Seattle Pacific Seminary Student Handbook

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Seattle Pacific
UNIVERSITY

I.   SPU Graduate Programs

II.   Seattle Pacific Seminary—General Information

III.   Seattle Pacific Seminary—Degree Programs

IV.   Additional Resources

V.   SPS Admissions Policies

1. General Requirements for a Master's Degree

The following requirements apply to all master's degree programs. (Specific degree requirements are listed each program section of this Catalog.) Each master's degree student must:

1. Satisfactorily complete the approved program of study.
2. Complete the minimum master's requirement of 33 credits required for the degree. The last 15 credits of the degree must be earned at SPU.
3. Complete no fewer than 27 credits on the master's degree after being admitted to the specific degree program.
4. Complete at least a 3-credit graduate course in Christian faith and values.
5. Maintain a cumulative grade point average of 3.0 or higher. No course in which a grade below C (= 2.0) is earned may apply toward a master's degree. If a student's cumulative GPA falls below 3.0 (= B), he or she will be placed on academic probation.
6. Maintain the professional and personal standards expected of graduate students that are stipulated for each program. Failure to maintain these standards may result in removal from the program of study and degree status.
7. Apply for the master's degree no later than the second week of the quarter before the student plans to graduate. For example, students expecting to graduate at the end of Winter Quarter should apply no later than the second week of Autumn Quarter. Application forms are available online.
8. Make application for any required comprehensive examination at least four weeks before the examination is scheduled and pay the comprehensive examination fee at Student Financial Services (SFS).
9. Pay the cost of binding the requested copies of the thesis/project (if applicable) to the appropriate graduate office.
10. Students who may reasonably complete all graduation requirements by the start of the following Autumn Quarter may seek special permission to participate in Commencement. This requires that the director of graduate studies for the student's program make such a recommendation to the registrar.
    o Participation in the University's Commencement exercises, held at the end of Spring Quarter each year, is optional.
    o Note: Degrees are awarded and posted to academic records after all degree requirements have been completed. This occurs during the quarter following the last quarter of enrollment.

2. Admission Requirements

- Minimum of a bachelor's degree from a regionally accredited institution. Applicants must have had a minimum GPA of 3.0 (= B) in the last 45 quarter credits (30 semester credits) of course work completed before applying for admission or in all undergraduate work, whichever is higher.
- Submission of the following:
    o A graduate application for admission
    o A $50 processing fee

- o Official transcripts from all undergraduate institutions
  - ▪ In cases where a student attended multiple undergraduate institutions, only the official transcript from the institution that granted the baccalaureate degree needs to be in the application file for the file to be forwarded to School of Theology (SOT) for processing. The remaining transcripts should be forwarded from the Graduate Center to SOT as they arrive.
- o Two letters of recommendation (forms downloadable from application page or available from Graduate Center).
  - ▪ One from a clergyperson, church staff person, or para-church professional who will attest to the applicant's emotional, spiritual, and academic readiness for graduate theological study.
  - ▪ One academic reference from a former professor who knows the applicant's academic work well.
    - • If the applicant cannot secure one, another letter of reference attesting to the candidate's maturity and suitability for graduate theological work will be accepted with approval from the ADGS; in such cases, an interview may be required. The applicant may request permission to submit an alternative letter of reference by emailing seminary@spu.edu.
- o Typed personal statement, three to four pages in length, addressing career objectives and giving a narrative of personal Christian experience, a rationale for seeking the degree and applying to SPU, and other insights the candidate deems appropriate.
- • International Students:
  - o Applicants who are not citizens or permanent residents of the USA must provide an official confidential affidavit of financial support (i.e. Declaration of International Student Finances Form) covering the first year of intended enrollment. Without this document, SPU cannot issue an I-20 immigration form.
  - o Students holding undergraduate or graduate degrees from colleges, universities and/or seminaries located outside the USA are expected to have their transcripts evaluated by a professional credential agency. Such an evaluation is required before an application for admission to SPS can be granted and before any graduate credits can be applied to an SPS degree. Following University-wide practice, SPS accepts professional transcript evaluations from agencies recognized by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), Foundation for International Services (located in nearby Edmonds, WA), or any of the agencies belonging to the National Association of Credential Evaluation Services (NACES).
- • English Language Proficiency: Applicants whose first language is not English must submit scores on the TOEFL. A minimum score of 600 on the TOEFL paper, 250 on the TOEFL-CBT, or 100 on the TOEFL-IBT is required. ACE scores will not be accepted.
- • At the request of the Dean of SOT, the Associate Dean of Graduate Studies (ADGS), or any member of the GAC, a personal interview between the applicant and one or more faculty members of the SOT (usually the Dean, the ADGS, and/or a member or members of the GAC) may be required.

3. Admission Requirements for Graduate Certificate in Christian Studies Program

- The application process for the certificate program will be the same as the MDiv and MA degree programs – with one exception. If the student is unable to produce an academic reference, an employer reference will be accepted. For those who cannot supply an academic or employer reference due to life circumstance, an interview with the Dean, the ADGS of SOT or one or more members of the SOT GAC will be an acceptable substitute.
- Admission to the certificate program will follow the same grade point average requirements as the MDiv or MA Applicants for the certificate program are required to have a minimum grade point average of 3.0 in their undergraduate or most recent graduate coursework. Applicants whose grade point average is below 3.0, but who are otherwise deemed qualified for graduate theological study at SPU by the GAC, will be admitted to the program, and continued in it, according to the same procedures and policies governing admission to, and continuation in, the MDiv and MA degree programs.
- A graduate certificate student will be able to transfer into the MDiv or MA programs by notifying the Dean or ADGS of the SOT, provided his or her cumulative grade point average is at least 3.0.

4. Seattle Pacific Seminary Admissions Committee Process

- Rolling admissions are in effect.
- The SPS Program Coordinator will insert an electronic copy of the "Graduate Admissions Committee Action Form" in the applicant file, and will notify the GAC, Dean, the Associate Dean of Graduate Studies (ADGS), and the Director of the Seminary when the file is ready for review.
- Each member of GAC will read the applicant's file, and electronically records their comments directly on the Admissions Committee Action Form, indicating whether he or she recommends admission, recommends admission with reservations, or recommends rejection.
  - o GAC evaluates applicants on the basis of their application materials. Previous coursework, academic achievement, professional experience, emotional and spiritual preparedness, and personal goals are all used in the evaluation.
  - o Weighting of Criteria: Admission will be determined by GAC on a case by case basis, with all criteria, as stated in previous bullet point, weighted equally.
- After all members have rendered their verdicts, the file will be returned to the GAC Chair. The GAC Chair will then communicate the GAC verdict to the Dean, who will also review the file and record a verdict.
  - o If a recommendation to admit the applicant is unanimous, the file will be returned to the SPS Program Coordinator for further processing.
  - o If any member of the GAC and/or the Dean of SOT and/or the ADGS believes that additional information is needed before a fair decision on an application can be reached, he or she may ask the Director of the Seminary to communicate with the applicant as soon as possible in order to secure it. If a split vote by the GAC is returned, or if serious reservations about the applicant are expressed by one or more members of the GAC and/or the Dean of SOT and/or the ADGS, which cannot be resolved by

informal conversations or email exchanges among the members of the GAC and the deans, the chair of the GAC or one of the deans may request that either or both of the following steps be taken, in order that a unanimous decision on the applicant might be reached:

- A face-to-face or teleconference interview between the applicant and at least one member of the GAC plus one of the deans.
- A meeting of the GAC and one or both of the deans.

o If a recommendation to reject the applicant is unanimous, the file will be returned to the Director of the Seminary, and a letter will be sent to the applicant on behalf of the Dean, and the GAC Chair.

o Documentation of GAC deliberations will be included in the file.

- Acceptance into the program.
  o Admission to (or rejection from) the program is made by the GAC.
  o Application Review Form is signed by Dean or, in his or her absence, by ADGS.
  o Decision is communicated to the applicant in conjunction with Graduate Center.
    - Application files of students accepted into program are kept by SOT. Graduate Center receives signed notification from SOT and sets up student account on Banner.
    - Application files of students not accepted into program are returned to Graduate Center and archived. SOT generates and mails denial letters.
  o Within one week of a student's acceptance into the program, the ADGS or Director of the Seminary calls student with congratulations and welcome. Soon thereafter, a letter will be sent from the SOT office, along with the standard "Admit Packet," which include information regarding orientation, the two initial intensive courses, housing options, financial aid, graduate assistantship opportunities, etc.
    - Graduate Center provides SOT with materials for the Admit Packet, which SPS will mail to admitted students with standard welcome letter.
    - SPU employees admitted to the program will receive the same welcome letter as non-employees, but the contents of their Admit Packet will be determined by their individual needs. For example, most would not need information about local housing options, but might need clarification about the tuition benefit.

5. Policy on Graduate Transfer Credits

- Applicants who wish to apply graduate-level coursework completed at a regionally accredited university, divinity school, or seminary into the MA or MDiv programs must provide applicable transcripts and syllabi. Applicants may transfer up to 26 quarter credits from another ATS-accredited institution into any of the 78-credit MA degree programs and up to 36 quarter credits into the 108-credit MDiv degree program.
- To receive transfer credit, each course must be at least three graduate quarter credits and be equivalent to courses taught in the School of Theology at SPU. Each course will be considered on a case-by-case basis as to the fulfillment of specific curricular requirements. A minimum grade of B will be needed for transferred work. All courses applied toward the graduate degree must be taken within seven years of admission. In all cases, the final 36 MDiv credits or 26 MA credits must be taken at SPU.

- Applicants who (1) have been granted a master's degree from another regionally accredited university, (2) have taken graduate level coursework in theology or a field related to the cross-disciplinary courses offered in the student ministry and culture or theology and business tracks, or (3) have taken coursework related to the MDiv degree will have their transcripts evaluated during the admissions process.

6. Second Master's Degree

Students holding a master's degree from an accredited institution may earn a second master's degree at Seattle Pacific under the following conditions:

- The student meets the normal admission requirements for admission to the University and to the specific degree program.
- The student meets all degree requirements for the second degree.
- Credits earned by the student while taking his or her first master's degree may be used to meet the requirements of the second master's degree, provided those credits were taken within seven years of admission to the second degree program.
- Regardless of how many credits from the first master's degree are counted toward the second master's degree, the student will in any case complete a minimum of 27 credits on his or her approved program of study at SPU after being admitted for the second degree. Of these 27 credits, at least 15 will be in 6000-level courses.
- The specialization in the second master's degree program will be different from that of the first master's degree. The student may work toward two master's degrees simultaneously.

7. Policy on Transfer of Credits for MDiv Students with MA Degrees in Hand

- A student, who has completed a Master of Arts (or equivalent degree) from an institution belonging to the Association of Theological Schools, may petition to have up to 57 credits earned toward said degree apply toward a Master of Divinity degree at Seattle Pacific Seminary. The following conditions obtain:
  - An official transcript from the institution granting his or her MA degree must be on file at SPS.
  - He or she must have attained a grade of at least B (= 3.0) in any graduate theology course which he or she is petitioning to apply toward an SPS MDiv, and may be asked to submit the syllabus of that course, to ensure that the material covered therein is equivalent to the SPS course from which he or she is asking to be exempted.
  - Any course in the SPS MDiv curriculum which is equivalent in topic and credit count to a course taken for the student's MA may qualify for exemption.
  - The ceiling of 57 credits is computed by adding the minimum number of credits that an SPS student who earns both an MDiv and an MA must earn, and then deducting the minimum number of credits that an SPS student must earn for a standalone MA. Thus: 108 cr. [minimum number of credits for MDiv] + 27 cr. [minimum number of credits for a second MA, per Policy 6 above] – 78 cr. [minimum number of credits for first MA] = 135.

**8. Policy on Waiving Required Graduate Core Courses
for Undergraduate Coursework**

- Students who have taken one or more undergraduate courses in Bible, church history, theology or ethics from a member institution of the Council for Christian Colleges and Universities may petition for a waiver of one or more SPS "academic core" courses (i.e., THEO 6010, 6020, 6030, 6040, 6050, 6060, 6070 and 6090). To qualify, the following conditions must ordinarily be met.
    - Only 5-quarter-credit or 3-semester-credit upper division undergraduate courses qualify to exempt a student from graduate core courses.
    - Only courses taken within three years before admission to the SPS qualify to exempt a student from graduate core courses.
    - Only courses in which a grade of A- (= 3.7) or better was achieved qualify to exempt a student from graduate core courses.
    - A maximum of three 3-credit graduate core courses can be waived for upper division undergraduate courses.
    - Note: the waiver of a core course does not reduce the total number of graduate credits a student must complete for his or her degree.
    - Whenever possible, a student who is granted a waiver of a core graduate course will be expected to replace that course with another in the same general field (e.g., a Bible course with another Bible course, or a theology course with another theology course). In cases where no other graduate course is available in our curriculum (e.g., church history), the ADGS will assist the student in selecting a suitable alternative.
    - Note: In rare cases, one or more of these conditions may be waived by the Dean of SOT or the ADGS, though in such cases a written rationale for the waiver, supported by adequate documentary evidence, must be furnished by the student.

**9. Policy on Advanced Standing for Incoming Seminarians with Undergraduate
Degrees in Theology and Related Disciplines**

- A student who has graduated from an undergraduate institution belonging to the Council for Christian Colleges and Universities with a *major* in theology or some related discipline (as determined by the Dean of the School of Theology (SOT) or the Associate Dean of Graduate Studies (ADGS)) may petition for "advance standing" (as defined in Educational and Degree Program Standard ES.7.4 of the Association of Theological Schools). To qualify, the following conditions must ordinarily be met.
    - An official transcript from the CCCU institution granting his or her baccalaureate degree must be on file at SPS.
    - He or she must have attained a cumulative undergraduate grade point average of at least 3.0 (= B).
    - He or she must have attained a grade of at least A- (= 3.7) in any upper division undergraduate theology course which he or she is petitioning to have counted toward an SPS master's degree, and must submit the syllabus of that course, to ensure that the material covered therein is equivalent to the SPS course from which he or she is asking to be exempted.

- Only 5-quarter-credit or 3-semester-credit upper division undergraduate courses qualify to exempt a student from graduate core courses.
- Only courses taken within three years before admission to the SPS qualify to exempt a student from graduate core courses.
- SPS courses eligible for exemption are restricted to those in the "academic core" (i.e., THEO 6010, 6020, 6030, 6040, 6050, 6060, 6070 and 6090).
- No more than nine credits of graduate work will be awarded to students qualifying for advance standing. That is, the student must complete at least 111 credits of graduate work to complete the MDiv or 69 credits of graduate work to complete the MA.
- Note: In rare cases, one or more of these conditions may be waived by the Dean of SOT or the ADGS, though in such cases a written rationale for the waiver, supported by adequate documentary evidence, must be furnished by the student.

- A student who has graduated from an undergraduate institution belonging to the Council for Christian Colleges and Universities with a *minor* in theology or some related discipline, or who has at least completed the equivalent of 30 quarter credits of coursework in theology (i.e., the number of credits required for an undergraduate theology minor at Seattle Pacific University) or several upper division courses in an area covered by one of our "academic core" courses (i.e., THEO 6010, 6020, 6030, 6040, 6050, 6060, 6070 and 6090), may petition to be exempted from certain courses. To qualify, the following conditions must ordinarily be met:
  - An official transcript from the CCCU institution granting his/her baccalaureate degree must be on file at SPS.
  - He or she must have attained a cumulative undergraduate grade point average of at least 3.0 (= B).
  - He or she must have attained a grade of at least A- (= 3.7) in any upper division undergraduate theology course which he or she is petitioning to have counted toward an SPS master's degree, and must submit the syllabus of that course, to ensure that the material covered therein is equivalent to the SPS course from which he or she is asking to be exempted.
  - Only 5-quarter-credit or 3-semester-credit upper division undergraduate courses qualify to exempt a student from graduate core courses.
  - Only courses taken within three years before admission to the SPS qualify to exempt a student from graduate core courses.
  - SPS courses eligible for exemption are restricted to those in the "academic core."
  - The total number of graduate credits that the student must complete for the MDiv (108) or the MA (78) is not affected by these exemptions.
  - In rare cases, one or more of these conditions may be waived by the Dean of SOT or the ADGS, though in such cases a written rationale for the waiver, supported by adequate documentary evidence, must be furnished by the student.

10. Procedure for Accepting Current SPU Staff and Faculty into SPS

- There is no formal *policy* (i.e. documented in a handbook or policy manual) regarding the number of SPU faculty or staff who may be admitted to SPS on the tuition discount.

- However, since the mid-1990s it has been SPU's *practice* to cap the enrollment of persons qualifying for the tuition discount at 20%.
  - The primary limitation should come in the form of total discounted *credits.* Graduate tuition is charged on a per credit basis, and students are not required to take a minimum number of credits to remain in good standing in the program.
  - Nevertheless, we must be cautious about allowing the number of SPU staff and faculty who are enrolled as *students* in SPS to exceed 20% of the total student census. Because graduate enrollment levels can vary from quarter to quarter based on students' individual schedules and on the availability of classes, we should avoid letting the student headcount from tuition discount recipients get too far out of sync with the 20% threshold. This will prevent us from facing a quarter of higher-than-expected credit counts.
    - Translating this into "real numbers," the plan is to admit no more than 1 MDiv student and no more than two MA students from SPU employee ranks per year.
  - Because the number of SPU staff and faculty who can be admitted into the program each year on the tuition discount is limited, applications from SPU staff and faculty will be processed in the order they are received, and deemed complete, by the Graduate Center. Applicants who qualify for admission, but who cannot be accepted into the tuition discount program for the next academic year due to the enrollment limitations described above, will be deferred until the next available slot opens (normally the following academic year) and will not need to reapply.

11. Tuition Benefit Policy for SPU Faculty and Staff and their Families

- If an SPU employee or his or her spouse began full-time employment before July 1, 2005, he or she can take the first three graduate credits at 90% off. Additional credits will be discounted at the percentage rate commensurate with their years of service as per stated university policy (e.g. similar to the chart below).
- Regular full-time employees (.80 FTE for staff, .75 FTE for faculty) and their eligible family members may apply for tuition benefits based on the employee's years of service, according to the following table:

Years of Employment	*Graduate Tuition*
< 1	Waiting period – no benefit
> 1 but < 2	10%
> 2 but < 3	30%
> 3 but < 4	50%
> 4 but < 5	70%
> 5	80%

12. Church and Para-church Staff Tuition Discount Policy

- The Church and Para-church Staff Tuition Discount Policy will offer a 50% tuition discount for first-year seminary students who are actively employed in a full-time or part-time capacity at a Christian church or one of the following para-church organizations: Campus Crusade,

InterVarsity, the Navigators, Young Life, Youth for Christ, Union Gospel Mission, Urban Impact, World Vision, etc. Note: This is not an exhaustive list.

- The policy will:
  - Apply to all degree and certificate programs offered by Seattle Pacific Seminary (MDiv, MA, and the GCCS).
  - Provide this discount up to 10 first-year seminary students each academic year.
  - Apply to the tuition costs for a student's first year of enrollment with Seattle Pacific Seminary or their first 40 credits (Fall, Winter, Spring, and Summer quarter), whichever comes first.
  - Be subject to change or withdrawal based on a year-to-year evaluation of results.
- Eligibility Criteria: In order to be eligible, students
  - Must be admitted to Seminary.
  - Must demonstrate their active status as full-time or part-time staff by providing a signed letter or organizational letterhead from their supervisor.
  - Must receive approval of their Christian church or para-church as an applicable organization to the SPS Policy.
- Eligible students will not be eligible to receive additional tuition scholarship support from the Seminary, over and above this discount.

13. Policy on Deferred Admission

- Students who apply for admission SPS, and who are accepted, may defer matriculation for up to one full calendar year from the entry quarter and year indicated on the application form without incurring any holding fee.
- A $50 holding fee will be charged for each subsequent year, for up to three years, that the prospective student delays matriculation. Up to that time, the student's file will be considered active, and the student can be admitted to classes by simply notifying the School at least one month before matriculation. After the fourth year, however, the student's file will be deemed inactive, and the student will need to reapply for admission. All new admissions materials, with the exception of official transcripts from other institutions, which can be retrieved from the original application file, must be updated and re-submitted. Thus, for example, a student who applied for admission in autumn 2009, and was accepted, could delay admission until the beginning of any quarter in academic year 2010-11 without penalty. Or that student could, upon payment of the annual holding fee, be admitted at any time during academic years 2011-12, 2012-13, or 2013-2014. Thereafter, a fresh application to the program must be made.
- If the student fails to pay the annual holding fee in years two, three or four, his or her file will be deemed inactive, and will be archived at the Graduate Center. If he or she subsequently wishes to enter the program, he or she will need to reapply.
- Any financial aid package offered to the student between the time that he or she is admitted to the program and the time that he or she notifies the School of his or her intention to defer matriculation will be revoked and must be renegotiated when the student decides to matriculate. This proviso will apply even if the student only intends to defer matriculation for one year.
- SPU employees who defer matriculation in order to qualify for the improved tuition benefits which length of service confers, are advised to bear in mind that we can guarantee admission

to no more than one MDiv student and no more than two MA students from SPU employee ranks per year, and that applications for admission are processed as they come in. The later a student who has deferred matriculation waits before informing the Program of his or her intention to commence classes, the more likely it will be that other SPU employees who have applied for and been accepted into the program will have claimed the available slots.

14. Policy on Readmission

- A student will be required to re-apply to SPS if he or she is away from the university for more than four quarters. Students do not apply for readmission to SPS if they take a leave of four or fewer quarters.
- To re-apply for the admission, students must complete the "Readmission Graduate Application Short Form" and send it via email, fax, or mail to the SPU [Graduate Center](#). Once the student's application is received, it will be forwarded to the Associate Dean of Graduate Studies (ADGS) for review and approval. Once a decision is reached, the Seminary will communicate the decision to the student accordingly.

15. Policy on Probationary Admission to Master's Degree Programs

- Applicants with exceptional qualifications and recommendations who meet all requirements of the admissions requirements except stipulated minimum undergraduate GPA may be considered for admission to graduate education at the University on a probationary status.
- Students on probationary admission status will be reviewed by the Graduate Admissions Committee (GAC) after each quarter. Each review will result in one of three decisions: transition to full admission status, continuation on probationary admission status, or dismissal from the program.
- Transition from probationary admission status to full admission status requires a minimum of 18 credits completed in the program.
- A student may continue on probationary admission status for a maximum of three active quarters. Quarters in which the student is not enrolled for any credits will not count as active quarters. The review after the student's third active quarter will result in one of two decisions: transition to full admission status or dismissal from the program.
- The review may be informed by input from the student's instructors and faculty advisor at the discretion of the GAC.
- The guidelines for the GAC review of students on probationary admission status are as follows:
  o Overall GPA of 3.0 or above: transition to full admission status
  o Overall GPA of 2.0-2.99 and no failed courses: continuation on probationary admission status
  o Overall GPA below 2.0 or any failed course: dismissal from the program
  o If a student's overall GPA is below 3.0 in the review after the student's third active quarter, that student should be dismissed from the program (see the policy on Academic Probation in the SPU Graduate Catalog)
  o Exceptions to any of these guidelines can be made at the discretion of the Graduate Admissions Committee, the Dean of SOT and/or the ADGS.

16. Policy on Provisional Admission to Graduate Degree Programs

- Undergraduate students who are within 45 quarter credits of completing a bachelor's degree program may apply for admission to a master's degree program at the University. Such students may be given advance admission to a master's degree program if the student satisfies all the other criteria for admission.
- Upon completion of the bachelor's degree and the presentation of final transcripts, the student's admission status may be changed from advance admission to full or probationary admission, provided all standards for such admissions are met. It will be the responsibility of the student to supply final transcripts and apply to the University's Admission Office for a change in status.
- Students admitted under the provision may not begin classes as graduate students until their admission status is changed to full or probationary admission.

17. Policy on Visiting Graduate Students

- Students who have been admitted to a graduate degree program in another accredited institution may enroll, with the approval of the Dean of SOT, the ADGS, and the Graduate Admissions Committee, for up to 18 credits at Seattle Pacific University.
- To gain admission as a Visiting Graduate Student the applicant must 1) complete and submit to the Admissions Office the standard graduate application form and 2) submit a letter from the Dean's Office of the student's home institution stating that the student is in good standing at the institution.

18. Policy on Graduate Non-matriculated Students

- Qualified individuals desiring to take a particular 6000-level course but not planning to work toward a graduate degree or certificate may register for the course only with the advance approval of the Dean or the Associate Dean of Graduate Studies of the School from which the desired course is to be taken. Such students will be classified as graduate non-matriculated students. Permission to register as a non-matriculated graduate student is always on a space available basis.
- If a non-matriculated graduate student later applies for admission and is admitted to SPS, the credits earned in a course as a non-matriculated graduate may be used in meeting master's degree requirements only if: (1) a grade of B or better was achieved in the course, and (2) the course was taken within a three-year period before admission to the program. In no case may more than nine credits be used toward master's degree requirements.
- Non-matriculated students will fill out an abbreviated application form.

19. Policy on Auditors

- Persons may audit courses in SPS with the permission of the Dean or Associate Dean of Graduate Studies (ADGS) of the School of Theology (SOT) and the instructors of record.
- Auditors register for the course in the usual way and pay the same tuition, but do not submit graded assignments (tests, papers, etc.) and do not receive academic credit.
- Permission to register as an auditor is always on a space available basis.

20. Policy on Multiple Institution Enrollment of International Students

- SPU Students:
  - Admitting SPU international students desiring to take more than 15 graduate credits per quarter cumulative at SPU and another institution must obtain the advance written approval of the University Registrar.
  - Any SPU international student desiring to take less than a full academic course load at SPU must have the advance approval of the Coordinator of International Student Records except during his or her last quarter prior to graduation or during the annual vacation period.
- Non-SPU Students:
  - International Students from other education institutions who desire to enroll in SPU courses must have the advance written approval of the international students' advisor of the student's home institution.

VI. Seattle Pacific Seminary Course Descriptions

1. Graduate THEO Courses

THEO 6001 Christian Formation in Discipleship: Acts of Piety (2 cr.): This is the first course students take for the MA and the MDiv degree programs. It is a one-week intensive study that introduces students to the spiritual practices associated with what John Wesley called "works of piety" or the "means of grace." The acts of piety include prayer, worship, celebration of the Lord's Supper, the reading and hearing of Scripture, fasting, and mutual accountability and support in small groups. During this week, students live in community together and engage in both the academic study and the practice of these acts of piety. The course is structured vertically to deepen daily personal piety and horizontally to broaden life in community. The practices introduced in this course are then woven into the series of courses that comprise the MA and MDiv degrees. Thus, this initial course provides students with insights and opportunities that are vital to the "abbey" emphasis of the graduate program, and stresses the essential role that acts of piety play in the ongoing life and ministry of the Church.

THEO 6002 Christian Formation in Mission: Acts of Mercy and Justice (2 cr.): This is the second course students will take for the MA and the MDiv degree programs. It introduces students to the practices of support and advocacy associated with what John Wesley called "works of mercy": feeding the hungry, clothing the naked, welcoming the stranger, caring for the sick, visiting prisoners, sheltering the homeless, and peacemaking toward the goal of changing social structures for the sake of the Gospel. Students live in the urban context of Seattle and engage in both the academic study and the practice of these acts of mercy. Personal works of mercy are connected to the necessity of the ongoing communal work of social justice. Focusing on such practices helps define the "apostolate" emphasis in the MA and MDiv degrees, and deepens students' understanding of and engagement in practices vital to the graduate program and to the ongoing life and ministry of the church. This course is structured vertically to deepen daily personal piety, and horizontally to broaden life in community.

THEO 6003: Christian Formation: Social Holiness in Context (2 cr.): Gives second-year seminary students the opportunity to practice the art of mutual soul care – to which they were introduced in their first year through participation in a Wesleyan class meeting – in the context of an intentionally diverse small group. These accountability groups are formed with the intent to foster spiritual transformation and intercultural social change, to expose students to the foundational principles of Christian reconciliation, and to introduce students to the knowledge base and practical skills needed to organize and implement such groups in various ministry settings.

THEO 6010 Bible I: Interpreting and Teaching Christian Scripture (3 cr.): Equips students to interpret and teach Christian Scripture in relation to scholarship, ministry, and spiritual formation. Students will learn and carefully evaluate a variety of historical, literary, theological, and practical strategies for the interpretation and application of Scripture. Foundational in this course is a conception of Scripture that is indispensable for teaching diverse biblical texts to a global audience.

THEO 6020 Global Christian Heritage I: AD 100–1453 (3 cr.): Explores the history of Christianity from its beginnings through the fifteenth century. With particular attention to primary sources, the course introduces students to the thought, institutions, missionary endeavors, and modes of piety that marked Christianity, in its various contexts, during that period.

THEO 6030 Theology/Ethics I: Doctrine of God and Environmental Stewardship (3 cr.): Explores the basic beliefs and practices of the historic Christian faith in active engagement with the contemporary world. The course introduces students to the doctrines of the Triune God, creation, and human nature with particular attention to their ethical, missional, and devotional embodiments.

THEO 6040 Bible II: Introduction to the Old Testament (3 cr.): Prerequisite: THEO 6010. Equips students to interpret and teach the Old Testament as Christian Scripture. Students will survey Old Testament literature, learning to use a variety of approaches in adapting Scripture's witness to God for today's church and world.

THEO 6050 Global Christian Heritage II: AD 1454–1900 (3 cr.): Explores the history of Christianity from the late medieval roots of the Reformation through the 19th century. With particular attention to primary sources, the course introduces students to the thought, institutions, missionary endeavors, and modes of piety that marked Christianity, in its various contexts, during that period.

THEO 6060 Theology/Ethics II: Doctrine of Christ and Holistic Discipleship (3 cr.): Explores the basic beliefs and practices of the historic Christian faith in active engagement with the contemporary world. The course introduces students to the doctrines of the person of Jesus Christ, the work of Jesus Christ, and salvation with particular attention to their ethical, missional, and devotional embodiments.

THEO 6070 Bible III: Introduction to the New Testament (3 cr.): Prerequisite: THEO 6040. Equips students to interpret the New Testament as Christian Scripture. Students will survey New Testament literature, learning to use a variety of approaches in adapting Scripture's witness to God for today's church and world.

THEO 6080 Global Christian Heritage III: AD 1900–Present (3 cr.): Explores the history of Christianity from the beginning of the 20th century to the present. With particular attention to primary sources, the course introduces students to the thought, institutions, missionary endeavors, and modes of piety that marked Christianity, in its various contexts, during that period.

THEO 6090 Theology/Ethics III: Doctrine of the Holy Spirit and the Global Church (3 cr.): Explores the basic beliefs and practices of the historic Christian faith in active engagement with the contemporary world. The course introduces students to the doctrines of the Holy Spirit, the church, and Christian hope with particular attention to their ethical, missional, and devotional embodiments.

THEO 6101 Koiné Greek I (3 cr.): Emphasizes the essentials of Koine Greek vocabulary, grammar, and syntax, enabling the student to begin reading the New Testament and with the potential to study other kinds of Greek literature, including the Septuagint. Requirements include class participation, regular homework assignments, including translation from and into Greek, an event journal, and both midterm and final exams.

THEO 6102 Koiné Greek II (3 cr.): Prerequisite: THEO 6101. Emphasizes the essentials of Koiné Greek vocabulary, grammar, and syntax, enabling the student to continue reading the New Testament without looking up every word and with the potential to study other kinds of Greek literature, including the Septuagint. Requirements include class participation, regular homework assignments, including translation from and into Greek, an event journal, and both midterm and final exams.

THEO 6103 Koiné Greek III (3 cr.): Prerequisite: THEO 6101 and 6102. Emphasizes the essentials of Koiné Greek vocabulary, grammar, and syntax, enabling the student to read the New Testament for exegetical and homiletical purposes while knowing most of the grammar and with the potential to study other kinds of Greek literature, including the Septuagint. Requirements include class participation, regular homework assignments, including translation from and into Greek, an event journal, and both midterm and final exams.

THEO 6201 Hebrew I (3 cr.): Surveys the essentials of biblical Hebrew, including grammar, morphology, syntax and vocabulary, through the translation of selected Old Testament texts.

THEO 6202 Hebrew II (3 cr.): Prerequisite: THEO 6201. Continues to survey the essentials of biblical Hebrew, including grammar, morphology, syntax and vocabulary, through the translation of selected Old Testament texts. It seeks to provide a beginning knowledge of the exegetical task and the tools to achieve it. This course is meant to be taken in a sequence with Hebrew 1. If the sequence is interrupted, a placement exam must be passed before the second quarter begins.

THEO 6203 Hebrew III (3 cr.): Prerequisites: THEO 6201 and 6202. Continues to survey the essentials of biblical Hebrew, including grammar, morphology, syntax and vocabulary. It seeks to provide a beginning knowledge of the exegetrical task and the tools to achieve it. This course is meant to be taken in a sequence with Hebrew 1 and 2. If the sequence is interrupted, a placement exam must be passed before the third quarter begins. Includes a translation of the book of Jonah.

THEO 6210 Readings in Scripture–Greek (3 cr.): Prerequisites: THEO 6101, 6102, and 6103 or GRK 6201, 6202, and 6203. Studies a selected text or texts from the Greek Old Testament (Septuagint) and/or the Greek New Testament. This course will include an in-depth exegetical treatment of the text, focusing on linguistic analysis of the Greek text. Attention will be given to historical, literary, and theological questions, as well as selected issues in the history of interpretation. May be repeated for credit up to nine credits.

THEO 6211 Readings in Scripture–Hebrew (3 cr.): Prerequisites THEO 6201, 6202, and 6203. Studies a selected text or texts from the Hebrew Old Testament. This course will include an in-depth exegetical treatment of the text, focusing on linguistic analysis of the Hebrew text. Attention will be given to historical, literary, and theological questions, as well as selected issues in the history of interpretation. May be repeated for credit up to nine credits.

THEO 6230 Scripture for the Church's Calendar (3 cr.): Introduces students to a theological reading of the English texts, ordered by the church's liturgical calendar. Students will hone their exegetical skills on selected "lections" or readings of related passages from Old Testament, Psalter, New Testament and Gospels. They will practice relating biblical exegesis to the core theological beliefs illumined by every season of the sacred year (e.g., Advent, Lent, Easter). In doing so, students will become familiar with a compelling strategy for interpreting and proclaiming Scripture so that its every part targets God's Incarnate Son and the global community of his disciples. May be repeated for credit up to nine credits.

THEO 6240 English Bible Exegesis (3 cr.): Introduction to the interpretive practice of close reading, using the English text of a biblical book (e.g. Genesis, John) or of several related biblical books (e.g. Samuel-Kings, the Pauline Letters). May be repeated for credit up to nine credits.

THEO 6401 Wesleyan/Methodist Doctrine (3 cr.): Examines the theological vision of John Wesley and the theological methodologies, doctrinal commitments and strategies for Christian formation characteristic of the Wesleyan tradition, and explores their relevance for contemporary Methodist, Wesleyan and Holiness church bodies.

THEO 6403 Theology of Christian Worship (3 cr.): Examines the doctrinal content, aesthetic form and intended ethical outcomes of Christian worship. Representative liturgies and theologies of word and sacrament from the Eastern Orthodox, Roman Catholic and Protestant traditions will be studied in detail. The class may make several Sunday morning site visits to churches in the Seattle area which use these liturgies.

THEO 6404 Theological Explorations (3 cr.): Examines a representative theologian or a theological topic of significance for students preparing for ministry. Representative theologians include Augustine of Hippo, Martin Luther, and Karl Barth. Potential topics include missional theology, theodicy, theology and the moral imagination, and contemporary intellectual currents. May be repeated for credit up to nine credits.

THEO 6405 Theology in Geographical/Historical Context (3 cr.): Examines the theological contributions of the church in a particular geographical and historical context. Potential topics include the history and theology of the church in North America, in Latin America, in Asia and in Africa.

THEO 6412: Leading and Designing Congregational Worship (3 cr.): Worship services are the most central and public activity engaged by church congregations. This course equips the student to design and lead faith communities in worship. The course explores the relevance of theological and biblical instruction, through a variety of resources such as music, visual arts, poetry, drama and dance.

THEO 6500 Ministry To and With Persons with Disabilities and Their Families (3 cr.): Trains persons in the helping professions to perform ministries of care, support and advocacy to and with persons with physical disabilities, mental disabilities, chronic illnesses, permanent sensory impairments and/or bodily disfigurements, and to and with their families. The course will take an interdisciplinary approach, placing recent biblical scholarship and theological reflection on disability into conversation with contemporary educational, medical, and social-scientific theories of disability. Attention will also be given to legislation governing the accessibility of public spaces and the means of making appropriate accommodations for persons with disabilities to the services and programs offered in churches, schools, businesses and other public institutions.

THEO 6510 Theology, Race, and Culture (3 cr.): Examines the relationship between the ministry of the church and the complicated realities of race and culture in the modern world. The course will trace the development and varying interpretations of racial and cultural identity through theological and non-theological materials as well as cultivate a theological framework to negotiate these realities in the church and the world.

THEO 6511 Gender and Christianity (3 cr.): Explores gender and issues of sexuality through hermeneutical, historical, theological, and ecumenical resources to consider the challenges and possibilities of considering male and female as created in the *imago dei*. The course will apply these insights to the intersections of gender and ministry for the contemporary church.

THEO 6512 Reconciliation and Intercultural Studies: Foundations for Leadership (3 cr.): Trains future Christian leaders to be socially and culturally relevant in the face of growing demographic shifts, and prepares students to use the lenses of Bible, reconciliation theology, critical thinking, multicultural perspectives, social change analysis, and community building skills for leadership in the work of reconciliation in the church and broader society. Students will study the biblical and sociological principles that guide reconciliation ministry, identify the skills necessary for reconciliation and examine leadership models of reconciliation practice. An experiential-

learning component is included to provide students with a laboratory for hands-on practice and contextual ministry.

THEO 6513 Reconciliation and Intercultural Studies: Embodiment and Praxis (3 cr.): Equips students to minister effectively in cross-cultural and multi-ethnic settings, focusing on the Christian formation of the minister, communication, preaching, teaching, conflict-resolution and contextualization issues. Based on clear biblical, theological, liturgical, and sociological principles, we will identify the skills necessary for reconciliation ministry to flourish and explore how to meet the complex needs of a diverse, multicultural audience effectively.

THEO 6514 Asian American Experience, Identity, and Theology (3 cr.): Explores the history and formation of Asian American experience and identity as it relates to the context and theory of doing theology from a distinctly Asian American perspective. Students will explore issues in Asian and Asian American history, cultural heritage, immigration, and identity formation. Students will also critically reflect on historically dominant theological paradigms operative in the Asian American community, with the goal of constructing a theological framework for Asian American ministry in the 21st century.

THEO 6515 Asian American Ministry: Context, Praxis, and Reconciliation (3 cr.): Examines systemic, ecclesial, and individual issues challenging contemporary Asian American communities and congregations, and equips students to effectively lead and cultivate ministries of reconciliation in Asian American and cross-cultural settings. Students will develop an awareness of systemic and cultural issues impacting the community and personal lives of congregations, and will learn to cultivate communities of belonging across the boundaries of age, race, gender, and social status.

THEO 6516 Topics in Asian American Culture and Ministry (1-2 cr.): Investigates one or more of the religious, cultural, political and psychosocial issues faced by Asian American communities, such as immigration and globalization, racial discrimination and stereotyping, acculturation and enculturation, and intergenerational tensions, and explores the ways in which such issues shape ministry and congregational life in immigrant, pan-Asian American and multi-ethnic churches. Also considers the distinctive contributions that Asian Americans are making to American Christianity and to the global Christian movement. Some sections of this course will focus on the students' needs to address their own family-of-origin issues and racial/ethnic identity formation; others will equip the students with the practical skills needed to assist others in doing so.

THEO 6610 Encounter of Christian Faith with Other Faiths (3 cr.): Examines religions such as Islam, Buddhism, Hinduism, Confucianism, Taoism, Shinto, and primal faiths. Each religion is studied in philosophical and cultural context. From the perspective of the Christian faith, each religion is approached with appreciation and critique, seeking points of contact and also areas of contrast.

THEO 6710 Introduction to Practical Theology (3 cr.): Introduces students to practical theology as disciplined reflection on the church's life and ministry in response to God's revelation. Students will be encouraged to reflect critically on congregational practices in worship, education, pastoral care, and mission. Grounded in both theology and the social sciences, students will be equipped to design more faithful and effective ministries in multicultural, local, and global church contexts.

THEO 6720 Vocational Discernment and Discipleship (3 cr.): Explores various models of Christian discipleship that are intended to sustain a lifetime of ministry, and various processes of vocational discernment. Patterns of Christian spirituality that lead to growth in holiness will be examined and practiced. Attention will be given to the cultivation of devotional exercises in the life of congregations and other Christian organizations.

THEO 6730 Foundations of Student and Family Ministry (3 cr.): Explores the biblical and psychological foundations of family and family relationships in relation to holistic ministry in the church. Various contemporary ministry models for emerging adults and their families will be discussed and evaluated.

THEO 6740 Preaching (3 cr.): Introduces the student to the theological context and practical dynamics of preaching. This course centers on preparation methods, presentation skills and critical review experienced in actual preaching by the students in the class sessions. Competencies include public speaking/proclamation, coherent organization and convincing presentation, theological understanding and solid biblical interpretation and vocational readiness. May be repeated for credit up to six credits.

THEO 6741 Evangelism and Mission (3 cr.): Focuses on different paradigms and practices in evangelism and mission throughout the history of the Christian church, as well as different theological and literary approaches to understanding and communicating the good news of the kingdom of God. Attention will be given to sociological and cultural influences of postmodernism on popular culture. Equips students to generate new strategies for engaging the emerging generation with the gospel.

THEO 6742 Church Administration (3 cr.): Identifies the key issues surrounding effective administrative, organizational and leadership principles and practices as they relate to the needs of the local and global church. Various approaches to church management and leadership will be looked at within the total context of the practice of ministry and the mission of the Church in the world.

THEO 6743 Pastoral Care and Counseling (3 cr.): Investigates a broad array of methods and skills for providing effective spiritual care and moral guidance to individuals, couples, and families within a Christian congregation. The resources of Christian scripture and practical theology, as well as contemporary psychology and social theory (e.g., family systems theory, personality theory, and basic psychotherapy) will be used to train students to help their future parishioners meet their personal and social needs, conduct their interpersonal relationships, and handle life's problems, conflicts, crises and transitions in healthy, responsible and constructive ways.

THEO 6744: Ministerial Leadership (3 cr.): Explores the basic building blocks of what it means to lead well in a ministry setting and highlights practical, research-based strategies for learning and growing on the job. Topics will include calling and purpose, building and developing your team, dealing with conflict, leading under pressure, balancing work and life, and the paradox of sacrifice and success.

THEO 6745: Christian Social Entrepreneurship and Church Planting (3 cr.): Assists current and future-church leaders to combine business skills with theological grounding in order to establish social enterprises and fresh expressions of church. Students will apply economic and business knowledge to areas of pastoral support and teaching. They will develop a workable social venture business plan to apply this learning directly to a particular faith community. Course content will include church planting models, financial management and accounting, and community exegesis.

THEO 6750 Denominational Polity (1–3 cr.): Examines the polity of a given denomination and the congregations that belong to it. Explores the ways in which a given denomination's ecclesiology, governance structures (legislative, executive and judicial), social policies and ecumenical relations have evolved historically and in which they presently function. It is presumed that all the students enrolled in a given section of this course belong to or intend to join the denomination in question and are preparing for ordination or other professional service therein.

THEO 6751 Denominational History (1–3 cr.): Examines the history of a given denomination from its founding to the present day. Attends to its major theological voices and to the ways in which its doctrines, policies and practices have been shaped both by the various nationalities and ethnic groups which have affiliated with it and by the religious, socio-cultural and economic conditions of the nations in which it has taken root (especially the USA). It is presumed that all the students enrolled in a given section of this course belong to or intend to join the denomination in question and are preparing for ordination or other professional service therein.

THEO 6895 Theology and Business Integration Seminar (3 cr.): Serves as the capstone seminar for those in the MA in Business and Applied Theology degree. Provides an opportunity for students to correlate the learning they have received in graduate theology core classes and the Social and Sustainable Enterprise classes from the School of Business and Economics.

THEO 6900 Independent Study (1-3 cr.): Provides the opportunity for the student to study a topic of special interest under faculty supervision. Permission to enroll must be granted by the Dean of the School of Theology (SOT) or the Associate Dean of Graduate Studies (ADGS). To secure permission, the student must submit a proposal outlining the objectives of the project and demonstrating why his/her educational interests are best served in this way. The proposal must be signed by the faculty member who has agreed to supervise the project. May be repeated for credit up to six credits.

THEO 6930 Graduate Core Practicum (1-2 cr.): This course ("GCP") is an integral part of the graduate core curriculum and is distinct from, but still closely related to the three triads of "academic" core courses (i.e., Bible I, II, III; Global Christian Heritage I, II, III; and Theology/Ethics I, II, III). Under normal circumstances, each student will take two credits of GCP in each of the

three quarters of his/her first academic year, for a total of six credits. (Permission to take only one credit of GCP in a given quarter must be obtained from the Dean of SOT or the Associate Dean of Graduate Studies.) GCP is intended to help students make connections between the "academic" work they are doing in their core courses and the "abbey" and "apostolate" dimensions of their theological formation. Each student will work out an individualized learning contract with the designated Practicum Coordinator that will address vital areas of character, spiritual formation and missional competence. Ordinarily, this contract will require the student to do the following: (1) meet regularly with a mentor approved by the School of Theology; (2) participate in a weekly campus-based spiritual formation group with other students and a designated faculty member; and (3) design and execute a project that will integrate what he or she is learning in the "academic" core courses his/her personal spiritual growth and professional development as a minister of the gospel. May be repeated for credit up to six credits.

THEO 6940 Contextual Education (2 cr.): Supervised ministry, taken for academic credit, and carried out in a local congregation, clinical setting (hospital, prison, etc.), para-church agency, or church-related non-profit organization. 12 credits of Contextual Education are required for the MDiv degree, and six credits are required for the MA in Business and Applied Theology and MA in Reconciliation and Intercultural Studies. Minimum time commitment per quarter is 10 hours per week at the placement site for 10 weeks. MDiv students will ordinarily take their first six credits of Contextual Education by enrolling in two credits of THEO 6940 per quarter during three consecutive quarters in the same academic year. They may take the remaining six credits either by enrolling again in THEO 6940 (two credits of which may be in an approved Clinical Pastoral Education program) or by taking THEO 6941 Contextual Education Internship (see below). MAT. students will ordinarily take all six of the required Contextual Education credits by enrolling in two credits of THEO 6940 per quarter during three consecutive quarters in the same academic year. All sites at which SPS students can satisfy their Contextual Education requirement must be approved by the Dean of SOT or the Associate Dean of Graduate Studies and must agree to abide by the SPS Contextual Education Handbook.

THEO 6941 Contextual Education Internship (6 cr.): Intensive on-site supervised ministry that provides students with an opportunity to reflect on the practice of ministry in light of prior learning in THEO 6940 and other courses. All six credits will be completed in one quarter or summer (30 hours per week for 10 weeks). May not be taken in conjunction with any more than three additional quarter credits of course work. Internships must be approved by the Dean of SOT, the Associate Dean of Graduate Studies, or the SPU faculty member assigned to teach this course during the quarter in which the internship takes place. All sites at which SPS students can satisfy their Contextual Education requirement must be approved by the Dean of SOT or the Associate Dean of Graduate Studies and must agree to abide by the SPS Contextual Education Handbook.

THEO 6942 Internship in Biblical and Theological Instruction (1–3 cr.): Provides experience in teaching biblical and theological curricula in a concrete ministry setting. This course is a faculty-supervised praxis component of the MA (Christian Scripture) and M. A. (Christian Studies). Students will work with faculty members in the preparation and delivery of teaching materials for on-campus and/or church-based programs and in the assessment of actual teaching experiences. May be repeated for credit up to three credits.

THEO 6950 Contemporary Topics (3 cr.): Provides a detailed examination of a topic in Christian scripture, theology or ministry chosen by the instructor. The course may be taught in an intensive format by a visiting faculty member. Students receive credit for the course as a Scripture, Theology or Ministry Elective, depending on topic. May be repeated for credit up to nine credits.

THEO 6952 Burning Issues (1-2 cr.): Investigates a specific social issue of widespread current concern to church and society, or offers concentrated training in some issue of personal or professional interest to clergy and other persons engaged in ministry or Christian service. One section of this "mini-course" will typically be offered each quarter (including summers), with topics alternating between social issues and matters of professional development, and with alternative scheduling models (two-day intensives, weekend retreats, half-quarter modules, etc.) routinely being used. Course may be repeated by MDiv students for credit up to six elective credits, and by MA students for credit up to three elective credits, with change of topic.

THEO 6960 Master's Project (3 cr.): The Masters Project is an integrative project allowing students to synthesize various aspects of their academic studies and to give them practical application in a concrete ministry setting. Components of the project can include but are not limited to contextual studies of major theologians, movements, and teachings, past and present; an exploration of the spiritual practices that bring together theology, prayer, and ministry in a particular context; and a qualitative study that facilitates a deep understanding of a particular ministry. The Masters Project is to be guided and monitored, from beginning to end, by an SOT faculty member or designate.

THEO 6980 Cross Cultural Immersion Experience (3 cr.): Explores issues and questions pertaining to ministry across cultural boundaries. Students will have the opportunity to experience and reflect on specific historical and theological issues of culture and ministry as they pertain to a specific locale. This will include engagement with local ministries, developing paradigms of holistic ministry, biblical foundations of missions, theology of religions and community exegesis and development. Students must receive the approval of the Dean of SOT or the Associate Dean of Graduate Studies prior to enrolling. May be repeated for credit up to six credits.

THEO 6995 Master's Thesis (6 cr.): Provides the opportunity for students to utilize competencies developed in their coursework by engaging in a sustained research project on a carefully framed topic. This course is a faculty-supervised research component of the MA (Christian Scripture) and MA (Christian Studies) degrees. The topic and research methodology must be approved in advance by the faculty supervisor.

2. Approved Graduate "Interdisciplinary" Courses (BUS, EDU, MFT, ORG)

Courses offered by other SPU graduate programs which SPS students may take without special permission, and which satisfy various SPS degree requirements.

BUS 6110 Macroeconomics for Managers (3 cr.): Analyzes aggregate demand, national income, employment and price level, and describes fiscal and monetary policy. Particular emphasis is given to the application of macroeconomic theory to the analysis and forecasting of economic

trends and cycles, business condition analysis and strategic planning in the firm. Examines current economic conditions and economic systems. Considers Christian understandings of money, wealth, economic justice, and human well-being.

BUS 6120 Managerial Finance (3 cr.): Prerequisites: BUS 6132. Develops a working knowledge of basic corporate financial concepts and tools, organized around four key functional areas of the financial manager: valuation decisions, financial planning, asset structure decisions and ownership structure decisions.

BUS 6130 Financial Accounting (3 cr.): Covers the principles, concepts and procedures underlying the preparation and interpretation of financial statements.

BUS 6132 Managerial Accounting (3 cr.): Prerequisite: BUS 6130. Completes certain financial accounting topics not covered in BUS 6130 and introduces the principles of managerial accounting. Describes the development and use of accounting for management planning, control and decision making.

BUS 6140 Legal Environment of Business (3 cr.): Studies the legal environment in which businesses operate. Includes topics such as corporate law, partnership law, agency law, federal regulation of business (e.g., anti-trust and consumer protection), and business torts and crimes.

BUS 6150 Managerial Marketing (3 cr.): Explores the role of marketing in the economy and examines marketing concepts and their application in domestic, global marketing and e-business contexts. Students apply learning to cases and by preparing marketing plans.

BUS 6164 Operations Management (3 cr.): Presents a systems-based orientation to production/operations processes and process improvement. Uses an application approach to developing understanding, analysis, and revision of operations activities. Applies project management and other analytical tools relevant to production/operations processes.

BUS 6201 Christian Values and the Marketplace (3 cr.): Surveys basic biblical and Christian concepts of morality with application to issues of the business community. Analyzes the elements of moral development and ethical decision making and their application to representative moral dilemmas. Must be completed as one of the first five courses in the program.

BUS 6202 Business Ethics: Current Issues and Moral Leadership (3 cr.): Prerequisite: BUS 6201. Covers ethical reasoning as it applies to business situations. Specific topics include corporate social responsibility, affirmative action, dispute resolution, consumer protection, employee rights, advertising ethics, and economic justice and issues arising from the use of information technology. Must be completed as one of the first five courses in the program.

BUS 6266 Leadership in Organizations (3 cr.): Develops leadership skills needed for effectiveness in organizations. Introduces theory and research directed at the problems of understanding, predicting and influencing individual and group behavior in the context of a diverse workforce. Covers effectiveness in leading and stewarding the human capital in organizations. Includes topics such as leadership, motivation and behavioral change, decision making, strategic

vision, group dynamics, team building, communication processes, power, conflict and stress management. Integrates self-assessment of leadership skills.

BUS 6312 Business and Stewardship for Global Sustainability (3 cr.): Prerequisites: BUS 6110, 6130, 6150, 6164, 6201. Explores the role of business and business strategies for addressing global economic, social, and environmental sustainability. Informed by Christian theological understandings of creation care, stewardship, justice, human well-being and restoration. Topics include environmental management, clean technologies, social performance, and globalization.

BUS 6313 Business as Community of Work (3 cr.): Prerequisites: BUS 6164, 6201. Explores the role of business and sustainable business strategies for providing meaningful and creative work. Informed by Christian theological understandings of work, vocation, Sabbath, community, and restoration. Topics include work as vocation, job and organizational design, organizational culture, managing employees, and strategies for community formation in organizations.

BUS 6314 Business and Global Poverty (3 cr.): Prerequisites: BUS 6110; 6130; 6150; 6164; 6201. Explores the role of business and sustainable business strategies for addressing global poverty. Informed by Christian theological understandings of justice, community and economic development, wealth and poverty, human well-being and restoration. Topics include microfinance, microenterprise and community development, social enterprise and other sustainable business models for creating economic and social value and alleviating poverty.

BUS 6917 Spirituality in Management (1-3 cr.): Prerequisite: BUS 6201. This seminar course provides in-depth study of issues related primarily to Christian spirituality and management and their application across business discipline areas. The same topic cannot be taken for credit more than once. May be repeated for credit up to six credits.

EDU 6085 Moral Issues in Education (3 cr.): Assists students in developing a theologically, philosophically, historically, and politically informed understanding of how religious and other moral considerations are properly addressed in schools. Specific attention is also paid to how Christian ideas and commitments can shape the theory and practice of education.

MFT 6100 Social Ecology of Family (3 cr.): Develops a broad knowledge base of the dynamics and functioning of different family forms: nuclear, post-divorce, remarriage, and intergenerational families and alternative family groups. Covers the life cycle of the family and the process and modification of family structures over time (e.g., birth of the first child, adolescent development, leaving home). Integrates findings regarding individual development from birth to death. Contextual issues (e.g., culture, gender, socioeconomics) will inform discussions of the family as well.

MFT 6110 Human Sexuality (3 cr.): Examines the place of sexuality in human life including developmental, cultural, psychological, biological, relational, and spiritual factors. Pays special attention to the issues of gender, intimacy, sexual functioning and sexual dysfunction from a psychotherapeutic perspective.

MFT 6200 History, Systems and Christian Perspectives: (3 cr.): Traces historical developments in formal and informal human services, historical developments in Christian thought, and how the two interrelate. Particularly important are theological and epistemological bases for human services vis-à-vis social ecology and systems thinking.

MFT 6201 Christian Perspectives of Psychotherapy (2 cr.): Recommended prerequisite: MFT 6200. Focuses on the dynamic relationship between Christianity and the art and science of psychotherapy, particularly related to clinical problems. Consider how various Christian perspectives relate to clinical practices, ethics, treatment models, and social issues which particularly influence psychotherapy.

MFT 6210 Multicultural Issues in Family Therapy (2 cr.): Focuses on how ethnic, cross-cultural, multiracial and socioeconomic issues influence theories and practices of marriage and family therapy. Analyzes strengths and limitations of major modalities. Students will consider influences of their own cultural backgrounds upon their practice of marriage and family therapy.

MFT 6220 Gender Perspectives and Family Therapy (3 cr.): Acquaints family therapy students with the MFT literature pertaining to gender. Through readings, videos, and class discussions, students will learn the many ways that gender impacts self and relationships on the personal as well as socio-cultural levels. Implications for therapeutic practice will be a major focus.

MFT 6411 Premarital Education (2 cr.): Provides a practical overview of the theory, research, and practice of premarital and premarital therapy. Reviews goals, topics, and formats of premarital therapy within various contexts and settings. Examines issues related to culture, gender, diversity and special populations. Class sessions will be divided between lectures, discussions and practical applications. Students will be able to design a premarital program in a setting of interest to them.

MFT 6600 Psychopathology and Family Systems (3 cr.): Introduces the concepts of psychopathology from a systems perspective with special attention paid to the role families play in the development and treatment of pathology. Uses the DSM-IV-TR as the organizing format for the class with special attention paid to the understanding of etiology, diagnosis and treatment using the DSM nosology in a family systems context.

MFT 6610 Treatment of Abusive Systems (3 cr.): Examines the dynamics and treatment of abusive cycles and systems, with particular focus on substance abuse, sexual abuse, child abuse, domestic violence, and eating disorders. This didactic and experiential course highlights the effects of abuse on recipients, abusers and others within the contexts of culture, gender and spirituality.

MFT 6641 Treatment of Young Children and Families (1 cr.): Provides a didactic and experiential format in which to explore issues around therapeutic work with young children and their families. Explores developmental and family systems issues in the light of working with young children and their families.

MFT 6642 Treatment of Adolescents and Families (1 cr.): Provides a didactic and experiential format in which to explore issues around therapeutic work with adolescents and their families. Explores developmental and family systems issues in the light of working with adolescents and their families.

MFT 6643 Parenting and Treatment of Families (1 cr.): Provides a didactic and experiential format in which to explore issues around therapeutic work with children, adolescents and their families. Explores parenting, developmental and family systems issues in the light of working with children, adolescents and their families in various therapeutic contexts.

MFT 6651: Spirituality and Health (1 cr.): This seminar will explore research regarding spirituality and health, encouraging a biopsychosocial-spiritual paradigm of healthcare practice. The impacts of prayer, meditative and other spiritual practices as well as spiritual communities/professionals will be examined within the contexts of health and longevity outcomes, mental health, stress-related diseases, substance abuse and management of chronic illnesses. Ethical and culturally-sensitive interventions will be highlighted.

ORG 6100 Organizational Behavior (4 cr.): Introduces the literature addressing human behavior in organizational and community contexts. Examines interactions between people and systems in which they function from individual, group, and organizational levels of analysis. Topics include: individual differences, leadership, work motivation, perception, communication, decision making, power and politics, group development, performance, individual and work team effectiveness, conflict, organizational culture, organizational systems theory, and managing diversity.

ORG 6101 Organizational Development and Consultation 1 (4 cr.): Introduces major theories, models and methods for evaluating the effects of interventions on groups and organizations. Explores the foundations in organizational development and the contributions made by other disciplines, theorists, and practitioners. Special focus on organizational entry, data collection, organizational diagnosis, development of interventions, evaluation, and contract termination. Also explores the role of consultant as internal/external facilitator in the organizational change process.

ORG 6105 Motivation (4 cr.): What motivates people to do the things that they do and what strategies can they adopt to navigate successfully through the challenges they face at work and in life? This class will explore motivation theory, research, and practice in Industrial/Organizational psychology with a focus on the implications for individuals, the groups they belong to, and the organizations where they work. May be repeated for credit 2 times.

ORG 6240 Social Psychology (4 cr.): Examines the social bases of behavior, exploring the major theories, concepts and research topics in social psychology. Studies the social and interpersonal determinants and consequences of individual behavior, with special reference to social dynamics that shape attitudes, emotions, perception and behavior.

ORG 6300 Leadership and Team Development (4 cr.): Prerequisite: ORG 6100. Introduces theoretical frameworks on leadership and team development. Highlights cutting edge tools and practices for selecting and developing leadership capacity within organizational settings as well as the interpersonal and structural dynamics that characterize effective groups. Explores systemic approaches to leadership in the context of organizational culture and interpersonal factors such as leadership ethics, purpose, motivation, power and communication. *[Note: This course satisfies the same MDiv degree requirement as THEO 6744 Ministerial leadership.]*

ORG 6310 Not for Profit Leadership (4 cr.): Examines the unique opportunities and challenges of working with and changing human service, non-profit, and community-based organizations such as social service agencies, hospitals, schools, family service agencies, local governments, and faith-based organizations. Explores issues related to board governance, leadership of a volunteer workforce, burnout, vocational calling, and sense of purpose along with theoretical models for change in human service organizations.

VII. Academic Policies

1. Policy on Completion of First-Year Core Curriculum and Co-Curricular Requirements for Transfer and Part-Time Students

1.   All students who begin graduate theological study at Seattle Pacific Seminary in the autumn quarter of a given academic year will be *required* to take THEO 6001 Christian Formation in Discipleship, a 2-credit abbey/apostolate Core course taught about a month before the autumn term begins. This provision shall apply to transfer students and part-time students, as well as full-time students.

2.   All students who begin graduate theological study at SPS in the autumn quarter of a given academic year will be *expected* to take THEO 6002 Christian Formation in Mission, a 2-credit abbey/apostolate Core course taught several weeks before the autumn term begins. Permission to defer that course to the following year must be secured by the Dean of the School of Theology (SOT) or the Associate Dean of Graduate Studies (ADGS).

3.   Every SPS student is required to take nine 3-credit academic Core courses, three in Bible, three in Global Christian Heritage, and three in Theology/Ethics. As many of these courses as possible shall be taken during a student's first year, and, with the possible exception of one-off courses, all the courses taken during a student's first year will be academic Core courses. All nine of these courses are taught annually, according to the following schedule:

Autumn	THEO 6010 Bible 1	THEO 6020 GCH 1	THEO 6030 Theology/ Ethics 1
Winter	THEO 6040 Bible 2	THEO 6050 GCH 2	THEO 6060 Theology/ Ethics 2
Spring	THEO 6070 Bible 3	THEO 6080 GCH 3	THEO 6090 Theology/ Ethics 3

4.   A student who begins graduate theological study at SPS in the autumn quarter of a given academic year, but who opts to take only one or two of the academic Core courses that quarter, should take the corresponding Core courses in the winter and spring quarters. That is, he or she should take the three triads in proper sequence. (Students *must* take THEO 6010 *before* taking either THEO 6040 or 6070.)

5.   Every SPS student is required to complete six credits of THEO 6930 Graduate Core Practicum. A section of THEO 6930 is offered every autumn, winter and spring, in conjunction with the three academic core courses offered that quarter, and is intended to delineate their abbey and apostolate consequences. To complete the Practicum requirement, and to fulfill its learning objectives, every student must take one section of THEO 6930 in each of the first three quarters in which he or she is enrolled in classes.

6.   Every SPS student is required to participate for three quarters in a Wesleyan class meeting and to meet with a mentor three times per quarter for three quarters. Although these two co-curricular requirements are not graded as such, they are organized in conjunction with THEO 6930 and are closely associated its learning objectives, such that a passing grade in the Practicum is contingent upon their successful completion.

7.   A student who begins graduate theological study at SPS in the winter or spring quarter of a given academic year will be required to complete all 39 of his or her required Core credits. Hence, he or she will need to take THEO 6001 and 6002 in the early autumn of the subsequent academic year, and will need to complete THEO 6930 (along with the two associated co-curricular degree requirements described in ¶6 above) in that same academic year, in conjunction with whatever academic Core courses in which he or she is enrolled.

8.   A student who begins graduate theological study at SPS in the autumn quarter of a given academic year, but who takes no courses in the winter quarter and/or the spring quarter, and therefore did not complete the required yearlong participation in THEO 6930 Graduate Core Practicum (along with the two associated co-curricular requirements described in ¶6 above) will be required to do so in the next two quarters in which he or she is enrolled in academic Core classes.

9.   A student who applies credits from another ATS-accredited graduate theological program to an SPS degree, and who is therefore exempt from one or more of the nine regular academic Core courses, will still need to take all three of the abbey/apostolate Core courses (THEO 6001, 6002, and 6003). Such a student will also need to complete 6 credits of THEO 6930 Graduate Core Practicum (along with the two associated co-curricular requirements described in ¶6 above). In the unlikely event that such a student does not need to take at least one academic Core course in each of the first three quarters is which s/he is enrolled at SPS, he or she will still ordinarily be required to take six credits of THEO 6930 (along with the two associated co-curricular requirements described in ¶6 above). Exemptions from this requirement will be negotiated on a case by case basis with the Dean of the School of Theology (SOT) and/or the ADGS.

10. An SPS student who temporarily drops out of classes, but who wishes to continue participating in a class meeting and/or a mentoring relationship, may do so for the sake of the spiritual support and fellowship these provide during a low spot in his or her life. But doing so will not

exempt him or her from completing the requirements of THEO 6930 when he or she subsequently returns to classes, unless the Dean of SOT, the ADGS, and/or the Graduate Core Practicum Coordinator deems it advisable or permissible.

11. Any non-matriculated student who takes one or more academic Core classes without taking the accompanying THEO 6930 credits, but who subsequently matriculates into one of our degree programs, will be treated, *mutatis mutandis*, like a transfer student who comes into the program having satisfied some of the "academic" Core courses elsewhere, but not having satisfied our THEO 6930 requirement (or the two associated co-curricular requirements described in ¶6 above). Such a student will be required to complete all the "academic" Core classes and the 6-credit THEO 6930 requirement, in a manner to be negotiated with the Dean of SOT or the ADGS.

12. Any non-matriculated student who does take THEO 6930 in conjunction with one or more "academic" Core courses, will be strongly advised, but not absolutely required, to participate in the two associated co-curricular requirements described in ¶6 above. Should a non-matriculated student, who *did* take one or more 2-credit sections of THEO 6930, but who did *not* at that time participate in the associated co-curricular requirements, subsequently matriculate into one of our degree programs, s/he will be required *both* to complete the the required credits of THEO 6930 requirement *and* to participate for a full year in the class meeting and mentoring programs, in a manner to be negotiated with the Dean of SOT or the ADGS.

2. Core Practicum Objectives and Learning Outcomes

Seattle Pacific Seminary features within its MDiv and MA curriculum a required practicum to be taken, when possible, in the first year of enrollment. This course is listed in the catalogue thusly:

THEO 6930 Graduate Core Practicum (1-2 cr.): This course ("GCP") is an integral part of the graduate core curriculum and is distinct from, but still closely related to the three triads of "academic" core courses (i.e., Bible I, II, III; Global Christian Heritage I, II, III; and Theology/Ethics I, II, III). Under normal circumstances, each student will take two credits of GCP in each of the three quarters of his/her first academic year, for a total of six credits. (Permission to take only one credit of GCP in a given quarter must be obtained from the Dean of SOT or the Associate Dean of Graduate Studies.) GCP is intended to help students make connections between the "academic" work they are doing in their core courses and the "abbey" and "apostolate" dimensions of their theological formation. Each student will work out an individualized learning contract with the designated Practicum Coordinator that will address vital areas of character, spiritual formation and missional competence. Ordinarily, this contract will require the student to do the following: (1) meet regularly with a mentor approved by the School of Theology; (2) participate in a weekly campus-based spiritual formation group with other students and a designated faculty member; and (3) design and execute a project that will integrate what he or she is learning in the "academic" core courses his/her personal spiritual growth and professional development as a minister of the gospel. May be repeated for credit up to six credits.

The practicum is, in short, the primary integrative curricular component in the initial year of the SOT graduate programs. The practicum is meant to integrate content learned in the classroom

(the "academy" component of the program), vocational development (the "apostolate" component) and spiritual formation (the "abbey" component). Understood in classical terms, the practicum is meant to wed the student's efforts toward orthodoxy, orthopraxy, and orthopathy, sometimes abbreviated as the realms of "head," "hands," and "heart." The necessity of all three might be illustrated by noting what happens when they are separated:

- Orthodoxy without orthopraxy is dead "faith without works."
- Orthodoxy without orthopathy is religious formalism.
- Orthopraxy without orthodoxy is directionless pragmatism.
- Orthopraxy without orthopathy is Pharisaic legalism.
- Orthopathy without orthodoxy is shallow emotionalism.
- Orthopathy without orthopraxy is empty sentimentalism.

Without integration, students will lack the education, training and formation (each of which ought to be implicitly included in the other two) needed as they prepare for the vocation of ministry, whatever that ministry might be – in the church, in higher education or public service, in the business world or in the arts, in a para-church or non-profit organization, as a chaplain or teacher, etc. The academy, apostolate and abbey are all needed to help develop within the student a vibrant and grounded faith that risks changing the world for the Kingdom of God.

Objectives and Outcomes

These objectives and outcomes are meant to help SPU School of Theology administration and faculty understand how practica function within the overall graduate curriculum.

Objective #1: Integration through Interpersonal Interaction
Integration of academy, apostolate and abbey
- The student will practice integration of academic subject matter, practical ministry and spiritual formation through one-on-one and group interactions.
- In these interactions, the student will practice answering the question: How does each of these three realms of study affect the others?

Outcomes
- Through monthly meetings with a mentor and weekly meetings with a spiritual formation group ("class meeting"), the student will discuss and discover connections among his or her education, training and formation.
- A student may not miss any meetings with his or her mentor per quarter (missed meetings must be rescheduled), and a student may miss no more than two meetings with his or her class meeting per quarter.

Objective #2: Integration through Application
Integration of theory and practice
- The student will practice applying the subject matter learned in the particular classes taken toward ministerial vocation, spiritual formation and/or Christian life.
- In this application, the student will practice asking the question: How does academic content inform the practice of ministry, the formation of spirituality and the living out of faith?

Outcomes
- Through the production of a final project under the direction of the practicum coordinator, the student will demonstrate an application of academic subject matter for the practice of ministry, spiritual formation and/or Christian life.
- A project proposal will be presented to the practicum coordinator for approval, at which time the coordinator will help refine the parameters of the project.
- The project may use any medium, but it must be accompanied by written explanation that details how the subject matter from the quarter's core classes informed the production of the project. In short, the student must show how the project applies class material to the practice of ministry, spiritual formation and/or Christian life.

Objective #3: Integration through Vocational Discernment
Integration of education and identity; integration of individual and community
- In light of his or her education and formation, the student will practice reflecting upon the role of vocation and Christian community in the development of Christian identity.
- In this discernment, the student will practice asking the questions: What particular shape is my vocation taking? How is this related to the church? How am I being prepared to carry out my calling to bring about the fullness of the Kingdom of God? How might my vocation participate in the mission of Jesus Christ in acts of faith, love, hope, service, justice and mercy?

Outcomes
- Through the writing of a one-page paper on the self-understanding of Christian vocation, the student will better understand how his or her education, training and formation prepares him or her for a particular practice of ministry, and how that ministry relates to the church.
- The class meetings and practicum project are expected to contribute to this understanding.

Assessment

The class meetings, mentor meetings, and vocational discernment paper will not be given a grade but must be satisfactorily completed by approval of the practicum coordinator for the practicum's units to be awarded. The project will be given a letter grade and will ordinarily constitute the grade given for the practicum as a whole. However, the *level of engagement* evidenced by the student across all three objectives – including mentor meetings, class meetings and vocational discernment paper – may also positively or negatively influence the grade given for the practicum.

Engagement will be judged by the time and effort students put into the assignments from all three objectives, with possible input from mentors and class meeting conveners, in addition to direct observation of students' submitted work by the practicum supervisor, contributing to that evaluation.

The time expectation for a quarter's practicum is two to three hours per week per unit. For instance, if in a given quarter a student is taking three 3-unit core classes, that student is expected to put in six to nine hours per week into his or her practicum. Though this time commitment includes class meetings, mentor meetings and vocational discernment, a majority of the expected time commitment will go toward the final practicum project.

3. Policy for THEO 6980 Cross-Cultural Immersion Experience
(Adopted by the Graduate Curriculum Committee, February 8, 2011)

1. **Course Description: THEO 6980 Cross-Cultural Immersion Experience (3 cr.):** Explores issues and questions pertaining to ministry across cultural boundaries. Students will have the opportunity to experience and reflect on specific historical and theological issues of culture and ministry as they pertain to a specific locale. This will include engagement with local ministries, developing paradigms of holistic ministry, biblical foundations of missions, theology of religions and community exegesis and development. Course must be approved by the Dean of the School of Theology (SOT) or the Associate Dean of Graduate Studies prior to enrolling.

2. **SOT-sponsored cross-cultural immersion programs:**
   a. The School of Theology (SOT) will normally offer one cross-cultural immersion (CCI) program for its graduate students per year. This program will normally be at least two weeks long, from the time of departure from Seattle to the time of return.
   b. SOT CCI programs will comply with the policies and standards established by the SPU Office of Study Abroad Programs.
   c. Sites will vary from year to year.
      i. Whenever possible, an SOT faculty member will accompany the students on the trip, and will work closely with the site director in designing a program that fulfills the learning goals that SOT has established for its courses (see below) and meets its usual academic standards.
      ii. In those years when an SOT faculty member cannot accompany the students on the trip, the Dean of SOT, the Associate Dean of Graduate Studies, or some other SOT faculty member designated by the Dean or the Associate Dean of Graduate Studies (ADGS) will communicate with the director of the site to assure that the program fulfills SOT's learning goals and meets its usual academic standards.
   d. Electronic copies of the syllabus for each section of THEO 6980 will be filed with the ADGS and the SOT Office Manager.
   e. The work load for the students enrolled in each section of THEO 6980 will be roughly equivalent to that of any other 3-credit, 6000-level course in SOT:
      i. The workload of a typical course computes roughly as follows:
         1. Three hours per class per week for 10 weeks = 30 hours class time; and
         2. Three to four hours homework [reading, homework assignments, preparation for class presentations, etc.] per hour of class = 90-120 hours; and
         3. 30-40 double-spaced pages of written work [research papers, examinations, etc.]
      ii. Site directors and SPU instructors are encouraged to use this formula as a rule of thumb when configuring the work load for THEO 6980. It is understood, however, that the amount and nature of the "class time" (or equivalent), "homework" (or equivalent) and written work in a given section of THEO 6980 will depend greatly on the availability of relevant resources and on site-specific circumstances and opportunities.

3. **Permission for SOT graduate students to participate for credit in non-SOT-sponsored cross-cultural immersion programs**

a. Normally, SOT graduate students will be expected to fulfill their CCI requirement by taking THEO 6980 in the summer after their first or second year of study. There are two major reasons for this:

    i. The cost-effectiveness of SOT-sponsored programs depends upon realizing the economies of scale that come with maximal enrollment. Every SOT student who opts to fulfill their CCI requirement in a non-SOT-sponsored program thereby reduces the cost-effectiveness of the SOT program.

    ii. The SOT Graduate Program is not equipped to undertake the rigorous assessment of CCI programs other than its own. Yet such assessment would be required to assure that such programs fulfill SOT's learning goals and meet its usual academic standards.

b. In rare cases, permission may be granted by the Dean or ADGS for a student to satisfy his or her CCI requirement in a non-SPU-sponsored program. Permission will be contingent on the following circumstances:

    i. A student whose academic and/or professional obligations conflict unavoidably with the scheduling of the SPU-sponsored program for the year in which s/he needs to take it may be allowed to enroll in a non-SPU-sponsored CCI program. (Personal and/or family schedule conflicts will normally not be deemed sufficient grounds for a waiver**.**)

    ii. The student must demonstrate: (1) that the cross-cultural immersion program in which s/he wishes to enroll, is offered or sponsored by an ATS-accredited theological seminary, divinity school or school of theology; and (2) that the number of academic credits awarded for successful completion of that program is at least equivalent to the three quarter-credits awarded for THEO 6980 at SPS.

    iii. A student from abroad who has come to the USA *will* be expected to fulfill the CCI degree requirement, but in a manner suitable to his/her particular circumstances and approved by the Dean or ADGS.

c. If permission *is* granted for a student to fulfill his or her CCI requirement by enrolling in a program that meets the above criteria, it will be the student's responsibility (1) to satisfy whatever admission requirements may be associated with that program and/or the seminary that offers or sponsors it, and (2) to see to it that the credits are duly transferred from that seminary to SPS.

d. SPS students who participate in CCI programs for which no academic credits are awarded by an ATS-accredited seminary, divinity school or school of theology shall not be considered to have satisfied the CCI requirement for their SPU degree.

4. Policy for MA Projects, MA Theses and Research-Focused MDiv Theses at Seattle Pacific Seminary
(Passed by GPC 10/19/10; revised 7/3/13, 5/9/14, 6/17/14, 3/17/15, 11/23/15)

All candidates for the Master of Arts in Asian American Ministry [MA-AAM] and the Master of Arts in Reconciliation and Intercultural Studies [MA-RIS] are *required* to take the following course, usually in the last quarter of their studies at Seattle Pacific Seminary:

THEO 6960 Master's Project (3 cr.): The Masters Project is an integrative project allowing students to synthesize various aspects of their academic studies and to give them practical application in a concrete ministry setting. Components of the project can include

but are not limited to contextual studies of major theologians, movements, and teachings, past and present; an exploration of the spiritual practices that bring together theology, prayer, and ministry in a particular context; and a qualitative study that facilitates a deep understanding of a particular ministry. The Masters Project is to be guided and monitored, from beginning to end, by an SOT faculty member or designate.

All candidates for the Master of Arts (Christian Scripture) [MA (CSc)] and the Master of Arts (Christian Studies) [MA (CSt)] are required to take, usually in the last quarter of their studies at Seattle Pacific Seminary, the following course:

THEO 6995 Master's Thesis (6 cr.): Provides the opportunity for students to utilize competencies developed in their coursework by engaging in a sustained research project on a carefully framed topic. This course is a faculty-supervised research component of the Christian Scripture and Christian Studies tracks of the Master of Arts degree. The topic and research methodology must be approved in advance by the faculty supervisor.

Candidates for the Master of Arts in Business and Applied Theology [MA-BAT] and the ministry-focused Master of Divinity [MDiv] are not required to take either of these courses.

Candidates for the research-focused Master of Divinity [MDiv] are required to take THEO 6995. This degree is for students of exceptional academic ability who intend to go on for doctoral study and a ministry of teaching and research in higher education. Admission into this program requires that a student achieve at least a 3.85 cumulative grade point average after completing 40 credits of coursework, submit a written statement of his/her vocational objectives, and receive the approval of the Dean of the SPU School of Theology, the Associate Dean of Graduate Studies, and the Graduate Curriculum Committee. Normally, THEO 6995 will replace the 6 credits of Approved Interdisciplinary Courses which MDiv students are required to take. Thus, the research-focused MDiv has the same minimum credit count (108) as the ministry-focused MDiv. The student's official *transcript* will indicate completion of the thesis, but his/her university *diploma* will read no differently from that of other MDiv students.

Procedures and Protocols:
- *Role of the Associate Dean of Graduate Studies:*
  - To provide general oversight of both courses. This shall be part of the ADGS's regular duties, and shall not involve additional compensation. This oversight includes, but is not limited to, the performance of the following tasks:
  - To assure that all MA(CSc), MA(CSt), MA-AAM, MA-RIS and research-focused MDiv students who intend to graduate at the end of a given academic year shall secure faculty supervisors and submit project or thesis proposals no later than the fifth week of the autumn quarter of that year.
    - Students who intend to enroll in THEO 6960 or THEO 6995 in the *autumn* quarter of a given academic year, and to graduate at the end of that academic year, must secure faculty supervisors and submit project or thesis proposals no later than June 1 of the previous academic year.
  - To monitor the progress of these students throughout the year, and assuring that each is in track, in accordance with the schedule below.

- o To assure that overload contracts for faculty supervisors are properly prepared, signed, and submitted.
  - o To prepare, sign, and file all necessary forms and other paperwork
  - o To arrange for the binding of a strip-bound copy for the SOT archives, for the uploading of electronic copies to the SPU electronic archives and to [Digital Commons @ SPU](#) in the SPU Library.
- *Role of the Faculty Supervisor:*
  - o To assist the student in identifying a suitable topic, preparing a formal proposal, compiling an appropriate bibliography.
  - o For supervisors of MA and MDiv theses: to guide their student's reading of W. C. Booth, et al., *The Craft of Research*, 3rd ed. (University of Chicago: 2008) in preparation for and prior to submission of a thesis proposal.
  - o To monitor the student's progress in research and writing, in accordance with the schedule shown below.
  - o To assure that all standard academic protocols are followed with respect to originality, content, format and documentation of sources.
  - o To grade and sign the finished project or thesis. Note: when, as will often happen, a student does not complete the all work in the quarter in which s/he has registered for THEO 6960 or THEO 6995, the supervisor shall record a "G" [graduate in-progress] in Banner, and shall be responsible for changing that to a letter grade after the work is complete. A change-of-grade form, countersigned by the ADGS, is no longer needed by Student Academic Services for this procedure.
  - o Note: no faculty member shall be *required* to undertake the supervision of a project or master thesis. Participation shall be elective, and carried out on an overload basis, at the rate of $500 per project and $750 per thesis. Under normal circumstances, no faculty member shall supervise more than one project or thesis per year.
- *Role of Second Faculty Reader:*
  - o To provide an in independent assessment of the penultimate draft of the MA project or MA thesis.
  - o Note: no faculty member shall be *required* to serve as a second reader for an MA project or MA thesis. Participation shall be elective, and carried out on an overload basis, at the rate of $150 per project and $250 per thesis. Under normal circumstances, no faculty member shall serve as a second reader on more than one project or thesis per year.
- *Role of the Student:*
  - o To recruit his/her supervisor by the date set below.
  - o To submit the project or thesis proposal by the date set below.
  - o For those students writing MA theses: to complete a directed reading of W. C. Booth, et al., *The Craft of Research*, 3rd ed. (University of Chicago: 2008) at the direction and to the satisfaction of their faculty supervisor prior to the submission of their thesis proposal. Upon completion of this directed reading of Booth, students are encouraged to consult with the Theology Librarian for guidance in developing a bibliography suitable to the research topic and the identified research methodology.
  - o To submit a formal proposal and appropriate bibliography (or, at the supervisor's discretion, *annotated* bibliography) by the date set below.

- To submit progress reports and/or drafts for the supervisor's review no later than the "check points" listed below, or at such intervals and by such dates as the supervisor may stipulate.
- To follow all standard academic protocols with respect to originality, content, format, and documentation of sources.
- To submit the final draft of the project or thesis by the date set below.
  - *Masters Theses* shall conform to the following specifications:
    - Length: between 12,000 and 18,000 words of text (excluding notes and bibliography).
    - Margins: Left margins: 1½". Right, top and bottom margins: 1".
    - Font: 12-point font (Century Schoolbook, Palatino Linotype, Times New Roman, or Verdana).
    - Title page shall indicate the complete title of the thesis, the "running head" [abbreviated title used in page header], the author's name, and the name of Seattle Pacific Seminary.
    - Signature page shall include the following:
      - Complete title of the project or thesis
      - Author's name
      - The words: "A thesis submitted in partial fulfillment of the requirements of the degree of Master of Arts (Christian Studies) [or Master of Arts (Christian Scripture), or Master of Divinity] at Seattle Pacific Seminary"
      - Year of completion
      - The words: "Approved by...," followed by a solid line for the signature of the faculty supervisor and the date of signing, with the name and title of the faculty supervisor printed below.
      - The words: "Approved by...," followed by a solid line for the signature of the second faculty reader and the date of signing, with the name and title of the second faculty reader listed below.
      - The words: "Approved by...," followed by a solid line for the signature of the SPU Theology Librarian and the date of signing, with the name and title of the librarian printed below.
      - The words: "Program authorized to offer degree: Seattle Pacific Seminary," a line for the date, and a line for the signature and title of the Dean of the School of Theology or the Associate Dean of Seattle Pacific Seminary, with the name and title of the Dean or ADGS printed below.
    - Bibliography: all sources cited or consulted, both print and electronic, shall be referenced in the bibliography, in strict accordance with the latest edition of the SOT Style Guide (which itself follows *The SBL Handbook of Style*).
  - *Masters Projects* shall be submitted in a format suitable to the topic, in accordance with the supervisor's requirements and suggestions. The scope of the project and the research methodology employed shall be customized to the topic, but the canons of academic rigor and style shall be scrupulously observed.
    - Margins, as shown above
    - Font, as shown above
    - Title page, as shown above.
    - Signature page, as shown above, *mutatis mutandis*

- o Note: it is expected that the sharpness of focus, range of research, sophistication of methodology, and elegance of style of the master's thesis or project will be equivalent to that of a major published article in a peer-reviewed professional journal in the relevant discipline, and it is hoped that the supervisors will assist the student in preparing and submitting his or her thesis for publication in such a journal and in making whatever revisions might be called for.

Schedule:
- By the fifth week of the autumn quarter of the academic year in which the student intends to enroll in THEO 6960 or THEO 6995—usually the academic year in which the student intends to graduate—the student must submit to the ADGS a preliminary application form (see below), indicating the general topic of the project or thesis. This form shall be counter-signed by whichever member of the SOT faculty member or designate has agreed to supervise said project or thesis.
  - o Students will normally enroll in THEO 6960 or THEO 6995 in the *spring* quarter of the academic year in which they intend to graduate.
  - o Students who intend to enroll in THEO 6960 or THEO 6995 in the *winter* quarter of the year in which they intend to graduate, or in the *summer* quarter immediately after their formal commencement, will be expected to secure their faculty advisors and submit their proposals by the fifth week of the autumn quarter of that academic year.
  - o Students who intend to enroll in THEO 6960 or THEO 6995 in the autumn quarter of a given academic year, and to graduate at the end of that academic year, must secure faculty supervisors and submit project or thesis proposals no later than June 1 of the previous academic year.
- By the fifth week of the winter quarter of that academic, the student must submit to the ADGS a formal proposal for the project or thesis, including a thesis statement, a general outline, and an annotated bibliography of at least twenty relevant sources (no more than half of which shall be electronic sources). This proposal shall be signed by the supervisor. The student may not enroll in THEO 6960 or THEO 6995 unless and until this proposal is properly submitted. A Banner hold, removable only at the direction of the ADGS, will be in place for these courses.
- By the fifth week of the quarter in which the student is enrolled in THEO 6960 or THEO 6995—usually the spring quarter of the year in which the student intends to graduate—the student must submit to his or her supervisor the penultimate draft of his or her project or thesis.
- By the eighth week of that same quarter, the student must submit to his or her supervisor the final draft of his or her project or thesis.
- By the ninth week of that same quarter, the supervisor will indicate to the ADGS that the student has satisfactorily completed the project or thesis and (presuming all other graduation requirements have been satisfied) is entitled to receive his or her degree.

Seattle Pacific Seminary
Preliminary Application Form for
THEO 6960 Master's Project or THEO 6995 Master's Thesis

Name of Student (print):_____

Signature of Student: _____

Student Identification Number: _____

Graduate Degree Track in which student is enrolled (please check one):

- ☐ Master of Arts (Christian Scripture)
- ☐ Master of Arts (Christian Studies)
- ☐ Master of Arts in Asian American Ministry
- ☐ Master of Arts in Reconciliation and Intercultural Studies
- ☐ Master of Divinity

Intended Graduation Date: _____

Quarter/Year in which student will take THEO 6960 or THEO 6995:

Quarter (normally spring): _____

Year (normally same as graduation date): _____

Attach a brief essay (approximately 300 words) stating the thesis to be defended, the question to be answered, the problem to be addressed or the subject to be considered in the project or thesis.

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I have read met with the above-named student, have read the attached essay describing his or her project or thesis, and hereby agree to serve as his or her faculty supervisor in the quarter and years stated above

Name of Faculty Supervisor: _____

Signature of Faculty Supervisor: _____

VIII. Access Policy for Alexander Hall Chapel

5. The use of the chapel is limited to prayer, worship, contemplation and other similarly appropriate uses.
6. All use of the chapel, whether during regular building hours or after hours, must be scheduled through the administrative assistant in Alexander Hall (Room 204). If necessary, the administrative assistant will consult with the Dean of School of Theology or a designated member of the School of Theology faculty to determine that use criteria have been met by groups requesting scheduled use.
7. Use is limited to recognized groups with a Seattle Pacific University faculty or staff sponsor.
8. The use of the chapel is limited to prayer, worship, contemplation and other similarly appropriate uses.
9. All use of the chapel, whether during regular building hours or after hours, must be scheduled through the administrative assistant in Alexander Hall (Room 204). If necessary, the administrative assistant will consult with the Dean of School of Theology or a designated member of the School of Theology faculty to determine that use criteria have been met by groups requesting scheduled use.
10. Use is limited to recognized groups with a Seattle Pacific University faculty or staff sponsor.
11. The faculty or staff sponsor **must** be present at each event held in the chapel, and is required to contact the Office of Safety and Security before the event (to be let in) and following its conclusion.
12. The doors to Alexander Hall may at no time be propped open to permit unmonitored access.
13. Burning of incense and/or candles is prohibited.
14. Use of amplified music is prohibited.
15. Food and drinks are prohibited except for communion elements.
16. Under the terms of this policy, the chapel will be available for scheduling weekday evening from 5:00 p.m. to 11:00 p.m.

IX. Kingswood House Policies and Procedures

Office Hours
- Regular Office Hours: Monday thru Friday, 8:30 a.m. to 4:30 p.m.
- Kingswood House access is available outside of office hours through use of your SeaPac card. Please utilize the keypad outside of the back entrance. Contact the Seminary office for questions regarding your card (seminary@spu.edu).
- A calendar of events will be posted in the kitchen each week. Please check before assuming spaces are available

Kitchen
- Please clean up after yourself, wiping down counters, keeping the microwave clean, dumping out coffee grounds, etc.
- Please rinse and load all dirty dishes into the dishwasher. CBTE staff will run and empty the dishwasher.

- Any food left in the refrigerator should be clearly marked with your name and the date. Please be responsible for removing any food that has gone bad – this should *not* be left to CBTE staff.
- Cabinets labeled CBTE & THEOLOGY are for office use only.
- Please leave the kitchen the way you found it.

Main Level & Events
- The main floor of House is available for studying and for meetings/events arranged by CBTE staff, SOT Faculty/Staff, and SPS students. All other groups must be approved by the Dean.
- Groups of 4+ must reserve the space with the CBTE Program Manager – ext. 5415, cbte@spu.edu. Please check the calendar in the kitchen for availability.
- Please leave the main floor the way you found it – replacing furniture to its original location.
- **CBTE and Seattle Pacific Seminary events will take precedence over undergraduate students and events. In general, the maximum time allowed for any one meeting is two hours but exceptions can be made by request.

Lower Level Study Rooms
- The main purpose of the lower level rooms is for students to gather in groups for prayer, group reflection, or studying.
- If a meeting is taking place on the Main Floor, please utilize the backdoor to access the Lower Level.
- For planned group meetings, please reserve the space with the CBTE Program Manager – ext. 5415, cbte@spu.edu.

Lockers
- Lockers will available on a first-come, first-served basis. Please bring your own lock.
- Locks must be removed at the end of each day. Please do not leave materials in the lockers overnight.
- **SPU is not responsible if items are stolen from the lockers. Administrative Staff reserves the right to cut-off any locks left on over the weekend.

Alcohol and Drug Use
- Alcohol and drug use is strictly prohibited on the premise. Any such usage will be reported to Safety and Security and those responsible may be subject to disciplinary action.

Contact Information
- CBTE Program Manager: ext. 5415, (378-5415)
- School of Theology: ext. 2342, (281-2342)
- Campus Safety & Security: Emergency # - ext. 2911, (281-2911)
- Campus Safety & Security: Non-Emergency # - ext. 2922, (281-2922)