princeton Theological Seminary); Ph.D. (Graduate Theological Foundation); New Testament Greek, Graduate Programs*

Talal Eid

*M.A. (Harvard University); Th.D. (Harvard University); Arts of Ministry, Graduate Programs*

Jonathan Elukin

*M.A. (Jewish Theological Seminary); Ph.D. (Princeton University); History, Graduate Programs*

Susan Fowler

*M.Div. (Yale Divinity School); S.T.M. (Yale Divinity School); Ph.D. (Graduate Theological Foundation); Worship and Spirituality, Graduate Programs*

Larry A. Golemon

*M.Div. and S.T.M. (Yale Divinity School); Th.M. (Columbia Theological Seminary); Ph.D. (Emory University), Arts of Ministry, Graduate Programs*

Hamada Hamid

*M.D. (Michigan State University); M.P.H. (New York University); Chaplaincy, Graduate Programs*

Molly James

*M.Div. (Yale Divinity School); Ph.D. (University of Exeter); Theology and Ethics, Graduate Programs*

Alvan Johnson

*M.Div. and D.Min. (Boston University School of Theology); Theology, Black Ministries Program*

William McKinney

*M.A. and M.Div. (Hartford Seminary); Ph.D. (The Pennsylvania State University); Religion and Society, Graduate Programs*

Umar Moghul

*M.A. (University of Pennsylvania); J.D. (Temple University); Theology and Ethics, Graduate Programs*

Barry Kosmin

*M.A. (McMaster University); Ph.D. (University of London); Religion and Society, Graduate Programs*

Lawrence Peers

*M.A. (Antioch University); M.T.S. (Boston University); D.Min. (Hartford Seminary); Ed.D. (Pepperdine University); Arts of Ministry, Graduate Programs*

Wayne G. Rollins

*B.D. (Yale Divinity School), M.A., Ph.D. (Yale University); Scripture, Graduate Programs*

C. L. Stallworth

*M.Div. (Vanderbilt University Divinity School); D.Min. (United Theological Seminary); Theological Ethics, Black Ministries Program*

Cheryl Thomas

*M.S. (Polytechnic University); M.Div. (Union Theological Seminary); Christian Education, Black Ministries Program*

April Vega

*M.T.S. (The John Leland Center for Theological Studies); Ph.D. (The Catholic University of America); Worship and Spirituality, Graduate Programs*

### Faculty Emeriti

Willem A. Bijlefeld

Clifford J. Green

Wadi' Z. Haddad

Worth Loomis

Jane I. Smith

## Seminary Staff

### **By Administrative Department**

#### **Office of the President**

Heidi Hadsell - President  
Heather Holda - Executive Assistant and Human Resources Generalist

#### **Office of the Academic Dean**

Uriah Kim - Academic Dean  
Lorraine Browne - Executive Assistant to the Academic Dean and Coordinator of International Student  
and Scholar Services  
Danielle R. LaVine – Registrar  
Melissa O'Brien – Student Services Coordinator  
Marcia Pavao - Administrative Assistant for Academic Services  
Vincent Vu - Assistant to the Registrar

#### **Administration**

Rose Lezak - Director of Administration and Facilities  
Ronald Malcolm - Facilities Maintainer

#### **Business Office**

Michael Sandner – Chief Business Officer  
Pat Hickey - Financial Aid Coordinator  
Nancy Wood - Administrative Assistant

#### **Communications**

Susan Schoenberger - Director of Communications  
Patrick Byrne - Communications Associate

#### **Institutional Advancement**

vacancy – Director, Institutional Advancement  
Susan Wright – Associate Director of Institutional Advancement

#### **Library**

Steven Blackburn - Librarian  
Gale Brancato - Cataloguer  
Andrea Jones - Circulation and Interlibrary Loans and Receptionist  
Margaret Lezak - Technical Services  
Viola Mullin - Reference Librarian  
Marie Rovero - Administrative Assistant

#### **Recruitment and Admissions**

Tina Demo - Director of Recruitment and Admissions  
Margaret Gaier – Admissions Recruiter

#### **Web and Information Technology**

Case Management

## **By Academic Centers and Programs**

### **Hartford Institute for Religion Research**

Scott Thumma - Director  
Sheryl Wiggins - Administrative Assistant

### **Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations**

vacancy – Director  
vacancy - Administrative Assistant

### **Graduate Programs**

Najib Awad - Director of the International Ph.D. Program  
Scott Thumma - Director of the D.Min. Program  
Shanell T. Smith - Director of the Cooperative M.Div. Program  
Timur Yuskaev – Co-Director of the Islamic Chaplaincy Program  
Feryal Salem - Co-Director of the Islamic Chaplaincy Program  
Lucinda Mosher - Director of Multifaith Chaplaincy Program  
Timur Yuskaev – Director of Imam and Muslim Community Leadership Program

### **Black Ministries Program**

Benjamin Watts - Director  
Althea Walker - Program Assistant

### **Women's Leadership Institute**

Miriam Therese Winter - Director  
Margaret Lezak - Program Assistant

## Who We Are: A Statistical Description of Our Students

It is not an overstatement to say that the Hartford Seminary student body is the most diverse of any Seminary in the United States and in all probability the world. Our community of learners is made up of both credit seeking graduate students and those seeking to enrich their lives by participating in courses on a non-credit basis. To describe our student body statistically provides only a glimpse of the richness our students experience in the classroom and in the Seminary community.

### **Fall 2014 Graduate Credit Student Enrollment Statistics**

Enrollment Status

Part-Time	67%
Full-Time	33%

Gender

Female	57%
Male	43%

Residence

From Connecticut	48%
From Other States	43%
From Other Countries	9%

(including Canada, Indonesia, Iran, South Korea, Turkey)

Religious Affiliation

Muslim	37%
United Church of Christ	17%
Other Christian Denominations/ Non-Denominational Christian	13%
Unknown/Other	22%
Episcopal	5%
Baptist	1%
Roman Catholic	2%
Jewish	1%
Methodist	2%

Racial Ethnic Background

European-American	52%
African-American	17%
International	12%
Other/Unknown	13%
Asian-American	6%

These students are joined by our Leadership Certificate program students (Black Ministries; Hispanic Ministries; Women’s Leadership) and non-matriculated students from a wide variety of backgrounds to form a truly unparalleled learning environment.

## Graduate Certificate and Degree Programs

Hartford Seminary seeks to model innovative theological and religious education that is contextual, dialogical, and interfaith and is focused on cultivating the leadership potential of its diverse student body. This educational approach:

- takes the historical and experiential sources of religious authority seriously but is necessarily flexible, contextual and dialogical;
- begins with practice and uses the intellectual rigor of theory and method to enhance the student's capacity to be a reflective practitioner;
- grounds persons and institutions in a tradition, while encouraging faith-based engagement in diversity and change.

To facilitate this goal, Hartford Seminary offers a variety of graduate level educational options including graduate certificates and degrees. Each program is designed to both meet the needs of our diverse student body and offer an outstanding educational experience.

### Enrollment Options

Hartford Seminary's graduate level degree and certificate programs are designed for flexibility. Students can move fluidly among a number of enrollment options depending on their life circumstances. The number of years it will take to complete a program will depend on the number of credits a student is able to take in a given year; however most programs must be completed in six years. The enrollment options include:

#### **Part-time Study**

A part-time student is defined as taking six credits or less in a regular semester.

#### **Full-time Study**

Full-time graduate study consists of a minimum course load of three courses (9 credits) per semester.

### Non-Matriculated Students

Hartford Seminary welcomes students who wish to try out our courses without formally enrolling in a graduate certificate or degree program. There are two options for non-matriculated students, special student status or audit status.

#### **Special Students**

Individuals with a bachelor's degree (or its educational equivalent), who wish to take courses for credit, but have not been admitted or matriculated into a Hartford Seminary graduate program, may register to take courses as a Special Student.

Special Students are required to complete all coursework and written assignments and are graded in accordance with the grading policies of Hartford Seminary for degree program students. Special Students are not assigned a faculty advisor; advisors are assigned at the time of admission and matriculation into a graduate program. However, special students are invited and encouraged to meet with the Registrar at the time of course registration, particularly if the individual anticipates seeking admission to a graduate program at some point in the future.

Special Students may register for and complete up to 18 credits (six 3-credit courses) before applying and being admitted to Hartford Seminary. Special Students considering enrolling in a Graduate Certificate should do so before completing 12 credits since at least 6 credits must be taken after formal matriculation into the Graduate Certificate program.

### **Auditors**

All courses (except for Program Specific Courses) are open to auditors on a space available basis. While auditing students are not graded, they are expected to complete readings and other coursework as determined by the faculty member teaching the course. There are two payment rates for auditors, regular audit and special audit. The special audit rate is available to those who meet one of the following criteria:

- Persons aged 60 and older;
- Persons aged 55 and older receiving disability income (appropriate documentation required)
- Hartford Seminary graduates of a degree program (D.Min., M.A., Ph.D.) or those who have earned a Certificate of Professional Ministry (Cooperative M.Div.) (one course per academic year);
- Hartford Seminary donors who donate at the Investor level (\$250 annually) and above (one course per academic year);
- Hartford Seminary adjunct faculty (one course per academic year);
- Designated members of churches that participate in the International Peacemaking Program of the Seminary (one course per academic year).

### **Registration Process for Non-Matriculated Students**

At the time of their first course new Special Students and Auditors apply for non-matriculated student status by completing the Special Student and Auditor Registration Form. These applications will be reviewed for acceptance by Educational Programs staff. Special students must submit an official copy of their bachelor's work, showing degree conferral, before their registration will be processed.

Special Students and auditors are encouraged to register for courses early in the registration period. Please note: Hartford Seminary reserves the right to limit the number of non-matriculated students in each course. Exclusion of non-matriculated students from a course due to over-enrollment will be based on the date of receipt of the course registration form and payment.

## Graduate Certificate Programs

Recognizing that for today's student flexibility is the key, Hartford Seminary offers an alternative in graduate learning: the Graduate Certificate. This program provides students opportunities for study without committing to a full degree program. The Graduate Certificate program allows students to expand their knowledge in specialized, focused fields, ranging from biblical studies to spirituality to Islamic studies and chaplaincy.

Students at Hartford Seminary may pursue a Masters-level graduate certificate, which will be awarded upon successful completion of 18 or 24 credits of coursework in one of the ten areas outlined below.

### **Application and Admission**

Application deadlines:

- July 15 for the Fall Semester
- December 1 for the Winter/Spring Semester

An applicant's file is complete when the following items have been received by the Admissions Office:

1. The application form and application fee of \$50.
2. A statement of one page double spaced indicating the applicant's educational objectives in pursuing the chosen graduate certificate area of study.
  - Students applying for the 24 credit Graduate Certificate programs in Islamic Chaplaincy, or Imam and Muslim Community Leadership must provide a more detailed statement of three to four pages identifying the applicant's personal goals for the program and his/her perceived strengths, and his/her potential areas for development.
3. Complete official transcripts from all previous undergraduate and graduate institutions.
4. One letter of recommendation from a professor or instructor who can speak to the applicant's academic abilities and potential (preferred) or a professional colleague who can speak to the applicant's ability or potential to manage graduate-level study.
  - Students applying for the 24 credit Graduate Certificate programs in Islamic Chaplaincy, or Imam and Muslim Community Leadership must provide two letters of recommendation, one from a professor as indicated above and one from a leader in their faith community who can speak to the applicant's abilities and potential for working in the chosen field.
5. Interview: An interview is required for the 24 credit graduate certificate only. Applicants will be contacted by the Admissions Office to schedule an on-campus or phone interview.

One can apply through either a paper-based or an online format, both available on our website [www.hartsem.edu/admissions/apply-online/](http://www.hartsem.edu/admissions/apply-online/). Detailed instructions for completing the application are also provided at this link. You may also request a paper application by calling our Admissions Office at 860-509-9512.

A Bachelor's degree (or its educational equivalent) at a satisfactory level of achievement from an accredited institution is a prerequisite for admission. Additionally, students applying for the Graduate Certificate programs in Islamic Chaplaincy, or Imam and Muslim Community Leadership are expected to have extensive training in their own religious tradition, which may have been acquired in various ways (preferably, a Master's degree or its educational equivalent.)

Coursework that was taken for credit as a Special Student at Hartford Seminary prior to admission may be applied toward the credits required for the Graduate Certificate; however, at least 6 credits (not including field education or clinical pastoral education) must be taken after official notification of admission to the Graduate Certificate program.

No transfer credit from other institutions or Advanced Standing credit will be allowed to count toward most of the Graduate Certificates except on rare occasions upon petition to the Academic Policy Committee. Please see details on the Graduate Certificate programs in Islamic Chaplaincy, Chaplaincy in Multifaith Contexts, or Imam and Muslim Community Leadership for permitted exceptions to this policy.

Admission to a Graduate Certificate program of study does not constitute or guarantee admission to a Master of Arts degree program. Admission is granted only on the basis of the terms stated in this Catalogue and in the admission letter.

**Readmission:** Please see Academic Policies for Graduate Programs section, page 65

**Program of Study**

*Planning the Graduate Certificate program of study:* At the time of admission, students are assigned a faculty advisor. Together, the student and the faculty advisor will plan the graduate certificate program of study in accordance with the requirements outlined in the Hartford Seminary Catalogue. The advisor will be responsible for informing the Dean that all graduate certificate requirements have been met. Students, in consultation with their faculty advisor, complete a graduate certificate program of study worksheet outlining six or eight courses (18 or 24 credits depending on program) that will constitute their graduate certificate.

Graduate certificates are available in the following areas:

- Biblical Studies
- Chaplaincy in Multifaith Contexts (no longer accepting new applications)
- Imam and Muslim Community Leadership
- Interfaith Dialogue
- Islamic Chaplaincy
- Islamic Studies and Christian-Muslim Relations
- Ministry in Daily Life
- Religious Studies
- Spirituality
- Theology and Ethics

**Graduate Certificate in Biblical Studies (18 Credits)**

Students completing this certificate will have basic familiarity with the content of the books of the Hebrew and Christian scriptures, with the historical-critical method and will have engaged in more intensive exploration of selected books, genres, or themes of the Bible.

Requirements/Credits

- Hebrew Bible I or II (SC-519/SC-520) 3 credits
- New Testament Survey (SC-531) 3 credits
- Other Bible courses 12 credits

**Graduate Certificate in Chaplaincy in Multifaith Contexts (24 Credits)**

**The Graduate Certificate in Chaplaincy in Multifaith Contexts is no longer accepting new applications.**

This program is designed to provide persons who already are chaplains, or wish to become chaplains, the breadth of understanding of religious diversity and skills in pastoral care, practices of religious leadership, theology and ethics, dialogue and interreligious relations needed for service in multifaith contexts. Because enrollees in this program come from a variety of religious backgrounds, most class time will be inherently an experience of interreligious dialogue.

- Understanding and Engaging Religious Diversity (DI-641) 3 credits
- Chaplaincy Models and Methods (AM-602) 3 credits
- Four elective courses 12 credits  
(Exploring the following themes: Theology or Sacred Texts, Transitions, Institutional Settings, Dialogue and Conflict Resolution)
- Clinical Pastoral Education 3 credits
- Chaplaincy Practicum (GC-610)\* 3 credits

**Clinical Pastoral Education:** All students are required to take one unit of Clinical Pastoral Education (CPE). When the student has completed the unit of CPE, he/she must submit an Advanced Standing petition to the Academic Policy Committee which requests three credits and include a copy of his/her CPE certificate. No tuition is charged by the Seminary for CPE.

**\*Chaplaincy Practicum:** Qualified students may be granted up to three *Chaplaincy Practicum* credits for previous relevant religious leadership experiences by petitioning for Advanced Standing in accordance with the Advanced Standing Guidelines of Hartford Seminary. Such requests must be acted upon by the Academic Policy Committee in consultation with the program director. Students for whom *Chaplaincy Practicum* is waived will still be required to participate in an exit interview with the Certificate Program Director. **Note:** A student for whom board certification is the goal may petition the Academic Policy Committee to substitute a second unit of CPE for the *Chaplaincy Practicum* requirement.

**Transfer Credit:** Students are allowed to count up to three graduate level credits taken at another accredited institution toward the elective requirements for the Graduate Certificate in Chaplaincy in Multifaith Contexts. These credits may be from a course taken within 10 years prior to enrolling at Hartford Seminary or can be taken during the course of a student's program. However, a course taken at another institution while a student is enrolled at Hartford Seminary must be pre-approved by the student's advisor and the Dean (students must complete the Transfer Credit Pre-Approval Form). A student may petition the Academic Policy Committee to take an additional 3 credits at another institution and transfer them toward elective credits for this Graduate Certificate. However, a convincing case must be made that a second non-Hartford Seminary course is critical to this particular student's successful preparation for chaplaincy.

**Graduate Certificate in Interfaith Dialogue (18 Credits)**

Students completing this certificate will have been exposed to dialogue and its importance in Christian-Muslim and Abrahamic Relations. They will have practiced and learned to explain the “dialogical imperative” of engaging persons of other religious traditions, exploring both personal and structural sources of similarities and differences.

Requirements/Credits

- Dialogue in a World of Difference (DI-530) 3 credits
- Other courses in dialogue, interfaith understanding, or world religions 15 credits

**Graduate Certificate in Imam and Muslim Community Leadership (24 Credits)**

The aim of this program is to support the structured continuing education of a range of key Muslim community leaders in the American context, deepening their awareness of Islamic Theology and Spirituality, Islamic Ethics, Advanced Islamic Scripture, American Muslim Communities, Interfaith Encounter and Arts of Ministry.

- Six courses covering the six areas listed above to be determined in consultation with the student's Academic Advisor. 18 credits
- Reflection on Ministry Experience (GC-560) 3 credits
- Clinical Pastoral Education 3 credits

**Clinical Pastoral Education:** All students are required to take one unit of Clinical Pastoral Education (CPE). When the student has completed the unit of CPE, he/she must submit an Advanced Standing petition to the Academic Policy Committee which requests three credits and include a copy of his/her CPE certificate. No tuition is charged by the Seminary for CPE.

**Graduate Certificate in Islamic Chaplaincy (24 Credits)**

Please see The Islamic Chaplaincy Program section on page 34 of the Catalogue for complete information on the Graduate Certificate in Islamic Chaplaincy.

**Graduate Certificate in Islamic Studies and Christian-Muslim Relations (18 Credits)**

Students completing this certificate will have been introduced to the history, beliefs and practices of Islam and will have become acquainted with the major social and political trends in contemporary Islam. Students will also have been exposed to dialogue and its importance in Christian-Muslim Relations.

Requirements/Credits

- One course on Islam in the contemporary world 3 credits
- Two courses in Islamic history, scripture, law, theology or spirituality (mystical thought) 6 credits
- Two courses in Christian theology, Christian ethics, dialogue, or Christian-Muslim Relation 6 credits
- One additional course 3 credits

**Graduate Certificate in Ministry in Daily Life (18 Credits)**

One of the defining features of Hartford Seminary is its emphasis on “ministry in daily life.” Students completing this graduate certificate will have reflected upon the application of faith and spirituality to life and will be able to articulate an understanding of ministry that informs their daily lives.

**Recommended Course:** AM-520 Ministry in a Multicultural World

**Graduate Certificate in Religious Studies (18 Credits)**

This certificate is intended for students who desire the greatest flexibility for purposes of meeting particular educational objectives. Students completing this graduate certificate will have constructed a coherent set of courses to meet their educational objectives in collaboration with their faculty advisor. Students will be expected to articulate how the courses they select meet their stated goals.

Online Option: The Graduate Certificate in Religious Studies may be taken completely online. In general, the Seminary offers three online courses each regular semester.

**Graduate Certificate in Spirituality (18 Credits)**

Students completing this graduate certificate will have grown in an understanding of spirituality as a way of life that intentionally integrates behavior and belief while honoring one’s personal search for meaning. Core to the program is exposure to a rapidly changing world and its multifaceted implications, diversity in understanding and relating to the Divine, a deepening of one’s awareness of the Spirit in everyday life, and an application of theoretical learning to reflective prayer and practice.

Women’s Leadership Institute

Up to 6 credits of the Women’s Leadership Institute may be applied toward the 18 credits of this graduate certificate.

**Graduate Certificate in Theology and Ethics (18 Credits)**

The graduate certificate in theology and ethics introduces students to biblical sources, historical traditions, and contemporary construction in theology and ethics. By engaging texts in their historical and cultural contexts, students will be assisted in developing their own theological interpretations and ethical positions surrounding current issues.

Requirements/Credits

- Historical theology 3 credits
- Contemporary theology 3 credits
- A course in ethics 3 credits
- A Bible course 3 credits
- Additional courses in theology and ethics 6 credits

### **Tuition Costs and Fees**

See Master of Arts Program - Tuition Costs and Fees on page 31.

### **Graduation Fee**

There is a \$65 graduation fee for all Graduate Certificate recipients.

### **Application Process to a Master of Arts Degree Program**

Students seeking admission to a Master of Arts degree program upon completion of a Graduate Certificate program of study need to provide the following:

1. Completed Master of Arts application (the \$50 application fee is waived).
2. A personal statement of three to four pages identifying the applicant's personal goals for the Master of Arts program, his/her perceived strengths, and his/her potential areas for development.
3. Original materials from the Graduate Certificate application. Please contact the Registrar's Office to request that your file and Hartford Seminary transcript be released to the Admissions Office.
4. Letters of recommendation:
  - 2 additional letters for students enrolled in the 18 credit graduate certificates; one letter from your faculty advisor and one letter from another faculty member with whom you have taken a course.
  - 1 additional letter from your faculty advisor for students enrolled in the 24 credit graduate certificates.
5. Personal interview.

## Master of Arts in Religious Studies

The Master of Arts in Religious Studies degree program at Hartford Seminary provides an opportunity for persons of all backgrounds to deepen and broaden their faith understandings, to reflect on the challenge of diversity in a dialogical setting, and to meaningfully relate religious theory and spiritual practice to the context in which faith communities exist in daily life, community, and the world at large.

The program is designed for persons who want to increase their knowledge and develop their skills in religious leadership and the practice of ministry in daily life while pursuing specific interests in a focused area of study.

International Students – Please refer to the section of the Catalogue entitled International Students.

### **Application and Admission**

Application deadlines:

- July 15 for the Fall Semester; to be considered for financial aid, a separate Application for Financial Assistance must be completed and submitted to the Financial Aid Committee by June 1st.
- December 1 for the Winter/Spring Semester.

An applicant's file is complete and will be reviewed by the Admissions Committee when the following items have been received by the Admissions Office:

1. The application form and application fee of \$50.
2. A personal statement of four to five pages identifying the applicant's personal goals for the Master of Arts program, his/her perceived strengths, and his/her potential areas for development.
3. Complete official transcripts from all previous undergraduate and graduate institutions.
4. Three letters of recommendation. At least one letter must be from a faculty member of an institution from which the applicant has earned a degree or a person from the applicant's religious community or work place who can speak to the applicant's potential for graduate level study.
5. Personal Interview.

One can apply through either a paper-based or an online format, both available on our website [www.hartsem.edu/admissions/apply-online/](http://www.hartsem.edu/admissions/apply-online/). Detailed instructions for completing the application are also provided at this link. You may also request a paper application by calling our Admissions Office at 860-509-9512.

**Interview:** Applicants will be contacted by the Admissions Office to schedule an on-campus or phone interview.

A bachelor's degree (or its educational equivalent) at a satisfactory level of achievement from an accredited institution is a prerequisite for admission. Admission is granted only on the basis of the terms stated in this Catalogue and in the admission letter.

Students who have previously taken graduate level courses in religion from an accredited institution may be eligible for transfer credit. Please see page 76 for the full transfer credit policy.

Students who have undertaken significant learning outside the context of a traditional graduate degree program may be eligible for Advanced Standing. Please see the full policy on page 75.

**Readmission:** Please see Academic Policies for Graduate Programs section on page 72.

## Program Requirements

The Master of Arts in Religious Studies program requires 48 credits. A minimum of 30 credits must be taken through Hartford Seminary and all degree requirements must be completed within six years.

**Note:** At least one course in the program—*other than a course in scripture*—must be taken in a faith tradition other than the one with which the student is most familiar. Students work with their faculty advisor to determine the appropriate course selection to meet this requirement.

		Number of Credits
<b>Core Course</b>	Dialogue in a World of Difference (DI-530)	<b>3</b>
<b>Core Areas</b>	Sacred Scripture (Required: one course in each of two scriptures)	6
	Theology	3
	Ethics	3
	Worship and Spirituality	3
	Religion and Society	3
	History	3
	Total Core Area Credits	<b>21</b>
<b>Focused Area of Study</b>	Students select from Biblical Studies, Islamic Studies and Christian-Muslim Relations, Spirituality, or Theology and Ethics	<b>9</b>
<b>Electives</b>	9 or 12 credits depending on final requirement selection of final paper, project or thesis	<b>9 or 12</b>
<b>Final Requirement</b>	Final Paper/Project (3 credits) OR Thesis (6 credits)	<b>3 or 6</b>
	<b>Total Credits</b>	<b>48</b>

## **Program of Study**

At the time of admission, students are assigned a faculty advisor. Students work with their faculty advisor and within their selected area of focused study to design a program tailored to meet their educational objectives. Students, in consultation with their faculty advisor, complete a Program of Study Worksheet outlining their courses and selected area of focused study.

A Program of Study/Learning Goal Matrix must be submitted to the Dean no later than the completion of 36 credits.

Students who have not selected a focused area of study at the time of their application and admission should declare one no later than the completion of 24 credits. At that point, students will be reassigned, if necessary, to a faculty advisor in the area of focused study.

The Master of Arts in Religious Studies requires successful completion of the 48 credit components detailed below.

### **Core Course - Dialogue in a World of Difference **3 credits****

The core course, offered each fall semester, is foundational to the Master of Arts teaching goals and curriculum at Hartford Seminary. The course, which is team taught by two or more faculty members, provides an introduction to the lenses and disciplines of contextual, dialogical and interfaith engagement and discourse. The core course is required of all students enrolled in the Master of Arts degree program. Students are strongly urged to take the course during the first fall semester after admission to the program.

**Core Areas** **21 credits**

Students are required to take the designated number of credits in each of the core areas listed below:

Sacred Scripture	6
(Required: one course in each of two scriptures)	
Theology	3
Ethics	3
Worship and Spirituality*	3
Religion and Society	3
History	3
<b>Total Core Credits</b>	<b>21 credits</b>

\*For the required course in Spirituality, students should take the course that has the most meaning for them (in practice this should be in a tradition with which the student most closely identifies.)

Note: Students completing a Focused Area of Study in Islamic Studies and Christian-Muslim Relations select from appropriate courses in each of the core areas.

**Focused Area of Study** **9 credits**

For the focused area of study, students work with their faculty advisor to select courses tailored to meet their educational goals within one of the following areas:

- Biblical Studies
- Spirituality
- Islamic Studies/Christian-Muslim Relations
- Theology and Ethics
- Religious Studies

Whenever possible, the faculty advisor for a student selecting one of the five remaining areas of focused study will be a faculty person within that academic area. That faculty person is the one who gives final approval to the course of study their student advisee has proposed and completed, in consultation with the Dean.

**Biblical Studies**

This focused area of study provides familiarity with the content of the books of the Hebrew and Christian Scriptures and critical exploration of specific books, genres, themes and historical and cultural contexts.

Students choosing a focused area of study in Biblical Studies are encouraged to take Biblical languages. Up to 12 credits of language courses taken at Hartford Seminary may count toward the 48 credits required for the Master of Arts in Religious Studies.

**Islamic Studies and Christian-Muslim Relations**

Students completing this focused area of study will have knowledge of the history, beliefs and practices of Islam including the life of the Prophet, the Qur’ān as sacred scripture, law and tradition, theology, philosophy, and the schools of mystical thought. They will also be acquainted with the major social, political and intellectual trends in contemporary Islam, and theological and social interaction between Islam and Christianity.

Students in this focused area of study are encouraged to widen the core curriculum through independent study, including the study of Islam in the Middle East, Africa, South and East Asia, Europe and North America, using the extensive resources available in the special collections of the Hartford Seminary library.

Students choosing Islamic Studies and Christian-Muslim Relations are strongly encouraged to take Arabic. Up to 12 credits of language courses taken at Hartford Seminary may count toward the 48 credits required for the Master of Arts in Religious Studies degree.

*The Macdonald Center*

The Master of Arts program focusing on Islamic Studies and Christian-Muslim Relations utilizes the resources of Hartford Seminary's Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations. This center embodies Hartford Seminary's 100-year commitment to the study of Islam and Christianity in their complex relationships throughout history and in the modern world.

*Islamic Chaplaincy Program*

The Islamic Chaplaincy Program at Hartford Seminary is a 72-credit program that combines academic study and practical training. See Islamic Chaplaincy Program section of the Catalogue for details.

**Religious Studies**

This focused area of study is intended for students who desire the greatest flexibility in their program of study in order to accomplish particular educational goals. Students completing this focused area of study will have constructed their program to deliver a coherent set of educational objectives in collaboration with the faculty advisor.

**Spirituality**

Students completing this focused area of study will have grown in an understanding of spirituality as a way of life that intentionally integrates behavior and belief while honoring one's personal search for meaning. Core to the program is exposure to a rapidly changing world and its multifaceted implications, diversity in understanding and relating to the Divine, a deepening of one's awareness of God's presence in everyday life, and an application of theoretical learning to reflective prayer and practice. Students will work with a faculty advisor in the field of spirituality to design a program tailored to meet their personal and educational goals.

*Women's Leadership Institute*

Up to 6 credits of the Women's Leadership Institute may be applied toward the Master of Arts degree program with a focus in spirituality.

*Drumming Circles*

The drumming circle, offered through Hartford Seminary's educational outreach program typically in the fall and winter/spring semesters, is an accompaniment to the course offerings in the area of spirituality, liturgy and worship. For further details, please view Hartford Seminary's Educational Outreach Events on the Seminary's website: [www.hartsem.edu](http://www.hartsem.edu) or call 860-509-9555.

*Spiritual Life Center*

The Spiritual Life Center is a resource for spiritual programs in the Hartford region and throughout Connecticut since 1982.

**Theology and Ethics**

Students completing this focused area of study will deepen and extend their theological understanding and analysis of biblical sources, historical traditions, and contemporary construction in theology and ethics. Students will be able to develop their own theological interpretations and discern their own ethical positions surrounding current issues.

**Electives**

**9 or 12 credits**

Students work with their faculty advisor to select the remaining courses from the curriculum to complete their educational objectives for the Master of Arts in Religious Studies degree program.

**Final Paper/Project or Thesis (students select one)**

**3 or 6 credits**

Completion of the final requirement for the Master of Arts in Religious Studies degree provides an opportunity for the student to demonstrate her/his capacity to apply and reflect on the perspectives addressed by the Master

of Arts program within the focused area of study. Those perspectives may include both scholarly and practical approaches encountered in courses and independent study, the student’s own vocational understanding, and the experience of living in a faith community.

The precise form of the final paper, project or thesis can vary within certain guidelines. Students should discuss with their faculty advisor which type of component would best suit their needs, desires, and future academic and vocational plans. Students completing a final paper, project or thesis will be required to take an oral examination on their work with their faculty advisor and one additional faculty member. Completion of a thesis is strongly recommended for students considering further graduate study, particularly a Ph.D., at any point in their future.

**Tuition Costs and Fees**

The cost of the Master of Arts in Religious Studies degree program is the total of course tuition, the non-refundable application fee, the program extension fee or continuation fee (when necessary), and the graduation fee.

**Payment of Tuition and Fees**

A student becomes liable for the full tuition cost of a course on the date the course begins, therefore payment of course tuition and applicable semester fees are due no later than the first day of classes. Hartford Seminary accepts personal check, money order, MasterCard, American Express or Discover.

All financial obligations to Hartford Seminary must be met before any of the following will be permitted: enrollment in subsequent semesters, the Master of Arts final oral examination, participation in graduation, and requests for transcripts.

**Tuition Costs and Fees**

- Application Fee \$50
- Comprehensive Fee \$25 per semester
- Course Tuition \$2,049 per 3 credit course
- Course Audit \$575 per 3 credit course
- Course Special Audit \$385 per 3 credit course (See Academic Policies for Graduate Programs section)
- Graduation Fee \$185
  
- Other fees as required:
- Late Registration Fee \$40
- Program Continuation Fee \$60 (See Academic Policies for Graduate Programs section)
- Program Extension Fee \$200 (See Academic Policies for Graduate Programs section)
- Returned Check Fee \$20
- Transcript Fee \$10

**Payment Plan Option**

Hartford Seminary offers an online payment plan option that allows matriculated students to pay tuition in equal monthly installments over the course of the semester. We have partnered with FACTS Management Company to help us manage this process. The fee to cover administration of the plan is \$41 per semester or summer session. You may pay your tuition by credit card or by direct withdrawal from your bank account. If you choose to pay by credit card, a 2.5% convenience fee will be added to your charge. To enroll, please access the online payment plan through the billing tab on your student account, and complete the payment plan agreement. All bills for prior semesters must be paid in full prior to entering into the payment plan. Please note the payment plan fees are FACT fees (not Hartford Seminary fees) and are subject to change.

## **Cooperative Master of Divinity Program**

Hartford Seminary has cooperative agreements with Andover Newton Theological School (ANTS) and Yale Divinity School (YDS) that allow qualified Master of Arts in Religious Studies (M.A.R.S.) students to begin their studies at Hartford Seminary and, if accepted, to proceed to either of the cooperating seminaries to pursue a Master of Divinity (M.Div.) degree. These cooperative agreements allow students to transfer up to 45 credits of coursework to ANTS and up to 36 credits of coursework to YDS.

The specific policies and procedures governing the cooperative Master of Divinity program are covered in detail in a document called “Procedures for Students in Hartford Seminary’s Cooperative Master of Divinity Program” available from the Student Forms Center on the 2nd floor of the 77 Sherman Street building or online from the Seminary’s website, [www.hartsem.edu](http://www.hartsem.edu). Questions may be directed to the Program Director or the Registrar. It is very important that students choosing to proceed with this option obtain this document at the beginning of their studies at Hartford Seminary and consult with their faculty advisor carefully when selecting courses at Hartford Seminary.

In general, any student choosing to pursue the Cooperative Master of Divinity Program option needs to be aware of the following:

- Before making application to either ANTS or YDS through the Cooperative Program, the student must be an M.A.R.S. student in good standing and must have completed at least 24 credits at Hartford Seminary. At least 12 of the 24 credits must have been earned in courses taught by at least two different core faculty or faculty associates.
- The student who has established eligibility in this manner may then apply to Hartford Seminary’s Cooperative M.Div. Committee for its endorsement before applying to ANTS and/or YDS as a Hartford Seminary Cooperative Program applicant.
- For students intending to matriculate to YDS, be aware that YDS will not transfer in week-long intensive courses taken at Hartford Seminary during the January or June terms. Similarly, YDS will not transfer in any courses taken exclusively online. This affects only courses taken after September 2007.

### **Application and Admission**

The application and admission processes for the Cooperative Master of Divinity program are the same processes that apply to application, admission and financial aid for the Master of Arts in Religious Studies program at Hartford Seminary. Please see the Master of Arts in Religious Studies Program - Application and Admission section for complete information.

### **Tuition Costs and Fees**

See Master of Arts in Religious Studies- Tuition Costs, and Fees. The tuition, fees, and payment options detailed in this section apply to all students enrolled in the Cooperative Master of Divinity program at Hartford Seminary.

## **Islamic Chaplaincy Program**

The Islamic Chaplaincy Program at Hartford Seminary is a 72-credit program that combines academic study and practical training. The Islamic Chaplaincy Program consists of two components:

1. The 48-credit Master of Arts in Religious Studies degree with a focused area of study in Islamic Studies and Christian-Muslim Relations.
2. The 24-credit Graduate Certificate in Islamic Chaplaincy consisting of 18 credits in Islamic “Practices of Ministry” and related courses and 6 credits of field education/practical application and training.

Integral to the rationale for developing and offering the Islamic Chaplaincy Program are the strengths already in existence at Hartford Seminary which include:

- the strong academic curriculum available through the current Master of Arts in Religious Studies degree program with a focused area of study in Islamic Studies and Christian-Muslim Relations;
- the interfaith orientation, work and scholarship of the Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations; and
- the expertise of the Hartford Institute for Religion Research in working with active faith communities.

### **Customized Program**

In consultation with the Director of the Islamic Chaplaincy Program, each student’s program will be customized to meet his or her particular educational needs and professional/vocational objectives within the formal guidelines and criteria established for the Islamic Chaplaincy Program at Hartford Seminary. Depending on the applicant’s previous education and experience and the applicant’s future goals and work setting, the applicant may be required to complete both components of the Islamic Chaplaincy Program or just the Graduate Certificate in Islamic Chaplaincy. For further information, contact the Islamic Chaplaincy Program.

### **Application and Admission for the Graduate Certificate Program in Islamic Chaplaincy**

(For application and admission information pertinent to the Master of Arts in Religious Studies degree with a focused area of study in Islamic Studies and Christian-Muslim Relations, please see the Master of Arts in Religious Studies – Application and Admission section.)

Admission to the Graduate Certificate in Islamic Chaplaincy requires a bachelor’s degree (or its educational equivalent) from an accredited institution, and extensive knowledge of Islam, which may have been acquired in various ways. Ideally, students applying to the Graduate Certificate in Islamic Chaplaincy will have completed a Master’s degree (or its educational equivalent).

Preference will be given to students who are working or will be working as chaplains in the U.S. or with a U.S. agency, organization or institution. International students who require visas will, in rare cases, be considered for admission; however, all documents necessary for the I-20 (financial statement and sponsorship, etc.) and a Test of English as a Foreign Language (TOEFL) (minimum score of 550 (written version), 213 (computer version) or 80 (internet version)) or IELTS (minimum score of 6.5) are required.

Note: The United States Armed Forces expects students who want to be military chaplains to earn both the Master of Arts in Religious Studies with a focus in Islamic Studies and Christian-Muslim Relations degree and the Graduate Certificate in Islamic Chaplaincy.

**Additional Admissions Stipulations:**

- Admission to a Graduate Certificate program of study does not constitute or guarantee admission to the Master of Arts in Religious Studies degree program;
- Coursework that was taken for credit as a special student at Hartford Seminary prior to admission may be applied toward the 24 credits required for the graduate certificate; however, at least 6 of the 18 course credits (field education credits are excluded from this requirement) must be taken after official notification of admission to the graduate certificate program;
- No transfer credit from other institutions will be allowed to count toward the graduate certificate;
- Advanced Standing credit may be granted by the Academic Policy Committee only toward three of the six field education/relevant life experience credits as stipulated above.

Application deadlines:

- July 15 for the Fall Semester; to be considered for financial aid, a separate Application for Financial Assistance must be completed and submitted to the Financial Aid Committee by June 1st.
- December 1 for the Winter/Spring Semester.

An applicant's file is complete and will be reviewed by the Admissions Committee when the following items have been received by the Admissions Office:

1. The application form and application fee of \$50.
2. A personal statement of three to four pages identifying the applicant's personal goals for the Graduate Certificate in Islamic Chaplaincy, his/her perceived strengths, and his/her potential areas for development.
3. Complete official transcripts from all previous undergraduate and graduate institutions.
4. Two letters of recommendation: One letter of recommendation from a professor or instructor who can speak to the applicant's academic abilities and potential or a professional colleague who can speak to her or his capabilities and potential. A second letter of recommendation from the leader of a Muslim religious or community organization that speaks to the abilities and potential of the applicant to work cooperatively in community activities, exercise religious leadership and achieve a deeper understanding of his or her faith, linguistically and intellectually.
5. Personal Interview.

One can apply through either a paper-based or an online format, both available on our website [www.hartsem.edu/admissions/apply-online/](http://www.hartsem.edu/admissions/apply-online/). Detailed instructions for completing the application are also provided at this link. You may also request a paper application by calling our Admissions Office at 860-509-9512.

**Interview:** Applicants will be contacted by the Admissions Office to schedule an on-campus or phone interview.

**Readmission** – see Academic Policies for Graduate Programs on page 72.

## Program Components

### **Master of Arts in Religious Studies Degree**

The Master of Arts in Religious Studies degree requires the successful completion of 48 credits. The Master of Arts in Religious Studies degree with a focus in Islamic Studies and Christian-Muslim Relations is designed to provide students with foundational knowledge in the major disciplines of Islamic religious thought and practice, historical and contemporary perspectives on Islamic societies, and theological and social interaction between Islam and Christianity. Students choosing this area of focused study are strongly encouraged to take Arabic.

Please see the Master of Arts Degree in Religious Studies section for complete information.

## Graduate Certificate in Islamic Chaplaincy

The Graduate Certificate in Islamic Chaplaincy is designed to provide Muslim religious leaders and chaplains with basic skills in pastoral care, practices of ministry, theology and ethics, dialogue and interfaith relations needed to serve as chaplains in a variety of settings. The areas of knowledge and skill acquisition provided by the 24-credit graduate certificate are:

- the responsibilities of Muslim chaplains/religious leaders surrounding life events such as birth, death, marriage, and loss;
- the rituals surrounding these same life events;
- examination of Islamic law, which undergirds all Islamic rituals and includes ethics and morality;
- the application of Islamic law to daily life;
- exposure to and understanding of chaplaincy skills in multifaith settings; and
- understanding of faith traditions other than one's own.

### Requirements/Credits

- |  |            |
|--|------------|
| ▪ Introduction to Islamic Law (ET-640) or Contemporary Islamic Ethics (ET-655)                     | 3 credits  |
| ▪ Courses in Arts of Ministry, Theology and Ethics, Islamic Studies and Christian-Muslim Relations | 15 credits |
| ▪ Practical Training   | 6 credits  |

All courses need to be approved in advance and in consultation with the Program Director.

Students completing the certificate will also be expected to have acquired basic skills in Qur'anic recitation as well as the foundational Islamic knowledge needed to function successfully as Muslim Chaplains.

### Practical Training

All students in the graduate Certificate program in Islamic Chaplaincy must complete six credits of practical training. In most cases, this practical training will consist of three credits of Clinical Pastoral Education and three credits of field education.

**Clinical Pastoral Education (3 credits):** All students are required to take one unit of Clinical Pastoral Education (CPE). When the student has completed the unit of CPE, he/she must submit an Advanced Standing petition to the Academic Policy Committee which requests three credits and include a copy of his/her CPE certificate. No tuition is charged by the Seminary for CPE.

**Field Education (GC-580 - 3 credits):** The content and setting of field education will vary according to the needs of the student. Normally, students are expected to work in a Muslim or non-Muslim institution 8 hours a week for 30 weeks for a total of 240 hours in a capacity that corresponds with the skills required in a specific area of chaplaincy, such as prison ministry, hospital, university, military, or community work. Students must register for GC-580 Field Education when they begin their field education placement and are charged tuition for three credits.

All field education placements must have an on-site field education supervisor and a Hartford Seminary supervisor (in most cases this will be the Director of the Islamic Chaplaincy Program). Supervisors and students will be required to sign an agreement that specifies their mutual rights and duties. The field education supervisor, the student, and the Hartford Seminary field education supervisor (Director of the Islamic Chaplaincy Program or designee) will meet (on-site or virtually if necessary) a minimum of once each semester during the field education experience. In rare instances, students may be permitted to fulfill the field education requirement outside the New England area with the consent of the Director of the Islamic Chaplaincy Program and with the assurance of appropriate means for assessing the nature and quality of the supervision.

Students with an extensive background in religious leadership may apply to the Academic Policy Committee to be granted three credits of Advanced Standing (in lieu of GC-580) for previous religious leadership experiences relevant to their intended field within Islamic Chaplaincy (ex. military, university, correctional facility, hospital,

etc...). Petitions for Advanced Standing need to be made in accordance with the “Advanced Standing Guidelines of Hartford Seminary” and will be acted on by the Academic Policy Committee in consultation with the Director of the Islamic Chaplaincy Program.

**Islamic Chaplaincy Colloquium:** All students are required to attend the annual Islamic Chaplaincy Colloquium throughout their studies. The Colloquium is designed to facilitate collegial sharing, peer education, spiritual formation and networking among students, alumni and practitioners in the field of Islamic Chaplaincy. Students who are currently carrying out their Field Education are expected to prepare presentations and facilitate workshops at the colloquium that reflect on their experience of working in particular areas within the field of chaplaincy. A fee for the Colloquium will be automatically added to the account of each student in the Islamic Chaplaincy program.

### **Tuition Costs and Fees**

See Master of Arts in Religious Studies - Tuition Costs and Fees on page 30.

### **Financial Aid and Scholarships.**

For information about financial assistance available through Hartford Seminary see the *Financial Aid and Scholarship Information for Graduate Students* section of the catalogue on page 54. In addition to the general options listed there, there are two financial assistance programs available through the seminary only for Islamic Chaplaincy students.

**Islamic Chaplaincy Fund:** Islamic chaplaincy students who qualify for Hartford Seminary need-based aid as of the Fall semester in any academic year may also be eligible for a small, supplemental award. Contact the director of the Islamic chaplaincy program for further information.

**FADEL Education Foundation and Hartford Seminary Prison Chaplaincy Scholarship:** As the scholarship’s name states, only students who will pursue careers in Correctional chaplaincy are eligible for this program. Contact the director of the Islamic chaplaincy program for further information.

## Master of Arts in Transformative Leadership and Spirituality

The Master of Arts in Transformative Leadership and Spirituality is a pioneering program designed for those engaged in leadership roles, are serving in the public or private sector, or for those who want to deepen their understanding of how to live faithfully, and with integrity, in today’s multifaith and pluralistic world. Students learn to integrate the theory and practice of leadership and spirituality in ways meaningful to everyday life. “Transformative” refers to a transformation of consciousness that is reflected in outward action, and the curriculum supports that outcome.

### **Application and Admission**

Application deadlines:

- July 15 for the Fall Semester; to be considered for financial aid, a separate Application for Financial Assistance must be completed and submitted to the Financial Aid Committee by June 1st.
- December 1 for the Winter/Spring Semester.

An applicant’s file is complete when the following items have been received by the Admissions Office:

1. The application form and application fee of \$50.
2. A personal statement of three to four pages identifying the applicant’s personal goals for the program, his/her perceived strengths, and his/her potential areas for development.
3. Complete official transcripts from all previous undergraduate and graduate institutions.
4. Two letters of recommendation. At least one letter must be from a faculty member of an institution from which the applicant has earned a degree or a person from the applicant’s religious community or work place who can speak to the applicant’s potential for graduate level study.

One can apply through either a paper-based or an online format, both available on our website [www.hartsem.edu/admissions/apply-online/](http://www.hartsem.edu/admissions/apply-online/). Detailed instructions for completing the application are also provided at this link. You may also request a paper application by calling our Admissions Office at 860-509-9512.

A bachelor’s degree (or its educational equivalent) at a satisfactory level of achievement from an accredited institution is a prerequisite for admission. Admission is granted only on the basis of the terms stated in this Catalogue and in the admission letter.

Students who have previously taken graduate level courses in religion from an accredited institution may be eligible for transfer credit. Please see page 76 for the full transfer credit policy.

Students who have undertaken significant learning outside the context of a traditional graduate degree program may be eligible for Advanced Standing. Please see full policy on page 75.

**Readmission:** Please see Academic Policies for Graduate Programs section on page 72.

### Program Requirements

The Master of Arts in Transformative Leadership and Spirituality consists of 36 credits. A minimum of 21 credits must be taken through Hartford Seminary and all degree requirements must be completed within six years.

<b>Required Courses</b>	Dialogue in a World of Difference (DI-530)	3 credits
	Field Education in Leadership/Spirituality (AM-585)	3 credits
	Transformative Spirituality: Living in and Through the Spirit (WS-610)	3 credits
<b>Religious Heritage</b>	Sacred Scripture	3 credits

	Theology OR Ethics	3 credits
	History OR Religion and Society	3 credits
<b>Focused Electives</b>	Elective courses must be in the areas of Arts of Ministry (AM), Dialogue (DI), or Worship and Spirituality (WS)	15 credits
<b>Final Requirement</b>	Project in Transformative Leadership and/or Spirituality (MA-590)	3 credits
		<b>Total Credits – 36 credits</b>

**Program of Study**

The 36-credit Master of Arts in Transformative Leadership and Spirituality requires successful completion of the components detailed below.

**Required Course – Dialogue in a World of Difference 3 credits**

This core course, required of all students enrolled in the Master of Arts degree program and offered each fall semester, is foundational to the teaching goals and curriculum at Hartford Seminary. Team taught, the course provides an introduction to the lenses and disciplines of contextual, dialogical, and interfaith engagement and discourse. Students are strongly urged to take the course during the first fall semester after admission to the program.

**Required Course – Transformative Spirituality: Living in and Through the Spirit 3 credits**

This course will explore cosmological, mystical, and multicultural themes that are central to an emerging planetary spirituality and will show how the archetypal labyrinth can assist us in the deepening of our own spirituality.

**Required Course – Field Education in Leadership/Spirituality 3 credits**

Required course for students enrolled in the MA in Transformative Leadership and Spirituality. Schedule to be determined by participants and the instructor.

**Religious Heritage 9 credits**

Students are required to take the designated number of credits in each of the areas listed below:

Sacred Scripture	3 credits
Theology OR Ethics	3 credits
History OR Religion and Society	3 credits

**Focused Electives 15 credits**

Students work with their faculty advisor to select the remaining courses from the curriculum to complete their educational objectives. Elective courses must be in the areas of Arts of Ministry, Dialogue, or Worship and Spirituality.

**Project in Transformative Leadership and/or Spirituality 3 credits**

More information coming soon.

**Tuition Costs and Fees**

See Master of Arts in Religious Studies - Tuition Costs, and Fees. The tuition, fees, and payment options detailed in this section apply to all students enrolled in the Master of Arts in Transformative Leadership program at Hartford Seminary.

## Doctor of Ministry Program

The Doctor of Ministry degree program at Hartford Seminary stresses the reflective practice of ministry, that is, ministry grounded in a practical theology that grows out of an understanding of the social context in which it occurs. The program seeks to provide opportunities for broadened perspectives on ministry that come through the shared wisdom of diverse colleagues and faculty and study in a variety of disciplines. Drawing on the tradition of “congregational studies” pioneered by the Seminary’s Hartford Institute for Religion Research, the program invites students who work in many different ministry settings – such as denominational agencies, religious orders, faith-based social service agencies, or chaplaincies, as well as congregations – to explore the human and cultural dynamics of ministry. Recognizing that all ministry happens in a multifaith world, the program also provides the opportunity to engage in study with the faculty of the Seminary’s Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations.

Since the degree is based on concrete practice and reflection, candidates for the degree are expected to remain in a recognized form of ministry for the duration of the program.

### **Application and Admission**

The Doctor of Ministry program is open to persons who have three years of ministry experience after the completion of the Master of Divinity degree (or its educational equivalent; equivalency is defined on page 39) from an accredited institution. Students must have regular participation in their ministry setting for the duration of their program. Only students who meet these criteria will be considered for admission.

International Students – Please refer to the section of the Catalogue entitled International Students.

Applications for the Doctor of Ministry program and all supporting materials should be submitted to the Admissions Office no later than May 1 for the fall semester. The applicant must supply the following:

1. The application form and application fee of \$50.
2. A personal statement of three to five pages identifying the applicant’s personal goals for the Doctor of Ministry program and her or his perceived strengths and weaknesses.
3. Complete official transcripts from all previous undergraduate and graduate institutions.
4. Three letters of recommendation from persons able to assess the applicant’s academic and professional potential: one from a professor with whom the applicant has studied, one from a minister or official of the denomination with which the applicant is affiliated, and one from a professional colleague or associate.

One can apply through either a paper-based or an online format, both available on our website [www.hartsem.edu/admissions/apply-online/](http://www.hartsem.edu/admissions/apply-online/). Detailed instructions for completing the application are also provided at this link. You may also request a paper application by calling our Admissions Office at 860-509-9512.

**Interview:** Applicants will be contacted by the Admissions Office to schedule an on-campus or phone interview.

Once all application materials have been received and the personal interview has been conducted, the applicant’s file will be reviewed by the Admissions Committee.

**Entrance and Deferral:** Students admitted to the D.Min. program may defer their entrance for no more than one academic year after the fall semester to which they are admitted. This intent must be received in writing by the Registrar. Students unable to enroll in the program after this period may apply for readmission (Please see “Readmission” under the Academic Policies for Graduate Programs).

Entrance to the program formally begins with enrollment in the fall first year Colleague Seminar (DM-710). If entrance is deferred, students may enroll in D.Min. elective courses, but no more than two electives may be completed before the enrollment in the first year Colleague Seminar begins. In all cases, enrollment in the first year Colleague Seminar must begin no later than one academic year after the fall semester to which a student is originally admitted to the program. Students are expected to remain with their colleague group during the two year sequence of the Colleague Seminar.

Once admitted to the Doctor of Ministry program, the student is encouraged to organize a support group in her or his ministry setting to offer encouragement and assistance throughout the student’s program of study.

**Master of Divinity Equivalency**

Those students wishing to enter the Doctor of Ministry program who do not have the ATS required Master of Divinity may still be eligible for acceptance provided that their previous theological course work is determined to be equivalent to the M.Div. Hartford Seminary defines M.Div. equivalency as a minimum of 57 credits, earned from an accredited institution, which fulfill the following subject areas:

**Scripture Studies – 12 credits**

4 courses in scripture studies, must show variety in scriptures studied

**Theological Studies – 12 credits**

2 courses in Theology  
1 course in Ethics  
1 course in History

**Understanding Cultural Context – 12 credits**

4 courses

Courses should be in areas such as: social issues, pluralism, multifaith/multicultural, religion and society, women’s studies, world religion, interfaith dialogue

**Arts of Ministry – 9 credits**

3 courses

Courses should be in areas such as: leadership, worship, preaching, religious education, pastoral counseling.

**Theological Elective Courses – 12 credits**

4 courses

If a student has the requisite number of credits, but fails to fulfill all of the above subject areas, they will be required to take additional course work before they can be considered for admission to the Doctor of Ministry program.

**Program Requirements**

**Course of Study**

The Doctor of Ministry degree requires successful completion of 36 credits. The course of study is as follows:

<b>Colleague Seminar I-II</b>	(DM-710/DM-711)	6 credits
<b>Colleague Seminar III-IV</b>	(DM-720/DM-721)	6 credits
<b>Six Elective Courses</b>		18 credits

- Four of the six elective courses must be taken in different topic areas (see the Course Description section)
- One of the six elective courses must be in a faith tradition other than one’s own, or an interfaith or dialogue course

**The Ministry Project** (DM-796/DM-797) 6 credits

**Total Credits**                      **36 credits**

The time most students require for completion of the program is typically three to four years. All degree requirements must be completed within six years.

**Doctor of Ministry Degree Program Chronology of Study\***

<b>First Year</b>	
Fall Semester	Colleague Seminar I** D.Min. Elective Course**
Winter/Spring Semester	Colleague Seminar II D.Min. Elective Course
Summer Session	D.Min. Elective Course
<b>Second Year</b>	
Fall Semester	Colleague Seminar III D.Min. Elective Course
Winter/Spring Semester	Colleague Seminar IV D.Min. Elective Course
Summer Session	D.Min. Elective Course
<b>Third Year</b>	
	Ministry Project Colloquium (recommended but optional) Ministry Project Proposal submission Candidacy Examination Ministry Project Implementation and Evaluation Ministry Project Final Report – Write-up Ministry Project Final Report – Submission Final Report Examination Ministry Project Report Revisions and Final Submission Graduation – Awarding of Doctor of Ministry Degree

\*This progression of study is a recommended schedule for students wishing to complete the Doctor of Ministry degree in three years. The six elective courses may be taken concurrently with the Colleague Seminars, during summer sessions or during subsequent semesters. ***All requirements for the Doctor of Ministry degree must be completed within six years.***

\*\*The Colleague Seminars meet during the day on five designated Mondays each semester; the D.Min. elective courses meet on the five subsequent Tuesdays. Students may also choose to take electives offered on the course schedule as long as the course is numbered 600 or above.

**Program Components**

**Colleague Seminars I-IV**

Each entering Doctor of Ministry class forms a Colleague Seminar that meets ten days a year for two years. The purpose of the Colleague Seminar is to explore the reflective practice of ministry in an atmosphere of personal and professional sharing and to produce a set of analytical and theological papers as background to the Ministry Project. The goal of the first year Colleague Seminar is to ground the practice of ministry in an understanding of its cultural and organizational context. The goal of the second year Colleague Seminar is to develop a clearer

theological consciousness about ministry and to deepen the student's understanding in the arts of ministerial leadership and practice. The Colleague Seminars offer students an opportunity to develop the basic components of the Ministry Project Proposal.

Successful completion of four semesters of the Colleague Seminar is required for the Doctor of Ministry degree. Students must complete all coursework for Colleague Seminar I and II before beginning Colleague Seminar III.

Colleague Seminar Retreat: The fall semester begins with a required two-day retreat for Colleague Seminars I and III (first year and second year Doctor of Ministry students). *Attendance is mandatory for the entire time of the retreat*, which lasts from Sunday dinner through Tuesday breakfast. Students who are unable to attend the entire retreat should defer admission to the D.Min. program for one year. An additional retreat fee is charged for the retreat component of the Colleague Seminar.

### **The Ministry Project**

The Ministry Project follows the successful completion of Colleague Seminars I-IV and at least four of the six required electives. The Ministry Project will involve the design, implementation, and evaluation of an action in ministry and reflection on its process and outcome. It should address a significant situation or issue within the student's ministry setting and set out a strategy to effect change in that setting, transforming and/or intensifying the faith and practice of the religious community. While it is expected that the Ministry Project will be grounded in the student's particular faith community, the project must also have relevance to the wider community and contribute to the general body of knowledge about and practice of ministry.

### **Project Proposal Research and Development**

During the first two years of the program, as students deepen their understanding of their own ministry context, explore and articulate their theology of ministry, and sharpen their skills in the practice of ministry, they will lay the foundation for the Ministry Project they hope to undertake.

Students will work closely with their advisors to focus and clarify their thinking. Approval by the advisor is required before a proposal may be submitted for examination.

Because Ministry Projects are grounded in a particular setting, students will be expected to involve participants within their ministry setting (or other appropriate partners) in the development, implementation, and evaluation of the Ministry Project.

### **Project Proposal and Candidacy Examination**

Students who have successfully completed Colleague Seminars I-IV and at least four of the six elective courses, and have the approval of their advisor, may submit a Ministry Project Proposal for oral examination by a committee of the faculty. Committee members are chosen by the Dean of the Seminary and will include the student's advisor and two readers. The examining committee's approval of the proposal constitutes admission to candidacy for the Doctor of Ministry degree.

Students will submit a 20-25 page Project Proposal for this exam. This proposal should demonstrate the student's ability to draw widely and deeply on work they have done in the Colleague Seminars and other courses in the program, strategically integrating that learning around the particular action in ministry the student proposes to undertake.

The proposal should begin with a succinct statement of what the student hopes to accomplish, followed by 1) explicit attention to and grounding in the student's context of ministry, showing how the proposed project addresses and grows out of the social realities internal and external to that specific place; 2) an explication of the theology that calls forth the proposed project's action, including attention to scholarly sources and sacred traditions, to relevant theoretical analyses, and to the student's own experiences and convictions; 3) a detailed outline of the actions the student wishes to undertake, showing how those actions are grounded in an understanding of the specific practices of ministry the student will use; and 4) a brief description of how the student plans to evaluate the proposed Ministry Project.

A student who does not pass the candidacy examination may be permitted a re-examination at the discretion of the examining committee. Re-examination must take place within six months of the original exam.

More detailed requirements are outlined in “Guidelines for Doctor of Ministry Project Proposals and Examination,” which is available at the Student Forms Center (located at 77 Sherman Street on the 2<sup>nd</sup> floor), on the Seminary’s website (under Student Resources/ Forms).

### **Ministry Project Implementation and Evaluation**

Upon approval of the examining committee, the student may register for the Ministry Project and begin implementation of the proposed action in ministry, including undertaking strategies for evaluating its effectiveness.

### **Ministry Project Colloquium**

Students who have successfully completed Colleague Seminars I-IV and at least four of the six elective courses, may enroll in the Ministry Project Colloquium. The Colloquium, which meets periodically during the year, provides a supportive environment for the preparation of Ministry Project Proposals, the execution of Ministry Projects, and the writing of Ministry Project Final Reports. Students may remain enrolled in the Colloquium until their Ministry Project is complete.

The Colloquium, while highly recommended for those working on their Ministry Project, is not required. The Colloquium carries no tuition or fee; however, students participating in the Colloquium and not registered for either courses or the Ministry Project in any given semester, will be charged the \$300 Program Extension Fee.

### **Ministry Project Report**

The final written report must include a description of the action undertaken, theoretical and contextual analysis of the action, and theological reflection on what transpired. It will draw appropriately on relevant literature and include a bibliography of the sources used.

Students are expected to work closely with their advisor during all phases of their Ministry Project, but especially in writing the final report. The Report must follow the requirements as outlined in the “Doctor of Ministry Final Project Report Manual,” which is available at the Student Forms Center (located at 77 Sherman Street on the 2<sup>nd</sup> floor), or on the Seminary’s website (under Student Resources/Online Forms Center).

The criteria for judging the adequacy of a Ministry Project are:

1. The issue or situation addressed in the project is clearly related to the student’s ministry setting and reflects her or his theology of ministry.
2. The project demonstrates the student’s capacity to function as a reflective practitioner, bringing to bear theological, theoretical, and practical insight that is grounded both in relevant scholarly literature and in careful observation of the ministry action and its setting.
3. The project demonstrates appropriate participation of persons from the ministry setting or other partners.
4. The Final Report is presented in a form that is both appropriate to the setting and generally accessible to other reflective practitioners of ministry.
5. The Final Report is no more than 75 pages, excluding appendices and bibliography. It must accord with acceptable writing standards and must demonstrate a level of research, critical reflection, and writing proficiency commensurate with doctoral level work.

### **Ministry Project Final Examination**

The student’s Ministry Project Final Report is examined orally by a committee of the faculty convened by the student’s advisor; committee members are chosen by the Academic Dean. Final approval of the final report rests with the faculty examining committee. Prior to scheduling the final oral examination for the Ministry Project, all coursework (including Colleague Seminars I-IV and the six elective courses) must be successfully completed. All

financial obligations to the Seminary must be met before a student takes a final project examination. Students planning to schedule their final oral examination must contact the Executive Assistant to the Dean at least four weeks prior to the proposed exam date and must complete the final oral examination checklist before the exam may be scheduled.

**Tuition Costs and Fees**

The cost of the Doctor of Ministry degree program is the total of course tuition, the non-refundable application fee, the Doctor of Ministry Colleague Seminar Retreat fees (fall semester only), the program extension fee or program continuation fee (when necessary), and the graduation fee.

**Payment of Tuition and Fees**

A student becomes liable for the full tuition cost of a course on the date the course begins, therefore payment of course tuition and applicable semester fees are due no later than the first day of classes. Hartford Seminary accepts cash, personal check, money order, MasterCard, Discover, and American Express.

All financial obligations to Hartford Seminary must be met before any of the following will be permitted: enrollment in subsequent semesters, Doctor of Ministry candidacy examinations, final oral examinations, participation in graduation, and requests for transcripts.

**Tuition Costs and Fees**

Doctor of Ministry Degree Program

- Application Fee \$50
- Comprehensive Fee \$25 per semester
- Course Tuition \$2,049 per 3 credit course
- D.Min. Retreat Fee \$225 (Single Supplement Extra)
- Graduation Fee \$185
- Project Publishing Fee \$65+ depending on option chosen

Other fees as required:

- Late Registration Fee \$40
- Program Continuation Fee \$60 (see Academic Policies for Graduate Programs, page 72)
- Program Extension Fee \$300 (see Academic Policies for Graduate Programs, page 72)
- Returned Check Fee \$20
- Transcript Fee \$10

**Payment Plan Option**

Hartford Seminary offers an online payment plan option that allows matriculated students to pay tuition in equal monthly installments over the course of the semester. We have partnered with FACTS Management Company to help us manage this process. The fee to cover administration of the plan is \$41 per semester or summer session. You may pay your tuition by credit card or by direct withdrawal from your bank account. If you choose to pay by credit card, a 2.5% convenience fee will be added to your charge. To enroll, please access the online payment plan through the billing tab on your student account, and complete the payment plan agreement. All bills for prior semesters must be paid in full prior to entering into the payment plan. Please note, the payment plan fees are FACT fees (not Hartford Seminary fees) and are subject to change.

**D.Min. Schedule (Monday Colleague Seminars and Tuesday Electives):**

**2015-16**

September 13-15 (Retreat)  
October 12-13

January 25-26  
February 22-23

November 9-10  
Nov. 30-Dec. 1  
December 14-15

**2016-17**

September 11-13 (Retreat)  
October 10-11  
Oct. 31- Nov. 1  
November 28-29  
December 19-20

March 14-15  
April 11-12  
May 2-3

January 23-24  
February 13-14  
March 13-14  
April 3-4  
May 1-2

## International Ph.D. Program

Hartford Seminary, recognizing the desire of students to utilize our unique educational resources in working toward a Doctor of Philosophy degree and the importance of international diversity in higher education, has entered into a partnership with the University of Exeter.

Through this program, students will work toward their degree under direct supervision of a Hartford Seminary lead advisor with a University of Exeter faculty member serving as the second advisor. The standards and policies for the program will follow the model of United Kingdom Ph.D. programs and the degree will be awarded by the University of Exeter.

In the United Kingdom model, students working on a Ph.D. degree attend a limited number of courses and spend the largest portion of their time working independently under the supervision of their lead advisor. Consequently, students interested in this program must be highly self-motivated and sufficiently prepared in their area of study to conduct doctoral level independent research.

To insure a quality educational experience, this program will be limited in the areas of study and in the numbers of students admitted. Currently, the two tracks of study available to potential Ph.D. students are: Islam and Christian-Muslim Relations and Theology and Ethics. Students exploring this degree option should have a clear idea of the topic they wish to pursue in their research before applying.

Hartford Seminary values the relationship between the academic pursuit of knowledge and practical application. All areas of study will explore this relationship and doctoral dissertations must have both academic depth and practical value.

### Transition Year

Most students will be required to participate in a transition year before formally starting their work in the Ph.D. program. This transition year will be comprised of the following components:

1. **PHD-699: Ph.D. Research Skills Preparation**, a course that consists of the following:
  - A **day-long retreat** at the beginning of the program where students will form personal bonds with other students and their faculty advisors. At this retreat, students and advisors will begin to map out their work for their first academic year. The resulting plan will include:
    1. Initial determination of the student's academic area of focus. Basically a mission statement for their time in the Ph.D. program.
    2. A schedule of taught coursework and independent studies to be taken at Hartford Seminary over the course of the academic year that will prepare the student for the tutorial focus of the Ph.D. program. (See #2 below for more information.)
    3. An introduction to Ph.D. level scholarship, including a discussion of good academic writing and review of library resources.
  - A **mid-year retreat** where students will come prepared to discuss and assess three dissertations in their area of research interest.
  - An **end of year retreat** where students will reconnect, formally present their dissertation topics and bibliography for discussion with peers and advisors, and be further informed on how the next stage of the program will proceed. A revised thesis proposal will be required.
2. **Coursework:** Through a combination of taught courses and independent studies each student will take 6 three credit courses under the tutelage of core faculty members at Hartford Seminary. PHD-699 will count as one of these courses. Students must maintain a B+ average or better in all courses to remain in good academic standing.
3. **Monthly meetings with the academic advisor** to further define the student's dissertation proposal and begin to develop a preliminary bibliography which will form the foundation for their first year of study.
4. **Participation in the Seminary community** which may include free attendance at all educational outreach events, special lectures arranged by centers, and unlimited auditing of courses not formally part

of the student's program where appropriate. Additionally, students will be invited to social events, activities and chapel services.

### Admission Requirements

Hartford Seminary is no longer accepting new applications for the International Ph.D. program.

### Program Requirements

#### **Required Course**

In their transition year or first year of the program, all students will be required to enroll in PHD-700 "Research Methodology and Scholarly Development I" and PHD-701 "Research Methodology and Scholarly Development II." Offered on alternate academic years, this year long course will be held weekly and will provide students with the tools for doctoral level research and opportunities for collegial interaction. The following topics will be included: a) Introduction to Research Skills; b) Using a Library Effectively; c) Logical Thinking; d) Quantitative and Qualitative Data; e) Writing Articles, Book Proposals, and Reviews; f) Developing a Career in Scholarship; and g) Theories of Religious Studies.

#### **Annual Reports**

Each student will produce an annual report of 2-3 pages on their progress for scrutiny by the IPC. This annual report will initially be submitted to their lead advisor who will add a covering report. This report must be received by the IPC for review at its May meeting.

#### **United Kingdom Residency Requirement**

To insure that all students receive direct exposure to the United Kingdom model and receive input on their research from faculty at the University of Exeter, students will be required to attend the University of Exeter for a period of three months. Ideally, this period should run concurrently with a regular University of Exeter semester. The student's second advisor from the University of Exeter will serve as their lead advisor during the period in residence.

#### **Language Requirement**

Although there is no specific language requirement for the program it is expected that all students will already have or will acquire any and all languages appropriate, as determined during the admissions process or later decided by the students' Hartford Seminary and University of Exeter advisors, for the research required for their specific dissertation. If the specific language needed for the Ph.D. dissertation is not offered at Hartford Seminary it will be the responsibility of the student to acquire the language on their own and at their own cost. Students may be required to complete an examination demonstrating sufficient proficiency in the language(s) to undertake the research before the upgrade examination may be scheduled. Language courses taken for credit do not count for credit in the program.

### Tuition Costs and Fees

The cost of the Ph.D. program is the total of tuition for the prescribed number of years depending on whether a student is full-time or part-time, the non-refundable application fee, the program extension fee(s) (when applicable), and the graduation fee.

#### **Payment of Tuition and Fees**

A student becomes liable for the full tuition cost of a course on the date the course begins, therefore payment of course tuition and applicable semester fees are due no later than the first day of classes. Hartford Seminary accepts personal check, money order, MasterCard, VISA or Discover. A 2.5% convenience fee will be charged when paying with a credit card. All credit card payments must be made online by accessing the billing tab on your student account. A \$10 per semester fee will be charged to make a onetime payment online. Payment in full by check or cash can be made without a charge by stopping in the Business Office, or by mailing your check.

Yearly Tuition (Full-Time)	\$23,657 payable in two installments of \$11,828 at the beginning of each semester (Fall and Winter/Spring). This fee is paid for three years and is subject to change.
Yearly Tuition (Part-Time)	\$11,828 payable in two installments of \$5,914 at the beginning of each semester (Fall and Winter/Spring). This fee is paid for six years and is subject to change.
Program Extension Fee (Full-Time)	\$500 yearly for each year beyond the initial three years.
Program Extension Fee (Part-Time)	\$250 yearly for each year beyond the initial six years.
Returned Check Fee	\$20
Transcript Fee	\$10
Graduation Fee	\$185

### **Financial Aid and Scholarships**

Financial aid and scholarships are not available for the International Ph.D. program.

### Advising and the Student Faculty Relationship

Since the study for a research degree involves cooperation between the student and the lead advisor, the advising process takes on a critical role.

It is the lead advisor's responsibility to:

1. give guidance about: the nature of research and the standard expected, the planning of the research program, literature and sources, any required attendance at taught classes and requisite techniques;
2. maintain contact through regular meetings with the student;
3. be accessible to the student at other appropriate times when advice may be needed;
4. give detailed advice on necessary completion dates for successive states of work so that the whole may be submitted within the scheduled period;
5. request written work as appropriate and return such work with constructive criticism in a timely manner;
6. arrange for students to talk about their work with other students and staff and to have practice in oral examinations;
7. ensure that the student is made aware of any inadequacy in progress or of failure to reach an acceptable standard.

It is the student's responsibility to:

1. discuss with their advisors the type of guidance and comment that they find most helpful;
2. take the initiative in raising problems or difficulties, however basic they may seem;
3. maintain the progress of the work in accordance with the stages agreed upon with the lead advisor, including in particular the presentation of written material as required in sufficient time to allow for comments and discussion before proceeding to the next stage;
4. provide annually a brief formal report to the IPC through the lead advisor;
5. decide on a date for submission, having taken into account the lead advisor's opinion.

### Academic Policies for the International Ph.D Program

The policies that are specific to the International Ph.D. Program are below. When a Ph.D. student is enrolled in a regular Seminary course, the other policies found in the Academic Policies for Graduate Programs also apply.

### **Examinations**

A student preparing for examinations should see the Registrar for information on examination procedures. All work submitted must follow established guidelines.

### Second Year Upgrade

After approximately one-and-one-half years of study (three years for part-time students), and no later than the end of the second year (fourth year for part-time students), the student will undergo the upgrade process, designed to evaluate her or his progress and to determine the likelihood of success in the program. The upgrade may only be scheduled after the successful completion of PHD-700 and PHD-701. The upgrade process will include submission of two drafted chapters of the dissertation—a methodology chapter and one other, and an oral examination based on the submitted chapters. The examiners will include one Hartford Seminary faculty, not the lead advisor, and the second advisor. The potential outcomes of these exams are:

1. The student's research is acceptable and the student may proceed toward completing her or his dissertation. The student is now an official Ph.D. candidate.
2. The student's research is broadly acceptable, but does not allow the examiners to recommend upgrade with confidence; the student will be asked to resubmit for upgrade after revision or expansion her or his work.
3. The student's research is not acceptable, but the student may continue working with the goal of producing a thesis sufficient for the M.Phil. degree.
4. The student's research is not acceptable and shows no sign that the student can achieve a positive outcome. The student is withdrawn from the program.

### Final Examination, or *Viva Voce*

When a student has completed her or his dissertation and both the lead advisor and second advisor have approved its submission, the student will be scheduled for a final examination, or *viva voce*. When a dissertation is submitted, it is reviewed by three examiners who have been approved by the University of Exeter. Normally, this will be an internal examiner from Hartford Seminary, an internal examiner from the University of Exeter and an external examiner who is not on the faculty of either institution. The internal examiner from the Hartford Seminary faculty must be someone other than the student's lead advisor. The internal examiner from the University of Exeter must be someone other than the student's second advisor. The external examiner will be nominated to the University of Exeter by the IPC. Once all examiners have independently read the dissertation and submitted their written reports to the University of Exeter representative, a suitable date on which to conduct an oral examination of the candidate is arranged in consultation with the Registrar. The potential outcomes of this exam are:

1. To recommend that the Ph.D. degree be awarded.
2. To suspend the recommendation while minor corrections are being made.
3. To award the M.Phil. degree.
4. To permit the student to revise the dissertation with the goal of an M.Phil. degree.
5. To outright fail the student and withdraw the student from the program.

### Appeals of Examination Decisions

All appeals of examination decisions must be made directly to the appropriate authorities at the University of Exeter. Students should contact the University of Exeter representative for information on how to proceed. Please refer to the full Appeals Procedures available at <http://www.exeter.ac.uk/staff/policies/calendar/>.

### Grade Expectation

All students in the International Ph.D. program including those in the transition year must receive grades of B+ or better in all graded courses. Students who fail to meet this expectation will be referred to the IPC for evaluation and to determine their suitability for continuing in the program.

### Length of Study and Residency Requirements

**Full-Time Study:** The minimum period of full-time study allowed for the Ph.D. is three academic years. A student who is registered full-time is expected to reside within easy traveling distance of Hartford Seminary. This is particularly important during the first year of study when the student must enroll in PHD-700 and PHD-701. Permission for any extended period of absence must be granted by the IPC. It is expected that students will submit their dissertations within four years. Extensions beyond this deadline are granted by the IPC only where there is clear evidence that the work is proceeding and nearing a conclusion.

**Part-Time Study:** The minimum period of part-time study allowed for the Ph.D. is six academic years. While residency within easy traveling distance of Hartford Seminary is not required, students still must plan to fully participate in the Hartford Seminary community and enroll in PHD-700 and PHD-701 which meet on a weekly basis for one full year. It is expected that students will submit their dissertations within seven years. Extensions beyond this deadline are granted by the IPC only where there is clear evidence that the work is proceeding and nearing a conclusion.

### **Leave of Absence**

Students who find it necessary to interrupt their program should submit a written request to the Ph.D. Coordinator at Hartford Seminary for approval. The written request will then be forwarded by the Ph.D. Coordinator to the IPC for evaluation and approval. The written request for a Leave of Absence must include the reasons for seeking a leave and a schedule for resuming study. Upon approval of the IPC, the student must complete the Exeter LOA request form, and the PhD Coordinator will send it directly to the University of Exeter. Generally, a Leave of Absence is granted for up to 180 days per calendar year. If a student cannot continue his or her studies after that timeframe he or she may be able to request an additional Leave of Absence. In no case will a leave of more than two 180 day Leaves of Absence be granted (one for any Title IV financial recipient). A Leave of Absence does not automatically extend a student's program beyond four years (eight years for part-time students). (Students who are recipients of federal financial aid should refer to the Financial Aid section of this Catalogue for additional leave of absence stipulations.)

### **Deferral of Entry**

Students who find it necessary to delay their initial enrollment in the program should submit a petition to the Administrator of the Ph.D. program for review by the IPC. The petition must include the reasons for seeking a deferral and a schedule for beginning study. If granted a deferral shall be one academic year. If a student cannot begin her or his studies at the end of that year he or she must re-apply to the program.

### **Termination of Program**

A student's degree program may be terminated on the written request of the student, or by action of the IPC.

A student who voluntarily terminates her or his program may apply for readmission at a later date. Voluntary withdrawal will in no way prejudice a later request to be reinstated. If readmission is desired, students may reapply according to the normal admission procedures. Students seeking readmission must additionally present evidence that they are now able to perform satisfactorily toward completion of their dissertation and that the difficulty that necessitated their termination has been overcome. If an extended period of time has passed since the student has been actively working in the field, a student may be asked to retake the required course or complete other requirements as determined by the IPC. Students with outstanding balances must pay them before being readmitted.

Students who have not received an approved leave of absence and fail to file an annual report showing progress in their research will be removed from the program with notification. A student who has been withdrawn due to inactivity may reactivate by petitioning the IPC. Any reactivation must be recommended by the student's lead advisor.

Students who fail their exams or choose not to revise their dissertations to fulfill degree requirements will have their programs terminated by the IPC.

### **Procedures for Complaint or Redress**

If students have concerns about the academic program or feel that their work is not proceeding satisfactorily for reasons outside their control, they should lose no time in bringing this to the attention of their lead advisor. If the student does not feel their concerns have been appropriately addressed after discussions with the lead advisor and/or the staff member directly involved, the student should contact the University of Exeter representative for information on how to proceed. Also, please refer to the full University of Exeter Student Complaints Procedure at <http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/complaints/>.

## International Students

### Application, Admission and Important Related Information

#### **Application and Admission**

Hartford Seminary is authorized under federal law to enroll full-time nonimmigrant alien students. It is the policy of Hartford Seminary that all international students enter the U.S. with an F-1 visa. There are no exceptions to this policy. Typically and primarily, Hartford Seminary accepts international students interested in the Master of Arts in Religious Studies degree with a focused area of study in Islamic Studies and Christian-Muslim Relations and Doctor of Ministry students from interfaith or Christian-Muslim contexts.

#### **English Language Proficiency**

Students who do not have English as a first language, or as a primary language in previous academic studies, are required, prior to application, to take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) examination and achieve a minimum score of:

TOEFL: 550 (written version), 213 (computer version) or 80 (internet version)  
IELTS: 6.5

Applications for admission will not be processed without an official TOEFL or IELTS score.

Additionally, students pursuing graduate level studies at Hartford Seminary for whom English is a second language are required within the first month of their enrollment to undergo assessment of their English language ability. Based on this assessment, students will either be free from any further formal English language training, or be required to successfully complete the appropriate level of English language preparatory course at the English Language Institute of the University of Hartford. The appropriate level of preparatory course will be determined by the staff of the English Language Institute (in consultation with the Dean of the Seminary or her/his designee) based on an assessment of the student's abilities in listening comprehension, reading comprehension and writing skills. The course must be taken either immediately prior to or during the first two terms of enrollment at Hartford Seminary.

The cost of the course must be considered part of the requisite costs for the student's program of study and included in the amount of financial obligation for which the student seeks and receives financial guarantee/sponsorship. (See International Student Costs Table below.)

This requirement may be waived by the Admissions Committee based on factors that have come to its attention during the admission process, such as previous degrees earned in which English was the language of study or previous long term residence in the U.S. or other country where English is the primary language.

#### **Financial Sponsorship**

Although applications for admission from international students are not reviewed on the basis of the student's financial status, Hartford Seminary must receive a letter of financial guarantee from a scholarship agency or a private individual (in the latter case documentation of personal or family funds on bank letterhead or in the form of a legally binding affidavit must be included) before the I-20 "Certificate of Eligibility for Nonimmigrant (F-1) Student Status" can be issued. This form is required for international students seeking a student visa. The letter of financial guarantee must show sufficient funds to meet the costs outlined in the Estimated International Student Costs Table.

All policies in the Hartford Seminary 2015-2016 Catalogue and the Hartford Seminary Student Handbook 2015-2016 apply; however, international students (and research scholars) should make special note of the policies and procedures listed below.

## Course Registration

To maintain their F-1 visa status, international students must be enrolled in a full-time course of study. While taking coursework, full-time status is defined as 9 credits per semester (registration during summer session is not required). International students who have completed all of their coursework must register for their final requirement in the following semesters.

In order to maintain full-time status during the final phase of their degree program, students must follow these guidelines:

- *3-credit final paper or project:* If the student has registered for the 3-credit final requirement, and is not enrolled in any other courses during that semester, the final requirement must be completed and examined within that semester. If the student has registered for the 3-credit final requirement and is still enrolled in one or more courses during that semester that are required for the completion of the degree, the final requirement must be completed and examined by the end of the following semester.
- *6-credit thesis (M.A.) or final ministry project (D.Min.):* Students who are writing six-credit theses or D.Min. final ministry projects are allowed to register for three credits for each of two consecutive regular semesters, and must be examined no later than the end of the semester that follows the second semester in which they have registered for their thesis or project. This examination deadline applies whether or not the student is taking other courses during the semesters in which he or she has registered for the thesis or final ministry project.

Any exception to this policy must be approved by the Academic Policy Committee and the Coordinator of International Student and Scholar Services.

*Note:* This policy allows students opting for the three-credit final requirement (M.A.) a maximum of two regular semesters before being examined on it; it allows students opting for the six-credit final requirement a maximum of three regular semesters before being examined on it.

## Health Insurance

All international students and research scholars are required to carry adequate major medical insurance (accident, illness, hospitalization), medical evacuation, and repatriation insurance for the duration of their enrollment (and occupancy of Hartford Seminary apartments, when applicable) at Hartford Seminary.

## Housing

Normally, international students are required to live on campus for the first year of their study at Hartford Seminary, subject to such housing being available. Because we have limited campus housing available, the Seminary does not guarantee accommodations on campus for students. However, International students are given priority for Seminary apartment space that is available. For more detailed information, see the housing brochure on the Seminary website or contact the Director of Administration and Facilities. Several rental options for student housing are typically available in the surrounding area as well.

Any student living on-campus must receive the meningococcal vaccination (meningitis) and provide documentation to the Registrar's Office. Students who do not comply with this requirement within one month of moving on-campus will be asked to leave student housing.

## International Student Tuition, Fees and Additional Costs

### Master of Arts in Religious Studies Degree Program

The following table provides an *estimate* of total costs for the Master of Arts in Religious Studies degree program on a full-time basis taking two academic years and two summers to complete. *These figures are based on the costs of the*

student alone who is housed in one of Hartford Seminary’s international student apartments. Students who come with a dependent or dependents should add approximately \$1000/month to overall expenses.

These costs are based on the very *minimum* amount of time in which it is anticipated the program may be successfully completed therefore, the costs are the *minimum* anticipated amount and are not in any way provided as the definitive or final costs and should not be interpreted as such. Individual student costs will vary depending on residence, lifestyle, program requirements and normal economic fluctuations.

**Estimated International Student Costs  
To complete the Master of Arts in Religious Studies degree –  
based on 22 months full-time study\***

*\*22 months represents four semesters of 9 credits each semester and two summer sessions of 6 credits each*

<b>Tuition</b> 2015-2016: \$2,049/course (48 credits/16 courses includes final paper, project or thesis supervision**)	<b>\$32,784</b>
<b>Books</b> 16 courses at approximately \$100/course ( <i>estimate</i> )	<b>\$1,600</b>
<b>Additional Fees</b> Application (\$50), Comp. (\$100), Graduation Fee (\$185)	<b>\$335</b>
<b>Housing (On-Campus When Available)</b> 22 months at \$570*/month (rent includes utilities, monthly cleaning fee, internet service and local phone service)	<b>\$12,540</b>
<b>Food</b> 22 months at \$300/month ( <i>estimate</i> )	<b>\$6,600</b>
<b>Total Tuition, Books, Fees, Housing and Food</b>	<b>\$53,859</b>
<b>Additional Costs (all costs are estimates)</b>	
<b>Health Insurance - Required</b> Health Insurance costs vary significantly based on age, health, etc.; Insurance premiums can vary from \$1000 to \$3,000 ( <i>\$1,500 is an estimate</i> )	<b>\$1,500</b>
<b>Computer (approximate)</b> Computer Equipment (\$1,000)	<b>\$1,000</b>
<b>Mobile Phone</b> 22 months at \$25/month ( <i>plans prices vary, \$25 is an estimate</i> )	<b>\$550</b>
<b>Personal Expenses</b> Clothing, postage, recreation, toiletries, etc. 22 months at \$50/month	<b>\$1,100</b>
<b>Transportation</b> Public transportation; 22 months at \$45/month; <i>Does not include cost of transportation to and from the United States</i>	<b>\$990</b>
<b>TOTAL Estimated Program Costs – M.A. degree</b>	<b>\$58,999</b>

\*Subject to annual increase

\*\*Each course is 3 credits

### Doctor of Ministry Program

The following table provides an estimate of total costs to complete the coursework for the Doctor of Ministry degree program on a full-time basis. Please note: The Doctor of Ministry degree requires successful completion of the six credit ministry project. The candidacy examination for progressing to the ministry project phase of the degree program cannot be scheduled until the student has completed the two years of Colleague Seminars and at least four of the six required elective courses. The minimum on-campus time necessary to complete the coursework is therefore, anticipated to be approximately 22 months.

These figures are based on the costs of the student alone who is housed in one of Hartford Seminary’s international student apartments. Students who come with a dependent or dependents should add approximately \$1000/month to the overall expenses. These estimated costs are the minimum anticipated amount and are not in any way provided as definitive or final costs and should not be interpreted as such. Individual student costs will vary depending on residence, lifestyle, program requirements and normal economic fluctuations.

#### Estimated International Student Costs

#### To complete the Doctor of Ministry degree – based on 22 months full-time study\*

*\*Coursework may be completed in 22 months; the Ministry Project may be completed from a distance/off site with permission of the Dean and faculty advisor*

<b>Tuition</b> 2015-2016: \$2,049*/course (30 credits/10 courses**) Plus ministry project supervision (6 credits)	<b>\$20,490</b> <b>\$4,098</b>
<b>Books</b> 12 courses at approximately \$100/course ( <i>estimate</i> )	<b>\$1,200</b>
<b>Additional Fees</b> Application (\$50), Comp. (\$100), Graduation Fee (\$185), Project Publishing Fees (\$65+ depending on option chosen)	<b>\$400</b>
<b>Housing (On-Campus When Available)</b> 22 months at \$570*/month (rent includes utilities, monthly cleaning fee, internet service and local phone service)	<b>\$12,540</b>
<b>Food</b> 22 months at \$300/month ( <i>estimate</i> )	<b>\$6,600</b>
<b>Total Tuition, Books, Fees, Housing and Food</b>	<b>\$45,328</b>
<b>Additional Costs</b> <b>(all costs are estimates)</b>	
<b>Health Insurance - Required</b> Health Insurance costs vary significantly based on age, health, etc. Insurance premiums can vary from \$700 to \$5,000 ( <i>\$1,500</i> <i>is an estimate</i> )	<b>\$1,500</b>
<b>Computer (approximate)</b> Computer Equipment (\$1,000)	<b>\$1,000</b>
<b>Mobile Phone</b> 22 months at \$25/month ( <i>plans prices vary, \$25 is an estimate</i> )	<b>\$550</b>
<b>Personal Expenses</b> Clothing, postage, recreation, toiletries, etc. 22 months at \$50/ month	<b>\$1,100</b>
<b>Transportation</b> Public transportation; 22 months at \$45/month; <i>Does not include cost of transportation to/ from the U.S.</i>	<b>\$990</b>
<b>TOTAL Estimated Costs - Doctor of Ministry</b>	<b>\$50,468</b>

\*Subject to annual increase

\*\*Each course is 3 credits

## Financial Aid and Scholarship Information for Graduate Students

Determining how to pay for graduate school can be as challenging as deciding which academic program is best for you. Hartford Seminary tries to facilitate the decision-making process by offering financial aid to eligible students. Pat Hickey is the financial aid administrator and may be contacted at [phickey@hartsem.edu](mailto:phickey@hartsem.edu) or 860-509-9545.

### Hartford Seminary Financial Aid Options

Depending on the program of study, Hartford Seminary currently offers the following financial assistance to students:

Federal Programs

Direct Loans

Work Study (FWS)

Hartford Seminary Programs

Need Based Institutional Grants

Outside Scholarships/Grants

### Federal Programs

**William D. Ford Federal Direct Loan Program:**

Hartford Seminary is a Title IV Institution and participates in the William D. Ford Direct Unsubsidized Stafford Loan and Federal Work Study Programs (FWS). In order to qualify for a Federal Direct Loan or FWS, students must be matriculated in a degree program, be a U.S. citizen or eligible non-citizen, and be registered for at least 6 credits. Please note the Women’s Leadership Institute (WLI) does not count towards the 6 credit per semester requirement. Students must also complete and submit the FAFSA online. For instructions please go to <http://www.hartsem.edu/admissions/financial-aid/how-to-apply-for-federal-aid/>.

As of July 1, 2012, all Direct Loans for Graduate Students are unsubsidized and the maximum amount available annually is \$20,500. This amount is not indicative of the financial aid award that each student receives. Eligibility is based upon a variety of factors as determined by the U.S. Department of Education.

**Federal Work Study (FWS):**

If a student is interested in FWS please should check “yes” on the FAFSA. Checking “yes” does not obligate a student for FWS it simply alerts the Financial Aid Office in the processing of their aid package. FWS is awarded based on documented need for financial assistance and places students in various jobs on campus. There are a limited number of FWS positions so students should be mindful of “first come, first serve” and inquire as soon as possible. To apply for FWS please refer to the above instructions on filing a FAFSA and submit an email expressing your interest in a FWS position to the Financial Aid Office [phickey@hartsem.edu](mailto:phickey@hartsem.edu) to be placed on the list. All eligible candidates will then be submitted to the Human Resource Director for consideration.

Federal Leave of Absence: A student who is the recipient of a Federal Direct Loan and/or a Federal Graduate PLUS loan may not exceed 180 days on a Leave of Absence in any 12 month period and must return to the program at the point that he or she exited in order to maintain his or her loan grace period. A student who has exhausted his or her grace period and is unable to begin repayment of a loan may apply for a deferment or forbearance for payment. A student returning from a LOA must complete the semester in order to be eligible to receive a second or subsequent disbursement. The U.S. Department of Education will be notified of the student’s withdrawal date (the date the LOA began) if a student fails to return at the end of the 180 days of an approved LOA. Any LOA that does not meet all of the conditions for an approved LOA (as specified by the Department of Education) is considered a withdrawal for Federal Title IV funds purposes. Students on Federal Financial Aid or who are on an “in-school deferment” from prior institutions should contact the Financial Aid Office for additional paperwork which must be completed.

---

### **Satisfactory Academic Progress Policy for Financial Aid Recipients and/or Veterans:**

Students receiving federal student aid, or veterans' benefits must maintain Satisfactory Academic Progress (SAP).

At Hartford Seminary, Satisfactory Academic Progress (SAP) is officially checked at the end of each semester (fall, spring, and summer). Satisfactory academic progress consists of two components: Grade point average and pace. A student must meet both components in order to make satisfactory academic progress.

#### **Grade Point Average**

Students who fail to maintain at least a 2.66 G.P.A. either with respect to their cumulative work, or in the work of a given semester, are considered to not be making satisfactory academic progress. In addition the student must comply with Hartford Seminary's full Academic Probation policy.\*

#### **Pace**

Students are required to successfully complete at least 70 percent of all credit hours attempted. Pace is calculated by dividing the cumulative credit hours earned by the cumulative credit hours attempted.

All students who expect to complete a degree at Hartford Seminary must do so within the following maximum time frame, beginning at matriculation:

Master of Arts - 6 years

Doctor of Ministry - 6 years

Graduate Certificate in Islamic Chaplaincy – 3 years

#### **Incomplete Courses**

Courses for which a student is granted an incomplete (Inc.) will count toward cumulative credits attempted but will not be used to determine the cumulative GPA until the grade has been submitted to the Registrar.

#### **Repeated Courses**

Credits for each attempt of a course are counted towards the cumulative credits attempted. Only the grade for the second attempt is used in calculating the GPA.

#### **Course Withdrawals**

Courses for which a student receives a grade of "W" or "WP" will count towards total credits attempted, but will have no impact on the GPA. Grades of "WF" will count towards total credits attempted, and will factor into the GPA.

#### **Transfer Credits**

Transfer credits from other schools will not factor into the GPA calculation, but will count as credits attempted and earned.

#### **Financial Aid Warning**

A student, who is determined to not be making SAP, will be sent a letter by the Financial Aid Office informing them that they have been placed on Financial Aid Warning and will have one semester to improve their academic performance to a satisfactory level. The student will continue to be eligible to receive aid during this period, provided all other eligibility requirements are met.

#### **Financial Aid Appeal**

A student who loses financial aid eligibility because he/she failed to make satisfactory progress may appeal on the basis of: the loss of a family member, the serious illness of the student or a family member, and other situations deemed appropriate. The student is required to submit a letter to the Academic Policy Committee detailing the situation which caused him/her to fail to make satisfactory progress and what has changed in his/her situation that will allow him/her to make satisfactory progress at the next evaluation. If approved, the student will be eligible to receive financial aid for one more semester.

If an appeal is approved but it is determined that it will not be possible for the student to achieve satisfactory progress by the end of the next evaluation period the student will be placed on an academic improvement plan. The student's progress will continue to be checked at the end of each semester, and if the student fails to meet the requirements of the plan, aid eligibility will be lost.

#### **Financial Aid Probation**

A student who does not make SAP after the Financial Aid Warning period, appeals the SAP decision, and whose appeal is granted, is placed on Financial Aid Probation. Only students who have successfully appealed SAP are placed on Financial Aid Probation. A student on Financial Aid Probation may have an additional condition of following an academic plan, a reduction in course load, or both. While on Financial Aid Probation, the student is eligible to receive Federal aid. At the end of the probationary period if the student is meeting SAP or the student follows the academic plan/reduced work load set by the school, the student continues to receive aid. If Hartford Seminary determines that the student does not meet the minimum SAP requirements at the time of evaluation, or the additional conditions, the student is no longer eligible to receive Federal financial aid funds.

#### **Additionally for Veterans:**

For the purpose of VA regulations, the VA is notified immediately after any semester that a veteran does not make SAP. All veterans must comply with Hartford Seminary's SAP Policy as stated above. No veteran will be certified until SAP has been verified.

### Hartford Seminary Programs

#### **Need Based Institutional Grants**

Limited financial aid in the form of grants is available to matriculated students in some Hartford Seminary degree programs (see below). The deadline for first round consideration for the academic year, which begins with the fall semester, is:

April 1- Master of Arts, Cooperative Master of Divinity, Graduate Certificate in Islamic Chaplaincy and Graduate Certificate in Multifaith Chaplaincy Students (New and Continuing)

June 1- Doctor of Ministry Students (New and Continuing)

After June 1- All funds are awarded on an as available basis to eligible students

Applications for Need Based Grants received after June 1 will be considered if funds are available. Students who are admitted to degree programs mid-year may apply for remaining funds. Hartford Seminary students must reapply for Need Based Institutional Grants each academic year for consideration. As the Grants are based on need, a student is not guaranteed eligibility for an academic year even if they received a grant in a previous year. A student also must file that current year's FAFSA, and must maintain better than a B- grade point average to maintain eligibility. Students who wish to apply for the Hartford Seminary Need-Based Grant, but who are not eligible to file the FAFSA (typically international students), must submit alternative documentation which outlines their income for the past 12 to 18 months. Submit this information along with the Hartford Seminary Grant application.

If eligible, a student may receive up to 50% of annual course tuition. The amount of institutional aid available for distribution is limited and varies each year. Students who wish to apply for the Need Based Grant can access the form by going to our website <http://www.hartsem.edu/admissions/financial-aid/>. Applications can also be obtained on the second floor of 77 Sherman Street in our Student Forms Center. Need Based Applications and any questions concerning Need Based Aid should be directed to Lorraine Browne, Executive Assistant to the Dean, (860) 509-9553 [lbrowne@hartsem.edu](mailto:lbrowne@hartsem.edu).

Students with special financial concerns or a change in financial circumstances are encouraged to put them in writing for the Financial Aid Office to review. Students can direct their questions to [piskey@hartsem.edu](mailto:piskey@hartsem.edu) or [lbrowne@hartsem.edu](mailto:lbrowne@hartsem.edu).

### **Outside Scholarships and Grants:**

Students must notify the Financial Aid Office (860) 509-9545 and the Business Office (860) 509-9524 of any outside scholarships they are awarded.

Any outside scholarships that we become aware of for students will be posted by the Financial Aid Office in Hartford Seminary's weekly online paper The Exchange.

### **Veterans Administration Benefits**

Eligible students may use Veterans Administration benefits to pursue an approved degree or certificate program. (Students in the Cooperative Master of Divinity program and the International Ph.D. program are not eligible for Veterans Benefits through Hartford Seminary.) Students are advised to make their initial application for VA benefits well in advance of their first semester. Once a student has registered for a given semester, the Seminary upon request will certify the student's enrollment to the Veterans Administration, which will then determine the student's eligibility and award. Students are responsible for paying all tuition and fees to the Seminary. Continued certification by the Seminary is contingent on the student's maintaining good academic standing and making satisfactory progress toward completion of program requirements. The Seminary must report unsatisfactory progress to the Veterans Administration.

Students already receiving benefits through the Veteran's Administration who are continuing their enrollment and wish to use their benefits for the upcoming semester should make a formal request to the Financial Aid Office so we can submit an enrollment certification to the VA on your behalf. The request can be in the form of an email sent to [piskey@hartsem.edu](mailto:piskey@hartsem.edu). Students who have not previously used VA benefits at Hartford Seminary, but wish to do so, should contact the Financial Aid Officer as soon as possible. Veterans should also keep in mind that they must notify the VA and the Financial Aid Office of any program changes or adjustment to the number of courses and type of courses they are taking in a given semester.

Hartford Seminary participates in the Yellow Ribbon GI Education Program, a provision of the Post 9/11 Veterans Educational Assistance act of 2008. The Yellow Ribbon Program, Chapter 33 Post 9/11 GI Bill, is a partnership between the Veteran Administration and Hartford Seminary. For detailed information, please go to [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)

Listed are other Veteran Benefits offered to students:

- Chapter 30 (MGIB Active Duty)
- Chapter 31 (VA Vocational Rehabilitation)
- Chapter 35 (Survivors and Dependents Education Assistance)
- Section 1606 (MGIB Select Reserves)
- Section 1607 (Reserve Educational Assistance Program)

## Women's Leadership Institute: A Program in Applied Spirituality

The Women's Leadership Institute (WLI) is an experience based program committed to developing an embodied spirituality grounded in the very real world of our personal and public lives.

### **Core Curriculum**

During nine weekend seminars that meet monthly from September through May, participants strengthen leadership skills rooted in a feminist perspective that is justice-based, globally oriented, attentive to diversity, and ritually expressed. Essential elements of the program are:

- completion of the nine core seminars
- a cross-cultural experience
- a project in leadership
- enrollment in an additional Seminary course

The curriculum, which includes selected readings, presents a feminist perspective of scripture, theology, psychology, spirituality, ritual, and leadership. A guided analysis of academic content and reflection on life experience emphasize integration and practical application. Discussion, storytelling, and the shared leadership of community prayer take place within the larger circle and in smaller wisdom circles.

### **Enrollment Options**

There are two enrollment options: undergraduate and graduate credit.

Although Hartford Seminary is not authorized to offer undergraduate credit, students may earn nine upper level credits toward a baccalaureate degree through Charter Oak State College. In order to gain credit from Charter Oak State College for this program, participants **MUST** successfully complete all three components listed below; the two Institute segments of monthly sessions (WS-551 & WS-552), and complete one 3 (three) credit course listed in the Hartford Seminary catalog. Charter Oak requires an additional fee for the transfer of those credits from a Hartford Seminary transcript.

The enrollment options are as follows:

- Students who wish to receive graduate credit from Hartford Seminary should enroll as credit seeking students.
- Students who may wish to seek undergraduate college credit from Charter Oak State College should enroll as audit students. While the seminary will not award academic credit, the audit will be evaluated on a letter grade scale (A, A-, B+, B, B-, C+, C, F).

The enrollment option must be chosen at the time of registration. Any request for a change must be submitted via the Audit-Credit Change Form to the Registrar's Office.

Please read the following disclaimers in regards to WLI:

- Admission to WLI for those seeking undergraduate credit awarded by Charter Oak State College requires, at minimum, graduation from an accredited secondary school or the equivalent.
- Admission to WLI for those seeking graduate credit awarded through the Seminary requires, at minimum, graduation from an appropriate bachelor's degree program, or the equivalent.
- Students cannot be awarded both undergraduate and graduate credit for their work in WLI.

---

**Program Prerequisites**

Graduate credit options require a baccalaureate degree (or its educational equivalent). Required of all participants are an openness to a feminist perspective in religion and society and a willingness to honor diverse points of view. The admission process requires completion of an application form, payment of the \$40 application fee, and an interview with a member of the WLI team.

**Program Cost**

The cost of the Women's Leadership Institute is \$1,500 (tuition) for the non-credit option plus \$100 (hospitality assessment) for the 2014-2015 academic year. Additional tuition is required for graduate credit. Limited financial aid is available for those who would otherwise be unable to participate. There is also a graduation fee of \$65. A 2.5% convenience fee will be charged when paying with a credit card.

**Schedule for 2015-2016**

September 25-26; October 23-24; November 20-21; December 18-19; January 22-23; February 19-20; March 18-19; April 15-16; May 6-7.

Miriam Therese Winter, Director

Visiting Faculty:

Barbara Essex  
Judy Fentress-Williams

Jan Gregory  
Mellonee Pauley

## The Ministries Certificate Programs

### Academic Information and Procedures for the Ministries Certificate Programs

By offering the Black Ministries Program (BMP) and the Hispanic Ministries Program (PMH), Hartford Seminary seeks to serve the community by providing introductory theological education on a schedule convenient to both clergy and lay leaders. The programs are designed to help participants strengthen their faith, develop their spirituality, and learn to engage more effectively in the ministries of their churches and communities. Students in these two programs form valuable relationships with other students in their courses and are encouraged to participate in other educational events and programs offered by Hartford Seminary. Both programs are designed to be completed in two years.

For further information, please call 860-509-9512 or email: [bmp@hartsem.edu](mailto:bmp@hartsem.edu) or [pmh@hartsem.edu](mailto:pmh@hartsem.edu).

### **Admission**

Each prospective student must complete an application that includes general student information, a personal statement, two letters of reference, and a registration form. A baccalaureate degree is not required for admission. A non-refundable application fee of \$40 must be submitted with the program application. Applications are reviewed for admission by the Program Director and an official letter of admission is sent to applicants who are accepted into the program. Although the program year extends from September to June, students are accepted on a rolling admissions basis.

### **Ministries Certificate Program Requirements**

The Certificate is awarded for the successful completion of eight courses. Each ministry certificate program has its own distribution requirements. While most classes are either Saturday morning or afternoon, a few sessions are held on weekday evenings. Normally courses meet for six to nine sessions of three hours each.

### **Cost of the Program**

Tuition is kept low to encourage persons of all income levels to participate. Courses are \$210 each, and merit scholarships are generously given, thanks to a grant from the Thomas Hoyt, Jr. Scholarship Fund and from the PMH Scholarship Fund. Additional financial aid may be awarded based upon demonstrated need. Each student is responsible for purchasing the required books for each course. Cash, Check, MasterCard, American Express, or the Discover Card may be used for payment of tuition and fees. A 2.5% convenience fee will be charged when paying with a credit card. A payment plan may be arranged with the Business Office. Students are urged to seek financial aid from their churches and church connections.

### **Adding or Dropping Courses**

Students may not begin a course after the second class session. Notification of the desire to drop a course must be made in writing to the Program Office within the first two weeks of the course. After the first two weeks no changes can be made and no refunds will be given.

### **Attendance**

Attendance is required at all sessions. A student with excessive absences (missing more than 1/3 of the course) is only allowed to complete the course at the discretion of the instructor and/or program director.

### **Enrollment Options**

There are two enrollment options: non-credit and credit.

Although Hartford Seminary is not authorized to offer undergraduate credit, students may earn up to fourteen lower level credits toward a baccalaureate degree through Charter Oak State College for completion of the BMP/PMH certificate program. Charter Oak requires an additional fee for the transfer of those credits from a Hartford Seminary transcript.

The grading options are as follows:

- Students who may wish to receive undergraduate college credit from Charter Oak should elect to receive letter grades (A, A-, B+, B, B-, C+, C, F).
- Students who will not be seeking undergraduate college credit from another institution may elect to receive Satisfactory (S) or Unsatisfactory (U).

The grading option must be chosen at the time of registration. Any request for a change must be submitted in writing to the Program Office.

Students who have not received undergraduate credit for BMP/PMH, and have been admitted to the Hartford Seminary Master of Arts degree program, may be eligible to receive six credits of Advanced Standing credit. Please see the Advanced Standing policy on page 75 of this catalog for further information.

Please read the following disclaimers in regards to BMP/PMH:

- BMP/PMH is non-collegiate credit program.
- Admission to BMP/PMH for those seeking undergraduate credit awarded by Charter Oak State College requires, at minimum, graduation from an accredited secondary school or the equivalent.
- Admission to BMP/PMH for those seeking graduate credit awarded through the Seminary's M.A. program requires, at minimum, graduation from an appropriate bachelor's degree program, or the equivalent.
- Students cannot be awarded both undergraduate and graduate credit for their work in BMP/PMH.

### **Graduation**

Certificates for successful completion of the program are awarded at Hartford Seminary's annual graduation ceremony.

### **Graduation Fee**

The graduation fee for the BMP and PMH program is \$65 per student. This fee includes the cost of graduation gown rental, the ceremonial stole provided to each student to wear during the ceremony and keep, and all other costs associated with the awarding of the certificate and the graduation ceremony.

### **Incomplete Policy**

Coursework is due by the end of the course. An Incomplete (I) for unfinished coursework is given only at the discretion of the instructor and must be completed within six months. After six months an Incomplete (I) becomes an F. Special exemptions are made only by petition to the Program Director.

### **Continuing Education Units (CEUs)**

Students who choose not to receive formal grades for purposes of pursuing college credit for their certificate work, may opt to receive Continuing Education Units (CEUs). For information about receiving CEUs, contact the Program Director. One CEU is awarded for each ten hours of class participation.

### **Audit Option for Ministries Certificate Program Graduates**

Students who have graduated from one of the two ministry certificate programs may audit future ministry certificate program courses for a special fee of \$75. Graduate auditors must be approved by the Program Director and are required to complete all registration forms.

### **The Black Ministries Program (BMP)**

The Black Ministries Program is comprised of two components: the Black Ministries Certificate Program and Black Ministries educational outreach programs and events. The Black Ministries Program welcomes students of

all denominational and religious backgrounds. For further details, please contact the program office at [bmp@hartsem.edu](mailto:bmp@hartsem.edu) or 860-509-9512.

### **Writing Requirement for Black Ministries Program**

All students are required to successfully complete BMP-100 The Art of Communication unless exempted by the Program Director at the time of admission.

### **Course Descriptions**

#### **The Bible Institute: Understanding the Bible** (offered every other September)

Staff/Kim

The Bible Institute covers the historical, cultural and political forces that shaped the Bible, the history of translation and canonization of the Hebrew Scriptures and the New Testament. The Bible Institute is required and free of charge for all students entering the Black Ministries Program. It is also open to the public for \$35.

#### **BMP-101 The Art of Communication**

Crosby

Emphasizing effective oral and written communication techniques, this course assists students in the preparation of written assignments and oral presentations. Students will review the rules of syntax and grammar and will be exposed to research tools necessary for the art of creative expression.

#### **BMP-140 Church Administration**

Stallworth

This course is designed to probe the ways church and ministries are a business. Topics covered will include techniques for managing and developing a budget, record-keeping, fundraising, supervision of staff, marketing and community relations.

#### **BMP-161 Expository Preaching**

Watts

The basic purpose of this course will be to instruct each student in the necessary “how to” of sermon preparation and delivery. Particular emphasis will be placed on the distinctiveness of preaching in the Black religious context. (Previous title - Preaching in the Black Context)

#### **BMP-190 Theology and the Black Experience**

Johnson

The purpose of this course is to use the African-American experience and search for identity in America as a lens through which to understand the development of African-American theology in the context of the Christian tradition.

#### **BMP-231 Education for the Life of the Church**

Thomas

This is a comprehensive introduction to the total educational ministry of the church including worship, study, fellowship and service. These aspects of the church’s ministry are explored in relationship to curriculum planning, administration, church school organization, and teaching. (Previous title - Christian Education)

#### **BMP-235 In Our Own Voices**

Copeland

This preaching course will offer women the opportunity to explore and discern their own voices in preaching. Students will reflect on the historical, theological and biblical significance of women in the pulpit and will have an opportunity to participate in practical preaching exercises.

#### **BMP-250: Shared Urban Spaces: Black-Latino Dialogue**

Ayala and Bennett

This course will give a broad overview of a paradigm of ministry that has been categorized as Urban Ministries. The focus of this course will explore the historical evolution of what has come to be known as ministry in the urban context that is distinctive from the suburban or rural context, examine and evaluate one particular approach to urban ministry as executed by two ministries within the urban context, and reflect on the aforementioned tasks and their implications for each student's ministry context.

**BMP-260 Survey of the Old Testament**

Kim

This course will study the major books of the Hebrew Scriptures emphasizing their content and theology. Data from archeology, the history and the culture of the ancient Near East, and critical approaches to scripture study will be introduced where appropriate.

**BMP-270 Survey of the New Testament**

Agosto

This course will concentrate on the major teachings of the New Testament documents and the origins of Christianity. Historical-critical observations will be discussed in connection with the New Testament texts.

**BMP-275 Who Are You, Adam? Explorations of Male Spirituality**

Bennett

This course is designed to offer an introductory exploration into the connection between male sexuality and male spirituality. Definitions of both sexuality and spirituality will be followed by an investigation of how both are manifested and perceived within the context of the local church. In particular, how do emerging paradigms of male identity challenge traditional male spiritual practices (i.e. worship, prayer, fellowship, ministry.)

**BMP-280 Black Theological Ethics: A Case Study Approach**

Stallworth

In this course case studies will be used to explore contemporary ethical problems impacting the black community from a theological perspective. The cases will focus on such issues as environmental racism, affirmative action, economics, health and sexuality to help participants gain a better understanding of faithful, ethical decision-making.

**BMP-300 Charismatic Praise and Worship**

Clayton

The black church has long been known for its dynamic praise and worship experience. This course will explore contemporary trends of praise and worship in the black church in light of the historical, biblical roots to provide participants with insights and skills to develop sound contemporary praise and worship teams and music ministries for the black church context.

---

## Hispanic Ministries Program (PMH)

The Hispanic Ministries Program provides introductory theological education for ministry and leadership in Hispanic churches and communities. Through its Hispanic Ministries Certificate Program, taught in English in conjunction with the BMP during the academic year 2014-15, classes are intended to help clergy and lay leaders strengthen the faith and witness of churches in Hispanic and Latino communities throughout New England. The program is also open to individuals who wish to obtain educational opportunities for personal and community enrichment.

The program welcomes students of all religious and denominational backgrounds and normally requires participation in a local Hispanic congregation or a context in which Hispanic ministry is important. A baccalaureate degree is not required for admission to the program.

The Hispanic Ministries Certificate Program is structured for completion in two academic years of study. Each academic year, several six to eight week courses in ministry, theology and Bible are offered. Students are expected to finish eight courses over a two-year period as follows: two in Biblical Studies, two in Theological and Historical Studies, two in Ministerial Studies and two in any area of the student's choosing. Upon successful completion of eight courses, students receive a Certificate in Hispanic Ministries from Hartford Seminary. An added benefit of this program is the dialogical learning opportunities with religious leaders from the African-American community.

An advisor is appointed by the Academic Dean to work with Latino/a students enrolled in the PMH. Please see the BMP courses description for classes available to PMH students.

## **Academic Policies for Graduate Programs**

*(These policies apply to all students in graduate programs except for students in the International Ph.D. program unless they are currently enrolled in regularly scheduled courses.)*

Program Specific Policies can be found as follows:

Master of Arts (M.A.R.S & M.A.T.L.S.).....page 75

Doctor of Ministry.....page 77

### **Academic Advising**

The Dean will assign a faculty advisor to the student upon acceptance to the program. Students may change academic advisors with the permission of both the old and new advisor and the Academic Dean.

Students are expected to initiate contact with her/his faculty advisor each semester when making course enrollment decisions and the advisor must approve the student's course selections. When faculty advisors are on sabbatical, students may meet with the Registrar or Dean during the registration period to discuss course options for the next semester.

### **Academic Policy Committee (APC)**

The Academic Policy Committee is comprised of faculty and senior administrative staff. This representative group is responsible for administering the academic policies that pertain to all educational programs offered by Hartford Seminary. Individual student requests for exceptions to academic policies and procedures are reviewed and decided by APC.

### **Academic Probation**

Students who fail to maintain a 2.66 Grade Point Average either with respect to their cumulative work, or in the work of a given semester, are placed on academic probation. Students are notified of this in writing. As a condition of academic probation, students will be required to meet with the Hartford Seminary Writing Consultant for a minimum of ten hours each semester until her/his cumulative average resumes a non-probation level. The purpose of the meetings will be to focus on written work in current or incomplete courses. The program of a student who continues on academic probation for two consecutive semesters will be terminated. (Students who are recipients of federal financial aid should refer to the Financial Aid section of this Catalogue for the Satisfactory Academic Progress policy.)

### **Doctor of Ministry**

In addition to maintain a 2.66 minimum grade point average, students in the Doctor of Ministry program who receive two "Low Pass" grades or below will be evaluated by the Academic Policy Committee to determine their suitability for continuing in the program. The enrollment of any Doctor of Ministry student receiving two "Fail" grades shall be terminated

### **Adding a Course**

Students may add a course with their advisor's approval up to the second week of the semester by completing an Add/Drop form and submitting it to the Registrar's Office. In the third week of the semester students can add a course with the approval of both the advisor and course instructor.

### **Changes in Audit/Credit Status**

#### **Changing from Audit to Credit**

With the instructor's permission an auditor who has fully participated in a class may switch from audit to credit at anytime before the last class session (for online classes, this would be the last day of the semester). To make the change, the student must already be matriculated in a Hartford Seminary degree or Graduate Certificate program, or be eligible for "Special Student" status at the graduate level. In addition, the student must pay the full course tuition and must submit a completed "Audit to Credit Change Form." No changes will be permitted after a course ends.

**Changing from Credit to Audit**

Students may change from Credit to Audit only if their work has been satisfactory. Students switching from Credit to Audit after the occurrence of 25% of the class sessions will not be granted any refund in tuition. (For MA courses meeting weekly, this means after three class sessions have occurred; for D.Min. courses meeting monthly, this means after the first day-long session has occurred.) Students may change a course from Credit to Audit up to and including the occurrence of 50% of the class sessions. For MA courses meeting weekly, this means prior to the eighth class session; for D.Min. courses meeting monthly, this means prior to the fourth class session. Students may not change a course from Credit to Audit after 50% of the course sessions have taken place which means any change from Credit to Audit must take place prior to the eighth class session for MA courses meeting weekly and prior to the fourth class session for D.Min. courses meeting monthly.)

**Class Session Cancellation - Inclement Weather**

Hartford Seminary reserves the right to cancel classes in the event of inclement weather. Hartford Seminary notifies the following radio and television stations of cancellations and Seminary closings: radio stations WTIC AM (1080), WTIC FM (96.5), WPOP AM (1410) and television channels 3 (WFSB), 8 (WTNH) and 30 (WVIT). The voicemail on the main Hartford Seminary phone number 860-509-9500 will also be changed to reflect cancellations and closings. The main page of the Hartford Seminary website will reflect closings as well ([www.hartsem.edu](http://www.hartsem.edu)).

**Computer Access**

All students are required to have access to computer technology that affords them email capability and access to the internet.

**Computer Use**

Hartford Seminary is committed to providing computing services to support the needs of students, faculty, and staff of the Seminary. The policies are in place to ensure: 1) the security and integrity of computer resources available on campus; 2) that users have reasonable access to the facilities; and, 3) that the action of any one user will not adversely affect any aspect of the work of another. The Seminary reserves the right to control, evaluate and monitor all student computer and electronic telecommunications except as may be prohibited by Federal or State Laws. Please see the Student Handbook for the full Computer Use policy.

**Course Cancellation**

Hartford Seminary reserves the right to cancel any course.

**Course Evaluations**

All students are required to complete course evaluations. All responses are anonymous and course evaluations are not shared with course instructors until after the grade submission deadline.

**Course Retake Policy**

Students may repeat a course in which they have earned a grade of F. The grade for the second attempt of the course, and the associated credits, are recorded on the student's transcript and are calculated into the GPA. When the new grade is added to the academic record, the old grade is replaced with the letter R, indicating that the course was retaken in a later term. R grades do not affect grade point calculations and do not carry credit toward graduation. Only the grade in the repeated course receives credit and applies to the grade point average.

- Withdrawn courses cannot be covered with an R if the course is retaken.
- Grades may not be absolved by repeating a course after graduation.
- Grades assigned due to an academic ethics violation may not be removed from the academic record by repeating the course. Both the new grade and the assigned grade will be shown (no R will cover the original attempt).
- A course originally taken for a letter grade must be repeated for a letter grade.

To absolve a grade, the same course must be taken. In situations where the same course is no longer offered students may be able to absolve a grade in one of two ways:

- By repeating a course of comparable content and level
- As an independent study

Both of these options require approval of the Academic Policy Committee. Students wishing to pursue one of the above avenues must submit a petition to the Academic Policy Committee.

### **Coursework Due Dates**

Projects, reports, or any work required in any course offered within the limits of a semester must be completed according to the due dates announced by the faculty member teaching the course. It is the student's responsibility to confirm that the faculty member has received the work by the due date. This is particularly important if the work is submitted electronically.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review the student's education records within 45 days after a request for access.** Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. **The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

A student who wishes to ask the school to amend a record should write the registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the Seminary decides not to amend the record as requested, the Seminary will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to provide written consent before the Seminary discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Seminary in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the Seminary has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a person serving on an official committee, such as disciplinary or grievance committee; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

At its discretion, Hartford Seminary may also provide "directory information" without consent in accordance with the provisions of the Act. "Directory information" is defined as including a student's name, address, Hartford Seminary e-mail address, telephone number, date of birth, photograph, degree or non-degree program which enrolled, dates of attendance, degrees or awards earned (with dates received) from Hartford Seminary.

A student may withhold directory information by indicating this preference in writing to the Office of the Registrar within the first two weeks of any semester. Please note that such withholding requests are binding for all information to all parties other than for educational purposes. Students should consider all aspects of a directory hold prior to filing such a request. Requests for non-disclosure will be honored by Hartford Seminary as long as the student is enrolled.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Seminary to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## Grading System

### Master of Arts and Graduate Certificate

The Hartford Seminary Grading Guidelines approved by the faculty in April 1996 stipulate the following:

- +/- indicates strength or weakness within a letter grade. Grades range from A to C and F; A+'s and C-'s are not part of the grading system.
- A(4.00), A-(3.66), B+(3.33), B(3.00), B-(2.66), C+(2.33), C(2.00) and F(0.00).
- A grade point average of no less than B- (2.66) is required to maintain good standing
- The minimum G.P.A. required for graduation is 2.75.

A faculty member, with the approval of the Dean, may determine that a specific course be graded on a Pass-Fail basis. Courses graded on a Pass-Fail basis do not figure into the grade point average.

### Doctor of Ministry

Students in the Doctor of Ministry degree program are graded as follows:

- High Pass(4.00), Pass (3.00), Low Pass(2.00), and Fail(0.00)
- A grade point average of no less than 2.66 is required to maintain good standing

Students who receive two "Low Pass" grades or below will be evaluated by the Academic Policy Committee to determine their suitability for continuing in the program. The enrollment of any Doctor of Ministry student receiving two "Fail" grades shall be terminated.

## Grades

Faculty members are required to submit course grades according to the following schedule: Fall Semester: January 10; Intersession and Winter/Spring Semester: June 3; and Summer Session: August 15. Students can view their grades through the Student Access portal after the submission date if they have completed their online course evaluation. It is the policy of Hartford Seminary not to allow grade changes after grades are submitted. Should a student dispute a grade received for a course, they must contact the Dean immediately and no later than 60 days after the grade submission date. (If the disputed grade was for an incomplete course then the student must be in contact with the Dean within 60 days after the grade was entered into the computer system.) Students who need grades earlier than the stated deadlines should be in contact with the faculty member before the end of the semester to negotiate an early submission.

## Graduation

Master of Arts degrees and Graduate Certificates are awarded at Hartford Seminary's graduation ceremony in late spring. Doctor of Ministry degree candidates are awarded their degree in a special ceremony ordinarily held in the

recipient's ministry setting. Doctor of Ministry graduates are also recognized at Hartford Seminary's annual graduation ceremony.

### **Guidelines for Research Conducted by Persons Affiliated with Hartford Seminary**

It is expected that all persons who conduct research under the auspices of Hartford Seminary will treat everyone involved in the research with respect and care. Please see the full text of our guidelines in the Student Handbook.

### **Housing**

Because the programs offered by the Seminary are primarily designed for non-residential students, the Seminary does not guarantee on campus accommodations for students. However, limited space may be available for rent to full-time students in the Seminary's Edith Mason Howard Ecumenical House and in other Seminary residences. International students are given priority for Seminary residential space. Any student living on-campus must receive the meningococcal vaccination (meningitis) and provide documentation to the Registrar's Office. Students who do not comply with this requirement within one month of moving on campus will be asked to leave student housing.

Hartford Seminary does not generally have short-term housing on campus for commuting students. Students are expected to make their own accommodation arrangements. However, occasionally there is a vacancy in our full-time student housing that might be made available to commuting students. Please contact the Director of Administration and Facilities for more information.

### **Inclusive Language**

Hartford Seminary is committed to a policy of inclusion in its academic life and mission. All members of the community are expected to communicate in language that reflects the equality of genders, openness to diverse cultural and theological perspectives, and sensitivity to one another's images of God.

### **Immunization Verification**

Connecticut state law requires that students born after December 31, 1956 and enrolled in a graduate program or pursuing studies on a full-time basis as a special student be protected against measles, rubella, mumps and varicella. Additionally, students living on-campus must receive the meningococcal (meningitis) vaccination. To assist students with complying with this requirement, Hartford Seminary has developed an Immunization Verification form. This form is included with the letter of admission and must be completed by a medical professional before you begin classes.

The immunization requirements are: two doses of each vaccine, the first to be given on or after the first birthday; and the second dose given at least 30 days after the first. (Only one dose of the meningitis vaccine is required.) The following exemptions may apply:

- Students who were born before January 1, 1980 are not required to provide proof of immunization for varicella unless they were born outside the United States. However they must provide proof of the other immunizations.
- Students who believe they have a valid medical or religious reason for being exempt from the immunization requirements should contact the Registrar's Office for more information.

While some students are able to provide the required documentation, others find it is easier to undergo a blood test, which may show that they are immune. If they are not immune, then they must receive all of the required vaccinations.

Students enrolled in classes who are not in compliance will be notified that they will be removed from classes if they fail to fully comply with this requirement. Students removed from courses may be subject to academic penalties. No financial refunds will be issued if a student is removed from classes for failure to comply with the immunization requirement. For additional information or questions, contact the Registrar.

### **Incomplete Grades**

- A student may request an incomplete grade by filling out an Incomplete Grade Form. This form must be signed by the course instructor prior to the last day of class for that semester and submitted to the Registrar's Office and the Financial Aid Office.
- When an "Incomplete" is granted, the instructor and student must agree upon a date for completion of all coursework. This date must be within 4 weeks of the last day of the Fall or Winter/Spring Semesters, and 8 weeks after the end of Summer Session, as listed on the Academic Calendar in which the course was given.
- The faculty instructor will also include on the Incomplete Grade Form the grade the student will earn if they do not submit their remaining work by the agreed upon date.
- The outstanding coursework must be submitted to the Registrar's Office by email or in hard copy by the agreed upon date. The Registrar's Office will forward it to the faculty instructor. If the work is not submitted by the due date, the earned grade indicated on the Incomplete Course Form will be automatically recorded by the Registrar.
- The instructor shall determine the penalty for late work.
- Only the Academic Policy Committee may grant an extension beyond the original limit and will do so only under rare mitigating circumstances such as medical or military related issues with provided documentation. Any requests for extensions beyond the original limit must be submitted in writing to the Registrar prior to the expiration of the original period. A marker of "INC" will be listed on the transcript until the official grade is submitted.
- A student who has two or more incomplete courses will not be permitted to register for the next semester.
- A student who has requested an incomplete grade should be aware that their eligibility for financial aid may be jeopardized and that previously awarded student loans may go into repayment or enter the grace period if they are not allowed to register for subsequent semesters.

### **Independent Study**

A student who wishes to study a topic related to their program of study, but not regularly offered in the Seminary's curriculum, may choose to enroll in an Independent Study. Typically, a three credit independent study will include significant reading and written work and on-going contact with the faculty member. An Independent Study of less than 3 credits may be negotiated. An Independent Study may be negotiated with any resident member of the Seminary faculty (core faculty or faculty associate) for any semester of the academic year. The student must register for an Independent Study online during the scheduled registration period for that semester. Additionally, an Independent Study Contract must be obtained from the Student Forms Center (either at 77 Sherman Street or online), completed by the student in consultation with the independent study advisor and sent to the Academic Dean for approval before the end of the third week of the semester. Independent Study Contracts include the following elements: (1) project overview, (2) learning objectives, (3) methods for completion, (4) forms of accountability/assessment, (5) resources and bibliography, and (6) schedule for completion. In no case will a student be allowed to take more than six credits of Independent Study. Independent Study courses may not be used to fulfill core area requirements for the Master of Arts in Religious Studies program. Independent Study courses are subject to all academic and course policies and procedures as outlined in the Catalogue.

### **Information Literacy Requirement**

Students being awarded a degree from Hartford Seminary must demonstrate a degree of information literacy that includes research ability (both traditional and electronic) and communication skills (both oral and written) commensurate with graduate level academic standards as specified by the Association of Theological Schools in the United States and Canada (ATS) and the New England Association of Schools and Colleges (NEASC).

### **January Intersession Courses**

A limited number of one-week intensive courses are offered during a designated week in January. The course instructors require students to complete reading and writing assignments throughout the winter/spring semester

and to submit final course assignments by the end of the semester. However, the course instructor is responsible for setting his/her coursework deadline as she/he deems appropriate for completion of the course.

### **Leave of Absence**

Students who find it necessary to interrupt their planned program of study due to serious life difficulties (medical, family, employment, etc.) may request a leave of absence by submitting a petition through their faculty advisor to the Academic Policy Committee. This petition should include reasons for seeking a leave and a schedule for resuming study. When the Committee has made a decision, the student will receive a letter informing her or him of the decision. Leaves are granted on a semester by semester basis, and are limited to 180 days per calendar year. All requirements for a Master of Arts degree must be completed within six years. (Students who are recipients of federal financial aid should refer to the Financial Aid section of this Catalogue for additional leave of absence stipulations.)

Students who have not received an approved leave of absence or have not registered for a course for three consecutive academic semesters will be removed from the program with notification. A student who has been inactive within this period may reactivate by petitioning the Academic Policy Committee and paying any unpaid tuition or fees within 30 days.

### **On-Campus Classroom Requirement**

Hartford Seminary requires that at least one-third of the credits required be taken in courses taught in the classroom on the Hartford Seminary campus. This allows for up to two-thirds of the credits to be taken in a combination of the following formats: off-site courses, on-line courses, independent study, travel seminars, field education, and if applicable; transfer credit, final project/paper/thesis, or the final project.

Graduate Certificate:	6 of 18 credits
Graduate Certificate:	9 of 24 credits
M.A. in Religious Studies:	16 of 48 credits
M.A. in Transformative:	12 of 36 credits
Leadership & Spirituality	
Doctor of Ministry:	12 of 36 credits

Students enrolled in the Religious Studies Graduate Certificate are exempted from this policy.

For students enrolled in the Imam and Muslim Community Leadership Graduate Certificate courses taken at the primary off-site location count as on-campus courses.

Students enrolled in the Cooperative M.Div. program should plan to take all of the courses that make up the Hartford Seminary segment of their degrees in the classroom on the Hartford Seminary campus. Occasionally it will be appropriate for students in this program to consider courses taught in other formats, e.g., off-site courses, on-line courses, travel seminars, independent study. When appropriate, the student should discuss the merits of these alternatives with his/her Hartford Seminary advisor. The advisor's approval is required.

### **On-Going Registration**

Once admission has been granted by Hartford Seminary and accepted by the student, all students must register for at least one course or program component each semester until all degree requirements are completed. Students needing to discontinue course registration for one semester may do so (see Program Continuation Fee). Students who are continuing to work on their final project and have already registered for the component in a prior semester or semesters must pay the program extension fee (see Program Extension Fee). Students who are unable to continue work in their degree program for more than one semester due to serious life difficulties should apply to the Academic Policy Committee for a leave of absence. The Academic Policy Committee may terminate the program of any student who has not requested a Leave of Absence or paid the program continuation or extension fees.

## **Plagiarism Policy**

Plagiarism, the failure to give proper credit for the words and ideas of another person, whether published or unpublished, is strictly prohibited. All written material submitted by students must be their own original work; where the words and ideas of others are used they must be acknowledged. Additionally, if students receive editorial help with their writing they should also acknowledge it appropriately.

Credit will not be given for work containing plagiarism, and plagiarism can lead to failure of a course. Faculty will report all instances of plagiarism to the Academic Dean. The Academic Dean will then collect documented details of the case and advance any recommendations for further action to the Academic Policy Committee. Through this process the situation will be reviewed and any additional penalties that may be warranted (up to and including expulsion from the school) will be determined.

For clarity as to what constitutes plagiarism, the following description is provided:

1. Word for word plagiarism: (a) the submission of another person's work as one's own; (b) the submission of a commercially prepared paper; (c) the submission of work from a source which is not acknowledged by a footnote or other specific reference in the paper itself; (d) the submission of any part of another person's work without proper use of quotation marks.
2. Plagiarism by paraphrase: (a) mere re-arrangement of another person's works and phrases does not make them your own and also constitutes plagiarism; (b) paraphrasing another person's words, ideas, and information without acknowledging the original source from which you took them is also plagiarism. See Part II of Kate L. Turabian, *A Manual for Writers of Research Papers, Theses and Dissertations*, (7th Edition, University of Chicago Press, 2007) for an explanation of the proper ways to acknowledge the work of others and to avoid plagiarism.
3. Reuse of your own work: Coursework submitted for credit in one course cannot be submitted for credit in another course. While technically not plagiarism, this type of infraction will be treated in the same manner as plagiarism and will be subject to the same penalties. If you are using small amounts of material from a previous submitted work, that work should be referenced appropriately. When a student is writing their final program requirement (paper, project or thesis) it may be appropriate, with their advisor's permission, to include portions of previously submitted materials if properly referenced.

## **Program Continuation Fee**

Students who have begun a program but have decided not to enroll in courses during a given semester, are not in the final requirement writing stage, and are not on an approved leave of absence will be charged a per semester program continuation fee.

## **Program Extension Fee**

Students who have taken all of their coursework and are not currently registered for their final requirement (paper, project or thesis) will be charged a per semester program extension fee. This fee will be charged for each semester (or fraction thereof), not including summer terms, necessary to complete the degree.

## **Readmission**

Students who have previously been admitted to a graduate level program at Hartford Seminary who have decided to return to the program after initially withdrawing, may apply for readmission. Students wishing to be readmitted must complete a new application and personal statement. The personal statement should address the reasons the student withdrew and why they feel they are able to return at this time. If the student has been away from the Seminary for an extended period, an interview may also be required. Assuming the student is seeking readmission to the same graduate level program, previously earned credits from Hartford Seminary will be allowed to count toward the degree or certificate, but only if they were taken within the last 10 years. Readmitted students will be required to fulfill program requirements as listed in the Hartford Seminary Catalogue at the time of readmission.

## Registration Procedures

**Matriculated Students:** Registration for courses and program components must be completed by the registration deadlines indicated in the Academic Calendar. The Registrar sends registration information to students approximately six weeks prior to the registration deadline.

All matriculated graduate program students are required to meet with their faculty advisor to determine their course selections. Registration deadlines and advising periods for each semester may be found in the Academic Calendar. Registration after the registration deadline results in a \$40 non-refundable late fee. Students may confirm that their registrations have been processed by viewing their schedule through the student access portal.

When faculty advisors are on sabbatical, students may meet with the Registrar or Dean during the registration period to discuss course options for the next semester.

**Special Students:** Special students may register for courses up to and including the first day the course begins without penalty. Special students seeking assistance with course selection may meet with the Registrar. Special students may take 18 credits prior to applying to the Master of Arts in Religious Studies degree program. Special students may take no more than 12 credits before applying and being accepted to a Graduate Certificate program of study.

## Student Discipline Policy and Procedure

It is the policy of Hartford Seminary to conduct an impartial investigation of the facts, an impartial hearing and review of those facts and to make recommendations as to what action should be taken with regard to any issue concerning student conduct brought to the attention of the Dean in writing. Details of the Student Discipline Policy and Procedure are provided in the Official Policies section of this Catalogue.

## Student Grievance Policy and Procedure

It is the intention of this policy to encourage and facilitate resolution of a grievance that a student may have with a faculty member, supervisor, administrator, member of the staff, or another student. The desire is to resolve the grievance in the early stages of the procedure. However, the procedure does provide for full mediation in a fair, equitable and timely manner. Please see the Official Policies section of this Catalogue.

## Summer Session Courses

The Summer Session offers a number of courses in the month of June. Most summer courses are full-day sessions one week in length. Typically, an evening course is also offered. The course instructors require students to complete reading and writing assignments over the summer and to submit final course assignments prior to the fall semester. However, the course instructor is responsible for setting coursework deadlines as he/she deems appropriate for completion of the course. *(This pattern of course scheduling is currently under review. Please see the course schedule for the most up-to-date information.)*

## Termination of Program

A student's degree program may be terminated on the written request of the student, or by action of the Academic Policy Committee, if the student's performance is deemed unsatisfactory or if tuition and fee payments are not made as required. The termination of a student's program by the Academic Policy Committee does not cancel financial obligations the student incurred at the Seminary while enrolled. Students who have not received an approved leave of absence, registered for a course or paid a program continuation or extension fee for two consecutive academic semesters will be notified that they will be removed from the program unless they respond within 30 days. A student who has been removed may apply for reactivation by petitioning the Academic Policy Committee and paying any unpaid tuition or fees. (Students who are recipients of federal financial aid should refer to the Financial Aid section of this Catalogue for additional leave of absence stipulations.)

## Term Papers, Project Papers and Theses

A paper submitted for credit in one course cannot be submitted for credit in another course without the prior permission of both instructors. Hartford Seminary strictly adheres to the Plagiarism Policy. Written papers and

theses must be typed and should conform to the styles and format for footnotes and acknowledgments announced by the course instructor. For additional information on format, proper footnotes, acknowledgments, etc., students are directed to consult the *Hartford Seminary General Guidelines for a Research Paper*. These guidelines can be picked up in the student forms center or downloaded from our website at:

<http://www.hartsem.edu/current-students/student-writing-resources/>. Students may also consult Kate L. Turabian's, *A Manual for Writers of Term Papers, Theses and Dissertations*, (6<sup>th</sup> Edition, University of Chicago Press, 1996), upon which the guidelines are based.

## Transcripts

For the protection of students and former students, all transcript requests must be submitted in writing and personally signed. Requests that are sent via e-mail cannot be honored. Transcripts will not be issued by fax. Upon written request and submission of the transcript fee of \$10 to the Registrar, students and alumni may, at any time, request the Registrar to send their “official” transcript to a school or organization of their choice. Please allow 3-5 business days for transcript requests to be processed by the Registrar. Transcripts are issued only when all financial obligations to the Seminary have been met. Students may view and print an unofficial course report through the Student Access portal at anytime.

## Travel Seminars

Hartford Seminary encourages students to consider opportunities for exposure to the international context of religious life. Hartford Seminary periodically sponsors travel seminars that provide participants with an opportunity to learn more about the major religions of the world as they co-exist in regions of shared historic experience and contemporary struggle. Information about upcoming travel seminars is available from the Registrar.

## Withdrawal from a Course

Students may withdraw from courses at any time before a course ends. However, financial and academic consequences will be imposed according to the following schedule:

### Academic

- Withdrawal before the drop deadline (see academic calendar for exact date): None. The course is dropped from the student's transcript.
- Withdrawal after the drop deadline, up to and including the mid-point of the semester (see academic calendar for exact date): A “W” will be posted to the student's transcript. A “W” has no effect on the student's grade point average.
- Withdrawal after the mid-point of the semester and up to and including the last class: Faculty member will be asked to assign a grade of either “WF” (Withdraw Fail) or “WP” (Withdraw Pass). A “WF” is counted in the student's grade point average as a failure.

### Financial

- Students who withdraw from a course before the drop deadline are entitled to a full tuition refund.
- Students who withdraw after the drop deadline are charged in full for the tuition of that course.
- Refunds to the student will be made within 30 days of the date that the Seminary determines the student has officially withdrawn.

## On-Line Courses

- Withdrawal from on-line courses will be allowed according to the above guidelines

## Intensive Courses

For courses that meet on a non-weekly, intensive format the withdrawal schedule will be as follows:

### Academic:

- Withdrawal before the second class meeting: None. The course is dropped from the student's transcript.
- Withdrawal after the second, but up to and including the third class meeting: A “W” will be posted to the student's transcript. A “W” has no effect on the student's grade point average.

- Withdrawal after the third class meeting, up to and including the last class: Faculty member will be asked to assign a grade of either “WF” (Withdraw Fail) or “WP” (Withdraw Pass). A “WF” is counted in the student’s grade point average as a failure.

#### Financial

- Students who withdraw from a course before the second class meeting are entitled to a full tuition refund.
- Students who withdraw after the second class meeting are charged in full for the tuition of that course.
- Refunds to the student will be made within 30 days of the date that the Seminary determines the student has officially withdrawn.

A student who needs to withdraw for health reasons may petition the Academic Policy Committee for a waiver of the above penalties and must provide documentation from a medical professional. A student who fails to complete requirements of the class receives a failure. Notification of intent to withdraw must be made in writing to the Registrar’s Office. Failure to attend classes does not constitute a withdrawal. Withdrawal after a class stops meeting is not possible without a review by the Academic Policy Committee. However, a student with a medical reason can petition the Academic Policy Committee for a “WP” if the faculty member agrees that the student was passing at the time of withdrawal.

#### **Writing Assistance**

Hartford Seminary is committed to providing our students with the tools they need to successfully complete our program. One service we offer is writing assistance. Writing assistance services may consist of individualized work with a Writing Consultant or group workshops. Writing assistance is available to all matriculated students upon request, and at no charge. Writing assistance may also be recommended to newly admitted students by the Admissions Committee, or recommended to enrolled students by the Faculty. Further information about these services is available from the Dean’s Office.

Should a student be placed on academic probation, he/she will be required to meet with the Hartford Seminary Writing Consultant for a minimum of ten hours each semester until the cumulative grade point average resumes a non-probation level. The purpose of the meetings will be to focus on written work in current or incomplete courses.

#### Master of Arts Specific Policies

##### **Advanced Standing**

Up to six “Advanced Standing” credits may be awarded toward the Master of Arts degree after the completion of at least one semester as an enrolled student at Hartford Seminary. The purpose of granting this credit is to acknowledge significant learning outside the context of a traditional graduate degree program. Credit is awarded by the Academic Policy Committee upon petition by the student and is applied toward the elective requirement. The petition must include a detailed record of the work or learning experiences for which credit is sought, accompanied by supporting documentation, and articulate how these experiences have increased the student’s level of understanding and ability to meet a personal, career, or ministry goal. Experiences must be within 10 years of the date of petition in order to be eligible for credit. Students seeking to apply for Advanced Standing credit should obtain the Guidelines for Requesting Advanced Standing Credit (available through the online Student Forms Center or on site at 77 Sherman Street, 2<sup>nd</sup> floor) and consult with their faculty advisor, who must provide a letter of support for the petition.

Black Ministries Program/Hispanic Ministries Program - Students who have completed the eight course curriculum required for Hartford Seminary’s Black Ministries Program or Hispanic Ministries Programa certificate programs may submit a single petition for six credits under the Advanced Standing provision. The petition may omit the description and curriculum elements requested in the Advanced Standing Guidelines as part of the petition but must include the summary of learning and evaluation elements. Supporting documents should include the final course report (available from the Registrar) and one sample of what the student considers his or her best work from assignments completed as part of the certificate program.

### **Clinical Pastoral Education (CPE)**

Clinical Pastoral Education is an experience-based learning program that combines work in hospital chaplaincy with small group reflection under the supervision of a certified chaplain. There are several good CPE programs in the region. Students who complete CPE may request that the Seminary (via a letter with documentation to the Academic Policy Committee) apply one unit of CPE toward 3 credits in their M.A. program under the Seminary's Advanced Standing Guidelines. Up to 6 credits may be granted.

### **Course Schedule – Academic Year**

The course schedule is designed to accommodate persons whose availability may be limited due to work, life and ministry commitments. Many classes meet once a week in the late afternoons or evenings. Some courses are offered during the day or, on occasion, in a Friday evening/all day Saturday format. The Seminary also offers 4-5 online courses per academic year. Master of Arts students are welcome to take any course offered on our schedule that is designated with a 500 or 600 course number as long as designated prerequisites have been met.

### **Declaring a Focused Area of Study**

Students who have not declared a focused area of study at the time of their application and admission must do so no later than the completion of 24 credits. At that point, students will be reassigned, if necessary, to a faculty advisor in the area of the focused study. Together, the student and the faculty advisor will complete a program of study worksheet for the student's degree program.

### **Final Requirement Completion and Registration**

Students in the Master of Arts who have completed all courses required for their degree must enroll in their final requirement course within two regular semesters. Students who are at this stage and wish to defer working on their final requirement may postpone enrolling in their final requirement and take advantage of the Program Continuation provision (see Program Continuation Fee in the Academic Policies for Graduate Programs) for no more than one semester. Students taking a six-credit final requirement (M.A.R.S. students only) option may choose to register for three credits for each of two consecutive regular semesters. Students requiring additional semesters to complete the final requirement beyond the semester(s) in which they have registered for the final requirement credits must pay the program extension fee (see Program Extension Fee in the Academic Policies for Graduate Programs.) If a student finds they cannot proceed with the final requirement within these time frames due to serious life difficulties, they must, after consulting with the faculty advisor, request a leave of absence from the Academic Policy Committee in order to be considered for an exemption from this requirement.

### **Language Courses**

Hartford Seminary offers Master's level courses in Arabic, New Testament Greek and occasionally, Hebrew. Up to 12 credits of language courses taken at Hartford Seminary may count toward the 48 credits required for the Master of Arts degree. Persons interested in taking language courses for credit should consult beforehand with their faculty advisor.

### **Transfer Credit**

Students who have taken graduate level courses in religion from an accredited institution that have not been applied toward a previous degree may ask for these courses to be applied toward their Master of Arts degree. In order to be considered eligible for transfer, these credits must have been earned within ten years prior to initial enrollment as a matriculated student at Hartford Seminary or taken while the student is pursuing their degree at Hartford Seminary. Master of Arts in Religious Studies students may receive up to 18 credits of transfer credit. Master of Arts in Transformative Leadership and Spirituality students may receive up to 12 credits of transfer credit. Any course taken at another institution while a student is enrolled at Hartford Seminary must be pre-approved by the student's advisor and the Dean (students must complete the Transfer Credit Pre-approval form).

The total credit awarded for Advanced Standing and transfer credit combined may not exceed the maximum transfer credit for the specific degree program.

## Doctor of Ministry Specific Policies

### **Absentee Policy**

Students who are forced to miss a class session should contact the faculty member teaching the course to make arrangements to complete any coursework. In no case may Doctor of Ministry students miss more than one and a half day-long sessions per course per semester (in courses that meet on the D.Min. schedule for five days in a semester) and still successfully complete the requirements of the course.

### **Certificate of Advanced Pastoral Studies**

Regularly enrolled students who have successfully completed all Colleague Seminar requirements and the six elective courses and who, by their own decision or that of the faculty, do not proceed to the Ministry Project phase of the program, or to the final examination of the Ministry Project, may apply to the Academic Policy Committee for the Certificate of Advanced Pastoral Studies.

### **Course Schedule - Academic Year**

The course schedule is designed to accommodate the needs of persons engaged in full-time ministry, some of whom travel considerable distances. Students come to the campus once every three to four weeks to participate in the Colleague Seminar on Monday and an elective course on Tuesday, otherwise referred to in the Seminary community as “D.Min. Days.” During the academic year, Doctor of Ministry courses meet from 10 a.m. – 5 p.m. on Mondays and 9 a.m. – 4 p.m. on Tuesdays. Most courses are offered on a two-year cycle. Doctor of Ministry students are also welcome to take courses offered on other schedules that are designated with a 600 course number.

### **Final Requirement Completion and Registration**

Students in the Doctor of Ministry programs who have completed all courses required for their degree must enroll in their final project within two regular semesters. Students who are at this stage and wish to defer working on their final project may postpone enrolling in their final requirement and take advantage of the Program Continuation provision (see Program Continuation Fee in the Academic Policies for Graduate Programs) for no more than one semester. Students may choose to register for three credits for each of two consecutive regular semesters. Students requiring additional semesters to complete the final project beyond the semester(s) in which they have registered for the final requirement credits must pay the program extension fee (see Program Extension Fee in the Academic Policies for Graduate Programs.) If a student finds they cannot proceed with the final project within these time frames due to serious life difficulties, they must, after consulting with the faculty advisor, request a leave of absence from the Academic Policy Committee in order to be considered for an exemption from this requirement.

### **Ministry Project Oral Examination**

All course work must be completed, all grades reported to the Registrar, and all financial obligations to the Seminary must be met before ministry project oral examinations may be taken. Students planning to schedule their final oral examination must contact the Executive Assistant to the Dean at least four weeks prior to the proposed exam date and must complete the final oral examination checklist before the exam may be scheduled.

### **Transfer Credit**

Students in the Doctor of Ministry program are allowed to count three doctoral level credits taken at another accredited institution toward the elective requirements for the Doctor of Ministry degree. These credits may be

from a course taken within 10 years prior to enrolling at Hartford Seminary or can be taken during the course of a student's program. However, a course taken at another institution while a student is enrolled at Hartford Seminary must be pre-approved by the student's advisor and the Dean (students must complete the Transfer Credit Pre-Approval Form). If the student's final project involves an area of expertise that is not covered by the faculty of Hartford Seminary, and a course in this area is available at another accredited institution, the student may petition the Academic Policy Committee to take an additional 3 credits off-site and transfer them back in toward elective credits. A convincing case must be made that a second off-site course is critical to the successful carrying out of the student's final project.

## Course Descriptions

### **Course Numbering System**

How to read course numbers and descriptions:

The letter prefixes (such as DM, SC, AM, etc.) that begin the course number correspond to the area of study as follows:

Graduate Program Specific Courses/Program Components:

GC	Graduate Certificate
MA	Master of Arts
DM	Doctor of Ministry
PHD	International Ph.D. Program

Topic Areas:

AM	Arts of Ministry
DI	Dialogue
ET	Ethics*
HI	History*
LG	Languages
RS	Religion and Society*
SC	Scripture*
TS	Travel Seminars
TH	Theology*
WS	Worship and Spirituality*

\*These topic areas are designated as core areas for the Master of Arts program. (See below for more information.)

The numbers correspond to the level at which the course is being taught.

- Courses numbered 500-599 are Master of Arts (M.A.) level courses and are open to Doctor of Ministry students only with special permission.
- Courses numbered 600-699 are open to both Master of Arts and Doctor of Ministry students.
- Courses numbered 700-799 are Doctor of Ministry or Ph.D. courses and are open to Master of Arts and Graduate Certificate students only with special permission.

Other information:

- All courses are three credits unless otherwise noted in the course description.
- The core areas of the Master of Arts curriculum in which it is required that a designated number of credits be taken are: Scripture (6 credits), Theology (3 credits), Ethics (3 credits), Worship and Spirituality (3 credits), Religion and Society (3 credits) and History (3 credits).
- Doctor of Ministry students must take four of their six elective courses in differing topic areas (not including languages or travel seminars). Additionally, one of the six elective courses must be in a faith tradition other than one's own, or an interfaith or dialogue course.

Note: The course descriptions listed in this section are for courses scheduled to be taught during the 2014 and 2015 academic years. Hartford Seminary reserves the right to make changes in the courses offered at any time.

## Program Specific Courses/Components

*(While we will make every effort to offer the courses in the semesters listed at the end of each course description changes will occur. Please refer to the official semester course brochure or check the website for final information.)*

### Graduate Certificate

#### **GC-560 Reflection on Ministry Experience**

Golemon

This seminar is dedicated to reflection on the practice of imams and other Muslim leaders. The course will include readings on reflective practice and religious leadership, but the focus will be on peer-learning from the actual practice of Muslim leaders in their own religious communities and social situations. This process builds on the growing trust, reflective wisdom, and experience of the participants. The goal is for each participant to shape a form of reflective practice that integrates an approach to Islamic theology and thought with the daily demands of providing leadership, instruction, and spiritual care to local Muslim communities. Enrollment is limited to students in the Graduate Certificate in Imam and Muslim Community Leadership program. (Fall 2015)

#### **GC-580 Field Education for Islamic Chaplaincy**

Yuskaev

The content and setting of field education will vary according to the needs of the students. Normally, students will be expected to work 8 hours a week for 30 weeks for a total of 240 hours in an Islamic institution or organization. Such institutions or organizations include, but are not limited to, mosques, Islamic schools or Islamic social service organizations. See the Islamic Chaplaincy section for more information. (As needed)

#### **GC-592 Independent Study**

Faculty

A student who wishes to study a topic related to their program but not regularly offered in the Seminary's curriculum may wish to enroll in an Independent Study. An Independent Study may be negotiated with a member of the Seminary faculty for any semester of the academic year. Independent Study courses are subject to all academic and course policies and procedures as outlined in the Catalogue. Students wishing to do an Independent Study must submit a completed "Independent Study Contract" with their registration form. (As needed)

#### **GC-610 Chaplaincy Practicum**

Mosher

An opportunity to explore a particular chaplaincy environment; or, to work with a mentor in preparation for the board-certification process recognized by the Association of Professional Chaplains, the content and setting of the practicum will vary according to the needs and goals of the student. The norm is 120 hours supervised at the practicum site, plus occasional on-campus meetings with the Graduate Certificate Program Director and student-colleagues. See the Chaplaincy in Multifaith Contexts section for more information. (As needed)

### Master of Arts

#### **MA-592 Independent Study**

Faculty

A student who wishes to study a topic related to their program but not regularly offered in the Seminary's curriculum may wish to enroll in an Independent Study. An Independent Study may be negotiated with a member of the Seminary faculty for any semester of the academic year. Independent Study courses are subject to all academic and course policies and procedures as outlined in the Catalogue. Students wishing to do an Independent Study must submit a completed "Independent Study Contract" with their registration form. (As needed)

**MA-596 Final Paper (3 credits)/MA-597 Final Project (3 credits)**

Faculty Advisor

The final paper or project requires the student to demonstrate his or her capacity to apply, integrate, and reflect on the perspectives addressed by the Master of Arts degree program with focused study in a selected area. (As needed)

**MA-598/MA-599 MA Thesis (6 credits)**

Faculty Advisor

The thesis requires the student to complete in-depth research (a review of literature) and critical analysis, integration, and reflection on the perspectives and theory addressed by the Master of Arts program with focused study in a selected area. (As needed)

Doctor of Ministry

**DM-710 D.Min. Colleague Seminar I**

Thumma

The purpose of the two-year Colleague Seminar is to explore the reflective practice of ministry in an atmosphere of personal and professional sharing, eventually producing a set of analytical and theological papers as background for the Ministry Project. The goal of this first semester seminar is to ground the practice of ministry in an understanding of its contextual and organizational realities and their theological significance. Students will be introduced to various field research tools and learn to reflect theologically on the insights gathered through their use. Required of first-year D.Min. students. (Fall 2015 & Fall 2016)

**DM-711 D.Min. Colleague Seminar II**

Thumma

The purpose of the two-year Colleague Seminar is to explore the reflective practice of ministry in an atmosphere of personal and professional sharing, eventually producing a set of analytical and theological papers as background for the Ministry Project. Within that general framework, the goal of this second course in the sequence is to ground the practice of ministry in an understanding of organizational theory and leadership strategies, as well as the theological implications of each. Building upon the preceding semester, students will also be introduced to additional field research tools, including their interpretation and theological potential. Students will also have opportunity to develop their teaching skills. (Winter/Spring 2016 & Winter/Spring 2017)

**DM-720 Colleague Seminar III**

Schalper

In pursuing further the training in congregational studies that began in the first year Colleague Seminar, we will explore ways of reflecting theologically on your congregation, or your ministry setting, and your practice of ministry within it. This will involve examining both classic and constructive approaches to theology. It will also involve paying close attention to personal experience and to the broader cultural environment as sources of theological insight. The culmination of this fall semester course will be a paper in which the students will work out a theology for ministry that genuinely reflects the manner in which they practice it. (Fall 2015 & Fall 2016)

**DM-721 Colleague Seminar IV**

Faculty

The spring semester of the second year colleague group directs its full attention to students' major project proposals. A variety of organizational change interventions and models are explored; each student prepares and shares a literature review in the anticipated substantive area of his or her major project; and each student prepares and shares a draft of a major project proposal, this draft also serving as a student's major paper for the seminar. (Winter/Spring 2016 & Winter/Spring 2017)

**DM-792 Independent Study**

Faculty

A student who wishes to study a topic related to their program but not regularly offered in the Seminary's curriculum may wish to enroll in an Independent Study. An Independent Study may be negotiated with a member of the Seminary faculty for any semester of the academic year. Independent Study courses are subject to all academic and course policies and procedures as outlined in the Catalogue. Students wishing to do an Independent Study must submit a completed "Independent Study Contract" with their registration form. (As needed)

**DM-795 Ministry Project Colloquium (No credit - Recommended)**

Staff

Students who have successfully completed Colleague Seminars I-IV and at least four of the six elective courses may enroll in the Ministry Project Colloquium. The Colloquium, which will meet periodically during the year, will provide a supportive environment for the preparation of ministry project proposals, the execution of ministry projects, and the writing of ministry project final reports. The Colloquium, while highly recommended for those working on their ministry project, is not required. The Colloquium carries no tuition or fee; however, students participating in the Colloquium who are not registered for either courses or the Ministry Project in any given semester will be required to register for a Program Extension or Program Continuation and pay the relevant fee.

**DM-796/DM-797 Ministry Project**

Faculty Advisor

The Ministry Project addresses a significant issue within the student's ministry setting and involves the design, implementation, evaluation and reflection on an action in ministry. The project consists of the ministry project proposal, which includes a review of the literature, an action component, and a final written report. Required for the Doctor of Ministry degree. (As needed)

Arts of Ministry

**AM-575 The Art of Preaching**

Watts

Combining the substance of an introduction with the intimacy of a workshop, this course will explore theological and rhetorical foundations for preaching and provide practical experience in delivery and critique. Noting variety among denominational, theological and cultural traditions, the course will take an ecumenical approach rooted by an affirmation of the hermeneutic centrality of Scripture and the liturgical significance of preaching. Students will complete written assignments and special exercises, preach, and offer constructive critiques of sermons. (Fall 2015)

**AM-602 Chaplaincy Models and Methods**

Mosher

This course will provide an orientation to the role of the chaplain and methods suitable to the contexts in which chaplains characteristically serve including: schools, colleges, and universities; prisons; health care facilities; fire and police departments; and the military. Students will be introduced to the 29 competencies expected of board-certified chaplains (and valuable to all chaplains) and practical information for service in spiritually and culturally diverse contexts. (This course is required for all students enrolled in the Graduate Certificate Program in Chaplaincy in Multifaith Contexts.) (January 2016 & January 2017)

**AM-621 Transformational Leadership and Faith-based Community Development**

Best

Faith Communities are often the last institution left in some of the nation's most destitute neighborhoods. This course will help participants experience what Paulo Freire refers to as, "conscientiation" or critical consciousness. As transformational leaders they will see with fresh eyes the problems that exist in their community context through reflection which leads to strategic action. This course will explore elements of the "change agent" tool kit to include: leadership framework; community organizing; asset mapping; public policy change; fund-raising and social entrepreneurship. (Winter/Spring 2016)

**AM-624 Turn-Around Congregations and Sustainable Institutions**

Schaper

This course addresses the unraveling that we see on many fronts, particularly in congregations but also in law, medicine, not for profits, clothing and food businesses. It looks at the wide use of the word "sustainable" and asks what that word means to American intermediate institutions in the 21st century. Students will learn not only the how of turn around but also its why. Why bother with congregations that seem ready to die? Why bother with end of life alternatives to the equally undesirable nursing home or living at home alone? What is changing and how can we flow with the change as well as challenge it? The course will show the eco-system of a congregation and small institution and will engage students in taking another path -- turning off the path we are now on and trail blazing sustainable futures. Sustainable futures are experimental, not realized. In this course we will learn to experiment. (Summer 2016)

**AM-638 Essential Skills in Pastoral Counseling and Ministry**

Watts

This course will offer pastors, lay ministers and caregivers an opportunity to learn basic counseling skills for use in pastoral settings. Students will develop skills in assessment, honoring ethical concerns and addressing the most common diagnoses such as depression and anxiety. Attention will be given to clarifying the differences between pastoral care and pastoral counseling. Issues of referral to professional mental health resources and community agencies also will be addressed. (Winter/Spring 2017)

**AM-639 Preparing Islamic Legal Documents**

Eid

Focused on skills needed for success in Islamic Chaplaincy and other programs where practical matters of service to Islamic communities, congregations and individuals are important, this course introduces students to a contemporary American condensed version of Ibn al-`Attar's Kitab al-Watha`iq wa'l-sijilat. The topics under consideration include but are not limited to Islamic legal documents, writing contracts, and completing other legal obligations in the U.S. context. Students will be exposed to practical information and training in the preparation of these documents. (January 2016)

**AM-653 Mental Health: Islamic Perspective**

Hamid

This course will familiarize students with the basic concepts of mental illness to facilitate their communication with multidisciplinary teams including both health and mental health professionals, and help them to gain an awareness of the cultural factors particular to the Muslim community. Students will obtain skills including when to make referrals and how to approaching individuals in a mental health treatment context. (Fall 2016)

**AM-692 Basics of Counseling Technique**

Hamid

This two week intensive hands-on training and supervision will prepare chaplains to provide basic counseling to individuals, couples, and families, with special attention to Muslim cases. The course will provide a framework for how to set up counseling sessions, effectively interact and establish a therapeutic relationship through an empathic interactional style, establish appropriate boundaries, screen and identify mental illness, offer basic interventions and refer people to the appropriate mental health professional. We will review some of the basic principles of transference-countertransference, cognitive-behavioral theory, Emotion-Focused Therapy, integrative behavioral couples therapy, rational emotive behavioral therapy, and the role of the spiritual healing in the Islamic tradition. Specific skills that will be taught include empathic listening, emotional reprocessing, facilitating introspection, mental health screening techniques, and how to deal and diffuse emotionally intense and/or volatile situations. This is an experiential course that will involve lecture, discussion, modeling/demonstrations of technique and role-play. While these are critical skills for Islamic chaplains to learn, chaplains from other faith traditions may benefit from learning how to counsel across cultures and faith traditions, using the Muslim tradition as a case example. Dr. Hamid will be aided in teaching this course by Hooman Keshavarzi. Prerequisite: AM-653 Mental Health: An Islamic Perspective or permission of the instructor. (Summer 2017)

Dialogue

**DI-508 Introduction to Christianity & Islam**

Blackburn

Students will explore and investigate Christianity's founding principles, major figures, seminal writings, observed practices, structural institutions, impacts on society, and recent developments. Required readings will include scriptural passages and other foundational texts, including the great ecumenical creeds as well as a variety of modern statements of belief. Besides a term paper of 12-15 pages, criteria for student evaluation will include written summaries of assigned readings submitted weekly, participation in classroom discussions, and attendance. A trip to a local Christian congregation to observe a worship service will round out the course requirements. (Winter/Spring 2016)

**DI-530 Dialogue in a World of Difference**

Hadsell/Landau/Salem

A required course for all students enrolled in the Master of Arts degree program. Students and faculty in a collegial setting will explore in depth the principles and the practice of dialogue in a pluralistic world through dialogical listening and cross-cultural conversations in a context of diversity. Goals of the course include the development of listening and communication skills in multicultural contexts; fostering an understanding of one another through information sharing and community building action; and learning how to discuss potentially divisive issues constructively and without animosity. This course is graded on a Pass/Fail basis. (Fall 2015 & Fall 2016)

**DI-610 Faith in the Neighborhood: Understanding and Engaging Religious Diversity**

Mosher

The purpose of this course is to introduce religious leaders to foundational information about the belief and practices of the world's religions as part of the fabric of 21st-century America, that they might be better equipped to serve in the midst of that diversity. To these ends, students will learn the concepts, vocabulary, and practices of a number of religions sufficient for engagement in intelligent dialogue with adherents of those religions, and sufficient for being an informed visitor in those religious settings and citizen of a multi-religious neighborhood. Students will also consider a theology of religious difference which promotes neighborliness, hospitality, and mutual understanding. In addition to traditional reading and writing assignments, some online work and field research will be expected. [Students enrolled in the Graduate Certificate Program in Chaplaincy in Multifaith Contexts may take this course in place of DI-641.] (Summer 2016 & Summer 2017)

**DI-636 Images of Jesus in Christian & Muslim Sacred Writings**

Mosher

Drawing on the canonical scriptures of the two traditions (the Bible and the Qur'an) in conversation with other sources such as apocryphal gospels, Patristic writings, Hadith, and hagiographic literature, we will study the birth, mission, death, resurrection and eschatological role of Jesus in Christianity and Islam—and the closely related matter of the life and status of his mother Mary. While this is a course in comparative theology, attention will be given to the role of Jesus and Mary in personal and communal piety. (Winter/Spring 2017)

**DI-645 Oman: Christian/Muslim Relations in Arabia – Travel Seminar**

Awad/Salem

The Sultanate of Oman is the only Muslim nation in the world that practices Ibadi Islam as the official national religion. Ibadism incorporates an austere piety with an openness to engaging in dialogue with other Islamic schools of thought and other faiths. Oman has a long tradition of religious pluralism both within Islam and other faiths, which makes it an ideal place to engage in inter-Islamic and Christian-Muslim dialogue. In this two-week travel seminar in Oman, participants will attend lectures and meetings with Ibadi imams and scholars, engage in interfaith dialogue with students in the Institute of Sharia Sciences, meet missionaries of the American Protestant Mission in Oman, and explore the interfaith context of Oman with visits to a Hindu temple; Catholic, Orthodox, and Protestant worship centers; and some of the oldest mosques in Islam. This course is limited to matriculated Hartford Seminary students. (January 2016 & January 2017)

**DI-647 Assisting the Process: Life Transitions**

Adjunct

Simply put, life transitions are changes that, unexpectedly or not, alter the course of life and lay significant claims on our hearts. This course will examine life transitions such as birth, death, marriage, divorce, chronic illness, and so on - but also comparatively more subtle (but often no less important) adjustments brought on by things like retirement, children leaving home, moving, relationship endings, and more - in the context of spiritual care and counseling, looking carefully at the ways in which religion and spirituality can help (and possibly hinder) the negotiation of life transitions. Whereas much work on multifaith approaches to spiritual care and counseling often puts more emphasis on the Abrahamic traditions (consciously or not), this course will turn that trend on its head a bit. Thus, while beliefs and practices from the five major world religions, as well as those from Native American spirituality and indigenous faith traditions, will be considered, this course will anchor itself deliberately in the Dharma-based religions (Hinduism, Buddhism, Jainism, and Sikhism). By doing so, we hope to both increase students' awareness of religious others and help the class develop a more robust set of tools for spiritual care and counseling. (Winter/Spring 2016)

**DI-648 Religion, Conflict, & Peacemaking**

Landau

This course will explore the paradox of religion as a source of division and conflict, on the one hand, and of peaceful aspirations and compassionate, sacrificial service on the other. Theoretical approaches to this paradox, drawn from the Jewish, Christian, and Islamic traditions, will be supplemented by practical case studies, with particular attention given to the Israeli-Palestinian-Arab dispute over the “Holy Land”. (Winter/Spring 2016)

**DI-650 Building Abrahamic Partnerships**

Landau

This eight-day intensive training program offers a practical foundation for mutual understanding and cooperation among Jews, Christians, and Muslims. Participants learn about the tenets and practices of the three faiths, study texts from their respective scriptures together, attend worship at a mosque, synagogue, and church, and acquire pastoral skills useful in interfaith ministry. Combining the academic and the experiential, the course includes ample time for socializing over meals and during breaks. Building on Hartford Seminary’s strengths as an interfaith, dialogical school of practical theology, this team-taught program is a resource for religious leaders who are grounded in their own traditions while open to the faith orientations of other communities. Due to the interfaith nature of this course, we aim for equal representation among each of the three Abrahamic traditions in admitting students to this course. (January 2016 & Summer 2016 & Summer 2017)

Ethics

**ET-521 Introduction to Islamic Finance**

Moghul

In the wake of the recent global financial crisis, we are witnessing expanding socially and ethically conscious business initiatives. The rise of Islamic banking and finance, a rapidly growing subset of these initiatives, raises interesting questions regarding the ethical dimensions of financial market activities. This course will consider Islamic ethics, spirituality, and jurisprudence and their application to business. In particular, we will study stakeholder theory, concepts of sustainability, environmental consciousness and animal welfare, food and labor. Further, we will examine contemporary Islamic finance, particularly home finance in the U.S., the landmark Dow Jones Islamic Market Indexes Fatwa, and the waqf. Finally, we will explore debates of form and substance and *maslahah* (welfare), among other jurisprudential issues, within the context of contemporary Islamic finance. (Fall 2015)

**ET-525 Introduction to Christian Ethics**

Hadsell

This will be a basic survey course of Christian Ethics. It will examine such topics as the relationship of the Bible to Christian ethical thought and will look at major ethical themes – both classical and contemporary -in Christian thought. The course will also examine a range of methods of doing Christian Ethics. The course is intended to be

both theoretical and practical. We will for example see how ethical theory can be useful in the day to day decisions individuals and communities make. (Winter/Spring 2016)

**ET-530 Jewish Ethics**

Astor

This course will examine the sources and development of Jewish ethics from Biblical times up to the present. Jewish ethics will be considered in light of other ethical constructs to determine what is particularly “Jewish” about them. How are they conveyed? Is there any systematic approach to this field? The connection between ethics and law and between ethics and ritual in Judaism will be studied in relation to the Jewish life cycle, the holidays and the Sabbath. The process of making ethical decisions will be looked at specifically as it relates to such modern issues such as artificial insemination, stem cell research, cloning, organ transplants, abortion, homosexuality, capital punishment, business, war and peace, as well as post-holocaust considerations, social and political issues and the State of Israel. (Fall 2015)

**ET-615 Enduring Question: How Do We End Violence?**

Avery

The challenge of violence has been a human question since the beginning of our existence. The story of Cain and Abel is seminal in three of the major religious traditions of the west, and the Hindu story of the Bhagavad Gita has been one of the most influential texts of the eastern world. The current world presents us daily with terrorism, murders, often massacres or kidnappings of children, the innocents of our world. The current world also continues in its racism, oppressive regimes, and genocidal actions. Despite ongoing attempts to heal humanity, the question persists: *How do we end violence?* Responses to this question have come from many different disciplines including criminal justice, human rights, peace studies, religious studies, psychology, anthropology, sociology, and medicine. In this course we will examine how pioneers from these various fields have helped clarify the nature of violence, and what kinds of solutions they can propose to help us rid the world of this disease. (Fall 2016)

**ET-630 Global Ethics**

Hadsell

Learning to live together is the challenge of our age. This course looks at Jewish, Christian and Muslim ideas of community and universality in light of our global situation. It considers what universalist ethics look like when not based on religious assumptions, and examines what such ethics have to offer religious moral discourse. The course will also consider a moral argument towards a way of being in the world that both maintains and moves beyond our own particularities. Questions of environmental responsibilities and economic justice as they relate to these perspectives will also be explored. (Winter/Spring 2017)

**ET-640 Introduction to Islamic Law**

Salem

This course will provide a critical overview of the history and practice of Islamic law. We begin by examining the origins of Islamic law, the development of the classical schools of jurisprudence and the nature of pre-modern legal institutions, especially the courts and madrasa education. In following classes, we will explore the substance of classical Islamic law, especially in the areas of family, finance and international relations. Next, we will discuss the impact of colonialism and modernity on Islamic legal discourses and institutions and finish with a discussion of the way in which Islamic law is observed in contemporary America. (Winter/Spring 2016)

**ET-655 Contemporary Islamic Ethics**

Adjunct

For Muslims committed to living Islam as a way of life, contemporary society offers many challenges. A commitment to the common good exists in tension with the need to protect individual rights. The desire to uphold family values may conflict with the need to defend pluralism and civil liberties. In a world threatened with violence from many sources, self-defense and security take on new meaning. In this class, we will examine these tensions and the Islamic principles that can help Muslims live ethically and with integrity in American society. Case studies will include debates about abortion, gay marriage, militarism and minimum wage. (Summer 2017)

History

**HI-536 Life of the Prophet Muhammad**

Awass

The Prophet Muhammad is believed by Muslims to be the final prophet of God and the model for their lives as individuals and communities. Through translated selections of original historical sources, the course will survey interpretations of the personality and achievement of the Prophet made by Muslim and non-Muslim scholars. Muslim emulation of the Prophet will be examined with reference to the Hadith literature and devotional prayers. (Winter/Spring 2016)

**HI-550 The Early Church**

Rollins

This course will trace the growth and development of Christianity from its earliest beginnings in the first century to the great councils of the fourth and fifth centuries, stopping en route to examine selected texts from the New Testament, early Christian and Roman documents, the writings of the Fathers and the earliest creeds, ranging from the Gospels and St. Paul to Ignatius, Justin, Origen, Basil, Augustine, and Nicea. The course will focus on emergent Christian thought, the nature of God and Christ, the Bible, Church and sacraments, sin and grace, the relation of church and state, and the Christian way of life, toward the goal of gaining keener insight into issues of religion and faith today. (Fall 2016)

**HI-571 American Religious History**

McKinney

In God we trust. If America is the most religious country in the world, how did we get that distinction? This course is designed to offer students a glimpse at the rich diversity of religious history of the United States. The readings, lectures and online discussion will highlight major movements and religious figures that shaped the distinct forms of faith in our society. We will explore the relationship between American culture and its religious life with particular attention to New England. The course will pay special attention to the impact religion has had on our nation's history and inversely how religious traditions have been shaped by their encounter with American culture. The will conclude with an examination of current trends and possible future forms of American religion. (Fall 2015)

**HI-624 Islamic History I**

Michot

This course explores the history of Islamic societies and civilization from its beginnings in seventh century Arabia until the fall of Granada in 1492. Attention will be given to the expansion process of the Dâr al-Islâm, the changing nature of the caliphate and the development of regional powers, as well as to socio-economic realities, ideological evolutions and significant cultural achievements. Students will read selections of important primary sources available in English translation, such as Tabarî's History, Ibn Munqidh's Memoirs, Ghazali's Book of Counsel for Kings, Abû Dulaf's Qasîda sâsâniyya, Ibn Battûta's Travels, and Ibn Khaldûn's Muqaddîma. (Fall 2015)

**HI-625 Islamic History II**

Yuskaev

This course continues the exploration of the history of Islamic societies and civilization, from the beginnings of the major pre-modern Islamic empires (Ottoman Turkey, Safavid Iran, Moghol India, Morocco) and Islam's expansion into Africa and South-Asia until the colonization of most of the Islamic world by European powers, the struggles for independence and the creation of contemporary Muslim nation-states. Special attention will be given to socio-economic realities, ideological evolutions and significant cultural and artistic achievements. Students will read selections of important primary sources available in English translation, such as Dârâ Shikûh's The Mingling of the Two Oceans, Kâtib Tchelebi's Balance of Truth, Tavernier's Collections of Travels through Turkey into Persia, Jabartî's Chronicle, Khayr al-Dîn al-Tûnisi's Sureth Path, and al-Afghânî's Refutation of the Materialists. (Fall 2016)

**HI-627 Muslims in North America and Europe: Discourses and Practices**

Yuskaev

This course offers a thematic and historical exploration of Muslim communities, institutions and discourses in North America and Western Europe. We will focus on a set of case studies, which will include communities in the U.S., Canada, France and the United Kingdom. While utilizing secondary literature, we will emphasize analysis of primary sources, including online, audio and video. Key themes will include: transnational Muslim discourse, locally specific interpretations of formative texts, gender, politics, and institutional life. (Winter/Spring 2017)

**HI-628 Muslims in American Religious History: Comparative Perspectives on Race, Gender, and Politics**

Yuskaev

What makes Muslims an American religious minority? How have they shaped American religious history together with other groups? How have religious minorities participated in the American republic? And what can they learn from each other's experiences? This course is an exploration into the history and contemporary life of a particular religious minority in conversation with parallel stories of other groups. Spanning the period from the late 18th to the early 21st century, we will examine Muslim engagements with quintessential themes of American life, such as race, freedom, gender and politics. We will approach each of these themes from a comparative standpoint, reflecting specifically on African-American, Jewish, Catholic and Buddhist experiences. (Winter/Spring 2016)

Languages

**LG-561 Introduction to New Test. Greek Pt I**

Duffy

The focus of this introductory course, which assumes no prior knowledge of the Greek language, is on the basic grammar and vocabulary of New Testament Greek. Students will begin reading selected passages of the New Testament. (Fall 2015)

**LG-562 Introduction to New Testament Greek II**

Duffy

A continuation of LG-561, Introduction to New Testament Greek, Part I. Pre-requisite: LG-561 or permission of the instructor. (Winter/Spring 2016)

**LG-580 Introduction to Arabic Phon.&Script**

Blackburn

Students will master the writing system of standard Arabic, as well as the sounds of the language. A basic vocabulary of over 100 words will be learned, and at the end of the term students will be able to engage in short, simple conversations. Both Levantine and Egyptian pronunciation will be covered. Assumes no prior knowledge of Arabic. (Fall 2016)

**LG-581 Introduction to Arabic Morphology and Syntax**

Blackburn

Vernacular Arabic will be the focus of this course, with an accent on all four linguistic areas of language learning: oral, aural, reading, and listening. Basic sentence and phrase structures will be highlighted while a vocabulary of several hundred words will be built. Assumes a prior knowledge of the Arabic phonology and script. Prerequisite: LG-580, or permission of the instructor. (Winter/Spring 2017)

**LG-650 Intermediate Arabic**

Blackburn

This course is designed for participants to consolidate their knowledge of Arabic. Prerequisite: LG-581 or permission of the instructor. (Fall 2015)

**LG-651 Intermediate Arabic, Part II**

Blackburn

This course is designed for participants to consolidate their knowledge of Arabic. Prerequisite: LG-650 or permission of the instructor. (Winter/Spring 2016)

**LG-661 Readings in New Testament Greek I**

Duffy

This intermediate level course is designed to enable students to read the New Testament in Greek, concentrating on grammar and vocabulary building. Students will be introduced to the wide variety of Greek styles present in the New Testament writings. Prerequisite: LG-562 Introduction to New Testament Greek, Part II or permission of the instructor. (Fall 2015)

**LG-662 Readings in New Testament Greek II**

Duffy

This intermediate level course is designed to enable students to read the New Testament in Greek, concentrating on grammar and vocabulary building. Students will be introduced to the wide variety of Greek styles present in the New Testament writings. Prerequisite: LG-562 Introduction to New Testament Greek, Part II or permission of the instructor. (Winter/Spring 2016)

Religion and Society

**RS-536 Religion as a Social Phenomenon**

Thumma

All religion is a social phenomenon. Although faith has a private dimension, human beings experience religion in groups or through forms created by social organizations. Every religion creates and is maintained by institutionalized rituals or concrete organizational forms. Professed beliefs are passed down by religious traditions, and ideally, these beliefs have consequences for one's social behavior. Religious life has spawned times of war and times of peace; changed human beings and human history. Each of these social dimensions of religion can be investigated with the research methods of the social scientist. Much can be learned about religion from a sociological perspective, from reading classical sociological theories of religious organization and practice including those of Weber, Durkheim, and Marx. (Fall 2015)

**RS-541 Understanding Congregations**

Thumma

Your congregation is a spiritual entity, but it is also a social organization, made up of human beings, with conflicts and habits, and grounded in a particular context. The more you know about the many dimensions of the congregation, the better you can make decisions, plan ministry and envision its future. The course is designed for clergy and lay leaders who wish to better understand the dynamics of their congregations. We will use a combination of lectures, readings, and field trips to study one congregation during the class meetings and then each student will explore his or her own congregation as the final assignment. We will look at the congregation's identity and culture, its context, the material and human resources, the structures of power, the implicit theology and the leadership dynamics in an effort to understand this complex spiritual entity that is the congregation. (Summer 2016)

**RS-625 Living Beauty in Islam**

Michot

This richly illustrated, twelve week long, course looks into the importance of beauty in Islamic life, in reference to the Prophetic tradition "God is Beautiful and He loves beauty." The manner Muslims beautified their everyday life and surroundings through history will be approached in relation to the following places: the city, the palace, the mosque, the house, the bath, the school, the bazaar, the coffee-house, the road, the cemetery. Ways to make Muslim modern life an art de vivre both contemporary and faithful to the great Islamic tradition will be explored. (Winter/Spring 2017)

**RS-628 Secularism and Religion-State Relations Around the World**

Kosmin

The primary focus of this inter-disciplinary social science course is the evolution of political and constitutional secularism. The effort to design and justify secular governments free from religious domination first arose during the American and French revolutions. Today, because of the large powers and broad influences of governments, many entanglements arise with religious practices and beliefs. We shall examine the ways that states handle both separation and entanglement by studying selected countries around the world. The course will focus in-depth on a comparative analysis of secularism and religion-state relations in countries with historic ties to different religious traditions - U.S.A. (Protestant Christianity), France (Catholicism), Turkey (Islam), Israel (Judaism) and India (Hinduism). (Fall 2016)

**RS-630 Muslim Life Through Fatwas**

Michot

Legal opinions issued by Muslim scholars relate to all individual and collective aspects of the material and spiritual life of the believers who ask for them. When used with an appropriate methodology, they offer great avenues, sometimes even amazing ones, to explore the everyday realities and interrogations of Muslim societies, past and present. Coffee, tobacco, cannabis, opium and other drugs, music, dance, trance and sex, marginality, extremism and violence, pious practices and social conventions, relations with non-Muslims and jihād are among the topics considered in this course. Mamlûk, Ottoman and modern sources (both from books and the internet) will be read and commented on. No knowledge of Arabic is required for this course. A basic knowledge of Islam and the history of Muslim societies would be useful. (Summer 2017)

**RS-659 Contemporary Religion and Public Life**

Yuskaev

This course will look behind the headlines that speak of the religious resurgence in contemporary politics and examine the thorny issues that arise when the boundaries between the “church” and “state” inevitably collide. What is “religion” and what is its place in late modern societies? What is unique and problematic about religious participants in public life? And what do perceptions of religion tell us about the constantly shifting “rules of the game” in contemporary democratic societies? These questions will be at the core of our examination of theoretical engagements with the concepts of religion, secularism, modernity, tradition, democracy and human rights. Our case studies will be from American and global contexts. (Fall 2015 & Summer 2017)

**RS-661 Women, Religion & the Future of USA Churches**

Lummis

Setting the context for on-line discussion of women in the future of USA congregations and denominations, the course will begin with a brief overview of women in world religions. Attention will be focused on the history of women’s participation and leadership in American Christian churches over the last two centuries, to stimulate a discussion of what themes and trends might be predicted for the 21st century. The differences among and between women and men in the membership and leadership of Catholic, mainline liberal Protestant, and evangelical conservative Protestant denominations will be explored to better understand the present reality and possible future of churches in the USA. At the same time, students are welcomed to make comparisons in their on-line writing and papers between women’s experiences in USA churches and those of women in other religions in the USA or in other countries. (Winter/Spring 2016)

**RS-668 Contemporary Religious Trends**

Thumma

The contemporary religious world is in a rapid state of flux. With increasing urbanization/suburbanization, emigrating populations and technological advances all adding to continual mission activities, the spiritual contours of the globe are undergoing significant shifts. This course will focus mostly on the pluralistic situation in North America but will also intentionally trace the major socio-spiritual transitions taking place in world religions throughout the globe. The course will reflect on how these changes are making a profound difference in how all faith communities practice their religions. (Fall 2016)

**RS-672 Tackling the Issue: Retaining Young People in Congregations**

Lummis

"Why are there so few youth and young adults now in this congregation? What can we do?" This is a familiar complaint in many congregations and echoed in their denominations' national offices. Recently there have been many articles and books on the spiritual culture(s) of young people, what they seek, where they look, and what might keep them within their church's folds. Denominational offices are continually trying various programs and ways of reaching and keeping their young people. Students will be asked to discuss course reading on line, and write a final paper applicable to their individual experiences or their congregational programs for those under thirty. (Winter/Spring 2017)

Scripture

**SC-519 Hebrew Bible I**

Kim

An introduction to the Hebrew Scriptures, this course will apply historical-critical methods of study to develop a framework for understanding the origins of the texts and the relationship of the texts to one another. Attention will be given to contemporary theories of biblical interpretation. Survey I will cover the materials in the Torah and Prophets (Genesis-Kings). (Winter/Spring 2016)

**SC-520 Hebrew Bible II**

Kim

An introduction to the Hebrew Scriptures, this course will apply historical-critical methods of study to develop a framework for understanding the origins of the texts and the relationship of the texts to one another. Attention will be given to contemporary theories of biblical interpretation. Survey II will examine the prophetic corpus, poetry wisdom and the rest of "the writings" in the Hebrew Bible. (Winter/Spring 2017)

**SC-531 New Testament Survey**

Smith

What is the New Testament? Who are its authors? Why these texts? What was going on when they were written? And for whom? How are these texts read today? Does context really matter? This course, which explores the New Testament texts in a broad, survey fashion, will tackle these questions (and many more!). We will read the biblical texts closely, critically, and constructively, and engage in literary and rhetorical inquiry. We will also incorporate several types of biblical methods and lenses that are used in New Testament scholarship such as feminist, womanist, and postcolonial criticism (to name a few). (Fall 2015)

**SC-540 The Synoptic Gospels**

Smith

The Gospels of Matthew, Mark, and Luke are the earliest surviving accounts of the life and ministry of Jesus. This course will provide a detailed examination of these texts, paying special attention to the distinctive portrait of Jesus that each gospel presents. We will study these biblical texts in their ancient contexts and discuss contemporary application. We will explore various theories regarding the so-called "Synoptic Problem": Which gospel do you think came first? But that's not all! We will also survey different critical methods in Gospel analysis such as literary, redaction, socio-historical, and tradition-critical. Best of all: we will have fun doing it! (Fall 2016)

**SC-553 "She Did That!": Women's Agency in New Testament Texts**

Smith

The depiction of women in New Testament texts...well, for many, it just *ain't* right! And with its ongoing influence on the lives of women today it's time we set the record straight. One may perceive that there are but two types of women presented – good or evil, pure or impure, wife or whore, and so on. There doesn't seem to be any ambiguity...but is there? Beauty – feminine beauty – is in the eye of the interpreter. Is a woman with initiative a *bad* thing? Is a woman who "stays in her place" a *good* thing? Let's talk about it! We will do a critical examination of select biblical texts that capture the dynamic function of women and gender. We will consider the ancient socio-cultural context, and also engage contemporary malestream, feminist, and womanist interpretation. But don't think you're off the hook! You will be amazed at how much of yourself you will uncover in this class.

Reading *for* women in texts written *by* men is sure to challenge some of our learned traditions and cultural assumptions about women. So who's in?! (Fall 2016)

**SC-580 The Foundations of Qur'anic Studies: The History, Form, and Content of Islam's Holy Book**

Salem

This course explores tafsir literature from the classical period to modernity. Students will investigate the evolution of Qur'an commentary, the sub-genres of tafsir literature, the biographies of some great scholars of Qur'an commentary and their methodologies. Selected verses of the Qur'an will be read with commentaries about the following topics: God's existence and attributes, determinism, sin and divine mercy, prophethood and Muhammad, Jesus and Mary, heaven and hell, war and peace, Shari'a and politics, pluralism, men and women, etc. Knowledge of Arabic is not required but several texts unavailable in English will be translated orally during this course and students knowing Arabic will be invited to read them in the original language. A basic knowledge about Islamic theology and the history of Muslim societies would be useful. (Fall 2015)

**SC-615 Gender and Sexuality in the Pauline Letters**

Smith

The Pauline Letters present various statements on women, men, and male-female relations, all of which have been extremely influential. Some of them have even posed particular problems for many contemporary churches, informed the formation of societal gender roles, and served as ammunition in debates on issues such as marriage and homosexuality. This class will explore these texts in detail including, but not limited to, the historical context, rhetorical analysis, and Paul's first century audience. We will also engage secondary literature (monographs, articles, essays, etc.), and discuss the consequences (both positive and negative) of the contemporary application of these passages. (Was Paul talking to us?) It is sure to be a charged experience, with lively discussion, and "hot topic" debates that will set this one-week intensive ablaze! (Summer 2017)

**SC-618 Revealing Revelation**

Smith

Yes, Revelation is a complex text, but it is also action-packed! It is full of imagery, visions of destruction, gender-bending, and God's triumph over evil (to name a few). How do you think the first-century Christian inhabitants of Asia Minor may have heard or read this text? Modern New Testament scholars have tackled this question by analyzing this text in its first-century historical, social, political, and religious settings. We will explore this conversation. Do you think they got it right? We will also aim to situate the book of Revelation in our contemporary world by examining how it has been interpreted in other critical discourses such as feminist/womanist studies, masculinity studies and queer theory; liberation hermeneutics and postcolonial studies; and ecotheology and ecocriticism. Let's reveal *Revelation* together! (Winter/Spring 2017)

**SC-619 Men, Women, and Sex in Early Christian Texts**

Smith

What do Christian texts have to do with "it" - the construction of today's social values and norms, that is? How much of their teachings have we maintained? What have we changed? This course will explore the cultural constructions of gender and sexuality in various New Testament and other early Christian writings. In dialogue with the interdisciplinary field of gender studies (including feminist theory and criticism and masculinity studies) we will analyze texts that illustrate that gender and sexuality were interrelated categories in early Christian literature. We will explore topics such as male and female roles/relations, gendered representations of God, eroticism, and virginity, etc. Interested yet? We will also deal with the "So What?" question: Why does it matter? Button-pushing conversations about women's leadership in religious settings, violence against women and other "other-ed" individuals, and homosexuality (to name a few), should do the trick. You be the judge. (Summer 2016)

**SC-634 Major Themes in the Bible & Qur'an**

Blackburn

This course will study the worldviews of the Hebrew Bible, the Christian Testament and the Qur'an through an examination of a number of common and divergent themes among the three scriptures: Monotheism, Creation, Revelation, Prophecy, Ethics, Sin and Punishment, Love, Repentance, Worship, Judgment, and Salvation. The term will begin with an examination of what scripture is, how it can be read, and some implications of

intertextuality. Each unit will include a number of specific, relevant scriptural passages. A term paper will allow students to explore themes not included in the syllabus, as well as religious personages that appear in more than one of the three Abrahamic religions. (Winter/Spring 2017)

**SC-643 Reading in Islamic Law: Fiqh of Worship**

Salem

This course will cover the Fiqh of Worship with a focus on its major topics of ritual purity, prayer, and fasting. Fiqh or Muslim Ritual Law is an essential element of Islamic practice, history, and scholastic tradition. Its application has permeated Muslim culture from past to present and the copious works written by a rich tradition of Islamic legal scholars have played a defining role in the course of the Muslim scholastic tradition, which was a foundational element of Islamic Civilization. For this reason, the study of fiqh is both enriching from an academic perspective which seeks to understand the basis from which Islamic societies derived their understandings of the role of the divine in daily practice, as well as from a practical perspective for students enrolled in the Islamic Chaplaincy program. How does a prison chaplain negotiate the concern of inmates whose movements are limited, regarding the ritual bath preceding the Friday prayer? Does it have to be performed directly before the prayer or can it be performed any time on the day of Friday, which begins according to the Muslim lunar calendar Thursday evening? Can an inmate who missed the opportunity to perform the Friday ghusl still participate in the Friday prayer? If one is a hospital chaplain and a patient is reluctant to take an IV due to their concern over breaking the Ramadan fast, how would a Muslim hospital chaplain answer questions of such a patient regarding this matter? Do intravenous therapies and injections break the fast according to Muslim ritual law? What are the integrals of the Friday Prayer, Funeral Prayer, or Eid Prayer a university chaplain will often be responsible for establishing on their campus? These are among the types of questions that are answered through a proficiency in the essentials of the Fiqh of Worship covered in this course. (Fall 2016)

**SC-660 Psychological Insight into Scripture: New Directions in Biblical Studies**

Rollins

An introduction to psychological biblical criticism, exploring the contributions of C. G. Jung, Sigmund Freud, and Viktor Frankl, along with insights from cognitive, developmental and behavioral psychology, toward an understanding of the human psyche (soul) and its role in the history of the Bible and biblical interpretation. It will examine biblical stories (from Adam and Eve to the Wedding at Cana), biblical religious experience (dreams, visions, conversion, speaking in tongues) and biblical portraits (Ezekiel, Paul, Moses, and Jesus). It will also study the transaction between biblical texts and readers, noting therapeutic and pathogenic effects. Activities include sessions with Walter Wink's "transforming Bible study." (Fall 2015)

Theology**TH-505 Introduction to Christian Theology: The Basic Components of Christian Faith and Life**

Awad

This course comes as a continuation to the course on the nature of theological reasoning. It aims at getting students into a comprehensive survey of all the major dogmatic elements in the Christian confessions and theological discourses: the doctrine of revelation, the doctrine of God/Trinity, Christology, soteriology, Christian anthropology, pneumatology, hamartiology, ecclesiology, eschatology, etc. It aims at providing students with basic, yet coherent and accessible, knowledge about every basic element in Christian faith. This survey will be pursued by relying on Daniel Migliore's book, *Faith Seeking Understanding*, and other readings whenever this is necessary. (Winter/Spring 2017)

**TH-526 Introduction to Black Theology**

Watts

This course will examine the human condition in light of God's liberating activity. Liberation theology, womanist theology, and the theologies of oppressed peoples will be explored as a method of investigating, explicating, and critiquing religious thought. (Fall 2016)

**TH-553 Introduction to Islamic Theology**

Michot

This course explores the content and structure of Islamic belief, as elaborated by Muslim classical thinkers (7th-15th centuries), in relation to a selection of representative texts. The Introduction questions the nature and modalities of theology in Islam. History studies the origins and growth of the science of Kalâm in its interaction with the other major religious disciplines of Sunnism -- exegesis, Prophetic tradition, jurisprudence, sects, Sufism and philosophy (falsafa). The Creed is then analyzed more theoretically in its major components: the lordship and divinity of God, the mediation of the Messenger, the servitude and ethics of the believers. Society offers a last avenue for enquiry, in so far as it was shaped by particular theological doctrines. The Way/Law (shari'a), power, love, innovation, and alterity -- religious or other -- are among the topics envisaged. No knowledge of Arabic is required for this course. (Winter/Spring 2016)

**TH-606 Looking at Jesus Christ in the Context of The Modern World**

Awad

This is a study of the person and work of Jesus Christ in the theological literature and within the various intellectual contexts of the modern period. The course will begin by briefly introducing the classical/patristic confessions on Jesus Christ (Nicene and Chalcedonian Christologies) to set before the class the foundational and principal components of the Christian belief in Christ. The remainder of the course will then be spent primarily and more closely looking at the basic presumptions and claims behind various modernist philosophical, biblical, and systematic interpretations of Jesus Christ during the last two hundred years or so. The course critically analyses these various trends and assesses their theological value for the faith and life of the Christian church. (Winter/Spring 2016)

**TH-608 The Triune God: Basic Trends in the Christian Doctrine of God**

Awad

For many non-Christians, and sometimes Christians as well, one of the most puzzling and controversial teachings in Christian faith is the claim that God is triune in nature: Father, Son, and Holy Spirit. This course aims to explore the biblical, historical, and philosophical contexts that drove Christians to develop an understanding of God as Trinity. It first unpacks the biblical roots of the church's encounter and experience of God as creating Father, redeeming Son, and sanctifying Spirit. It then traces the historical development of this churchly spiritual experience into an intellectual trinitarian theology by investigating some major Christian discourses and trends considered to be milestones on the long historical track of the doctrine of the Trinity in Christianity. The course will also try to look at the relation between the doctrine of the Trinity and some contemporary issues pertinent to today's world. This will be pursued by discussing carefully and arguing critically some primary theological texts on the Trinity and reflecting on their implications for today. (Replaces TH-654) (Fall 2015)

**TH-609 Christian-Muslim Dialogues in the Arabic Christian Theology of Theodore Abu Qurrah**

Awad

This course aims at visiting some of the earliest Christian-Muslim theological debates by looking specifically at the Arabic apologetic theological texts of the famous mutakallim, Theodore Abu Qurrah, one of the earliest original theological writers in Arabic, who belonged to the Melkites community during the Abbasid kingdom in the Ninth century. The course aims at taking the students through some of the major theological texts which Abu Qurrah wrote in Arabic to defend Christian faith and to respond to critical questions against Christian theology from the Muslims. The course is going to focus on the Arabic texts (English translations) in Abu Qurrah's literature and visit major theological and doctrinal themes therein. Knowledge of Arabic is not required. (Summer 2016)

**TH-612 Theology of Religious Manyness**

Mosher

What is the nature of the divine-human relationship? What happens when we die? (And, what will happen to my other-faith neighbor?) That is, what is the status, according to "my" religion, of other religions' adherents? For millennia, worldview questions such as these have been the topic of much debate and written discourse. Making use of the emerging discipline of comparative theology and working from the premise that "theology of religious manyness" is a better formulation than "theology of religions," this course will explore a range of theologies of interreligious engagement from Jewish, Muslim, Hindu, Buddhist, and Christian points of view. (Fall 2015)

**TH-637 The Salvation of Non-Christians**

Awad

In the light of the multi-religious and multi-faith worldly context wherein we live today, the questions of how the Christians view other religions and how they view God's stance on other faiths become of a crucial importance and primary relevance. This course attempts, first, to introduce students to the main exclusivist, inclusivist, and pluralist trends of thought on other religions within the field of study called "theology of religions." Second, it takes them more specifically into the question of the salvation of the non-Christians and explores with them a possible pneumatological-trinitarian hermeneutics of Christian soteriology that endeavors to exceed the theologically narrow, and seemingly inter-religiously controversial boundaries of Christocentric theology. (Summer 2017)

**TH-647 Reading Classical Islamic Texts (in Arabic): Philosophy and Theology**

Michot

This high level course offers an in-depth exploration of the philosophical and theological writings of some of the central thinkers of classical Islam: Abū Ma'shar al-Balkhī, Abū l-Hasan al-Ash'arī, Ikhwān al-Safā', al-Fārābī, Avicenna, Qādī 'Abd al-Jabbār, Ibn ṣufayl, Averroes, Fakhr al-Dīn al-Rāzī, Rashīd al-Dīn Fadl Allāh... Key texts will be read in the original Arabic, translated orally, explained grammatically, commented on ideologically, and discussed, by the students as well as by the professor. A good knowledge of Classical Arabic is required to maximize the learning in this course. Bibliographical references will be provided. (Summer 2016)

**TH-663 Christian-Muslim Encounter: The Theological Dimension**

Mosher

What has been the nature of Christian and Muslim perceptions and theological interpretations of each other, and their own self-understanding in light of the other, in various times and contexts? Drawing upon literature from the 7th century CE to the present, and making use of the methods and insights of the discipline of comparative theology, students will explore this two-sided question by examining the themes, genres, and strategies of Christian-Muslim theological engagement, with particular attention to the 21st-century dialogue of Christian and Muslim scholars. (Winter/Spring 2016)

**TH-692 Islamic Political Theology**

Yuskaev

This course offers an in-depth exploration of geographically and thematically organized case studies that address Muslim theological approaches to politics in the 20th and 21st centuries. Our case studies will include political discourses from Egypt, Iran, Turkey, India, Pakistan, and the United States. Our thematic exploration will range from theories of withdrawal from and the shaping of modern political systems. Particular attention will be paid to the analysis of discourses on modernity, gender, memory and uses of tradition, and Muslim minorities' participation in public life. A background in modern world history, particularly of Islamic countries, would be very helpful. Please note that this course is a seminar, which means that all students must contribute to each class discussion, both orally and in writing. The format of analyzing case studies has the specific aim of refining each student's written and oral interpretative skills. (Winter/Spring 2017)

Worship and Spirituality**WS-551 Women's Leadership Institute I**

Winter

A year-long six credit course in leadership and applied spirituality rooted in women's experience and from a feminist perspective that meets monthly from September through May and requires a separate admissions process. Prerequisite: enrollment in the Women's Leadership Institute. (Fall 2015)

**WS-552 Women’s Leadership Institute II**

Winter

A year-long six credit course in leadership and applied spirituality rooted in women’s experience and from a feminist perspective that meets monthly from September through May and requires a separate admissions process. Prerequisite: enrollment in the Women’s Leadership Institute. (Winter/Spring 2016)

**WS-611 Longing for God? Christian Spirituality in Theological Perspective**

Awad

This course endeavors to introduce the broad traditions of spirituality from different historical eras in Christian history; from Antiquity, to Medieval time, through to Renaissance/Reformation and then to Modern time. It aims to achieve this by exposing the students to primary spiritual texts and then trying to highlight and extract the theological foundations and dimensions of the spiritual orientations in these texts, so that students will be introduced to theological hermeneutics in the study of spirituality. The primary goals of the course are for the students to learn what are some of the basic spiritual trends in Christianity, and to be able to assess every trend from a theological perspective and in light of the Christian theological tradition as a whole. (Winter/Spring 2017)

**WS-613 Spiritual Foundations for Social Change**

Fowler

Justice and compassion are cornerstones of the spiritual life and the foundations of social transformation. As spiritual values, these are understood in the context of covenants of mutuality, inclusion and egalitarianism that foster right ordering of relationships. As transformative practices, they encompass a dialectical relationship between individuals and society, within which is an awareness of ways in which the dominant culture could be reordered to reflect life-enhancing values and just social systems.

In this course, we will explore how these values and virtues cooperate in an engaged spirituality – i.e. grounded in the Holy One and attentive to the needs of a suffering world –by contemplating how they are embodied and operative in our own spiritual lives, and analyzing a situation of oppression and injustice with a critical and compassionate eye, and proposing solutions which are transformative, life-giving and just. (Fall 2016)

**WS-619 Leading with Spirit: Transforming Leadership for Social Change**

Fowler

We live in challenging times. Changes in our country’s economic, moral and cultural landscape have impacted individuals and communities in ways that have sapped physical and economic resources, demoralized spirits, and fractured the social bonds that order civic life based on the common good, community needs, and a commitment to life-giving values.

It is clear that the traditional model of technical (“fix-it”) leadership is no longer adequate in addressing these challenges. Today’s leaders are called to reconceptualize their work: to create new ways of learning, leading and working that empower those they serve to become leaders themselves.

This kind of leadership requires a courage, conviction and compassion that arise from a place deep within a person’s spirit. This course offers those in leadership positions the opportunity to cultivate their inner lives: to take time apart for spiritual deepening, for building transformational leadership skills and considering practical application of what leadership arising from a core of spiritual groundedness might look like. (Winter/Spring 2017)

**WS-623 Holiness in Time and Space: An Introduction to Jewish Tradition & Spirituality**

Landau

The Jewish people is called to consecrate both time and space, the two pillars of a this-worldly spirituality. After an introduction to Jewish identity and vocation, the focus will shift to the Sabbath and other holy days in the Jewish calendar. The metaphysical dimension of these holy times will be examined along with the behavioral norms and rituals associated with the festivals. Next, the sacred dimension of space/place/land will be addressed, with specific reference to the “Holy Land,” Jerusalem/Al-Quds, and Hebron/Al-Khalil. The political disputes

over holy places and cities in Israel/Palestine will be considered from a spiritual perspective linking the Jewish experience with Christian and Muslim sensibilities. (Fall 2016)

**WS-627 Essential Writings of Howard Thurman**

Watts

This course is a study of the major writings of Howard Thurman, the mystic, prophet, poet, philosopher and theologian, who promotes the idea that out of religious faith emerges social responsibility. Thurman's understanding of the role of meditation and the contemplative life informed his every action. As a man of quiet spirit he found the unity in all living things, which created for him a harmony with nature, self, people and, more importantly, with God. Through his writings we will explore that harmony and center ourselves for a deeper spiritual journey. (Winter/Spring 2016)

**WS-630 Maidservants of Allah: The Spirituality of Muslim Women**

Salem

In this class we will explore the spirituality of Muslim women past and present. We will begin with a study of the lives of female companions of the Prophet Muhammad. How did their concerns and perspectives affect the process of revelation and the spiritual development of the early Muslim community? Over the centuries, what roles did women play in the establishment of religious institutions and spiritual orders? What challenges have Muslim women faced in fulfilling their spiritual needs? What forms does female spiritual leadership take across diverse Muslim societies and cultures? Wise scholars, Medieval saints and contemporary Qur'an reciters will be our guests in chronicles and in person as we share in the spirituality of Muslim women. (Summer 2016)

**WS-632 Worship Renewal in a Changing World**

Vega

In congregational worship, our joys, sorrows, and hopes as a community – as the Church – are given their true and proper place, which is at the feet of Christ. We do not come to congregational worship merely to “feel good” or anesthetize ourselves against the stormy billows of life, but to enter more deeply and honestly into the mystery of God-with-us.

Yet, worship is always situated in different times, places and cultural contexts. This class explores how the content, form, and styles of worship are enlivened through intentional and theologically-grounded worship design. We will explore a variety of perspectives on issues such as music, the use of visual arts, the use of technology in worship, the church year, worship and evangelism, sacraments and ordinances, worship and conflict, worship and social justice, and liturgical spirituality.

Worship renewal is not about just “performing it better” but about walking with our congregations into transformative encounters with God and with one another. We'll learn from the past and from each other as we all work towards this goal. (Fall 2015)

**WS-639 Islamic Spirituality**

Michot

This course explores Islamic spirituality by going through mystical interpretations of both the Qur'an and sayings of the Prophet. We will also look at the development of Islamic spiritual thought and practices in history. The course will remain anchored by focusing on important personalities in the mystical tradition of Islam through their literature and poetry. (January 2017)

**WS-641 Spirituality in a Quantum Universe**

Winter

How do we live in a world of chaos, where everything is in flux, and still remain rooted in that which is everlasting? When we are attuned to the song of the universe, when cosmic rhythms resonate within us, shaping who we are and are becoming, we are saint in the making, mystic on the move, experiencing more often and in many more ways the synchronous presence of God-with-us in our everyday lives. (Fall 2015)

**WS-652 Reading Spiritual Islamic Texts (in Arabic): Spirituality**

Michot

This high level course offers an in-depth exploration of the prose or poetry of some of the central spiritual masters of classical Islam: Ka'b b. Zuhayr, al-Hallâj, al-Ghazâlî, 'Abd al-Qâdir al- Jîlânî, Ibn al-Fârid, Mehmed Pîr 'Alî Birgivi. Key texts will be read in the original Arabic, translated orally, explained grammatically, commented on ideologically, and discussed, by the students as well as by the professor. A good knowledge of Classical Arabic is required to maximize the learning in this course. Bibliographical references will be provided. (January 2016)

### Graduate Program Costs

The following tables provide an *estimate* of graduate program costs for continuously enrolled students. Tuition is based on the tuition rate for the current academic year which may be subject to change. Each course is three academic credits.

#### *Graduate Certificate (18 credits)*

<b>Tuition</b> 2015-2016: \$2,049/course (18 credits/6 courses)	<b>\$12,294</b>
<b>Books</b> 6 courses at approximately \$100/course ( <i>estimate</i> )	<b>\$600</b>
<b>Additional Fees</b> Application (\$50), Graduation Fee (\$65), Comprehensive (\$50)	<b>\$165</b>
<b>Total Tuition, Books, and Fees</b>	<b>\$13,059</b>

#### *Graduate Certificate (24 credits)*

<b>Tuition</b> 2015-2016: \$2,049/course (21 credits/7 courses*)	<b>\$14,343</b>
<b>Books</b> 7 courses at approximately \$100/course ( <i>estimate</i> )	<b>\$700</b>
<b>Additional Fees</b> Application (\$50), Graduation Fee (\$65), Comprehensive (\$100)	<b>\$215</b>
<b>Total Tuition, Books, and Fees</b>	<b>\$15,258</b>

\*The 24 credit graduate certificates generally include 3 credits of Clinical Pastoral Education. While the Seminary does not charge students for those credits, the student will be required to pay their CPE provider directly for any program costs. Students enrolled in programs with a field education component will pay the Seminary for three credits of field education supervision. The costs of the field education credits are included above.

#### *Master of Arts (48 credits)*

<b>Tuition</b> 2015-2016: \$2,049/course (48 credits/16 courses includes final paper, project or thesis supervision)	<b>\$32,784</b>
<b>Books</b> 16 courses at approximately \$100/course ( <i>estimate</i> )	<b>\$1,600</b>
<b>Additional Fees</b> Application (\$50), Graduation Fee (\$185), Comprehensive (\$150)	<b>\$385</b>
<b>Total Tuition, Books, and Fees</b>	<b>\$34,769</b>

#### *Cooperative Master of Divinity Degree*

Given the unique nature of this program, the total program costs will vary based on the options chosen by the student. The numbers below reflect the range of costs a student can reasonably expect for the portion of their degree completed at Hartford Seminary.

<b>Tuition</b> 2015-2016: \$2,049/course (24-45 credits/8-15 courses)	<b>\$16,392-30,735</b>
--	------------------------

<b>Books</b> 8-15 courses at approximately \$100/course ( <i>estimate</i> )	<b>\$800-1,500</b>
<b>Additional Fees</b> Application (\$50), Comprehensive (\$75-150)	<b>\$125-200</b>
<b>Total Tuition, Books, and Fees</b>	<b>\$17,317-32,435</b>

*Combined Master of Arts degree in Islamic Studies and Christian-Muslim Relations  
and Graduate Certificate in Islamic Chaplaincy (72 credits)*

<b>Tuition</b> 2015-2016: \$2,049/course (69 credits/23 courses* includes final paper, project or thesis supervision)	<b>\$47,127</b>
<b>Books</b> 23 courses at approximately \$100/course ( <i>estimate</i> )	<b>\$2300</b>
<b>Additional Fees</b> Application (\$50), Graduation Fee (\$185); Comprehensive (\$250)	<b>\$485</b>
<b>Total Tuition, Books, and Fees</b>	<b>\$49,912</b>

\*The Islamic Chaplaincy program requires 3 credits of Clinical Pastoral Education taken through an approved CPE provider. While the Seminary does not charge students for those credits, the student will be required to pay their CPE provider directly for any program costs. Students must also participate in field education and are required to pay the Seminary for three credits of field education supervision. The costs of the field education credits are included above.

*Doctor of Ministry (36 credits)*

<b>Tuition</b> 2015-2016: \$2,049/course (30 credits/10 courses) Plus ministry project supervision (6 credits)	<b>\$20,490</b> <b>\$4,098</b>
<b>Books</b> 10 courses at approximately \$100/course ( <i>estimate</i> )	<b>\$1,000</b>
<b>Additional Fees</b> Application (\$50), Graduation Fee (\$185), Project Publishing Fees (\$65+ depending on option chosen), Comprehensive (\$150)	<b>\$450</b>
<b>Total Tuition, Books, and Fees</b>	<b>\$26,038</b>

*International Ph.D. Program*

<b>Tuition</b> Ph.D. Enrollment (\$23,657 for three years full-time or \$11,828 for six years part-time)	<b>\$70,971</b>
<b>Books*</b> 8 courses at approximately \$100/course ( <i>estimate</i> )	<b>\$800</b>
<b>Additional Fees</b> Application (\$100), Graduation Fee (\$185)	<b>\$285</b>
<b>Total Tuition, Books, and Fees</b>	<b>\$72,056</b>

\*Since the books a student will need to purchase for the International Ph.D. program will vary widely depending on their dissertation topic area, the costs above reflect only books the students may need to purchase for their transition year courses and the Ph.D. Research Methodology and Scholarly Development course.

## **Official Hartford Seminary Policies**

The relationships and conduct of students, faculty and staff at Hartford Seminary are expected to be consistent with the purpose and mission of Hartford Seminary as stated in the Catalogue and in keeping with local, state and federal law. On rare occasions, questions may arise about whether certain conduct of an individual or individuals is compatible with the nature and purpose of the Seminary. The policies and procedures in the Official Policies section of the Catalogue and the Student Handbook have been developed to specifically address such issues or situations should they arise.

It is the responsibility of all students to conduct themselves in a manner consistent with the purpose and mission of the Seminary as stated in the Catalogue or Student Handbook. It is the right of all students to address any concern, issue or grievance informally as well as formally in keeping with the appropriate policies and procedures for any given issue or situation as stated in the Catalogue or Student Handbook. Students may also consult directly with the Dean of the Seminary for assistance or guidance regarding any issue that may arise.

### **Credit Hour Policy**

Federal regulation defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than: (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Hartford Seminary follows the common understanding in academia that “one hour of classroom” or a Student Hour is equivalent to a 50-minute session. Therefore, 3-credit courses require the equivalent of 37.5 clock hours of instruction and 75 clock hours of out-of-class student work per term. The courses at Hartford Seminary require approximately 42 clock hours of engaged time and approximately 70 clock hours of out-of-class student work per term.

### **Crime Awareness and Campus Security**

The Crime Awareness and Campus Security Act of 1990 is legislation that “requires all institutions to annually publish and distribute a security report containing campus security policies and procedures as well as campus crime statistics.” Please see the [www.hartsem.edu/current-students/campus-safety/](http://www.hartsem.edu/current-students/campus-safety/) for the full report.

### **Drug Free School/Workplace Policy**

Hartford Seminary is committed to maintaining a drug-free workplace in accordance with the requirements of the Federal Drug-Free Workplace Act and the amended Drug-Free Schools and Communities legislation and wholeheartedly endorses national standards for prevention programs. Hartford Seminary joins with other institutions of higher education to eliminate substance abuse. The unlawful manufacture, possession, use or distribution of illicit drugs and unauthorized alcohol by students and employees on its property or at any Seminary-sponsored activity, function or event is strictly prohibited. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and these groups will not be discriminated against because they have these disabilities, all are considered to be responsible for their actions and their conduct.

### **Guidelines for Research Conducted by Persons Affiliated with Hartford Seminary**

It is expected that all persons who conduct research under the auspices of Hartford Seminary will treat everyone involved in the research with respect and care. Please see the full text of our guidelines in the Student Handbook.

### **Inclusive Language**

Hartford Seminary is committed to a policy of inclusion in its academic life and mission. All members of the community are expected to communicate in language that reflects the equality of genders, openness to diverse cultural and theological perspectives, and sensitivity to one another's images of God.

### **Non-Discrimination Policy and Equal Opportunity Statement**

Hartford Seminary subscribes to the principles and laws of the State of Connecticut and the federal government pertaining to civil rights and equal opportunity, including Title IX of the 1972 Education Amendments. Hartford Seminary policy prohibits discrimination against any individual on the basis of race, sex, sexual orientation, religious creed, color, age, national or ethnic origin, ancestry, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability including, but not limited to, blindness or veteran status, or any other reason prohibited by an applicable law or regulation in the employment of faculty, staff and students; in the recruitment and admission of students; and in the operation of all Seminary programs, activities and services. Students with disabilities are eligible for disability support services when they are enrolled in courses for graduate credit or in certificate program courses required for the completion of the program certificate. Additionally, the Seminary will not condone acts of violence or harassment reflecting bias or intolerance of any of the above mentioned classes. Evidence of practices, which are inconsistent with this policy, should be reported to the Office of the Dean.

### **Plagiarism**

Plagiarism, the failure to give proper credit for the words and ideas of another person, whether published or unpublished is strictly prohibited. Please see the full Plagiarism policy in the Academic Policies for Graduate Programs section of this Catalogue or in the Student Handbook.

### **Sexual Harassment Policy**

Hartford Seminary observes the Equal Employment Opportunities Commission (E.E.O.C.) Sex Discrimination and Sexual Harassment Guidelines and strives to create a fair, humane and respectful environment. Details of the Sexual Harassment Policy are provided in the Student Handbook.

### **Smoking Policy**

Hartford Seminary is a smoke-free environment. All Hartford Seminary academic buildings (74-76 Sherman, 77 Sherman, 60 Lorraine and 80 Sherman) are designated as non-smoking. Those choosing to smoke must do so outside.

### **Student Discipline Policy and Procedure**

It is the policy of Hartford Seminary to conduct an impartial investigation of the facts, an impartial hearing and review of those facts and to make recommendations as to what action should be taken with regard to any issue concerning student conduct brought to the attention of the Dean in writing. Details of the Student Discipline Policy and Procedure are provided in the Student Handbook.

### **Student Grievance Policy and Procedure**

It is the intention of this policy to encourage and facilitate resolution of a grievance that a student may have with a faculty member, supervisor, administrator, member of the staff, or another student. The desire is to resolve the grievance in the early stages of the procedure. However, the procedure does provide for full mediation in a fair, equitable and timely manner. Please see the Student Handbook for details.

## Hartford Seminary Scholarships

Since its founding in 1833, Hartford Seminary has been honored to be the recipient of numerous financial gifts which have been given to aid our students in pursuing their educational goals. Below is a list of the named scholarships. Students receiving financial aid may well receive funds from one of the sources below. Please see the financial aid section of the Catalogue for more information on the kinds of aid for which you may be eligible and the process for applying.

### **Recently Endowed Scholarships**

The *Ralph E. Ahlberg Scholarship Fund* was established in 2005 by multiple donors from the First Congregational Church of Greenwich, in honor of the Rev. Dr. Ralph E. Ahlberg, a 1959 and 1996 Hartford Seminary alumnus. The scholarship is for unrestricted use.

The *Arthur Vining Davis Foundation* has provided scholarship funds since 2004 for Macdonald Center for the Study of Islam and Christian-Muslim Relations students.

The *Arthur Vining Davis Foundation* has provided scholarships funds since 2010 for students in the Cooperative Master of Divinity program.

The *Lizzie E. Dolbeare Memorial Fund*, established in 2004, provides unrestricted scholarship funds for Hartford Seminary students studying for church-related vocations. Lizzie Dolbeare was a housekeeper and practical nurse who wanted to leave a legacy in honor of her Christian ideals.

The *Carl S. Dudley Scholarship Fund* was established in 2009, by multiple donors in memory of the late Rev. Dr. Carl S. Dudley, former Hartford Seminary Professor of Church and Community.

The *Dr. Stuart C. Haskins Scholarship Fund* was established in 2002, by Dr. Haskins, an alumnus of the class of 1930, for unrestricted scholarship use.

The *William Randolph Hearst Endowed Scholarship Fund* was established in 1991 to provide scholarship funds for a student who will reside in the U.S. after his or her studies and who is focused on minority leadership development.

The *Rev. Thomas L. Hoyt Scholarship Fund* was established in 1984 by multiple donors, in honor of former Professor of Old Testament and Black Ministries Program Director Thomas Hoyt. Each year, the surplus funding from the BMP banquet goes into this scholarship fund. The scholarship money is restricted to students in the Black Ministries Program.

The *Rev. William L. and Jane A. Inderstrod Scholarship Fund* was established in 2001 by Hartford Seminary alumni William Inderstrod '52 and Jane Inderstrod '51, for unrestricted scholarship use.

The *Edward H. Kenyon Scholarship Fund* was established in 2002 by former Hartford Seminary corporator Edward Kenyon, for unrestricted scholarship use.

The *Evelyn Lloyd Scholarship Fund* was established in 1996 for unrestricted scholarship use.

The *Worth Loomis Scholarship Fund* was established in 2008 by multiple donors in honor of former faculty member and President's Council member Worth Loomis.

The *Rev. Dr. Mary E. Mason Scholarship Fund* was established in 2003 for unrestricted scholarship use by Hartford Seminary alumna Mary Mason '49.

The *New Horizons Fund* was established in 2001 by multiple donors in honor of the late Rev. Dr. Carl S. Dudley, former Hartford Seminary faculty member and co-director of the Hartford Institute for Religion Research. The fund was formed to support the development of new leaders in the study of congregational life by providing monetary resources for religious leaders, Doctor of Ministry and other students, visiting scholars and others to share in the Seminary's educational programs and projects in congregational studies. Scholarships and other disbursements will be made in keeping with the purpose of the fund.

The *Said Nursi Endowed Scholarship Fund* was established by Söz Publications and Faris Kaya, Ph.D., in 2004, for the benefit of a full time Hartford Seminary student pursuing a degree or a certificate through the Macdonald Center for the Study of Islam and Christian-Muslim Relations or other program of Hartford Seminary. Recipients will be selected on the basis of academic achievement and financial need.

The *Portia E. Perry Scholarship Fund* was established in 1999 by 1947 Hartford Seminary alumna Portia Elmina Perry. Ms. Perry received her M.A. from the Seminary, before embarking on a career in religious education which took her to Massachusetts, New Jersey and California. The fund is designated for unrestricted scholarship use.

The *Edith Pruesse Scholarship Fund* was established in 2001, for unrestricted scholarship use. Edith Pruesse was a 1944 graduate of Hartford Seminary.

The *Joyce L. Stone Scholarship Fund* was established in 2002 by 1949 Hartford Seminary alumna Joyce Stone, for unrestricted scholarship use.

The *M. Allen Swift Scholarship Fund* was established in 2006, for unrestricted scholarship use. Mr. Smith was the owner of M. Swift and Sons, Inc., a gold leaf company that was responsible for the gold leafing on the roof of the Connecticut State Capitol building. Mr. Swift was a longtime supporter of Hartford Seminary.

The *Jacqueline L. White Scholarship Fund* was established in 2008 by Dr. Jacqueline White, for students with financial need in the Building Abrahamic Partnerships program. Dr. White is a graduate of McCormick Theological Seminary, where she studied under the late Rev. Dr. Carl S. Dudley. She established the scholarship fund to honor Hartford Seminary's history of interfaith work.

The *Barbara Brown Zikmund and William Farley Scholarship Fund* was established in 2001 by multiple donors, in honor of former Hartford Seminary President Barbara Brown Zikmund and former Chair of the Board William Farley. It is for unrestricted scholarship use.

## **Historically Endowed Scholarships**

The *Moses Bailey Scholarship Fund* was established in 1962 by several anonymous donors, in the name of Professor of the Old Testament Moses Bailey, who taught at the Seminary from 1932 to 1962. Professor Bailey was also a Seminary Class of 1919 alumnus. The fund is for unrestricted scholarship use.

The *George E. Barstow Professorship Fund* was established in 1899, for unrestricted scholarship use. The donation by Mr. Barstow originally funded a professorship in Biblical dogmatics and ethics.

The *Avis Knight Belcher Scholarship Fund* was established in 1940, by Mr. and Mrs. Edward Knight, in memory of their daughter, Avis Knight Belcher, for unrestricted scholarship use. Mr. Edward Knight was a graduate of the Class of 1880.

The *Marion Randall Bull Scholarship Fund* was established in 1923, for unrestricted scholarship use.

The *Horace Bushnell Scholarship Fund* was established in 1941, by Mrs. Horace Bushnell Cheney and Mrs. Charles A. Goodwin, in memory of Horace Bushnell, for unrestricted scholarship use. The Rev. Horace Bushnell was an ordained pastor of the North Congregational Church in Hartford, Connecticut. He was the author of many

books, and also was the chief agent in procuring the establishment of the first public park in the United States- Bushnell Park in Hartford.

The *Asa Chapin Scholarship Fund* was established in 1936 in memory of her husband Gilbert Chapin, for unrestricted scholarship use.

The *Henry S. Chapman Scholarship Fund* was established in 1928, for unrestricted scholarship use.

The *Edward D. Douglas Fellowship Fund* was established in 1919 by Mrs. Anne B. Douglas, in memory of her husband, for unrestricted scholarship use.

The *Walter L. Douglas Lectureship* was established in 1917 by Mr. Edward D. Douglas, in memory of his twin brother, Walter, for unrestricted scholarship use.

The *Ethel Whipple Heublein Scholarship Fund* was established in 1967, for unrestricted scholarship use.

The *Arnold Jennings Scholarship Fund* was established for unrestricted scholarship use.

The *Kennedy School of Missions Scholarship Fund* was established in 1927 by Mrs. Emma Baker Kennedy, in memory of her husband, John S. Kennedy. Mrs. Kennedy was a lifelong supporter of missionary work, and she had also endowed The Kennedy School of Missions in memory of her husband in 1911.

The *Edward Hooker Knight Scholarship Fund* was established in 1946, for unrestricted scholarship use. Edward Knight was Dean of the Seminary, as well as the Professor of New Testament, from 1892-1927. He was a graduate of the class of 1880.

The *Martha Gates Knight Scholarship* was established in 1946 by Mr. Edward Knight, in memory of his wife, Martha, for unrestricted scholarship use.

The *Men's Scholarship Fund* was established in 1841 by multiple donors, for scholarship use by male students.

The *Catherine Norma Patton Scholarship Fund* was established in 1956 by Eva D. Patton, for unrestricted scholarship use. Catherine Norma Patton was an instructor at the Seminary from 1946 to 1947.

The *George Grover Phillips Student Loan Fund* was established by Mr. Phillips in 1961, for unrestricted scholarship use.

The *Mary Eleanor Prior Memorial* was established in 1927, by Mr. Charles Edward Prior, in memory of his beloved wife, for unrestricted scholarship use.

The *Susan E. Ramsey Memorial Scholarship* was established in 1947 with funds from the estate of Annie Nicoll Smith, for unrestricted scholarship use.

The *George Arkel Riggan Scholarship Fund* was established in 1980, by former Hartford Seminary faculty member the Rev. Dr. George Riggan, who was the Riley Professor of Systematic Theology from 1952 to 1977. It is for unrestricted scholarship use.

The *Eliz̄a T. Smith Scholarship* was established in 1938 by Ms. Smith through a bequest in her will, for unrestricted scholarship use.

The *School for Religious Education Scholarship Fund* was established by multiple donors, for unrestricted scholarship use.

The *Morris Steggerda Memorial Scholarship* was established in 1950, for unrestricted scholarship use. Professor Steggerda taught Anthropology from 1943 to 1950 at the Seminary.

The *Karl Stolz Scholarship Fund* was established in 1950, for unrestricted scholarship use. Karl Stolz was the Dean and Professor of English Bible from 1927 to 1943.

The *Mabel Elizabeth Swift Scholarship* was established in 1945, for unrestricted scholarship use.

The *William Thompson Memorial Fund* was established in 1882 by Roland Mather, for unrestricted scholarship use in memory of William Thompson, who was a graduate of the Class of 1863. He was an assistant pastor at First Church in Hartford.

The *Howard Arnold Walter Fund* was established in 1930, by Mrs. Martha A. Walter, for unrestricted scholarship use. Howard Walter was a member of the Class of 1909, and was a fellow in 1910. He was assistant pastor at Asylum Hill Congregational Church, and spent time doing missionary work in India.

The *R.E. Weingart Memorial Fund* was established for unrestricted scholarship use. The fund was established in the name of Assistant Professor Richard E. Weingart, who taught Theology at the Seminary from 1964 to 1968.

The *John S. Welles Fellowship* was established in 1903, for unrestricted scholarship use.

The *Rev. Sterling S. White Fund* was established in memory of Mr. White, for unrestricted scholarship use.

The *Women's Scholarship Fund* was established in 1938 by multiple donors, for scholarship use for female students.

## Annual Scholarships

The Carpenter Foundation has provided funding since 2005 for International Peacemaking Program students.

The *Fadel Educational Foundation and Hartford Seminary Prison Chaplain Scholarship* provides financial assistance to Muslim students enrolled in the Islamic Chaplaincy Program who will pursue careers in Correctional chaplaincy and related work.

The Islamic Chaplaincy Fund for the support of Islamic chaplaincy students. Established by the Islamic Society of Western Massachusetts in 2009, the fund receives continuing support from the Islamic Society of Western Massachusetts, the Islamic Council of New England and others.

The Jafaria Association of Connecticut established a scholarship fund in 2009, for the purpose of providing scholarship money to two Masters level international students studying Islam and Christian-Muslim relations.

The United Church of Christ Local Church Ministries established a scholarship fund in 1983, for financial aid to students in the cooperative Master of Divinity program.

## Hartford Seminary Prizes

The *Hartranft Scholarship Fund* provides a course tuition waiver to the degree program student who “has demonstrated excellence in written expression.” Candidates for this prize are nominated by the faculty. The prize is in the name of Chester David Hartranft, who was President of the Seminary from 1889 to 1903, and was Professor of Biblical and Ecclesiastical History from 1878 to 1914.

The *William Thompson Fund* provides a course tuition waiver to a degree program student who “has demonstrated notable proficiency or interest in the field of biblical studies.” Candidates for this prize are nominated by the faculty. The prize is in the name of William Thompson, who was Dean and Professor of Hebrew Language and Literature from 1834 to 1881, after which he was Dean Emeritus until 1889.

*The Bennett Tyler Scholarship Fund* provides a course tuition waiver to any student of the Seminary (degree or certificate) who has demonstrated “excellence in written expression.” Candidates for this prize are nominated by the faculty. The prize is in the name of the first president of Hartford Seminary, Bennett Tyler, who was also a Professor of Theology from 1834 to 1857.

## Board of Trustees

**The Rev. Dr. Ralph E. Ahlberg**

Alumnus and Minister Emeritus, Round Hill Community Church, Greenwich, Connecticut;  
Immanuel Congregational Church, Hartford, Connecticut

**Dr. Abubaker Al Shingieti**

Executive Director, International Institute of Islamic Thought, Herndon, Virginia

**Professor Fatma Wahdan Antar**

Professor of Economics, Manchester Community College, Manchester, Connecticut;  
The Islamic Association of Greater Hartford, Berlin, Connecticut

**The Rev. Dr. Karen Bailey-Francois**

Alumna and Associate Pastor, Ellington Congregational Church, Ellington, Connecticut;  
Board Chair, Hands of Hartford

**Courtney B. Bourns, Esq.**

Partner, Berman, Bourns, Aaron & Dembo, Hartford, Connecticut  
Asylum Hill Congregational Church, Hartford, Connecticut

**Rabbi Herbert Brockman, Ph.D.**

Rabbi, Congregation Mishkan Israel, Hamden, Connecticut

**Martin L. Budd, Esq.**

Retired Partner, Day Pitney, Stamford, Connecticut  
Temple Emanu-El, New York, New York

**The Rev. Stephen Camp**

Senior Pastor, Faith Congregational Church, United Church of Christ, Hartford, CT

**Ms. Allison Chisolm**

Principal, Choice Words/Chisolm & Co.;  
Wesley United Methodist Church, Worcester, Massachusetts

**Mr. William J. Cronin, Chair Emeritus**

Retired President, Cronin and Company, Inc.;  
St. Patrick-St. Anthony Church, Hartford, Connecticut

**Dr. Heidi Hadsell**

President and Professor of Social Ethics, Hartford Seminary

**Ms. Amy Hines**

Senior Vice President, The Alford Group, Farmington, Connecticut  
The Unitarian Society of Hartford, Hartford, Connecticut

**Peter Kelly**

Senior Principal, Updike, Kelly & Spellacy, PC

**Dr. Yehezkel Landau (Faculty Trustee)**

Associate Professor of Interfaith Relations, Hartford Seminary

**The Rev. Matt Laney**

Senior Pastor at Asylum Hill Congregational Church UCC

**Dr. M. Reza Mansoor, First Vice Chair**

Cardiologist, Hartford Hospital and Cardiac Care Associates, Hartford, Connecticut;  
President, Islamic Association of Greater Hartford, Berlin, Connecticut; and the Islamic Center of Connecticut,  
Windsor Connecticut.

**Dr. Vanda B. McMurtry, Chair**

Partner, Davis & Harman LLP, Washington, District of Columbia;  
St. Gregory's Episcopal Church, Boca Raton, FL

**Dr. Yahya Michot**

Professor of Islamic Thought and Christian Muslim Relations, Hartford Seminary

**Umar Moghul, Esq., Secretary**

Attorney  
The Islamic Association of Greater Hartford, Berlin, Connecticut

**Imam Dr. Salahuddin M. Muhammad**

Alumnus and Muslim Chaplain, New York State Department of Correctional Services  
Imam, Masjid Al Ikhlas, Newburgh, New York

**Ms. Trudie J. Prior, Second Vice Chair**

President and General Manager, Coral World Marine Park & Undersea Observatory, St. Thomas, Virgin Islands;  
Hebrew Congregation of St. Thomas

**Mr. Frank R. A. Resnick**

Chief Financial Officer, Mandell Greater Hartford Jewish Community Center,  
West Hartford, Connecticut  
Beth El Temple, West Hartford, Connecticut

**Ms. Nancy P. Roberts**

Retired President, Connecticut Council for Philanthropy, Hartford, Connecticut  
St. John's Episcopal Church, West Hartford, Connecticut

**James K. Robertson Jr., Esq.**

Alumnus and Senior Partner, Carmody & Torrance, Waterbury, Connecticut  
First Congregational Church of Watertown, Watertown, Connecticut

**Dr. Alwi Shihab**

Special Envoy to the Middle East and the Organization of the Islamic Conference for the President of the  
Republic of Indonesia, Jakarta, Indonesia

**Mr. Eliot Williams**

Principal, The New England Guild, Hartford, Connecticut  
The First Church in Windsor, Windsor, Connecticut



## Graduate Programs Academic Calendars for 2015-2017

(Please note: Hartford Seminary reserves the right to make changes in its Academic Calendar; for the most up-to-date Academic Calendar, please see the Hartford Seminary website [www.hartsem.edu](http://www.hartsem.edu))

### Fall Semester 2015

August 7	Friday	Last day to register for Fall 2015 without penalty
September 3	Thursday	M.A. and G.C. Student Orientation
September 7	Monday	<i>Labor Day</i> – SEMINARY CLOSED
September 8	Tuesday	Fall Semester Begins/First day of classes
September 9	Wednesday	Convocation
September 13-15	Sun-Tues	D.Min. Retreat and D.Min. Days
September 14-15	Mon-Tue	<i>Rosh HaShanah</i>
September 23	Wednesday	<i>Yom Kippur</i>
September 24	Thursday	<i>Eid Al-Adha</i>
September 28	Monday	Last day to drop a class without academic or financial penalty
Sept. 28 –Oct. 4	Mon-Sun	<i>Sukkot</i>
October 12-13	Mon-Tues	D.Min. Days
October 26	Monday	Last day to withdraw from a course without academic penalty
November 2	Monday	Registration for January Intersession and Winter/Spring 2016 Begins
November 9-10	Mon-Tues	D.Min. Days
November 23-25	Mon-Wed	Reading Days (No Classes)
November 26-29	Thurs-Sun	<i>Thanksgiving Break</i> - SEMINARY CLOSED
November 30-Dec. 1	Mon-Tues	D.Min. Days
December 14-15	Mon-Tues	D.Min. Days
December 21	Monday	Last Day of Weekly Classes (last day to register for January Intersession or Winter/Spring 2016 without penalty)
December 21-22	Mon-Tues	D.Min. Make-up Days
December 22-23	Tue-Wed	Exam Week
December 23	Wednesday	Fall Semester Ends
December 24- January 1	Thurs-Friday	<i>Christmas Holiday Break</i> – SEMINARY CLOSED

### January Intersession and Winter/Spring 2016 Semester

January 4-15	Mon-Fri	Intersession Classes
January 16	Saturday	Make-Up Day for Intersession Classes
January 18	Monday	<i>Martin Luther King, Jr. Birthday</i> – SEMINARY CLOSED
January 19	Tuesday	Winter/Spring Semester Begins/First day of classes
January 25-26	Mon-Tues	D.Min Days
February 8	Monday	Last day to drop a class without academic or financial penalty
February 15	Monday	<i>Presidents' Day</i> - SEMINARY CLOSED

February 22-23	Mon-Tues	D.Min. Days
March 7	Monday	Last day to withdraw from a course without academic penalty
March 14	Monday	Registration for Summer Session and Fall 2016 begins
March 14-15	Mon-Tues	D.Min. Days
March 21-23	Mon-Wed	Reading Days (No Classes)
March 24	Thursday	<i>Maundy Thursday - SEMINARY CLOSED</i>
March 25	Friday	<i>Good Friday - SEMINARY CLOSED</i>
March 26-27	Sat-Sun	<i>Easter Saturday and Sunday - SEMINARY CLOSED</i>
April 11-12	Mon-Tues	D.Min. Days
April 23-30	Sat-Sat	<i>Passover</i>
May 2-3	Mon-Tues	D.Min. Days
May 2	Monday	Last Day of Weekly Classes (last day to register for Summer Session without penalty)
May 4-5	Wed-Thursday	D.Min. Make-up Days
May 4-6	Wed-Fri	Exam Week
May 6	Friday	Winter/Spring Semester Ends
May 13	Friday	Graduation

### Summer Session 2016

May 16	Monday	Summer Session begins
May 30	Monday	<i>Memorial Day - SEMINARY CLOSED</i>
June 12-13	Sun-Mon	<i>Shavuot</i>
June 24	Friday	Summer Session ends

### Fall Semester 2016

August 5	Friday	Last day to register for Fall 2016 without penalty
September 1	Thursday	M.A. and G.C. Student Orientation
September 5	Monday	<i>Labor Day – SEMINARY CLOSED</i>
September 6	Tuesday	Fall Semester Begins/First day of classes
September 7	Wednesday	Convocation
September 11-13	Sun-Tues	D.Min. Retreat and D.Min. Days
September 13	Tuesday	<i>Eid Al-Adha</i>
September 26	Monday	Last day to drop a class without academic or financial penalty
October 3-4	Mon-Tue	<i>Rosh HaShanah</i>
October 10-11	Mon-Tues	D.Min. Days
October 12	Wednesday	<i>Yom Kippur</i>
October 17-23	Mon-Sun	<i>Sukkot</i>
October 24	Monday	Last day to withdraw from a course without academic penalty
October 31	Monday	Registration for January Intersession and Winter/Spring 2017 begins
Oct. 31 - Nov. 1	Mon-Tues	D.Min. Days
November 21-23	Mon-Wed	Reading Days (No Classes)

November 24-27	Thurs-Sun	<i>Thanksgiving Break</i> - SEMINARY CLOSED
November 28-29	Mon-Tues	D.Min. Days
December 19	Monday	Last Day of Weekly Classes (last day to register for January Intersession or Winter/Spring 2017 without penalty)
December 19-20	Mon-Tues	D.Min. Days
December 20-22	Tue-Thur	Exam Week
December 22	Wednesday	Fall Semester Ends
Dec. 26 - Jan. 2	Mon-Mon	<i>Christmas Holiday Break</i> – SEMINARY CLOSED

### January Intersession and Winter/Spring 2017 Semester

January 3-13	Tue-Fri	Intersession Classes
January 14	Saturday	Make-Up Day for Intersession Classes
January 16	Monday	<i>Martin Luther King, Jr. Birthday</i> – SEMINARY CLOSED
January 17	Tuesday	Winter/Spring Semester Begins/First day of classes
January 23-24	Mon-Tues	D.Min Days
February 6	Monday	Last day to drop a class without academic or financial penalty
February 13-14	Mon-Tues	D.Min. Days
February 20	Monday	<i>Presidents' Day</i> - SEMINARY CLOSED
March 6	Monday	Last day to withdraw from a course without academic penalty
March 13	Monday	Registration for Summer Session and Fall 2017 begins
March 13-14	Mon-Tues	D.Min. Days
April 3-4	Mon-Tues	D.Min. Days
April 10-12	Mon-Wed	Reading Days (No Classes)
April 11-18	Tue-Tue	<i>Passover</i>
April 13	Thursday	<i>Maundy Thursday</i> - SEMINARY CLOSED
April 14	Friday	<i>Good Friday</i> - SEMINARY CLOSED
April 15-16	Sat-Sun	<i>Easter Saturday and Sunday</i> - SEMINARY CLOSED
May 1	Monday	Last Day of Weekly Classes (last day to register for Summer Session without penalty)
May 1-2	Mon-Tues	D.Min. Days
May 2-4	Tue-Thur	Exam Week
May 5	Friday	Winter/Spring Semester Ends
May 12	Friday	Graduation

### Summer Session 2017

May 15	Monday	Summer Session begins
May 29	Monday	<i>Memorial Day</i> - SEMINARY CLOSED
May 31-June 1	Wed-Thur	<i>Shavuot</i>
June 30	Friday	Summer Session ends

## Index

### A

About Hartford Seminary, 3  
 Academic Calendars for 2013-2015, 109  
 Academic Policies for Graduate Programs  
     Academic Policy Committee (APC), 65  
     Academic Probation, 65  
     Adding a Course, 65  
     Audit/Credit Status Changes, 65  
     Computer Access, 66  
     Computer Use, 66  
     Course Cancellation, 66  
     Evaluations-Course, 66  
     Inclement Weather, 66  
     Academic Advising, 65  
     Course-Retake, 66  
     Coursework Due Dates, 67  
     Family Educational Rights and Privacy Act, 67  
     Grading System, 68  
     Grades, 68  
     Graduation, 68  
     Guidelines for Research, 69  
     Housing, 69  
     Inclusive Language, 69  
     Immunization Verification, 69  
     Incomplete Grades, 70  
     Independent Study, 70  
     Information Literacy Requirement, 70  
     January Intersession Courses, 70  
     Leave of Absence, 71  
     On-Campus Classroom Requirement, MA, 71  
     On-Going Registration, 71  
     Plagiarism Policy, 72  
     Program Continuation Fee, 72  
     Program Extension Fee, 72  
     Readmission, 72  
     Registration Procedures, 73  
     Student Discipline Policy and Procedure, 73  
     Student Grievance Policy and Procedure, 73  
     Summer Session Courses, 73  
     Termination of Program, 73  
     Term Papers, Project Papers and Theses, 73  
     Transcripts, 74  
     Travel Seminars, 74  
     Withdrawal from a Course, 74  
     Writing Assistance, 75  
 MA  
     Advanced Standing, 75  
     C.P.E., 76  
     Focused Area of Study, Declaring, 76

Final Requirement Completion and  
 Registration, 76  
 Language Courses, 76  
 Transfer Credit, 76

### DMIN

Absentee Policy, 77  
 Certificate of Advanced Pastoral Studies, 77  
 Final Requirement Completion and  
 Registration, 77  
 Ministry Project Oral Examination, 77  
 Transfer Credit, 77  
 Accreditation and Association, 5  
 Admission Requirements, International Ph.D., 46  
 Application and Admission, Cooperative M.Div., 31  
 Application and Admission, Doctor of Ministry, 38  
 Application and Admission, GC in Islamic  
 Chaplaincy, 32  
 Application and Admission, Graduate Certificate,  
 21  
 Application and Admission, Master of Arts, 26  
 Application Process to the Master of Arts Degree  
 Program from the Graduate Certificate, 25  
 Auditors, 20

### B

Black Ministries Program (BMP), 61  
 Board of Trustees, 107

### C

C.P.E., Chaplaincy in Multifaith Contexts GC, 23  
 C.P.E., Imam and Muslim Community Leadership  
 GC, 23  
 Campus Information, 5  
 Chaplaincy Practicum., Chaplaincy in Multifaith  
 Contexts GC, 23  
 Cooperative M.Div., 31  
 Course Descriptions, 79  
 Course Numbering System, 79  
 Course of Study, D.Min., 39

### D

Doctor of Ministry, 38  
     Colleague Seminars, 40  
     Ministry Project, 41  
     Ministry Project Colloquium, 42  
     Ministry Project Final Examination, 42  
     Ministry Project Implementation and Evaluation,  
     42  
     Ministry Project Report, 42

- Project Proposal, 41
- Project Proposal and Candidacy Examination, 41
- Doctor of Ministry
  - Schedule, 43
- Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations, 4
- E
- Enrollment Options, 19
- F
- Faculty, 7
  - Adjunct Faculty, 14
  - Core Faculty, 7
  - Faculty Associates, 11
  - Faculty Emeriti, 15
- Financial Aid and Scholarship Information for Graduate Students, 54
- Full-time Study, 19
- G
- Graduate Certificate
  - GC in Biblical Studies, 22
  - GC in Chaplaincy in Multifaith Contexts, 22
  - GC in Imam and Muslim Community Leadership, 23
  - GC in Interfaith Dialogue, 23
  - GC in Islamic Studies and Christian-Muslim Relations, 24
  - GC in Ministry in Daily Life, 24
  - GC in Religious Studies, 24
  - GC in Spirituality, 24
  - GC in Theology and Ethics, 24
- Graduate Certificate and Degree Programs, 19
- Graduate Certificate in Islamic Chaplaincy, 34
- Graduate Certificate Programs, 21
- Graduate Program Costs, 98
- H
- Hartford Institute for Religion Research (HIRR), 3
- Hispanic Ministries Program (HMP), 64
- I
- International Ph.D., 45
  - Advising and the Student Faculty Relationship, 47
  - Annual Reports, 46
  - Appeals of Examination Decisions, 48
  - Examinations, 47
  - Final Examination, 48
  - Grade Expectation, 48
  - Length of Study and Residency Requirements, 48
  - Payment of Tuition and Fees, 46
  - Procedures for Complaint or Redress, 49
  - Program Requirements, 46
  - Second Year Upgrade, 48
  - Transition Year, 45
  - United Kingdom Language Requirement, 46
  - United Kingdom Residency Requirement, 46
- International Students, 50
  - Application and Admission, 50
  - Course Registration, 51
  - English Language Proficiency, 50
  - Financial Sponsorship, 50
  - Health Insurance, 51
  - Housing, 51
  - Tuition, Fees and Additional Costs, 51
- Islamic Chaplaincy Program, 32
- L
- Leave of Absence, International Ph.D., 49
- M
- Master of Arts
  - Biblical Studies, 28
  - Islamic Studies and Christian-Muslim Relations, 28
  - Religious Studies, 29
  - Spirituality, 29
  - Theology and Ethics, 29
- Master of Arts in Religious Studies, 26
- Master of Arts in Transformative Leadership and Spirituality, 36
- Mission Statement, 2
- N
- Non-Matriculated Students, 19
- O
- Official Hartford Seminary Policies, 100
  - Crime Awareness and Campus Security, 100
  - Drug Free School/Workplace Policy, 100
  - Guidelines for Research Conducted by Persons Affiliated with Hartford Seminary, 100
  - Inclusive Language, 101
  - Non-Discrimination Policy and Equal Opportunity Statement, 101
  - Plagiarism, 101
  - Smoking Policy, 101
  - Student Discipline Policy and Procedure, 101
  - Student Grievance Policy and Procedure, 101

P

Part-time Study, 19  
Program Components, D.Min., 40  
Program of Study, Graduate Certificate, 22  
Program of Study, Master of Arts, 27  
Program Requirements, D.Min., 39  
Program Requirements, Master of Arts, 27

R

Registration, Non-Matriculated Students, 20

S

Scholarships List, 102  
Special Students, 19  
Staff, 16

T

Termination of Program, International Ph.D., 49  
The Ministries Certificate Programs, 60  
Transfer Credit., Chaplaincy in Multifaith Contexts  
GC, 23  
Tuition Costs and Fees, Cooperative M.Div., 31, 37  
Tuition Costs and Fees, D.Min., 43  
Tuition Costs and Fees, GC, 25  
Tuition Costs and Fees, International Ph.D., 46  
Tuition Costs and Fees, Master of Arts, 30

V

Veterans Administration Benefits, 57

W

Who We Are: A Statistical Description, 18  
Women's Leadership Institute, 58