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McCormick

MCCORMICK
THEOLOGICAL
SEMINARY

**Masters Level
Advisory System Handbook**

Revised 8/2009

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ADVISORY SYSTEM

At McCormick Theological Seminary, students are adult learners, able to be self-directed, involved in and take responsibility for their own learning. The advisory system is designed to maximize student initiative and responsibility, and facilitate personal and pastoral development. With faculty guidance through the advising process, students in the Masters Level Programs plan their work at the Seminary and prepare for lifelong learning and self assessment in their particular vocation.

The purposes and goals of the Advisory System are:

1. to develop a course of study that takes into account the student's educational and career goals, including a review of prior educational and work experience;
2. to help students understand and meet requirements of the masters level degree program in which they are enrolled;
3. to record reviews of progress and/or obstacles toward attaining the degree;
4. to provide space for conversation about how courses, Field Studies, vocational interests, spiritual formation and personal growth are integrated in the degree program;
5. to provide continuous evaluation of personal growth and development;
6. with the Office of Student Affairs, offer assistance with satisfying the requirements of ordaining and certifying bodies.

The advisory system is also designed to facilitate participation in the Language Resource and Writing Center (LRWC) for students desiring or needing help in the areas of writing, listening and speaking and development of academic skills. All students are encouraged to avail themselves of the various services provided by the LRWC (*see Catalog*). Faculty advisor assignments are made by the Masters Level Programs Office in August. The first meeting of a student with a Faculty Advisor takes place during Orientation. Assigned faculty may be changed by written request to the Master's Level Office after the equivalent of one semester of studies.

ASSISTANCE FROM THE MASTERS LEVEL PROGRAMS OFFICE

Tracking of students' progress through their degree program is located in the Masters Level Programs Office. Only graded courses are recorded. Audits and other related educational activities (e.g., Practica, workshops, CPE, internships, reviews) are noted apart from graded course information. Progress toward degree requirements and course distribution information is updated after each term for which grades are reported.

The Masters Level Programs Office keeps records of the number of English language courses which are required to be completed by students whose first language is not English and inform advisors about progress (*see Catalog*).

The Masters Level Programs Office records will be the basis on which all reviews of progress towards degrees are scheduled. While tracking and charting students' progress will be done in the Masters Level Programs Office, official academic records are kept by the Registrar's Office. If a discrepancy occurs over academic credits and standing, the Registrar's records will prevail.

Procedural Information

- Master of Divinity (M.Div.) degree requires 27 units; Master of Theological Studies (MTS) degree requires 18 units. MTS is on a semester system with a Fall Semester, a January term, Spring Semester and a May term. Students may take four courses in Fall and Spring semesters. Courses in January and May terms are taught as intensives (one or two weeks). Students may only take **one** course during January term because all course work must be completed prior to the beginning of Spring semester. Students may take more than one course during May or June.
- For a transfer student, at least one-half of the units required for graduation must be taken in residency at McCormick. Requests for transfer credit must be received and approved by the Associate Dean for Advising and Formation prior to the final review prior to graduation. Courses that are more than 10 years old will not be accepted for transfer.
- No more than one-third (9) of the units may be taken through cross-registration with other ACTS schools. Graduating seniors may not take courses from other schools during the last semester prior to graduation.
- M.Div. students may take up to three independent studies; a MTS student may take two, limited to one per semester. An independent study will not be approved during a student's first and last semesters, without permission of the Associate Dean for Advising and Formation.
- Field introductory courses (300 level) should normally be taken prior to other upper level courses in a given field. Exemption from an introductory course may be granted following assessment of previous study and with a recommendation of a faculty member in the field to the Associate Dean for Advising and Formation.
- Courses may be added or dropped without financial penalty during the first two weeks of a semester. Please see the McCormick *Catalog* for complete information related to policies

MASTERS LEVEL PROGRAMS

Master of Divinity Required Courses

Eight courses at the introductory level are required and are prerequisite to most other courses in their fields. These courses include methods, conceptual language, and a range of content basic to their fields. They are foundational for theological education at McCormick. Students with sufficient background in any of these fields may move directly to more advanced courses, following an assessment of their previous study by the Associate Dean for Advising and Formation of Masters Programs and/or teaching faculty of the field.

- I-301 Pilgrimage in Faithfulness (PIF)
- B-300 Introduction to Biblical Studies
- H-300/301 Transformations of Christianity
- T-300 Introduction to Christian Theology
- E-300 Introduction to Christian Ethics
- MIN 404/405 Reflection on Ministry

The faculty requires a distribution of courses for the M.Div. degree as follows:

- Biblical Studies, nine courses, including B-300, and at least four courses each in Old Testament and New Testament. The double courses of Hebrew Exegesis I and II and Greek Exegesis I and II may be included in the distribution requirement.
- Church History, four courses, including H-300/301
- Theology, three courses including T-300
- Christian Ethics, one course E-300
- Ministries, seven courses, including MIN 404/405, **and** one course each in Preaching, Worship, Pastoral Care and Religious Education or Urban Ministry.

In addition to these courses, students are required to take the **Boundaries Workshop** prior to beginning MIN 404/405 and the Field Studies Placement; and three **Practica** which provide “how to” and “hands on” instruction in various areas of ministry that are not ordinarily part of regularly scheduled course offerings. The Practica meet for one and one-half days, generally on Friday afternoon/ evening and all day Saturday (12 hours). Although Practica are noncredit bearing, they are listed on the transcript. M.Div. students are required to complete three Practica prior to receiving the degree, one of which must be “Tending the Spiritual Life of Religious Leaders.” Practica topics and dates are included in the Appendix.

Master of Theological Studies

The M.T.S. degree is awarded upon the successful completion of 18 units, including courses devoted to work on the master’s thesis. This program meets a variety of the needs of international students pursuing graduate theological studies. It is also designed to meet the needs of individuals who wish to begin or to continue graduate theological education for personal or vocational enrichment. Students will plan their course of studies with an advisor according to guidelines outlined in the *Advisory System Handbook*. All MTS students are required to take I-301 Pilgrimage in Faithfulness and the Boundaries Workshop.

COMPONENTS OF THE ADVISORY SYSTEM

Orientation

Advisors and new students will meet during Fall Orientation. This will be a time for informal conversation about the student's background and goals, registration for classes. During Orientation, advisors will be informed if an advisee has been admitted with any "conditions" which will affect her/his academic status, or has been recommended to the Language Resource and Writing Center for academic support services. It will be very important to monitor how these various "conditions" and recommendations will be met in concert with class selection decisions, schedule, and academic policies.

Review of Academic Progress And Registration

During each semester, at the time of registration for the next semester, advisor and advisee will meet together to:

1. Review academic progress. It is especially important to monitor degree requirements including the sequencing of courses, Practica, Professional Boundaries Workshop, etc.
2. Talk over any issues that bear on the student's work, course plan and other experiences, which shall lead to the timely and successful completion of the desired degree.
3. Review conditions and recommendations that may have been stipulated for the student. Advisors will be informed if an advisee is referred to the Student Standing Committee by the Associate Dean for Advising and Formation, and information regarding action of the Committee will be sent to the advisor at the time it is communicated to the student (see *Catalog* for details related to academic policy and procedures).
4. Review the recommendations, if any, from the assessment of the writing samples. If LRWC classes have been recommended or required, the advisor will monitor whether this has been satisfactorily completed before clearing the student for registration. Verification of completion by the LRWC director will be submitted to the advisors by the Associate Dean for Advising and Formation.
5. Review the Field Studies requirement, vocational goals and denominational requirements for ordination and/or certification.
6. Review the language policy. The advisor will note that the student (whose first language is other than English) registers appropriately for courses in first language and English.*
7. Review course selections for online registration clearance.

*New students for whom English is their second language must have at least two credit bearing courses in English during the first semester of enrollment, and at least fifty-percent of all courses toward a masters degree must be in English (transfer courses from previous theological study are excluded from this requirement). Tracking of this requirement will also be done in the Masters Level Office.

REQUIRED REVIEWS

Assessment of readiness for ministry through the advisory system includes two required reviews for students in the Master of Divinity degree program and one for students in the MTS degree program. Progress through a degree program is documented in each review. The Masters Level Office will send notices only when the M.Div. student has completed the number of units required for the Graduation Review.

Advisors for M.Div. students will prepare a report of the First Review which ordinarily takes place in the Fall, after 9 units of credit have been completed. This report will be placed in the student's file in the Masters Programs Office. The report of the Graduation Review, prepared by a faculty member will contain a recommendation regarding graduation, and will become part of the student's permanent record kept by the Registrar. The report of the MTS Review will be prepared by the student's Faculty Advisor.

Written materials appropriate to each review for M.Div. students and the MTS Review will be prepared and distributed electronically by the student one week prior to the review. Materials to be submitted are noted below. It is suggested that, where possible, statements and materials prepared for denominational requirements be used in the review process, in order to coordinate expectations of the Seminary and church committees, and to avoid duplication of efforts for students.

MASTER OF DIVINITY DEGREE

FIRST REVIEW

This review is led by the faculty advisor and will come approximately a third of the way through a student's degree program at McCormick. It will ordinarily take place in the **Fall** of the Middler year or when the student has completed 9-12 courses. For students completing this degree in three years, the review should be completed by the end of Fall Semester.

This review will include:

- Review of academic progress by looking at the student's transcript. (Have intro courses been completed?)
- Identify any obstacles to student progress and discuss how to address them.
- Review vocational development.
- Review first draft of a statement of faith (from T-300).
- Review issues of personal and spiritual growth.
- Discuss spiritual practices (including participation in McCormick worship).
- Discuss the Field Studies experience.
- Review any LRWC recommendations and progress, if applicable.

Materials to be submitted electronically to advisor one (1) week in advance of the review

1. Copy of the Autobiographical Statement from Admissions application (on file in the Registrar's office).
2. Please briefly write your response to these questions:
 - In what ways are your classes, experiences in community life and worship, and your own spiritual practices contributing to your formation for religious vocation?
 - How would you describe your academic progress during your first year(s) in this degree program? What challenges have you faced?
 - In what ways are you being challenged and supported in your experiences in a community with diversity of faith tradition, language and culture?
3. Field Studies – If you are enrolled in Field Studies at the time of this review, provide a copy of the learning serving contract and respond to these questions:
 - What are you most hoping to learn during this year?
 - What gifts and abilities do you bring to this learning context?
4. Report on progress in meeting denominational or agency requirements.
5. First draft of a Statement of Faith (developed in T-300) as a basis for reflection on the practice of ministry under supervision. If you are doing this review prior to taking T-300, then follow these guidelines:

Write a brief (one page, single spaced) statement of faith in which you seek to express the central convictions of Christian faith in your own words. In preparation, we suggest reflecting upon the brief creeds of the early church (Apostles Creed and Nicene Creed). You might also consider any brief creeds accepted in your own denomination and how they express what is central to Christian faith. For Presbyterians, for example, *A Brief Statement of Faith* would be a good place to begin. How would you make a statement of Christian faith in your own way and in your own words?

GRADUATION REVIEW

This review will occur at the beginning of the student's last semester, and will include a review of the portfolio (which includes academic work, statements of faith, documents from Field Studies, and reflection on vocational and spiritual growth). This review will be done with groups of three students with two faculty (one of whom will be responsible for writing a report of the conversation). Reviews will be scheduled by the Masters Level Program Office in February of each year with times for both day and evening review sessions.

This review is designed to give you a chance for reflection on your M.Div. experience, a chance to tell your story and a chance to listen to the stories of others in your group. The document which you prepare for the review will be sent online to the students and faculty members in your small group one week prior to the date of the Graduation Review.

Documents for the review

In 3-5 pages, please respond to the following questions based on your experience in the Master of Divinity program. Connecting these questions with examples from classes, readings, experiences in community, field education is encouraged.

1. How has your educational experience furthered your growth in :
 - Your knowledge and ability to interpret the Christian tradition?
 - Your ability to understand and analyze social location, cultural dynamics, and how persons are shaped by them?
 - Your ability to work and worship with people from different social and religious backgrounds?
 - Your ability to serve as a leader with congregations or other religious organizations?
 - Your vocational and spiritual identity?
2. In what areas have you experienced the most growth? The least?
3. What are your plans for employment and ongoing growth after graduation?
4. What advice do you have for McCormick's growth and development as a theological school?

Occasionally it may be best for a student to have an individual review. When this is deemed appropriate, the Associate Dean for Advising and Formation will make arrangements accordingly. If, for any reason, a student's graduation is postponed or questioned, the decision will be communicated privately to the student in an appropriate setting apart from the group review. Guidelines, including expectations about confidentiality, will be made available for the review groups.

MASTER OF THEOLOGICAL STUDIES DEGREE

In addition to thoughtful, semi-annual conversations with faculty, the faculty will conduct one review with MTS students. These reviews must be completed by March 31. This will be an individual review with two faculty members present, one of whom is the advisor who will be responsible for writing up a report of the review.

- The review will be the oral defense of the Master's thesis, the summative project in the student's degree program. In the 2009-10 academic year, students who do not write a thesis will have their graduation review focused on a portfolio which they will submit.
- Students are also required to submit a written statement. In 3-5 pages, please respond to the following questions based on your experience in the MTS program. Connecting these questions with examples from classes, readings, thesis work, experiences in community is encouraged.
 1. How has your educational experience furthered your growth in:
 - Your knowledge and ability to interpret the Christian tradition?
 - Your ability to engage in theological research and analysis?
 - Your ability to construct, engage, and write a theological argument that is coherent and convincing?
 - Your vocational and spiritual identity
 - Your preparation for additional graduate study?
 2. In what areas have you experienced the most growth? The least?
 3. What are your plans for employment and ongoing growth after graduation?
 4. What advice do you have for McCormick's growth and development as a theological school?

BIBLICAL EXEGESIS

McCormick Theological Seminary is committed to teaching exegetical skills based on the Hebrew and Greek texts of the Bible. Because such skills must be demonstrated to pass the Standard Ordination Examination in Bible Exegesis given by the Presbyterian Church (USA), the two double courses in Hebrew and Greek are considered a normal part of the M.Div. program. McCormick maintains that the full, double-course sequence in each language is needed to provide a foundation for exegetical competency. No grade or credit is recorded in either Hebrew or Greek exegesis until the full sequence in each language is completed. The language courses are not required for the M.Div. degree. However, a student who decides to pursue exegetical work in one language or both is urged to take additional courses in the biblical field from among those which do not require Hebrew and Greek.

The schedule of biblical languages will be as follows:

Year	Summer Intensive	Fall Semester	Spring Semester
2009-2010	Greek I	Greek II Hebrew I	Greek III (optional) Hebrew II
2010-2011	Hebrew I	Hebrew II Greek I	Hebrew III (optional) Greek II
2011-2012	Greek I	Greek II Hebrew I	Greek III (optional) Hebrew II
2012-2013	Hebrew I	Hebrew II Greek I	Hebrew III (optional) Greek II

APPENDIX

MASTERS LEVEL PROGRAMS

MASTER OF DIVINITY DEGREE (M.DIV.)

The goal of the Master of Divinity degree is the education of “women and men for service in Christian ministry and faithful leadership in God’s world”. The M.Div. curriculum exhibits the institutional marks (Reformed, Ecumenical, Cross-cultural) in pursuing three main curricular objectives:

1. academic excellence in theological studies
2. formation in leadership for Christian ministry
3. faithful witness in mission/ministry

The M.Div. degree prepares individuals for ordained ministry in the Church and for vocations in:

- pastoral ministry
- teaching ministry
- agency, governing body or ecumenical staff ministries
- ministries of social service, including community organizations
- chaplaincy in school, college, hospital, other agency, or in the armed forces

The M.Div. degree is awarded for successful completion of an approved 27 units course of study which includes academic, field-based and integrative studies in the fields of Bible, History, Theology, Ethics and Ministry, three Practica and a Professional Boundaries Workshop.

The M.Div. degree may be completed in three years of full time study. It **must** be completed within six years of matriculation into the program.

For sample sequencing of the curriculum, please see pages 13-15.

- Three-year Sequencing
- Four-year Sequencing
- Five-year Sequencing

The Evening Division Program offers students a highly sequenced course of studies that may be completed in five years. Enrollment in the EDP is confirmed at the time of Admissions. All EDP students must be registered for courses as approved within the EDP in order to satisfy requirements for the EDP. For further information, contact the Associate Dean for Advising and Formation.

M.DIV. THREE YEAR SEQUENCE

Three Year Sequence (9 courses per year for three years)

Year	Summer	Fall	J-Term	Spring
1	(intensive biblical language option)	PIF IBS H-300 Biblical language or ministry course (intro course in worship, pastoral care, education, or urban)	Elective: ministry intro or Bible	T-300 Biblical language or Bible elective H-301 Ministry: intro to pastoral care
2	(intensive biblical language option)	MIN 404/405 E-300 Ministry: intro course in worship, preaching, pastoral care, education, or urban ministry Biblical language or Bible elective	Elective: Ministry	MIN 405 Ministry: intro to preaching or other ministry course Biblical language or Bible elective Elective: history or theology
3		Elective: Bible Elective: Bible Elective: history or theology Elective	Elective: history or theology	Elective: Bible Elective: Bible Elective: history or theology Elective

Notes:

1. The sequence of electives may be organized in the way that best suits the interests and needs of the student. The sequence listed here is one of many possibilities that will satisfy the elective requirements of each field.
2. With the exception of MIN 404/405, the Ministry courses and sequence given above are recommendations, not requirements of the field.
3. If biblical languages are taken in the summer, fewer Bible electives will be needed in the third year.

M.DIV. FOUR YEAR SEQUENCE

Four Year Sequence

Year	Summer	Fall	J-Term	Spring
1	(intensive biblical language option)	PIF IBS Biblical language or ministry course (intro course in worship, education, or urban)	Elective: ministry intro or Bible	H-301 Biblical language or Bible elective Ministry: intro to pastoral care
2		H-300 E-300 Ministry: intro course in worship, education, or urban	Elective: history	T-300 Ministry: intro to preaching or other ministry course Elective: Bible
3	(intensive biblical language option)	MIN 404/405 Biblical language or Bible elective Elective: theology	Ministry elective: (polity?)	MIN 405 Biblical language or Bible elective Elective: history or theology
4		Elective: (Leadership in ministry?) Elective: Bible Elective: Bible		Elective: history or theology Elective: Bible Elective

Notes:

1. The sequence of electives might be organized in many different ways, including using the summer in addition to or in place of J-Term. The sequence given here is one of many that will satisfy the elective requirements of each field.
2. With the exception of MIN 404/405, the Ministry courses and sequence given above are recommendations, not requirements of the field.
3. If biblical languages are taken in the summer, fewer Bible electives will be needed.
4. The elective in J-Term in the first year should be determined by the course taken in fall; that is, if a language was taken in fall, then a ministry course should be taken in J-Term, and if a ministry course was taken in fall, a Bible elective should be taken in J-Term.
5. In alternate years, IBS will be offered in fall and spring, one of which will be at night.

M.DIV. FIVE YEAR SEQUENCE

Five Year Sequence

Year	Summer	Fall	J -Term	Spring
1		PIF IBS	Ministry: intro course in worship, education, or urban	H-301 Ministry: intro to pastoral care
2	Biblical language or Bible elective	H-300 Biblical language or Bible elective	Elective: history or theology	T-300 Ministry: intro to preaching or other ministry course
3	Elective: history or theology	MIN 404/405 Ministry: intro course in worship, education, or urban	Ministry elective: (polity?)	MIN 405 Elective: Bible
4		E-300 Biblical language or Bible elective	Elective: Bible	Elective: history or theology Biblical language or Bible elective
5		Elective: (Leadership in ministry?) Elective: Bible	Elective: history or theology	Elective: Bible Elective

Notes:

1. The sequence of electives might be organized in many different ways. The sequence given here is one of many that will satisfy the elective requirements of each field.
2. With the exception of MIN 404/405, the Ministry courses and sequence given above are recommendations, not requirements of the field.
3. In alternate years, IBS will be offered in fall and spring, one of which will be at night.

MASTERS LEVEL PROGRAMS

MASTER OF THEOLOGICAL STUDIES DEGREE (MTS)

The Master of Theological Studies degree is awarded upon the successful completion of an approved 18 units course of study, including credits assigned to the Masters thesis or optional project, if required for the degree. This degree meets a variety of needs for international students pursuing graduate studies for ministry, as well as, for persons who either wish to begin or continue graduate theological education for personal or vocational enrichment. The MTS degree may be completed in two years of full-time study. **It must be completed within four years.**

Master of Divinity Advising Worksheet

Student name: _____

Advisor: _____

Required Courses

Entered: _____ ID#: _____

PIF

I 301

Elective Courses

Biblical Studies (9)

B 300

OT (4)				
NT (4)				

History (4)

H 300
H 301

--	--

Theology (3)

T 300

--	--

Ethics (1)

E 300

Ministry (7)

- *Ed Min
- *Pr/Wor
- *PC
- Min/Mis
- Polity
- Spirit/Formation
- Urban Min

MIN 404
MIN 405

Other electives (2)

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*** One course is required in these 3 fields**

Other requirements for graduation

Boundaries workshop: _____

Field site: _____

Reviews: 1 _____
2 _____
3 _____

Practica: _____

Denomination/Judicatory Requirements: _____

MASTER OF THEOLOGICAL STUDIES ADVISING WORKSHEET

Student Name _____ Advisor _____

Date of entry: _____ ID# _____

General _____ Specialization _____

I 301 PIF				

TOTAL - 18

PROJECT _____
(option of 1 unit course)

THESIS _____
(may be 2 units)

Review/Date

Review I _____

Review II _____

Practica

2009-2010 Academic Year

Friday, October 23 4:00 – 9:00 p.m.	
Saturday, October 24 8:00 a.m. – 4:00 p.m. MTS Common Room	Tending to the Spiritual Life of Religious Leaders (Required)
Friday, November 13 4:00 – 9:00 p.m.	
Saturday, November 14 8:00 a.m. – 4:00 p.m. MTS Common Room	TBA
Friday, January 8 4:00 – 9:00 p.m.	
Saturday, January 9 8:00 a.m. – 4:00 p.m. MTS Common Room	TBA
Friday, February 19 4:00 – 9:00 p.m.	
Saturday, February 20 8:00 a.m. – 4:00 p.m. MTS Common Room	TBA
Friday, March 12 4:00 – 9:00 p.m.	
Saturday, March 13 8:00 a.m. – 4:00 p.m. MTS Common Room	TBA
Friday, April 16 4:00 – 9:00 p.m.	
Saturday, April 17 8:00 a.m. – 4:00 p.m. MTS Common Room	Tending to the Spiritual Life of Religious Leaders (Required)

Please check the website for updates

PC(USA) Ordination Process – Advising Students

The Dean of Students, Vice President for Student Affairs, is the point person who can guide you through the PCUSA ordination process. Here are some rough guidelines that might help you in this lengthy process:

Before matriculation at McCormick:

- Talk to your pastor and the session of your congregation to begin the inquiry process.
- Contact your Committee on Preparation for Ministry to come under care as an Inquirer.
- Clarify your CPM's course requirements, whether you can take courses pass/fail, etc.

First year of seminary:

- Take a biblical language sequence – either Hebrew or Greek.
- Have your annual consultation with your CPM.
- Consult with your CPM about your field education site BEFORE you begin considering field sites. Does the committee require a congregational placement?
- Take the Bible Content Exam (sign up through your CPM in December, take the exam in February).
- Complete as many introductory courses as possible.

Second year of seminary:

- A year after you have been an inquirer, contact your pastor and your CPM to begin the process towards becoming a Candidate.
- Courses that should be completed include: MIN 404/405; Reformed Traditions; Biblical languages; worship, preaching, polity.

Senior year:

- Take the Standard Ordination Exams.
- Complete the Senior Profile.
- Complete the Personal Information Form.
- Attend Senior Seminars offered by the Office of Student Affairs.
- Be approved by the CPM to circulate the Personal Information Form and to receive a call.
- Have final assessment with CPM.

Quick Guide to Student Financial Planning

1. McCormick offers both need-based grants and merit (targeted) scholarships.
 - Need-based grants generally cover up to full tuition. Students must be taking at least THREE classes per semester (6 classes per year) to qualify for need-based grants.
 - Merit (targeted) scholarship recipients **must be full-time students** (4 classes per semester/9 classes per year). In addition to continuing academic excellence, they are expected to contribute to the life of the McCormick community.
2. Dropping a course late affects a student's finances.
3. The Director of Student Financial Planning offers financial counseling. Students facing a particular difficulty should see the Director. OSA can help students with credit card issues, old loan problems, budgeting, etc.
4. Emergency funds are available for unforeseen financial difficulty students may face.
5. Students should budget \$150 per course for books. Syllabi are posted so that students may order books online, either new or used.
6. It is not advisable for students to be both full-time students and full-time workers.
7. The Director of Student Financial Planning works with all students so that borrowing can be kept at a minimum. Please let OSA know of any loan problems.
8. OSA also helps with student employment. The current wage for student employment on campus is \$9.40/hr.
9. McCormick participates in the Federal Work-Study program and thus receives Federal Community Service Money. In the past several years through this program, McCormick students have worked at Ray School, Women Employed, and other community run programs.

DUAL COMPETENCY DEGREE PROGRAMS

The Seminary, in conjunction with other Hyde Park seminaries, has developed a program whereby students in the M.Div. degree program may enroll in an approved Masters Degree program in some coordinate discipline, such as social work and library science. Students may also propose dual competency degree programs in areas other than those in which the Seminary presently participates. Opportunities for dual competency degrees provide an enriched preparation for ministry and a coordinate field. Each student's program is individually designed in consultation with the Associate Dean for Advising and Formation.

McCormick is presently cooperating with the University of Chicago School of Social Service Administration (SSA) and Loyola University to offer dual degree programs in social work and ministry, and with Dominican University, the Graduate School of Library and Information Science, to offer a dual degree in Library and Information Science and Ministry

Students who wish to undertake the McCormick M.Div. as part of the Dual Competency Degree Program must indicate that desire during the admission process and be approved by the Associate Dean for Advising and Formation during the first term of studies after admission. Plans for participation in the Dual Competency Degree Program must be approved by McCormick before applications are made to the coordinate program.

Students will be expected to meet the degree requirements of each coordinate school and of the M.Div. program, including the Practica and Professional Boundaries Workshop. Students are urged to be in conversation as early as possible with the coordinate school about requirements and the sequencing of course expectations such as the field placements and Practica.

The Dual Competency Degree Seminar is a joint offering of the Hyde Park Cluster of Seminaries which students are required to take at some point during the two years of study in the coordinate school. The Seminar is non-credit bearing and meets several times during the course of the academic year. An Intent to Enroll form is available in the Masters Level Programs Office.

INTENT TO ENROLL IN DUAL COMPETENCY DEGREE PROGRAM

Student Name _____

Application
To _____
Name of School

In process []

Not yet in process []

Expected date of enrollment at other school _____

Signature of Advisor

Date

Associate Dean for Advising and Formation

Date

PROCEDURES FOR DEGREE RECLASSIFICATION

Any student in any of the McCormick Masters Level Degree programs is welcome to apply for reclassification into another Masters Level Degree Program provided that a minimum of one semester of grades has been posted to her/his McCormick academic transcript. The student must first consult with, and have the written approval of the Associate Dean for Advising and Formation before a request for reclassification can be submitted to the Admissions Committee. Requests for reclassification are determined by the Faculty Committee on Admissions. The following requirements apply:

Special Students

All Special Students must complete the entire Masters Level application, and be admitted to a degree program through the Faculty Committee for Admissions.

Reclassification from MTS to M.Div.

Please have all letters sent electronically to the Admissions Office:

1. A letter from the Associate Dean for Advising and Formation showing notification of the desire to reclassify, and approval of the reclassification.
2. A copy of the Reclassification form.
3. A letter of recommendation from the applicant's McCormick faculty advisor in support of the reclassification.
4. A letter of reference from the applicant's pastor supporting the reclassification.
5. An official copy of the McCormick transcript.

Reclassification from M.Div. to MTS

Please have all letters sent electronically to the Admissions Office:

1. A letter from the Associate Dean for Advising and Formation showing notification of the desire to reclassify, and approval of the reclassification.
2. A copy of the Reclassification form.
3. A letter of recommendation from the applicant's McCormick faculty advisor in support of the reclassification.
4. An official copy of the McCormick academic transcript.

DEGREE RECLASSIFICATION FORM

Date: _____

Name: _____

Current Degree Program: _____

Degree Program you wish to enter: _____

Reason for request of reclassification:

REQUEST FOR CHANGE OF ADVISOR

TO: Associate Dean for Advising and Formation

This is a request to change my advisor

From _____

To _____

I have discussed the request with both faculty members and they have agreed to the change.

Student signature

Date

Advisor's Signature

Requested Advisor's Signature

To: _____ Date: _____

Your request for change of advisor to _____

[] has been approved

[] is something we need to discuss. Please make an appointment.

Elizabeth F. Caldwell
Associate Dean for Advising and Formation

xc: New Advisor

REQUEST FOR VOLUNTARY WITHDRAWAL

To the Associate Dean for Advising and Formation:

_____ requests approval for a voluntary withdrawal from Masters Level degree studies beginning _____ for the following reason(s):

I understand that should I wish to resume studies after withdrawing, I must reapply for admission.

Signature

Date

Date: _____

To: _____

Your request for a voluntary withdrawal from the _____ degree program has been approved. Please contact the Masters Level Programs Office to schedule a brief exit interview at your earliest convenience. We wish you every blessing as you continue on your pilgrimage of faithfulness.

Associate Dean for Advising and Formation

Cc: Advisor
Registrar
Office of Student Affairs
Student Accounts
File

LANGUAGE RESOURCE AND WRITING CENTER

The Language Resource and Writing Center provides a full range of support to enhance the skills of all students. Workshops and classes are available as follows:

- Development of Academic Skills
- Study Methods in Theological Education
- Writing
- Listening/Speaking

Individual tutoring is available to all students who wish to use this service. Appointments may be scheduled through the LRWC Office.

Based on both a listening/speaking assessment, and the writing assessment submitted at the time of admission, students may be required to participate in the LRWC courses in the reading/writing sequence or the listening/speaking sequence, and/or the course on Study Methods for Theological Education. An assigned number of hours with a tutor may be recommended. Course and tutorial requirements will vary with the assessment evaluations.

Ordinarily students will be notified at orientation of any requirements for LRWC work. Students not meeting their obligations for work at the LRWC will be notified, together with the registrar and their advisor, by the Associate Dean for Advising and Formation prior to the time of registration for the next semester. At registration time, advisors will receive a report from the LRWC regarding student progress and requirements for the succeeding semester. Failure to comply with the LRWC recommendations may result in a referral to the Student Standing Committee.

When processing the registration forms, advisors should give careful attention to planning the student's time for classes and LRWC participation. Courses taken at the LRWC should be included on the course registration form.

At any time, if an instructor ascertains weaknesses in a student's course work the instructor may refer the student (using the LRWC referral form) to the LRWC for tutoring or possible workshop participation. If there are questions concerning a student's LRWC participation, instructors should consult the LRWC Director. Referral forms are available from either the LRWC or Masters Level Programs Office.

LRWC staff and facilities are available to all students for assistance to enhance skills for optimal learning experiences.

ADVISORY SYSTEM EVALUATION

Please respond to the following questions on a separate page as part of your materials for your review prior to graduation. This information will remain in the Masters Level Office and will be used as data for the purpose of assessment and evaluation of the advising system at McCormick.

1. What is your general assessment of how the advisory system has aided you in achieving your academic and vocational goals?

2. What aspects of your relationship with your advisor were most helpful?

What aspects of your relationship with your advisor were least helpful?

3. What suggestions would you make for improving the advisory system?

4. Other comments you wish to offer:

Name _____ Advisor _____

(Providing this information is optional)