# Master of Divinity
## Advising Worksheet

<table>
<thead>
<tr>
<th>Student Name ______________________</th>
<th>Faculty Advisor: ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of entry: ____________________</td>
<td>Student ID# _________________________</td>
</tr>
</tbody>
</table>

### Required Courses

<table>
<thead>
<tr>
<th>Formation</th>
<th>Distribution Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PIF</strong></td>
<td><strong>Church and its Mission (Offering Spring 2016)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Biblical Studies</th>
<th>OT (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B300</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>History</th>
<th>NT (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>H300</strong></td>
<td></td>
</tr>
<tr>
<td><strong>H301</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Theology</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>T300</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethics</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E300</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ministry</th>
<th>Open Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>M404</strong></td>
<td></td>
</tr>
<tr>
<td><strong>M405</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Open Electives

<table>
<thead>
<tr>
<th>Field Studies Placement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(before MIN 404/405)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reviews:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

### Other requirements for graduation

**Boundaries Workshop:**

**Concentration:**
# TABLE OF CONTENTS

**ADVISORY SYSTEM** ............................................................................................................................................... 1

**ASSISTANCE from the OFFICE of STUDENT ACADEMICS** ......................................................................................... 2

**MASTERS LEVEL PROGRAMS**
- Master of Divinity (MDiv) ........................................................................................................................................ 3
- MDiv Dual Competency Degree Programs ............................................................................................................. 9
- Intent to Enroll In Dual Competency Degree Program .......................................................................................... 10
- Master of Arts in Ministry (MAM) .......................................................................................................................... 11
- Master of Theological Studies (MTS) ......................................................................................................................... 13
- Master of Theology (ThM) ........................................................................................................................................ 15

**COMPONENTS of the ADVISORY SYSTEM**
- Orientation ................................................................................................................................................... 17
- Review of Academic Progress and Registration .................................................................................................. 17
- Required Reviews .............................................................................................................................................. 18
- Master of Divinity Degree ................................................................................................................................. 19
  - First Review ................................................................................................................................... 19
  - Graduation Review ................................................................................................................................. 20
- Master of Arts in Ministry Degree ....................................................................................................................... 22
- Master of Theological Studies Degree .............................................................................................................. 23
- Master of Theology Degree ............................................................................................................................ 24

**SENIOR PORTFOLIOS** ............................................................................................................................................ 25

**PROCESS and TIMELINE for MTS and MDIV THESIS** ........................................................................................ 27

**EXCHANGING a GRANTED DEGREE for a NEW DEGREE** ................................................................................. 32

**APPENDIX**
- Biblical Exegesis ......................................................................................................................................... 34
- Professional Boundaries & Sexual Misconduct Workshops and Other Workshops ............................................. 35
- Language Resource and Writing Center ............................................................................................................. 36
- PC(USA) Ordination Process – Advising Students .............................................................................................. 37
- Quick Guide to Student Financial Planning ...................................................................................................... 38
- Procedures for Degree Reclassification ............................................................................................................... 39
- Degree Reclassification Form ............................................................................................................................ 40
- Request for Change of Advisor .......................................................................................................................... 41
- Request for Leave of Absence .............................................................................................................................. 42
- Request for Transfer of Credit ........................................................................................................................... 43
- Request for Voluntary Withdrawal ....................................................................................................................... 44
- Advisory System Evaluation .............................................................................................................................. 45
- Accreditation .................................................................................................................................................. 46
McCormick Theological Seminary students are adult learners who are self-directed, involved in and responsible for their own learning. The advisory system is designed with recognition of student initiative and responsibility, and seeks to facilitate your personal and pastoral development. With faculty guidance through the advising process, you can plan your work at the Seminary and prepare for lifelong learning and self-assessment in your particular vocation.

The purposes and goals of the Advisory System are to:

1. develop a course of study that takes into account your educational and career goals, including a review of prior educational and work experience;
2. help you understand and meet requirements of your masters level degree program;
3. record reviews of progress and/or obstacles toward attaining the degree;
4. provide space for conversations about how courses, Field Studies, vocational interests, spiritual formation and personal growth are integrated in the degree program;
5. provide evaluation of personal growth and development;
6. offer assistance, in collaboration with the Office of Student Academics to satisfy requirements of ordaining and certifying agency and denominational bodies.

The Advisory System is also designed to facilitate participation in the Language Resource and Writing Center (LRWC) which provides individualized tutoring in the areas of writing, listening, speaking and the continued development of academic skills. All students are encouraged to avail themselves of the various services provided by the LRWC. Faculty Advisor assignments are made by the Office of Student Academics in August, and the first meeting with a Faculty Advisor takes place during Orientation. Assigned faculty may be changed by written request to the Office of Student Academics after your first semester of studies.
ASSISTANCE FROM THE OFFICE OF STUDENT ACADEMICS

The Office of Student Academics keeps track with you as you progress through your degree program. Progress toward degree requirements and course distribution information is updated after each term for which your grades are reported. Only graded courses are recorded. Audits and other related educational activities (e.g., workshops, CPE, internships, reviews) are noted apart from graded course information.

While tracking and charting students’ progress will be done in the Office of Student Academics, 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

- MTS is on a semester system with a Fall Semester, a January-term (J-term), a Spring Semester and a May-term (Summer-term). Students may take up to four courses in Fall and Spring semesters. Courses in January and May term 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 your Faculty Advisor before the final review and graduation. Courses that are more than 10 years old will not be accepted for transfer, and no more than half the courses from a previous degree can be transferred.

- No more than one-third of the units may be taken through cross-registration with other ACTS schools (nine for MDiv, six for MTS and 5 for MAM. Graduating seniors may not take courses from other schools during the last semester prior to graduation.

- MDiv students may take up to three independent studies, limited to one per semester; MTS and MAM students may take up to two and are limited to one per semester. Ordinarily, an independent study will not be approved during a student’s first or last semesters, without permission of the Faculty Advisor.

- 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 the approval of your Faculty Advisor and consultation with the field convenor.

- 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.

- Your Faculty Advisor will give permission to register online after an advising session.

- If your Faculty Advisor is not available to clear access for registration the Registrar will do so, and you should have a conversation with your Faculty Advisor afterward. If the Registrar is not available, Associate Dean Sawyer will clear access for registration.
MASTERS LEVEL PROGRAMS

MASTER OF DIVINITY DEGREE (MDIV)

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 MDiv curriculum exhibits McCormick’s institutional marks (Reformed, Ecumenical, Cross-cultural, urban) in pursuit of the following outcomes:

1. Think critically
2. Construct theological meaning using Christian tradition
3. Communicate effectively
4. Exhibit cross-cultural competence
5. Exhibit pastoral imagination
6. Lead just and sustainable communities

The MDiv 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 schools, colleges, hospitals, other agencies, or in the armed forces

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

Concentrations may be added to your MDiv program. A concentration is four or more courses taken in a particular area of study. You may work closely with your academic advisor to shape your concentration which may be developed in any field. Some examples of concentrations that can be added to the MDiv degree program are:

- Christian Formation
- Cross Cultural Ministry
- Discipline-Based Concentration
- Independent Concentration
- Interfaith Ministry
- Presbyterian Studies
- Science and Ecology
- Urban Ministry

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

For further information, contact your Faculty Advisor, or Associate Dean Sawyer.
Master of Divinity Required Courses

Nine 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 your Faculty Advisor.

- 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 the Practice of Ministry
- I-302 The Church and its Mission (offering Spring 2016)

The faculty requires a distribution of courses for the MDiv degree as follows:

- Biblical Studies, five courses, including B-300, and at least two courses each in Old Testament and New Testament. The double courses of Hebrew Exegesis I and II and Greek Exegesis I and II may not be included in the distribution requirement
- Church History, three courses, including H-300 and H301
- Theology, three courses including T-300
- Christian Ethics, one course E-300
- Ministries, six courses, including MIN 404/405, and one course each in Preaching, Worship, Pastoral Care and your choice of two of the following: Religious Education, Urban Ministry or Spiritual Formation.

In addition to these courses, students are required to take the Professional Boundaries Workshop prior to beginning MIN 404/405 and Field Studies Placement. The Seminary will also offer a number of workshops through the Claret Center throughout the year, including “Embracing Your Journey” for new students and “Continuing Your Journey” for returning students.
PAGE RESERVE FOR EXCEL SPREADSHEET
# MDIV THREE YEAR SEQUENCE

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>J-Term</th>
<th>Spring</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PIF</td>
<td>Elective: ministry intro, or Bible</td>
<td>☐ T-300</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IBS</td>
<td></td>
<td>☐ Biblical language or Bible elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>H-300</td>
<td></td>
<td>☐ H-301</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Biblical language or ministry course (intro course in worship, pastoral care, education, or urban)</td>
<td>☐ The Church and its Mission (Offering Spring 2016)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ MIN 404/405</td>
<td>Elective: Ministry</td>
<td>☐ E-300</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Elective: history or theology</td>
<td></td>
<td>☐ MIN 405</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Ministry: intro course in worship, preaching, pastoral care, education, or urban ministry</td>
<td>☐ Ministry: intro to preaching or other ministry course</td>
<td>☐ Biblical language or Bible elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Biblical language or Bible elective</td>
<td>☐ Biblical language or Bible elective</td>
<td>☐ Biblical language or Bible elective</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Elective: Bible</td>
<td>☐ Elective: Bible</td>
<td>☐ Elective: Bible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Elective: history or theology</td>
<td>☐ Elective: history or theology</td>
<td>☐ Elective: history or theology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Elective</td>
<td>☐ Elective</td>
<td>☐ Elective</td>
<td></td>
</tr>
</tbody>
</table>

Notes:

1. This is a recommended sequence for students who are taking biblical languages, but you may organize your sequence of electives in the way that best suits your interests and needs. 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. PCUSA students are expected to include Hebrew and Greek language and exegesis coursework in preparation for ordination.
## MDIV FOUR YEAR SEQUENCE

### Four Year Sequence

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>J-Term</th>
<th>Spring</th>
<th>May</th>
</tr>
</thead>
</table>
| 1    | - PIF                     | - Elective: ministry intro, Bible, or language | - H-301  
- Biblical language or Bible elective  
- "The Church and its Mission" (Offering Spring 2016) |                               |
|      | - IBS                     | - Elective: history              |                                             |                               |
|      | - Biblical language or ministry course (intro course in worship, education, or urban) | - T-300  
- Ministry: intro to preaching or other ministry course  
- E-300 |                               |
| 2    | - H-300                   | - Elective: history              |                                             |                               |
|      | - Elective: Bible         | - MIN 404/405  
- Biblical language or Bible elective  
- Elective: theology | - MIN 405  
- Biblical language or Bible elective  
- Elective: history or theology |                               |
|      | - Ministry: intro course in worship, education, or urban | - MIN 405  
- Biblical language or Bible elective  
- Elective: history or theology |                               |
| 3    | - MIN 404/405             | - Elective: theology             |                                             |                               |
|      | - Biblical language or Bible elective  
- Elective: history or theology | - MIN 405  
- Biblical language or Bible elective  
- Elective: history or theology |                               |
|      | - Elective: theology      | - MIN 405  
- Biblical language or Bible elective  
- Elective: history or theology |                               |
| 4    | - Elective: (ministry?)   | - Elective: history or theology |                                             |                               |
|      | - Elective: Bible         | - Elective: Bible                |                                             |                               |
|      | - Elective: Bible         | - Elective: Bible                |                                             |                               |

### 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. 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.
4. IBS will be offered in the fall.
5. PCUSA students seeking ordination are expected to include Hebrew and Greek language and exegesis coursework.
### MDIV Five Year Sequence

#### Five Year Sequence

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>J-Term</th>
<th>Spring</th>
<th>May</th>
</tr>
</thead>
</table>
| 1    | ☐ PIF  
      ☐ IBS | Ministry: intro course in worship, education, urban, or language | ☐ H-301  
      ☐ Ministry: intro to pastoral care  
      ☐ The Church and its Mission (Offering Spring 2016) | |
| 2    | ☐ H-300  
      ☐ Biblical language or Bible elective | Elective: history or theology | ☐ T-300  
      ☐ Biblical language or Bible elective | Ministry: intro to preaching or other ministry course |
| 3    | ☐ MIN 404/405  
      ☐ Ministry: intro course in worship, education, or urban | Ministry elective: (polity?) | ☐ MIN 405  
      ☐ Elective: Bible | Elective: history or theology |
| 4    | ☐ Elective: history or theology  
      ☐ Biblical language or Bible elective | ☐ Elective: Bible | ☐ E-300  
      ☐ Biblical language or Bible elective | |
| 5    | ☐ Elective: (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. IBS will be offered in the fall.
4. PCUSA students seeking ordination are expected to include Hebrew and Greek language and exegesis coursework.
MDiv Dual Competency Degree Programs

McCormick Seminary, in conjunction with other Hyde Park seminaries, has developed a program whereby students in the MDiv degree program may enroll in an approved Masters Degree program in some coordinate discipline, such as social work or information science. Students may also propose a dual competency degree program 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 Faculty Advisor and the Associate Dean.

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 MDiv as part of the Dual Competency Degree Program must indicate that desire during the admission process and be approved by the Faculty Advisor 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 must meet the degree requirements of the coordinate school and of the McCormick MDiv program, including the 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 field placements or internships.
INTENT TO ENROLL IN THE MDIV DUAL COMPETENCY DEGREE PROGRAM

Student Name ________________________________________________________
(Please Print)

Application To: ______________________________________________________
Name of School

In process [ ]
Not yet in process [ ]

Expected date of enrollment at other school ____________________________

________________________________________   ______________________________
Faculty Advisor      Date

Please submit this completed form o Ms. Alicia Rhine, Office of Student Academics.
MASTER OF ARTS IN MINISTRY

The Master of Arts in Ministry degree provides basic theological education for ministers for whom the Master of Divinity is not required by their churches, for lay leaders, and those serving as commissioned elders and licensed pastors who are interested in general or specialized forms of ministry. Field studies in the second year will provide supervision and evaluation of the student’s capacity to minister effectively. A capstone course in the second year of the program is required (Seminar in the Practice of Ministry). The final assignment of this course will be a summative project that demonstrates the student’s learning and ability to integrate contextual understanding, theological insight, and the practice of ministry.

Students who graduate with a MAM degree will be able to:

1. Think critically
2. Construct theological meaning using Christian traditions
3. Communicate effectively
4. Exhibit cross-cultural competence
5. Serve effectively in congregational ministries

The MAM degree may be completed in two years of full-time study. It must be completed within four years.

Nine core courses, five ministry electives and two free electives are required for the degree. The core courses are foundational for theological education and 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.

Degree Requirements

Core Courses (9):
- Pilgrimage in Faithfulness
- Introduction to Biblical Studies
- Introduction to Theology
- Introduction to Christian Ethics
- History Survey I or II
- Church and Its Mission (Offering Spring 2016)
- Field Studies MIN 404/405 (2 courses)
- Seminar in the Practice of Ministry

Ministry Electives (5):
Concentrations may be added to your MAM program. A concentration is four or more courses taken in a particular area of study. You may work closely with your academic advisor to shape your concentration which may be developed in the ministries field only. Some examples of concentrations that can be added to the MAM degree program are:

Christian Formation
Cross Cultural Minstry
Urban Ministry

Free Electives (2)
# Master of Arts in Ministry
## Advising Worksheet

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Advisor</th>
<th>Date of entry:</th>
<th>ID#</th>
</tr>
</thead>
</table>

### Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>I 301 PIF</td>
<td></td>
</tr>
<tr>
<td>B300</td>
<td></td>
</tr>
<tr>
<td>H300 or H301</td>
<td></td>
</tr>
<tr>
<td>T300</td>
<td></td>
</tr>
<tr>
<td>E300</td>
<td></td>
</tr>
<tr>
<td>MIN404</td>
<td>MIN405</td>
</tr>
<tr>
<td></td>
<td>The Church and its Mission (Offering Spr. 2016)</td>
</tr>
<tr>
<td></td>
<td>Seminar in Practice of Ministry</td>
</tr>
</tbody>
</table>

### Elective Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
</table>

**TOTAL - 16**

**Boundaries Workshop:** __________ (prior to MIN404/405)

**Review/Date:** ________________
MASTER OF THEOLOGICAL STUDIES DEGREE (MTS)

The Master of Theological Studies degree is awarded upon the successful completion of 18 units, including courses devoted to work on a 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 in Bible, Theology, Ethics, and/or Church history. All MTS students are required to take I-301 Pilgrimage in Faithfulness, I-311 Academic Research and Writing, the Boundaries Workshop, and I-478 Research Methods. Courses for this degree work are selected in conversation with the Faculty Advisor to meet individual learning goals and research interests.

The MTS degree may be completed in two years of full-time study. It must be completed within four years.

MTS Learning Outcomes

Students who complete this degree will be able to:

1. Think critically
2. Construct theological meaning using Christian traditions
3. Communicate effectively
4. Exhibit cross-cultural competence
5. Engage in theological research and analysis based upon and argument and construct a theological essay or thesis article

Concentrations may be added to your MTS program. A concentration is four or more courses taken in a particular area of study. You may work closely with your academic advisor to shape your concentration which may be developed in the fields of theology, ethics, church history or Bible only (not ministry). Some examples of concentrations that can be added to the MTS degree program are:

- Interfaith Ministry
- Science and Ecology
- Discipline-Based Concentration
- Independent Concentration
# Master of Theological Studies
## Advising Worksheet

| Student Name ________________________________ | Advisor ________________________________ |
| Date of entry: ______________________________ | ID# ________________________________ |
| General ___________________ | Specialization __________________________ |

<table>
<thead>
<tr>
<th>I 301 PIF</th>
<th>I 311</th>
<th>I 478</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Research and Writing</td>
<td>Seminar in Research Methods</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL - 18**

PROJECT _____________________     THESIS ______________________________
(option of 1 unit course)     (1 unit)

**Boundaries Workshop:** __________

**Review:** __________
MASTER OF THEOLOGY DEGREE (Th.M)

Each year McCormick Theological Seminary receives a number of applications from students already holding a Master of Divinity degree. The Master of Theology is a degree program that provides intensive instruction in upper level courses, supervised thesis research, and preparation to be examined in theology or ethics. This degree program will help students as they prepare to apply to graduate schools for further studies. Students with a Master of Divinity degree who wish to pursue advanced studies may be interested in acquiring a Master of Theology in preparation for that work.

Admission to this program will require the Test of English as a Foreign Language (TOEFL) exam for students for whom English is a second language, and an academic writing sample, such as a research paper or MDiv thesis.

Program Learning Objectives
Students who complete this degree will be able to:
1. Think critically
2. Construct theological meaning using Christian traditions
3. Communicate effectively
4. Develop advanced knowledge of theological and ethical methods

Requirements for the Degree
A Master of Divinity degree from an accredited seminary or theological school is required. The Master of Theology degree may be completed in one year of full-time study and must be completed within six years of matriculation into the program. It is awarded for successful completion of an approved seven unit course of study. All candidates for the degree are required to engage in original research and write a thesis that solves a credible research problem. The Seminary will provide a thesis advisor and thesis guidelines. All candidates are required to pass an oral examination of the thesis and the discipline of theology or ethics to be administered by the thesis advisor and another faculty member.

Required Courses and Distribution of Courses
Seven courses at the intermediate and advanced levels are required with the following distribution:
- I-478 Seminar: Research Methods
- Two 400-level courses in theology
- Two 500-level courses in theology
- 500-level Thesis Project and Oral Exam (six semester credit hours)
- Elective in Modern or Ancient Language (three semester credit hours)

Concentration for Master of Theology (and Ethics)
Research and teaching in the theology and ethics field support the following potential concentrations: Reformed confessional theology, creeds, Kairos documents; philosophical theology (historical and contemporative theology); philosophical hermeneutics; inter-religious studies and comparative theology; feminist theology; process theology; natural sciences; eco-feminism and theology; theologies of liberation and diaspora studies; historical theology (Calvin, Schleiermacher, Barth, Reinhold and H. Richard Niebuhr); post-liberal and neoliberal theologies.
Th.M Advising Worksheet

Student Name ________________________________  Advisor ________________________________

Date of entry: ________________________________  ID# ________________________________

Required Courses:

<table>
<thead>
<tr>
<th>Course 1</th>
<th>Course 2</th>
<th>Course 3</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>I478</td>
<td>T4XX</td>
<td>T4XX</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T5XX</td>
<td>T5XX</td>
<td>T5XX</td>
<td>(Thesis Project)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL – 7

Language Exam/Date: ____________

Oral Exam/Date: ____________
COMPONENTS OF THE ADVISORY SYSTEM

Orientation

Advisors and new students meet during Fall Orientation. This will be a time for informal conversation about your background and goals, and a time to register for fall semester 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 are met in concert with class selection decisions, schedule, and academic policies.

Review of Academic Progress and Registration

At the time of registration for the upcoming semester, the advisor and advisee will meet together to:

1. Review academic progress. It is especially important to monitor degree requirements including the sequencing of courses, Professional Boundaries Workshop, etc.
2. Talk over any issues that bear on your 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 when you were admitted to McCormick. Advisors will be informed if an advisee is referred to the Student Affairs Committee by the Registrar, and information regarding action of the Committee sent to your advisor at the time it is communicated to you (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, your advisor will monitor whether this has been satisfactorily completed before registration. Verification of completion by the LRWC director will be submitted to the advisors.
5. Review the Field Studies requirement, vocational goals and denominational requirements for ordination and/or certification.
6. Review course selections for online registration clearance.
Required Reviews

Assessment of readiness for ministry through the advisory system includes two required reviews for students in the MDiv degree program and one for students in the MTS and MAM degree programs. Progress through a degree program is documented in each review, and faculty members who conduct the reviews make recommendations for graduation. The Office of Student Academics will send notices about reviews when students have completed the number of units required for Graduation Reviews.

Your advisor 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 your file in the Office of Student Academics. Advisors will communicate the successful completion of the Graduation Review and a recommendation regarding graduation to the Office of Student Academics.

Written materials appropriate to MDiv and MTS reviews will be prepared and distributed electronically by the student one week prior to the senior review. Materials to be submitted are detailed on pages 20-21. 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 unneeded duplication.

Graduation reviews for MAM students will be conducted in the context of student project presentations in the summative course, Seminar on the Practice of Ministry. The instructor and another member of the faculty will conduct the reviews.
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 of the middler year.

This review will:

- Review of academic progress by looking at your transcript. (Have intro courses been completed?)
- Identify any obstacles to 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 your 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. 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 traditions, languages and cultures?

3. Field Studies – If you are enrolled in Field Studies at the time of this review, provide a copy of the learning serving covenant 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 Office of Student Academics 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 MDiv 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 Faculty Advisor 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.

Process for Graduate Review with MDiv Students

Gather

Welcome – Opening Prayer
   - Who we are – sharing from students in the review
   - Where we come from
   - What brought me to this place – theological education at McCormick Theological Seminary

Engage with Review Statements – 15 minutes for each person
   - With regards to the theme of formation for Christian ministry, where did you hear that in each other’s paper?
   - If you could identify a major theme in this paper, what would it be?
Respond

- Faculty affirmation of readiness for graduation – transcript and degree requirements
- Faith statements – discussion
  Considering your faith statement – In what ways has it been influenced by your formation for ministry during your theological education at MTS? Cite an example
- Observations from Faculty members about documents
- Charge: What would you advise McCormick to do differently and to continue do?

Bless

- Sharing a quote from the faith statement – your choice and ours (faculty advisor)
- Affirming readiness for recommendation to faculty for graduation.
- Closing prayer
MASTER OF ARTS IN MINISTRY

A Graduation Review will be conducted in the context of the summative course, Seminar in the Practice of Ministry. Each student in this course identifies a question about the practice of ministry and explores it throughout the semester. Using Richard Osmer’s approach to practical theology, students write a paper in which they reflect on the question itself and theoretical interpretations of it, their normative theological perspective on it, and possible ways that this question might be engaged in ministerial practice. This paper is presented in class and the presentation affords students an opportunity to demonstrate their capacity to integrate contextual analysis, normative theological and biblical reflection, and ministerial practice. In the course of the presentation, students are also asked to reflect on how they have grown in their course of study, their vocational plans, and their advice about McCormick’s continued growth and development as a theological school. The class instructor and another member of the faculty conduct the Graduation Review in the context of the project presentation.

Documents for the review
In 3-5 pages, please respond to the following questions based on your experience in the Master of Arts degree program. Connect these questions with examples from classes, readings, experiences in community or field education.

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 and organizations 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? In what ways have your courses in public ministry, cross-cultural studies and ethics or your courses in education, worship or spiritual formation expanded your own knowledge and experiences? In what ways have these courses prepared you for leadership in the church and/or community?

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?
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 of the year in which you will graduate. This will be an individual review.

The review will be the oral defense of the Master’s thesis, the summative project in the student’s degree program. Students who do not write a thesis will have their graduation review focused on a portfolio which they will submit. The portfolio should include the research article written for I-478, Research Methods.

Two faculty members will conduct the review: a faculty member from the student’s field of concentration and the student’s faculty advisor (or someone appointed to act in her/his behalf). The advisor will be responsible for setting the date for the review and writing up the review report.

All review documents should be submitted electronically to Alicia Rhine in the Office of Student Academics and to the faculty members participating in the review. Thesis drafts are due no later than March 15, and portfolios are due in mid-January.

The review will include:

1. A brief presentation (10-15 minutes) by the student about her/his academic work as represented in the thesis or the portfolio.

   Students defending a thesis should be prepared to articulate the central argument of the thesis, describe their research methods, discuss the academic grounding of the thesis, and present the major conclusions.

   Students defending a portfolio should be prepared to articulate the arguments found in their research paper, discuss their research methods and academic foundations, and present their findings.

2. Following the student’s presentation, the faculty members will engage in a discussion with the student about their written work, research, writing, and development as a scholar.

3. Students should also be prepared to discuss briefly their response to the following questions:
   • What are your vocational plans after graduation and how has this degree program prepared you?
   • In what ways has your experience at McCormick challenged your growth spiritually and theologically?
   • How can McCormick improve its academic programs and community life?
MASTER OF THEOLOGY (Th.M) DEGREE

The faculty will conduct one review with Th.M. students. These reviews must be completed by March 31. This will be an individual review.

The review will be conducted in three parts: a) a discussion of constructive theology in general and in relation to the theological judgments and methods used in the thesis, (b) an oral defense of the Th.M. thesis, the summative project in the student’s degree program, and c) a discussion of the student’s studies and vocation as a theological scholar.

Two faculty members will conduct the review: the student’s faculty advisor in the thesis process from the theology and ethics field (or someone appointed to act in her/his behalf) and another faculty member (either from the theology and ethics field, another field in McCormick’s faculty, or a theologian from another ACTS theological school like LSTC). The advisor will be responsible for setting the date for the review, inviting another faculty member to participate, and writing the review report for the student’s portfolio.

All review documents should be submitted electronically to the Office of Student Academics and to the faculty members participating in the review. Thesis drafts are due no later than March 15.

The thesis should be a 30 – 50 page project. In the case of Th.M. candidates applying to LSTC’s PhD program, the thesis should be a 75-100 page project.

The review will include:

1. A brief presentation (about 5 minutes) by the student about his/her understanding of method in constructive Christian theology and how the student has used a specific theological method or methods in constructing the argument of their thesis.

Following the student’s presentation, the faculty members will engage in a discussion with the student about their understanding of theological method and alternative methods or approaches they may consider related to the subject matter of the thesis.

2. The student will then present the central argument of her/his thesis, describe her/his research methods, discuss the grounding of the thesis in reasons and evidence, and present the major conclusion(s) (about 10 minutes). Then in conversation with the faculty members, the student will defend the thesis in response to issues and objections that may be raised.

Faculty members may request that a section or sections of the thesis be rewritten and submitted for review by the advisor by the deadline of April 15. Or they may pass the thesis as submitted and defended. In either case, they will assign a final grade to the student’s course 500-level Thesis Project plus Oral Examination.

In the case of McCormick Th.M. candidates applying to LSTC’s PhD program, they are required to achieve an overall GPA standard of B or above in their McCormick Th.M. course work to qualify for consideration by LSTC’s Advanced Studies Program.

3. Following these presentations and conversation, the faculty members will engage the student in discussion about their developing sense of vocation as a theological scholar during their studies at McCormick. Students should be prepared to discuss briefly their response to the following questions:

- What are your vocational plans after graduation and how has the Th.M. program prepared you for next steps?
- In what ways have your studies at McCormick challenged you to grow theologically, intellectually (general knowledge of cultures, sciences, etc.), and in terms of your own moral-spiritual formation?
- How can McCormick improve the Th.M. program?
SENIOR PORTFOLIOS

All McCormick students compile a portfolio as part of their graduation requirements. This portfolio includes some of the work they have done as McCormick students, in course, field education, and other parts of their seminary journey. These portfolios are used to help McCormick’s faculty members assess the degree to which they are achieving the academic goals that the school has set. In effect, when a student submits a portfolio s/he is contributing to a process by which professors and McCormick get graded. This process is part of the larger program of assessment of student learning, which McCormick is required to do by its accrediting agencies (the Association of Theological Schools and the Higher Learning Commission).

Every portfolio will include several common items which we are calling “artifacts”:

1. Work that a student has done in courses, field study placements, local church ministry, or other vocational or volunteer settings, which demonstrate the student’s ability to meet the learning objectives in her or his degree program. More detail about this is below.
2. A 4-5 page written statement that includes:
   • A discussion about what the student has learned with regard to each learning outcome, and a brief explanation of why each artifact is included in the portfolio
   • Reflection on how the student has grown in knowledge, skills, vocational understanding, and spiritual formation while at McCormick
   • Suggestions for how McCormick can improve
3. Statement of faith from T300
4. Resume appropriate for her or his vocational goals
5. List of references that can be used as the student seeks employment
6. A one page vocational statement

Deborah Kapp will be conducting workshops during the 2014-2015 academic year that teach you how to do this portfolio. Please make plans to attend one of the workshops.

Here is more detail on #1 above.

For each learning objective in her or his degree program, a student should submit two artifacts that demonstrate achievement in the objective. At least one artifact for each outcome should be from McCormick coursework. The second artifact may be from McCormick coursework, but it can also be an artifact from another area of a student’s life (work done in a local church or a secular job, for example). The second artifact should also demonstrate a student’s mastery of the outcome.

All graduating seniors must include two artifacts that demonstrate achievement of these common learning outcomes:

1. Think critically
2. Construct theological meaning using Christian traditions
3. Communicate effectively
4. Exhibit cross cultural competence (this component does not pertain to Th.M program students)
Graduating seniors must also include two artifacts that demonstrate achievement of degree specific outcomes, which are listed below:

**Additional MDiv portfolio components**
- Exhibit pastoral imagination
- Lead sustainable and just communities

**Additional MAM portfolio components**
- Serve effectively in congregational ministries

**Additional MTS portfolio components**
- Engage in theological research and analysis based upon an argument, and construct a theological essay or thesis article

**Additional Th.M portfolio components**
- Demonstrate advanced knowledge of theological and ethical methods
- Conduct original research on a selected topic in theology or ethics

**MAUM and MADD** students should construct portfolios that reflect their achievement in the four learning outcomes designed for these degree programs:

**MA in Discipleship Development Learning Outcomes**
1. Teach basic concepts of Christian belief, traditions and practices
2. Equip others to engage in a variety of spiritual practices (such as prayer, hospitality, or worship)
3. Plan and lead programs of Christian formation in a variety of settings
4. Analyze and evaluate resources and practices for Christian formation

**MA in Urban Ministry Learning Outcomes**
1. Examine and analyze urban contexts using Chicago as a laboratory/case study
2. Draw on biblical and theological resources to reflect ethically on issues of church and society
3. Demonstrate capacity to engage in cross-cultural ministries
4. Evaluate skills and strategies to organize communities and access political power in urban settings

Every portfolio should include at least one artifact from work a student has done in each of the following fields: Bible, church history, theology, ethics, and ministry. For example, no one should turn in a portfolio that does not have any artifact from a Bible class. There should be at least one, so that a student’s work in all the fields is represented.
All MTS students will take I-478, Research Methods. Students of the MTS program can decide whether to write a thesis or defend the research paper for I-478, Research Methods. MDiv students may elect to write a thesis.

**FALL AND SPRING** (first year MTS students and second year MDiv students)

| September – March | MTS/MDiv students work with their Academic Advisors in discerning whether or not to write a thesis and, if so, identify a topic for a thesis. If MTS/MDiv students decide to write a thesis, they will talk to and agree with a Faculty member to become her/his thesis advisor and they will agree on a research topic. |
| November | All MTS students and MDiv students writing a thesis will register for the spring course I-311 Academic Research and Writing. |
| April 1 | Every MTS student will submit a request form indicating the choice of either defending a research paper or writing a thesis (see appendix). This form will be signed by the Academic Advisor. If writing a thesis, the student will provide the name of the advisor and the research topic. This form will be filed with the Administrator for the Office of Student Academics. MDiv students who wish to write a thesis will submit a request form, signed by their Academic Advisor, giving the name of the Thesis Advisor and the research topic. The Administrator will pass this information to the professor teaching I-478 in the fall. Faculty members are expected to supervise up to two master theses as part of their regular load. If the Academic Advisor is selected by the student to be the Thesis Advisor, the Professor of I-478 will consult with another Faculty member to become the second reader for the thesis. If the student selects a Thesis Advisor who is other than her/his Academic Advisor, then the Academic Advisor will be the second reader for the thesis. |
| April | All MTS students, and MDiv students writing a thesis, will register for the fall course I-478, Research Methods. |

**FALL AND SPRING** (second year MTS students and third year MDiv students)

<p>| Early November | By early-November, the professors of I-478 and the Thesis Advisors confer on whether the student has made sufficient progress and shows the ability to complete quality thesis work. They decide whether to grant permission to write a thesis or request the MTS student to defend the research paper for I-478. The Thesis Advisor shares this decision with the student and reports it to the Academic Advisor and the Administrator for the Office of Student Academics. |
| Mid November | Students register for the spring. If they receive permission to continue with thesis work, they will register for an additional unit of thesis work in the spring (I-479). If permission is not granted, the student may register for a regular course, if it is needed. |
| Early December | By early December, the Administrator for the Office of Student Academics, in consultation with Faculty members, will assign second readers for the Thesis review committees. |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>Students submit the research paper for I-478. This will be the base text for the thesis. The professor of I-478 will send a copy of the graded paper to both the Thesis/Academic Advisor and the second reader.</td>
</tr>
<tr>
<td>February – March</td>
<td>The Thesis Advisor monitors the thesis progress.</td>
</tr>
<tr>
<td>March 15</td>
<td>Deadline for students to submit theses to Thesis Advisors and second readers. The Thesis Advisor coordinates the date for thesis defense that should take place before April 15.</td>
</tr>
<tr>
<td>April 15</td>
<td>Last day for thesis defense. The Thesis Committee will certify the acceptance of the thesis or specify what revisions/changes must be made in order for the thesis to be certified as acceptable. The Second reader, who will be the scribe in that meeting, will send a report on the results to the Administrator for the Office of Student Academics. If changes/revisions are required, the student will submit an updated version of the thesis to the Thesis Advisor for its final approval.</td>
</tr>
<tr>
<td>April 15 – 30</td>
<td>Students revise theses and Thesis Advisors approve the final version. The Thesis Advisor will send a certification on the final approval to the Administrator for the Office of Student Academics. Students will contact the JKM Library to receive instructions on how to submit a copy of the thesis to the Library.</td>
</tr>
<tr>
<td>May 1</td>
<td>Students submit one copy of the certified thesis in its final form to the JKM Library and an electronic copy of the thesis to the Administrator for the Office of Student Academics.</td>
</tr>
</tbody>
</table>
PERMISSION TO WRITE THESIS

Student Name: _____________________________________________  Date: ________________________

Thesis topic: ________________________________________________

Professor of I 478: ___________________________________________

Thesis Advisor: _____________________________________________

Decision:   _____ Permission to write thesis

          _____ Defend two research papers

Rationale for the decision:

**Submit this form to the Office of Student Academics by **November 5th**. 
MASTER OF THEOLOGICAL STUDIES
THESIS/RESEARCH PAPER REQUEST

Student Name ________________________________________________ Date ______________________

Check one choice:

_____ Defend the research paper for I478, Research Methods

_____ Defend a thesis

If writing a thesis, provide the following information:

Thesis Advisor _____________________________________________________________________________

Research topic ___________________________________________________________________________

___________________________________________  __________________________________________

Faculty Advisor Signature    MTS Student Signature

**Submit this form to the Office of Student Academics Affairs by April 1.

FOR OFFICE PURPOSES ONLY

Received on _____________________________

Copies sent to:

_____ Faculty Advisor

_____ Thesis Advisor

_____ I 478 Professor
APPROVAL OF THESIS

Student Name: ______________________________________________   Date: ______________________

Thesis Title: ________________________________________________________________________________

Thesis Advisor: ____________________________________

Second Reader: __________________________________

Check one choice:

_____ Pass  _____N/P additional work needed  _____ Fail

Commendations:

Recommendations:

**Submit this form to the Office of Student Academics Office by April 30th.**
EXCHANGING A GRANTED DEGREE FOR A NEW DEGREE

Students who wish to apply all course units from a completed McCormick Theological Seminary degree to count toward another McCormick degree program may do so, but only by forfeiting their completed degree. For example, a student who has completed the Master of Theological Studies degree may wish to use all completed course units to pursue the MDiv program. In such cases, the first [McCormick] degree is surrendered. Contact the Registrar’s Office for details.
APPENDIX

Biblical Exegesis

Professional Boundaries & Sexual Misconduct Workshops and Other Workshops

Language Resource and Writing Center

PC(USA) Ordination Process – Advising Students

Quick Guide to Student Financial Planning

Procedures for Degree Reclassification

Degree Reclassification Form

Request for Change of Advisor

Request for Leave of Absence

Request for Transfer for Credit

Request for Voluntary Withdrawal

Advisory System Evaluation

Insurance Certification
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 MDiv program for Presbyterian students. McCormick maintains that the full, double-course sequence in each language is needed to provide a foundation for exegetical competency.

The language courses are not required for non-Presbyterian students seeking the MDiv 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:

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Semester</th>
<th>J Term</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 – 2015</td>
<td>Greek I</td>
<td></td>
<td>Hebrew II</td>
</tr>
<tr>
<td></td>
<td>Hebrew I</td>
<td></td>
<td>Greek II</td>
</tr>
<tr>
<td>TITLE</td>
<td>CATEGORY</td>
<td>DATE</td>
<td>LOCATION</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------------</td>
<td>---------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Embracing the Journey (Entering Students)</td>
<td>Workshop</td>
<td>Friday, August 29, 2014</td>
<td>1st Floor Classroom</td>
</tr>
<tr>
<td>Continuing the Journey (Returning Students)</td>
<td>Workshop</td>
<td>Friday, August 29, 2014</td>
<td>3rd Floor Classroom</td>
</tr>
<tr>
<td>Thinking Vocationally</td>
<td>Workshop</td>
<td>Saturday, September 20, 2014</td>
<td>MTS Common Room</td>
</tr>
<tr>
<td>Thinking Vocationally</td>
<td>Workshop</td>
<td>Tuesday, September 23, 2014</td>
<td>Conference Room 241</td>
</tr>
<tr>
<td>Professional Boundaries</td>
<td>Boundaries</td>
<td>Saturday, September 27, 2014</td>
<td>LSTC Common Room</td>
</tr>
<tr>
<td>Senior Portfolio Building</td>
<td>Workshop</td>
<td>Thursday, October 9, 2014</td>
<td>Conference Room 241</td>
</tr>
<tr>
<td>Senior Portfolio Building</td>
<td>Workshop</td>
<td>Thursday, November 20, 2014</td>
<td>Conference Room 241</td>
</tr>
<tr>
<td>Senior Portfolio Building</td>
<td>Workshop</td>
<td>Thursday, January 15, 2015</td>
<td>Conference Room 241</td>
</tr>
<tr>
<td>Professional Boundaries</td>
<td>Boundaries</td>
<td>Friday, March 27, 2015</td>
<td>LSTC Common Room</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Boundaries</th>
<th>Claret Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSA</td>
<td></td>
</tr>
</tbody>
</table>
The Language Resource and Writing Center (LRWC) 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 and revision
- Listening/Speaking
- Reading

Individual tutoring is available to all students who wish to use this service. Appointments may be scheduled through the LRWC by calling 773-256-0707 or stopping by the LRWC.

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 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 Affairs 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.

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 participation, instructors should consult the LRWC Director, Rob Worley. Referral forms are available from either the LRWC or Office of Student Academics.

The work of the LRWC begins with the Summer Language Program. You are invited to join in all we do.
PC(USA) ORDINATION PROCESS – ADVISING STUDENTS

Ordained PCUSA faculty are the best guides through the PC(USA) ordination process. Professor Anna Case-Winters and others will be reaching out to PCUSA students during the year. Here are some general 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 Commission on Preparation for Ministry to come under care as an Inquirer
- Clarify your CPM's specific 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. Students are advised to take a course in Reformed Worship and in Presbyterian history.

Senior year:

- Take the Standard Ordination Exams online
- Complete the Senior Profile
- Complete the Personal Information Form
- Attend Seminars offered by the Seminary
- 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 75% of tuition. Students must enroll at least half-time throughout the academic year between fall and spring semester 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 Office of Student Financial Planning can assist students with navigating loan issues and offer guidance to regain good standing.

4. While most faculty attempt to keep text costs low, you should be prepared to purchase books at the beginning of each term. Syllabi are posted so that you can order books online, either new or used.

5. It is not advisable for students to be both full-time students and full-time workers.

6. Student debt can limit your options in ministry. The Director of Student Financial Planning works with all students so that borrowing can be kept at a minimum. Please let the Office of Student Financial Planning know of any loan problems.

7. McCormick participates in the Federal Work-Study program and opportunities for community service positions may be available as a result.

Note:

1. This is an introductory guide to student financial planning.
2. You must include cost of health insurance in your budgeting.
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 of Student Academics 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

Those who are taking courses as Special Students can take up to six courses. If Special Students wish to apply to a degree program they must complete the entire Masters Level application, and be admitted to a degree program through the Faculty Committee for Admissions.

Reclassification to MDiv

Please have all letters sent electronically to the Admissions Office:

1. A letter from the Associate Dean of Students Academics indicating the request 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 to MTS or MAM

Please have all letters sent electronically to the Admissions Office:

1. A letter from the Associate Dean for Students Academics indicating the request 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: __________________________________________________________
(Please Print)
Current Degree Program: __________________________________________
Degree Program you wish to enter: ________________________________
Reason for request of reclassification:

Please submit completed form to Ms. Alicia Rhine, Office of Student Academics.
REQUEST FOR CHANGE OF ADVISOR

TO: Office of Student Academics

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 Name (Please Print)

__________________________________________ ________________________________
Student Signature     Date

__________________________________________ ________________________________
Advisor’s Signature     New Advisor Signature

xc: New Advisor
Registrar
File
REQUEST FOR LEAVE OF ABSENCE

To the Faculty Advisor:

____________________________________
Student Name (Please Print)

Requests a leave of absence from ______________ to ______________

for the following reason(s):

___________________________________________

Student Signature      Date

==================================================================

Date: _________________________

To:  _______________________________________

Your request for a leave of absence from ______________ has been approved. Should your plans for returning change, please notify your Faculty Advisor immediately.

____________________________________
Faculty Advisor

cc:  Office of Student Academics
     Registrar
     Student Accounts
     Student Financial Planning

Student’s Contact Information

Name: _____________________________

Address: ___________________________

Email: _____________________________

Telephone: _________________________
Request for Transfer of Credit

NAME ________________________________________   DEGREE PROGRAM ___________
(Please Print)

1. School from which I want to transfer credit: (include name and mailing address of school)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. Courses I wish to transfer:

3. What courses in McCormick’s curriculum are comparable to the courses which you want to transfer?

- Information about transfer of credit is available in the Catalog.
- If you are inquiring about transfer of credit for required foundational courses for the MDiv. degree (B300, H300/301, T300, E300), you will need to provide a copy of the syllabus for coursework you have taken in other theological schools.
- Attach an official copy of your transcript with a copy of this form and submit to your Faculty Advisor.
REQUEST FOR VOLUNTARY WITHDRAWAL

To: Office of Student Academics

Student Name __________________________ requests approval for a voluntary withdrawal from Masters Level (Please Print) 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

Please submit completed form to Jim Courtney, Registrar.
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 Office of Student Academics and will be used to assess and improve 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)
McCormick is accredited by these two agencies:

<table>
<thead>
<tr>
<th>Association of Theological Schools (ATS)</th>
<th>Higher Learning Commission (HLC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Summit Park Drive</td>
<td>30 North LaSalle Street</td>
</tr>
<tr>
<td>Pittsburgh, PA 15275</td>
<td>Chicago, IL 60620</td>
</tr>
<tr>
<td>412-788-6505</td>
<td>312-263-0456</td>
</tr>
<tr>
<td><a href="http://www.ats.edu">www.ats.edu</a></td>
<td><a href="http://www.ncahlc.org">www.ncahlc.org</a></td>
</tr>
</tbody>
</table>