

GRADUATE STUDIES

ACADEMIC CALENDAR 2011-2012

<u>Events</u>	<u>Fall Semester</u>
Application Deadline Admission Fall Semester 2011	June 6
Application Deadline FAFSA Submission	June 13
Pre-Intensive Requirements for Contextual Pastoral Resource Seminar	July 18
Online/Web Registration for New, Returning, and Re-Admit Students	June 18-August 1
New Students' Orientation	August 1-2
BLET - Biblical Literacy Entrance Test	August 1
OU Year Book Pictures	August 2
Last day for Final Acceptance	August 2
Intensive Part I begins	August 2
Last day to enter classes	August 2
Late registration fee begins; Drop/Add fee begins	August 3
Intensive Part I ends	August 5
Last day to financially clear	August 5
Last day for 100 percent tuition refund less \$100	August 11
Last day for 75 percent tuition refund	August 26
Last day for 50 percent tuition refund	September 22
Post-Intensive Part 1 Assignments due	October 12
Last day to drop a class with "W"	October 15
Last day to process Incomplete/Terminal Leave	October 25
Intensive Part II begins	December 5
Advising/Registration for Spring Semester 2012	December 5-9
Intensive Part II ends	December 9
Application for Graduation Spring 2012 and Graduation Fee due	December 9
Pre-Intensive Assignments Spring 2012	December 13
All grades due	December 13

ACADEMIC CALENDAR 2011-2012

<u>Events</u>	<u>Spring Semester</u>
Intensive Part I begins	January 8
Last day to enter classes	January 8
Late registration fee begins; Drop/Add fee begins	January 9
Last day to financially clear	January 9
Intensive Part I ends	January 12
Last day for 100 percent tuition refund less \$100	January 13
Last day for 75 percent tuition refund	January 27
Last day for 50 percent tuition refund	February 3
Project Resource Due	February 23
Post-Intensive Part 1 Assignments due	March 2
Last day to drop a class with "W"	March 16
Last day to process Incomplete/Terminal Leave	March 28
Integrated Project-Resource Presentation	April 8
Intensive Part II begins	April 8
Intensive Part II ends	April 15
Advising/Registration for Fall Semester 2012	April 16-20
All grades due	April 23

ACADEMIC CALENDAR 2012-2013

<u>Events</u>	<u>Fall Semester</u>
Application Deadline Admission Fall Semester 2012	June 6
Application Deadline FAFSA Submission	June 13
Pre-Intensive Requirements for Contextual Pastoral Resource Seminar	July 12
Online/Web Registration for New, Returning, and Re-Admit Students	June 13-July 27
New Students' Orientation	July 25-26
BLET - Biblical Literacy Entrance Test	July 26
OU Year Book Pictures	July 26
Last day for Final Acceptance	August 5
Intensive Part I begins	August 5
Last day to enter classes	August 5
Late registration fee begins; Drop/Add fee begins	August 5
Intensive Part I ends	August 9
Last day to financially clear	August 9
Last day for 100 percent tuition refund less \$100	August 10
Last day for 75 percent tuition refund	August 27
Last day for 50 percent tuition refund	September 27
Post-Intensive Part 1 Assignments due	October 11
Last day to drop a class with "W"	October 14
Last day to process Incomplete/Terminal Leave	October 24
Intensive Part II begins	December 2
Advising/Registration for Spring Semester 2013	December 2-6
Intensive Part II ends	December 6
Application for Graduation Spring 2013 and Graduation Fee due	December 10
Pre-Intensive Assignments Spring 2013	December 13
All grades due	December 13

ACADEMIC CALENDAR 2012-2013

<u>Events</u>	<u>Spring Semester</u>
Intensive Part I begins	January 6
Last day to enter classes	January 6
Late registration fee begins; Drop/Add fee begins	January 7
Intensive Part I ends	January 7
Last day to financially clear	January 7
Last day for 100 percent tuition refund less \$100	January 10
Last day for 75 percent tuition refund	January 21
Last day for 50 percent tuition refund	February 26
Project Resource Due	February 28
Post-Intensive Part 1 Assignments due	March 6
Last day to drop a class with "W"	March 18
Last day to process Incomplete/Terminal Leave	March 28
Integrated Project-Resource Presentation	April 10
Intensive Part II begins	April 14
Advising/Registration for Fall Semester 2013	April 14-18
Intensive Part II ends	April 18
All grades due	April 29

GRADUATE STUDIES

The Religion and Theology Department of Oakwood University offers a Master of Arts in Pastoral Studies, a professional degree designed to foster the spiritual development and integrative skills of pastors and lay leaders.

The Department sees its graduate instruction as a harmonious interaction of various learning strategies and resources. Qualified faculty members from the Religion and Theology Department and from other participating departments apply various methods of delivery such as lectures, classroom discussions, seminar formats, group presentations and reflection, audio-visual presentations and onsite visits that provide hands-on experience and/or stimulate learning. The culminating experience is a major field project in which participants practice how to become life-long corporate and independent learners by discerning and evaluating a congregational need or challenge and working with the congregation to address it.

Program Location

Administration and instruction for the Master of Arts in Pastoral Studies are located in the Calvin E. Moseley Religion Complex and the Bradford-Cleveland-Brooks Leadership Center. The Religion Complex, originally built in 1977 and completely renovated in 2007, houses the C.T. Richards Chapel and offices and classrooms for the Department of Religion and Theology. The Bradford-Cleveland-Brooks Leadership Center, a 10,000 square foot extension to the Religion Complex, completed in 2007, promotes continuing education in ministry. The extension includes an auditorium, four classrooms, a learning research lab, and four offices.

Admission Standards

General Information

Oakwood University welcomes applicants regardless of race, color, nationality, ethnicity, sex, or physical challenges. Students who meet the academic requirements and character expectations of the university and are willing to adjust to and to be comfortable within its religious, social, and cultural atmosphere may be admitted subject to available space.

Oakwood University is sponsored and financed primarily by the Seventh-day Adventist Church, of which the majority of its students are members. Although religious affiliation is not a requirement for admission, all graduate students are expected to abide by the policies and standards of the university as outlined in the University Bulletin and in the Student Handbook.

The university reserves the right to refuse admission to any applicant who purposely supplies wrongful information or deliberately omits pertinent information. Such deception, if discovered later, may cause a student to be subject to dismissal.

Applications for admission will be kept on file for two years. The University Board of Trustees, upon recommendation by the president, approves all admission policies.

Application and Acceptance

Where to Write: Inquiries about admission and acceptance should be addressed to:

Oakwood University	Telephone:	(256) 726-7357
Graduate Admissions	Fax:	(256)726-7366
Religion & Theology Dept.	E-mail:	maps@oakwood.edu
7000 Adventist Boulevard, NW		
Huntsville, AL 35896		

Admission of New Students

The Master of Arts in Pastoral Studies program is designed for individuals who already have some familiarity with the religious and theological thought of the Christian Church and who have already been exposed to the challenges and responsibilities of contemporary church leadership, but who would like to expand their knowledge and skills to meet the spiritual and moral needs of today's church and society.

Entrance Requirements include:

1. A baccalaureate degree with a cumulative GPA of 2.5 or a graduate degree with a cumulative GPA of 3.0, or an international equivalent, from an accredited institution [official transcript required].
2. Three (3) credit hours in Christian Theology
3. Two (2) credit hours in Spiritual Formation or Dynamics of Christian Living
4. Two (2) credit hours in Adventist Heritage
5. Three (3) credit hours in Biblical Preaching
6. Three (3) credit hours in Old Testament
7. Three (3) credit hours in New Testament
8. Evidence of at least two consecutive years of pastoral experience, or local church leadership experience within the past five (5) years. Local church officers must have been voted into office by the local church
9. A current resume
10. Two letters of recommendation. Pastors should present one letter from a conference administrator, and one from the head elder of the local church where they are ministering. Church officers need to present one letter from their pastor and one from a current church elder in the church where they have served.
11. Applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) and score at least 500 (written test) or 173 (computer test). TOEFL scores must be sent directly to the Oakwood University Religion and Theology Department from Educational Testing Service. Students who have earned a baccalaureate degree or higher from an accredited U.S. institution will be exempted from the TOEFL.
12. A nonrefundable application fee of \$100 must accompany each application.

Additional requirements for official acceptance into the Master of Arts in Pastoral Studies:

13. Complete the Biblical Literacy Entrance Test (BLET), with a minimum score of 70% during the first intensive of the program. Students with a Masters degree in religion or theology may be able to have this requirement waived for degrees completed within the last five years.
14. Complete the Myers-Briggs Type Indicator (MBTI), Spiritual Gifts inventory, and Temperament inventory offered by the Career Services and Testing Center during the first intensive. Participants are responsible for the testing fee of \$54.
15. Complete the first semester (at least 9 credit hours) with a minimum GPA of 3.0.

Transfer Policy

Students wishing to transfer to Oakwood University from another college or university must follow the same application procedure as other new students (see Admissions Requirements). Transfer students must also submit official transcripts from all colleges and/or universities attended. Official transcripts must be sent directly from the issuing institution to Oakwood University.

If an applicant holds a Master of Arts degree from an accredited institution, they may transfer a maximum of six (6) semester credit hours that are relevant to the MAPS degree. If the Master's

degree is in Religion or Theology, admissions requirement 13 may be waived for degrees completed within the last five years.

The Religion and Theology graduate faculty of Oakwood University will evaluate all requests for transfer credit and make the final determination about the courses and credits that will be accepted.

Financial Policies

Schedule of Charges For Academic Year 2011-2012 [SUBJECT TO CHANGE]

TUITION		
Per credit hour charge		\$464
FEES		
General fee/Technology		324
Health fee		96

Housing and Meals are available for a nominal fee.

Other Expenses

- Books and supplies: \$500 per semester (approximately)
- Health insurance: \$301 per semester for U.S. citizens and \$475 per semester for international students
- Late registration: \$153.00
- Testing fee: \$40 and up
- Graduation fee: \$219.00
- Drop/add: \$10 up until last day for a refund

Remittance

Personal checks are not accepted. Please make all payments in the form of bank drafts, cashier's checks, certified personal checks, traveler's checks, money orders, American Express, Visa, or MasterCard. Include the student's I.D. number on all payments to ensure proper credit.

Nonresident students are required to pay a minimum of 70 percent of tuition and fees at the time of registration:

Tuition and fees (9 hrs) $\$4,596 \times 70\% = \$3,217$
 Tuition and fees (12 hrs) $\$5,988 \times 70\% = \$4,192$

Balance due in the following installments:

Fall Semester	9 hrs	12 hrs
September 1, 2011	\$460	\$599
October 1, 2011	\$460	\$599
November 1, 2011	\$459	\$598

<u>Spring Semester</u>	<u>9 hrs</u>	<u>12 hrs</u>
January 31, 2012	\$460	\$599
February 28, 2012	\$460	\$599
March 31, 2012	\$459	\$598

Refund

Institutional charges (tuition and fees, room and board on campus) are refunded appropriately as follows for drop/withdrawal:

<u>Fall 2011</u>	<u>Spring 2012</u>	<u>Fall 2012</u>	<u>Spring 2013</u>	
Aug. 11	Jan. 11	Aug. 10	Jan. 10	less \$100 down payment
Aug. 26	Jan. 26	Aug. 27	Jan. 21	75%
Sept. 22	Feb. 22	Sept. 27	Feb. 26	50%
After Sept. 22	After Feb. 22	After Sept. 27	After Feb. 26	0%

Return of Funds Policy

Refund and repayment requirements apply when a student who is the recipient of financial assistance (financial aid/scholarships) makes changes in course load, withdraws, drops out, takes an unapproved leave of absence, fails to return from an approved leave of absence, or is expelled. Scholarships are charged back at the same rate that tuition is refunded.

Repayment of Title IV Federal Financial Aid is based on the U.S. Department of Education's Return of Title IV Funds Policy. If a recipient of Title IV aid (ex. Stafford loans, PLUS loans, Pell grants, SEOG, etc.) withdraws during a payment period (or a period of enrollment), the institution must calculate the amount of Title IV grant or loan assistance the student earned as of the withdrawal date. The unearned portion must be returned to the Title IV programs in accordance with Federal Regulations. In certain instances, the student may also be required to return Title IV funds to the Department of Education in addition to that which the school is required to return [CFR 668.22]. If withdrawal occurs after the specified sixty percent (60%) point of the semester calendar, no adjustment to the initial Title IV award will be made.

The effective date for refund or repayment of financial assistance is determined by the date the student notifies Oakwood University and completes a withdrawal form. If the student fails to officially withdraw or appropriately notify Oakwood University, the last recorded date of class attendance by the student, documented by Oakwood University, will be the effective date.

Students receiving financial aid should consult with the Financial Aid Office concerning the possible effect of withdrawal or change in course load on awards received. Any remaining balance on the account must be paid at the time of withdrawal or dismissal.

Financial Aid

Students applying for the Federal Student Financial Assistance Program (known as Title IV) must comply with the following procedures in a timely manner. A student's noncompliance may result in the loss of potential benefits and will result in a protracted and negative institutional registration experience if the student needs the federal resources to assist in his or her educational expenses.

The following procedures are strongly advised:

1. Complete the Free Application for Federal Student Aid (FAFSA). After the FAFSA has been processed, a Student Aid Report (SAR) will be mailed to you. Once you receive your SAR,

check it for accuracy of information. The Financial Aid Office (FAO) will electronically retrieve it; however, Oakwood University must be listed as one of the schools of attendance in order for us to retrieve it.

2. If the SAR states that it has been selected for review in a process called verification, you must submit the university's Verification Worksheet (available from the FAO or the Internet) and the following documents:
 - a) A signed copy of the base year federal income tax return to the FAO. Base year is the year that precedes the academic year for which aid is being applied. For example, applicants for the 2009-2010 academic year would submit their 2008 federal income tax return. If the student did not and will not file a tax return, then he/she must submit the appropriate copies of his/her W-2's.
 - b) Legal or biological parents of dependent students must submit a signed copy of their complete base year federal income tax return(s) to the FAO. If the parent(s) did not and will not file a base year tax return, then they must submit copies of their W-2's.
 - c) The student, spouse, or parent must submit official documents that substantiate the annual amounts of untaxed income for the base year. Untaxed income may include Social Security benefits, pension benefits, workmen's compensation, or parsonage allowance. If the documentation is not an official/regulatory form with appropriate signatures, it will not be accepted by the FAO.
3. Students applying for the Federal Stafford Loan or the Parent Loan for Undergraduate Students (PLUS) must submit a signed loan application to the FAO or online with electronic signature.
4. Students applying for scholarships through Oakwood University must submit all required documentation by the specified deadline dates.
5. An entrance interview session must be attended by all first-time loan borrowers before loan proceeds can be applied to the student's account.

Financial Aid Policies

Satisfactory Academic Progress for Semesters, Terms (LEAP and Certificate Programs), and Sessions (Summer).

Federal regulations require the University to establish reasonable standards for measuring academic progress. The University must monitor participants in student financial assistance programs to ensure that those academic standards are met, and that students make real progress toward completing their degrees. The policy must contain a qualitative component, a quantitative component, and an overall timeframe component. A student must maintain satisfactory academic progress regardless of whether the student was a previous recipient of financial aid or not.

Qualitative Component

The University's current academic standards are the qualitative standards for this policy. This policy articulation also recognizes the cumulative grade point average as the sole numeric measure. ***Graduate students must maintain a cumulative 3.00 GPA by the end of 12 attempted credit hours to continue to receive federal financial assistance.**

Quantitative Component

Once at least 30 semester hours have been attempted, a student's cumulative hours passed must be at least 67% of the cumulative hours attempted. For example, a student enrolling in 15 hours per term for two semesters would be required to pass 20 of those hours to retain financial aid benefits. A student enrolling in 6 hours per term for 5 semesters would also be required to pass at

least 20 hours. This component will be evaluated at the time of each application. For example, a student who has attempted 60 semester hours must have earned at least a "C" in 40 of the hours attempted.

Overall Time Frame

Federal regulations require that we track the academic progress of financial aid recipients from the first date of enrollment at Oakwood University, whether or not financial aid was received. Credits transferred from all other credit sources will be considered as attempted and completed credits in the evaluation of the completion rate standards.

Students are no longer eligible to receive Title IV federal financial assistance after attempting 150% of the published academic program hours. For graduate students, if the published length of the program is 36 hours, then the maximum time allowed to complete is 54 hours (that is 36×1.5). Students whose attempted credits, including transfer credits, exceed the 150% timeframe for any reason will be placed on Financial Aid Denied status, not Financial Aid Probation. No financial aid will be disbursed for the student during subsequent semesters/terms unless the student has made an appeal to the Financial Aid Appeals Committee and the appeal is granted.

Transfer, Summer, Consortium and Transient Hours

Students transferring to the University are assumed to be maintaining reasonable academic progress. All hours transferred from prior or concurrent attendance at other schools will be considered in establishing the class standing for grade requirements, and are integral in determining the overall time frame allowed for financial aid eligibility. GPA's from other Universities will not factor into your cumulative GPA at Oakwood University. This method will also be applied to former Oakwood students.

Grades

Courses with non-assigned grades, including withdrawals are considered in determination of the percentage of hours completed toward the degree. Refer to the Grading System section of the University Bulletin for the regulations concerning the effect on cumulative hours and cumulative hours attempted. Acceptable grades are A, B, C, D, P. Unacceptable grades are F, I, W, NC, FA, AU, DG, U. All of these grades are considered in evaluating the qualitative, quantitative and overall time frame components.

Loss of Aid Eligibility

According to federal regulations, a student is not allowed to receive further aid from Title IV Student Financial Assistance if he or she does not meet the University's standards of satisfactory progress. Additionally, certain state and institutional scholarships may be rescinded because of failure to make reasonable progress. Certain scholarships awarded by the Office of Enrollment Management will be forfeited immediately when the grade point average falls below a prescribed minimum, which may be stricter than the minimums cited for federal purposes. Students who become ineligible to receive further federal aid will be notified at the address listed on the most recent Student Aid Report (SAR) obtained by the Office of Financial Aid, or a more recent one, if provided by the student prior to the last day of the semester. Students receive first notice of grades, and are held responsible to monitor the cumulative grade point average. All other notices are a courtesy of the University.

Appeals

The following procedure has been established for those who lose federal Title IV Financial Assistance eligibility due to failure to maintain satisfactory academic progress. The procedure must be followed precisely and without exception. Failure to adhere to the procedure as prescribed may result in an automatic denial.

NO PERSONAL APPEARANCES WILL BE GRANTED before the Financial Aid Appeals Committee. (Note: This appeal is for determining the eligibility for Federal Financial Aid.)

1. You must submit an application for appeal and an accompanying letter, indicating the reason(s) why you failed to complete the necessary hours, or attain the required GPA during the prior academic period. You must submit legitimate documentation supporting your claim or rationale (i.e., CURRENT physician's statement outlining ailment, family death certificate). Furthermore, you **MUST** outline the steps taken to correct your lack of academic performance. All applications for appeal must be submitted to Oakwood University; Office of Academic Affairs; 7000 Adventist Blvd., NW; Huntsville, AL 35896.
2. Each applicant is limited to one academic appeal request within an 18-24 month graduate program.
3. Appeal hearings will be scheduled by the Vice President for Academic Affairs, and will be announced on the annual calendar distributed by the Office of Financial Aid. No other hearings will be scheduled, except as deemed necessary by the discretion of the Vice President for Academic Affairs.
4. The appeal application will be reviewed and a decision made within seventy-two (72) hours of the scheduled hearing. Decisions and related provisions will be announced in writing by the Financial Aid Committee and are final. The decisions may be:
 - a) Acceptance of your appeal provisionally, with a probation period during which you will be required to satisfy the quantitative requirements and/or attain the required GPA;
 - b) Denial of your appeal.

Reinstatement

Students who lose eligibility for Title IV financial assistance because of failure to maintain reasonable progress towards a degree may reapply. No reapplication will be considered until the student clears the deficiency or attains the minimum grade point average.

Verification of Enrollment

Students who require enrollment verification for student loan deferment purposes must bring the form or a written request to the Records Office.

Transfer Students Eligibility for Aid

Transfer students are eligible for federal aid during their first semester of attendance at the university. Refer to the Satisfactory Academic Progress brochure obtainable from the Office of Financial Aid or the Enrollment Management Office.

Available Funds

Alabama Student Assistance Program (ASAP): State funded grants in varying amounts available to Alabama residents who demonstrate financial need.

Federal Subsidized Stafford Loan: A subsidized loan, which means the federal government will pay the interest on the loan while the student is in school and during specified deferments. The student must demonstrate financial need to receive this loan.

Federal Unsubsidized Stafford Loan: A loan that a student may borrow, regardless of need, but will have to pay all interest charges.

Federal GRAD PLUS Loan: A loan that can provide additional funds for a graduate student.

Entrance/Exit Interview

First-time borrowers at Oakwood University must attend an entrance interview before receiving any loan proceeds. This federally mandated requirement is to ensure that the students have received loan counseling and understand their responsibilities as borrowers. An exit interview is required of all students who have received loan proceeds during their matriculation at Oakwood and is conducted prior to graduation or terminating enrollment.

Loan Limits

Subsidized	\$8,500
Unsubsidized	\$12,000

Who May Apply for Financial Aid

To receive aid from the student aid programs you must:

1. Have financial need.
2. Have an undergraduate degree or meet other standards your state establishes that are approved by the U.S. Department of Education.
3. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program. (You may not receive aid for correspondence or telecommunications courses unless they are part of an associate or bachelor's degree program.)
4. Be a U.S. citizen or eligible noncitizen.
5. Have a valid Social Security number.
6. Make satisfactory academic progress.
7. Sign a statement of educational purpose and a certificate statement of overpayment and default [both found on the Free Application for Federal Student Aid (FAFSA)].
8. Register with Selective Service, if required.

ACADEMIC POLICIES

Credit

The unit of credit is the semester hour.

Study Load

A class load of 9-12 credit hours is considered full-time and 8 or fewer credit hours is considered part-time.

Permanent Student Records

The student's permanent academic record is the transcript. The transcript contains biographical, geographical, and academic information regarding courses taken and grades earned. This information is taken from application for acceptance forms, registration forms, teachers' grade sheets, drop/add forms, and teachers' change-of-grade forms.

Retention and Disposal of Student Records

The retention and disposal of student records is in accordance with the recommendations of the American Association of Collegiate Registrars and Admissions Officers, as published in the guide entitled Retention of Records: A Guide for Retention and Disposal of Student Records.

Family Educational Rights and Privacy Act

Oakwood University complies with the Family Education Rights and Privacy Act of 1974 (FERPA). A student's record is regarded as confidential, and release of this information is regulated by the FERPA Act. Students have the right to inspect their records at any time. Parents of a student termed "dependent" for income tax purposes are entitled to receive information relating to the student's educational records upon request. A copy of the act is on file in the Records Office.

Transcripts

The Records Office releases an official or unofficial transcript of a student's work at Oakwood upon the student's request. Students may request an official transcript online or by mail. The instructions and fees for each can be found online at www.oakwood.edu/records under Transcript Request Information. Official transcripts must be sent directly to the recipient indicated on the student's request.

Requests for unofficial transcripts must be made directly to the Records Office by mail or in person. The fee for an unofficial transcript is \$2, payable by cashier's check or money order. NO PERSONAL CHECKS or CASH will be accepted by the Records Office.

Currently enrolled students may obtain a printout of their academic history for personal use by accessing MyOakwood using the student ID and password.

The University reserves the right to withhold all information concerning the record of any student who has unpaid accounts or other charges, or who is delinquent or in default status in the payment of student loans.

Official transcripts from other institutions which have been presented to Oakwood for admission and evaluation of credit become the property of the University and are not reissued or copied for release.

Registration

Registration includes advising, selection of courses, and payment of fees. Students are required to register on the designated registration dates. Information on registration is available at the registration site. Students are not officially registered for courses until their "registration forms" have been processed by the Records Office and all fees have been paid.

Late Registration

Students failing to register during the scheduled registration periods are assessed a late registration fee of \$149. Class periods missed because of late registration are counted as absences from the class.

Grading System

The university grading system utilizes the four-point scale. The grade point values are outlined as follows:

Grade	Grade Point Per Hour
A (superior)	4.0
A-	3.7
B+	3.3
B (above average)	3.0
B-	2.7
C+	2.3
C (average)	2.0
C-	1.7
D+	1.3
D (below average)	1.0
D-	0.7
F (failure)	0.0
FA (failure due to absences)	0.0
AU (audit)	
DG (deferred grade)	
I (incomplete)	0.0
NC (noncredit)	
P/U (pass/unsatisfactory)	
W (withdrew)	

Grade Point Average

The grade point average (GPA) for the semester is computed by totaling quality points earned in all courses attempted and dividing by the quality hours attempted ($GPA = QP/QHA$). Credits are included in calculating the GPA for grades of F, FA and I. The symbols AU, NC, DG, IP, NR, W, and P/U are disregarded in computing the grade point average. The academic progress record allows for repeated courses without GPA penalty. However, the GPA used to determine the eligibility for financial aid includes all work attempted.

Deferred Grades

A deferred grade (DG) is assigned when an instructor determines that instructional obstacles, not the student, are responsible for incomplete work. This may be the result of books or research materials arriving late, equipment failure, or insufficient time. A statement of outstanding requirements, including deadlines for their completion, shall be made available to the student.

A DG will be changed to a regular grade when the class work is completed within the approved deadline. Such a deadline might range from a few days to several weeks, but no longer than the sixth week of the next semester, even when the student is not registered for the next semester. The DG automatically converts to an F if not removed within the prescribed time. Before the deadline expires, the instructor may submit a request for an extension of the time to the Vice President for Academic Affairs. The request must be in writing and must be adequately justified.

Incomplete Work

When at the end of a semester students are behind in their classwork, the teacher does not automatically grant a grade of I for more time to do the requirements. However, because of interruptive illness or other unavoidable circumstances, students may request the privilege of receiving a grade of I to allow more time to fulfill class requirements. They must apply in time so that a final decision is made before the beginning of final examination week. The procedures to be followed are:

1. Obtain and fill out a "Request and Authorization for Incomplete" from the Office of Academic Affairs.
2. Attach a physician's statement if the reason is medical.
3. Obtain the appropriate signatures.
4. Return the form to the Office of the Vice President for Academic Affairs at least five working days before the beginning of final examinations.

An I may be changed to a regular grade when the class work is completed within the approved deadline. Such a deadline might range from a few days to several weeks, but no longer than the sixth week of the next semester, even when the student is not registered the next semester. The I automatically converts to an F if not removed within the prescribed time. Should more time, because of further illness or unavoidable circumstances, be needed to remove the incomplete, the student may, before the deadline expires, request in writing an extension of time from the Academic Policies Committee.

Repeated Courses

There is no limit to the number of times a course may be repeated with the exception of the Research Project, RP 571 and RP 572. Please see "Completion Requirements", page 239, item 8. Otherwise, the better grade for a repeated course will be accepted for credit.

Grade Reports

Grade reports are issued to the student via the Internet at the end of each semester.

Errors and Corrections

Upon reviewing of his/her grades, the student should carefully check them for correctness as to the courses, credits, and grades recorded. Requests for corrections must be initiated within one month.

Academic Honesty

Oakwood University is dedicated to scholastic integrity. Consequently, students of the University are required to maintain high Christian standards of honesty. If students are found or suspected of engaging in any of the following types of academic misconduct, the procedures set forth in this policy will be implemented.

Types of Academic Dishonesty:

1. Dishonesty in testing (e.g., copying from another student's paper, using unauthorized materials, or collaborating with any other person without authority from the instructor during an examination; stealing test materials; obtaining test information prior, during, or after an administered examination; or any other form of test dishonesty).
2. Plagiarism, defined as unacknowledged use of another's work (e.g., submitting any written, oral, aesthetic, computer, or laboratory work prepared totally or in part by another person; such work need not be copyrighted).
3. Any other practice deemed by the university as academic misconduct not listed above.

Procedures for Handling Academic Dishonesty

If a teacher finds irrefutable evidence of academic dishonesty, the teacher should immediately speak with the student and issue zero credit for the particular examination, assignment, or project.

If academic misconduct is suspected by a teacher, that teacher must follow certain steps.

1. The teacher must first speak with the student about the question of dishonesty. If the student acknowledges engaging in academic misconduct, the student will be given no credit for the particular examination, assignment, or project.
2. If the situation cannot be resolved between the teacher and student, then it must be brought to the attention of the teacher's department chair.
3. If the department chair is unable to resolve the matter, the Vice President for Academic Affairs must then be consulted, and may refer the issue to the Academic Appeals Committee.
4. Subsequent incidents of academic dishonesty make a student eligible for dismissal from the university. Students are, however, given the option of appealing this decision to the Academic Appeals Committee.
5. Each established incident of academic misconduct shall be departmentally documented and submitted to both the student, the student's major department chair, the vice president for Academic Affairs, and the vice president for Student Services.

Academic Grievance

Any student who desires to express concern regarding instructional matters such as perceived unfairness, grading methodology, cheating, or some other misunderstanding within or without the classroom is encouraged to confer first with the teacher of the class and, if deemed necessary, with the teacher's department chair. If the matter is not resolved satisfactorily at the first two levels, the student should contact the vice president for Academic Affairs. The vice president for Academic Affairs will review the matter to (a) make a final determination of the matter, or (b) refer the matter to the Academic Appeals Committee for further review and recommendation.

In either case, the final decision is the responsibility of the vice president for Academic Affairs. The Academic Appeals Committee receives referrals directly from the vice president for Academic Affairs. Cases are referred to this committee if the vice president for Academic Affairs determines more information is needed to make an equitable decision. The process is as follows: (a) the vice

president for Academic Affairs notifies the chair of the Academic Appeals Committee of the student's concern, (b) the aggrieved student submits a written report of the complaint to the chair of the Academic Appeals Committee, and (c) a recommendation is made to the vice president for Academic Affairs.

Students or faculty members have the option to appear in person before the Academic Appeals Committee, bringing documentation to support their views; however, it is not required that they appear in person. It should be understood that the purpose of the appeals process is to peaceably resolve issues which have not been resolved through other means. Therefore, the approach to problem resolution in the appeals process is through consensus, so far as is possible.

The membership of the Academic Appeals Committee consists of six individuals: the USM academic vice president (chair), two elected student representatives, two full-time teaching faculty, and one full-time staff member. The vice president for Academic Affairs or designee may choose to sit with the Academic Appeals Committee for purposes of hearing the discussion or for clarification of issues, but not for voting purposes.

ACADEMIC SUPPORT SERVICES

The Eva B. Dykes Library

<http://www.oakwood.edu/library>

Mission Statement: The Eva B. Dykes Library promotes academic excellence by supporting the University's curriculum. It provides the Oakwood University community and constituents with access to quality resources and services that enhance teaching, learning, research, and the integration of faith.

Goals:

1. Provide and promote access to resources and services at the time and place of need.
2. Prepare an information literate graduate.
3. Enrich teaching, learning and research through collections, access, and content management.
4. Recruit, support, and retain qualified and competent staff.
5. Continue to position and promote the library as a place that supports scholarship.
6. Promote the physical and virtual library's role in supporting teaching and learning.
7. Employ and support current and emerging technologies, allowing users and staff to accomplish their goals.

The Eva B. Dykes Library offers a variety of resources to meet patrons information needs. Whether the search is for print, electronic, archival, or multimedia materials, all are available or accessible from the Eva B. Dykes Library. All Oakwood students, faculty and staff may borrow library materials. The Oakwood University ID card is also a library card. Librarians and staff are ready to assist users in identifying, locating, evaluating, and using resources effectively.

Services include access to 42 networked computers in the Computer Lab, and another 14 distributed on the main and upper floors; wireless internet connection; interlibrary loans from libraries worldwide; and class or individual instruction. In addition to the book collection, resources include thousands of electronic journals and e-books accessible on and off campus; over 500 print periodicals, 7,000 plus videos and DVDs, laptops, digital cameras, projectors and other equipment. Oakwood University students, faculty, and staff may also borrow books directly from the Learning Resource Center at Alabama A&M University and from Athens State University Library. Simply present current ID prior to checking out items.

The Library is an affiliate member of the Network of Alabama Academic Libraries (NAAL) and a member of the Adventist Libraries Cooperative (ALICE) and Southeastern Library Information Network (SOLINET). The consortia provide electronic resources at reduced cost, offer on-going professional

development and training for library faculty and staff. The Library is also a member of the HBCU Library Alliance and is a member of the Alabama Virtual Library (AVL) which makes over 40 databases available to the Library.

The Ellen G. White Estate Oakwood Branch Office

The Ellen G. White Estate Oakwood Branch Office is a research center located on the lower floor of the library. It houses several complete sets of Ellen White's published writings, duplicates of her original letters and manuscripts (1844-1915), books about Ellen White and other Seventh-day Adventist pioneers, denominational histories, and other related documents. Microfiche, microfilm, and Ellen White research software are available.

Department of Religion and Theology Graduate Program

Professors: Newborn, Samson (Chair), Warren
Associate Professors: Allen, Benjamin, Doggette, Fraser (Graduate Program Coordinator),
Li, Wilson
Assistant Professors: Ojwang, Seay, Thomas
Adjuncts: Diop, Lee, Pollard, Byrd
Major: Pastoral Studies (M.A.)
Concentration: Church Development

Purpose

The Religion and Theology Department of Oakwood University, a historically Black Seventh-day Adventist institution of higher learning, seeks to educate and prepare pastors, church administrators, and lay leaders for quality spiritual pastoral ministry. The Master of Arts in Pastoral Studies is designed to equip them with the skills needed to improve their effectiveness in spiritual and professional practice.

Completion Requirements

1. Complete a minimum of 36 semester hours in accordance with program requirements, maintaining a cumulative GPA of at least 3.0.
2. Complete all course requirements according to schedule and within six (6) years of initial acceptance. Part-time participants must attend two intensives in sequence and take at least one course per semester in order to complete the program in six (6) years.
3. Complete three (3) semester hours of core courses, and six (6) semester hours of Heritage courses with a minimum grade of B-.
4. Complete twenty-one (21) semester hours in the concentration with no grade below C+ and a GPA of 3.0.
5. Complete a graduation application form by January 31 of the graduating year.
6. Provide two copies of a completed integrated project-resource by February 28 of the graduating year.
7. Give an oral presentation and make a successful defense of the completed integrated project-resource during the second intensive of the graduating year.

8. Receive a minimum grade of "B" for the overall project by an appointed advisor. Participants who fail to receive a "B" grade will have only one additional opportunity to meet this requirement. Participants will not be able to continue with the degree if a second failure occurs.

Master of Arts in Pastoral Studies (MAPS) Concentration: Church Development

Program Description

The Master of Arts in Pastoral Studies (MAPS) is a professional degree designed to foster the spiritual development and the integrative practical skills of pastors and lay leaders. The program is grounded in the academic disciplines of biblical and theological studies and pastoral praxis. It also evaluates and interacts with other academic disciplines to foster contextual learning and best professional practice.

The degree emphasizes development of Christian identity, integrity, and service to others. Students develop competencies in pastoral leadership, pastoral care, and pastoral evangelism and discipleship and are equipped to offer faithful spiritual leadership. The program promotes a holistic development of congregations in the contextual ministries and also exposes participants to the issues involved in planning building projects, budgeting, and managing physical facilities.

The MAPS degree is a thirty-six (36) semester hour program with a concentration in Church Development. Candidates must successfully complete all prerequisites and admissions requirements before regular admission to the program.

Student Learning Outcomes:

Students who complete the requirements for the M.A. in Pastoral Studies will be proficient in the following student learning outcomes:

1. Use interpretive resources, methods and tools appropriate for contemporary pastoral and practical studies
2. Relate biblical and theological thinking to the solution of problems, and critically evaluate the place of culture and gender in ministry
3. Demonstrate skills in applying biblical and theological principles to preaching, evangelism, urban ministries, and pastoral care
4. Assume responsibility for a Christ-centered worldview and apply deep knowledge and understanding of matters of personal faith in pastoral ministry
5. Apply Christological and typological principles to aspects of pastoral ministry
6. Model servant-leadership in ministerial relationships
7. Demonstrate the ability to lead and to work supportively with others by using resources from a range of disciplines
8. Demonstrate knowledge in organizing, financing, and managing a non-profit organization
9. Critically evaluate and synthesize knowledge, social experience, and spiritual journey of diverse Seventh-day Adventist ethnic groups and construct theories for effective pastoral care, leadership
10. Demonstrate through integration, the value of tools from the behavioral sciences for pastoral studies
11. Demonstrate ability to identify congregational and community needs and to reflect theologically on them
12. Present the results of individual and collaborative research, that has been tested in a parish, in a structured and critical manner through written and oral presentations
13. Demonstrate higher order thinking and integration by being able to conduct a research project; collect, analyze, evaluate, critique, synthesize, and apply data critically to a pastoral situation

14. Become an independent and life-long learner, who can take a realistic view of how learning is developed and how it might be improved through theological reflection.

Master of Arts in Pastoral Studies Degree Components

Program Component	Semester Hours
Core	3
Biblical and theological foundational requirements	
Church Development Concentration	21
Pastoral care, pastoral evangelism, and pastoral leadership competencies	
Adventist Heritage	6
Adventist heritage and pastoral practice as relates to the contextual contributions of black Seventh-day Adventists and other ethnic minorities	
Research Project	6
An interactive, action-reflection, and collaborative learning experience for the participant and the church, culminating in a professionally written resource-manual, which must be submitted the final semester of the program	

The Project is a major assessment and evaluative component of the student's learning. It is intended to help participants make a critical contribution to the spiritual life, evangelistic mission, management, and caring ministries of a local congregation. It requires participants to formulate a thesis-project proposal focused on a specific issue, need, or challenge in pastoral ministry. This must be followed by pastoral praxis programs designed to meet that need. The project must be carried out by the participants in their context of ministry, and must be critically informed by the academic courses and assigned readings. A selected Church Development Project Group (CDPG) and a Focus Group (FG) from the context of need will evaluate the process and value of the pastoral interventions for the church, as well as the overall growth of the participant. The project will be developed and conducted at specific times during the two-year period of the degree. The participant will finally summarize the overall effectiveness of the project and produce a final integrative pastoral resource manual. The resource manual must be presented in a form that would make it easy for other pastors to implement the program to address a similar need in their own context.

Full time participants can complete the Master of Arts in Pastoral Studies in four (4) semesters. Part-time participants will have up to six years to complete the degree.

Core Requirements:

RT 501 Biblical Interpretation for Pastoral Ministry	3 hours
Sub-total	3 hours

Church Development Concentration

Pastoral Care

RP 521 Pastoral and Practical Theology for Christ-Centered Ministry	3 hours
RP 522 Pastoral Care and Counseling in Multicultural Contexts	3 hours

Pastoral Evangelism

RP 531 Evangelistic Preaching and Church Growth	3 hours
RP 532 Church Planting and Discipleship in Urban Settings	3 hours

<u>Pastoral Leadership</u>	
RP 541 Church Administration	3 hours
RP 542 Church and Community Relations	3 hours
Sub-total	18 hours

Adventist Heritage:

RP 551 Worship and Development in Black SDA Churches	3 hours
RP 552 Black Adventist Preaching and Church Development	3 hours
Sub-total	6 hours

Research Project:

RP 571 Contextual Pastoral Research Seminar	3 hours
RP 572 Contextual Pastoral Praxis & Resource	3 hours
Sub-total	6 hours

Electives (one required):

RP 500 Clinical Pastoral Education (CPE)	3 hours
RP 523 Preaching and Pastoral Care for Church Development	3 hours
RP 543 World Religions and Contemporary Cultural Diversity	3 hours
Sub-total	3 hours

Total hours required **36 hours**

Description of Courses Master of Arts in Pastoral Studies

CORE

RT 501 Biblical Interpretation for Pastoral Ministry **3 hours**

This course builds on the student’s undergraduate knowledge in the areas of theological and biblical studies and emphasizes the importance of sound hermeneutical principles, methods, and procedures for using the Bible as the word of God in pastoral ministry. Specific hermeneutical methods will be covered in depth in relation to selected texts and theological themes from the Old and New Testaments for pastoral activities such as preaching, counseling, liturgy, personal devotion, mission, and pastoral care. Pastors and lay practitioners will explore issues of presuppositions, biblical authority, and the importance of Christ as a hermeneutical key. They will also study the significance of the historical, literary, theological, and contextual methodologies for proper exegesis and pastoral ministry.

CHURCH DEVELOPMENT CONCENTRATION

PASTORAL CARE

RP500 Clinical Pastoral Education-CPE **3 hours**

This course gives three hours elective credit for students accepted into and completing satisfactorily an off-campus unit of Clinical Pastoral Education (CPE) accredited by the Association Clinical Pastoral Education (ACPE). CPE is done under the direction of a certified CPE supervisor in a hospital, church, or other institution who aids the student in developing skills in pastoral care, interpersonal relations, and theological reflection. Students may elect to use CPE as part of the capstone coursework that will be used to evaluate their effectiveness and growth.

RP 521 Pastoral and Practical Theology for Christ-Centered Ministry **3 hours**

This course first seeks to place the modern discipline of pastoral and practical theology in a historical perspective while determining its scope, methods, norms, and value for modern Christ-centered ministry. It will seek to evaluate critically the developmental and faith implications involved in the integration of theological thinking, theological speech, theological action, and theological reflection in relation to particular pastoral events, issues, and concerns. The course will help pastors and lay professionals to think theologically about their work, and will therefore relate theory and practice in the cultural and social matrix of pastoral ministries. Selected theological themes and biblical images such as the creation, redemption, incarnation, grace, justice, Trinity, shepherd, healer, preacher, and judge, will be used to articulate a model for ministry. Relevant theories from other disciplines will also be reflected on as deemed valuable for enhancing professional pastoral identity, practice, and articulating pastoral significance.

RP 522 Pastoral Care and Counseling in Multicultural Contexts **3 hours**

This course covers the theory and practice of pastoral care and counseling in the local church setting. It seeks to integrate personal faith development and compassionate ministry of the pastor or church leader with critical insights and caring strategies of the helping professions and the discipline of pastoral theology. Specific emphasis will be given to the development of spiritual relationship in multicultural, cross-cultural context; understanding of black socio-religious experience; and the black family in American society. A particular concern will be given to such topics as human sexuality, adolescent and youth issues, emotional, substance and physical abuse, marriage and family dynamics, and the care of the elderly. The students will be engaged in exploring effective ways to address these challenges and minister to the needs identified.

RP 523 Preaching and Pastoral Care for Church Development **3 hours**

This course is designed to provide participants with advance hermeneutical methods, skills, and tools to first interpret the Biblical texts from within its own historical, linguistic, socio-cultural, theological, and spiritual contexts, and then learn how to preach them transformatively in order to address congregational needs and concerns. They will focus on how theological themes, narrative structures, and rhetorical movements in specific genres may effectively convey God's message of salvation in Jesus Christ in a worshiping context. Students will examine selected texts and themes for God's call for repentance, justice, forgiveness, reconciliation, understanding, healing, comfort, support, empowerment, transformation, peace, and hope. Participants will also look at their own faith development and temperaments out of which they may preach transformatively to others.

PASTORAL EVANGELISM

RP 531 Evangelistic Preaching and Church Growth **3 hours**

This course focuses on the evangelistic and church growth ministries of pastors and lay professionals in order to foster congregational and community development. Participants will learn how to assess and understand congregations and communities in order to develop relevant contextual strategies for evangelism and development. It is also intended to help participants reflect on traditional pastoral and public evangelism, evangelistic preaching, and evangelistic resources, in order to learn how to effectively design and use new resources and programs suited for the contemporary postmodern context. Participants will be equipped to train and mobilize lay ministers, implement church growth principles, and effectively use media and audio-visual equipment. The course will also expose participants to the science and art of scheduling, financing, and conducting mission programs and evangelistic projects.

RP 532 Church Planting and Discipleship in Urban Settings **3 hours**

This course is designed to explore strategies of church planting in urban setting. It is designed to help church planters think contextually about the place and ministries of new congregations in urban settings in order to meet the spiritual, social, and pastoral needs of diverse people groups and generations. It will also focus on Christ's practice of caring for others, and turning believers into followers in order to facilitating their maturity and effective witnessing. The course will also investigate Jesus' concept of discipleship as a means of fostering holistic nurturing and community building. Biblical concepts from Jesus' ministry will be foundational to this course.

PASTORAL LEADERSHIP

RP 541 Church Administration **3 hours**

This course is designed to introduce participants to the discipline of pastoral administration in small and large congregations as well as how to manage growth. It exposes them to leadership skills, strategic planning, church marketing, and financial planning. Participants will learn how to manage and motivate paid and unpaid work force, maximize the church's mission and value to the community, use databases and new technologies to manage data and interests. They will also become familiar with legalities, General Conference of SDA building policies, fund raising principles, building protocols, and physical plant management.

RP 542 Church and Community Relations **3 hours**

This course is designed to provide knowledge and skills in effective community relations and how a congregation can serve meaningfully in selected locations. It enables students to enhance their public communication skills in diverse cultural settings and between religious and non-religious institutions. Participants will also learn to produce a demographic study, establish a church run community co-corporation (501-C3), position the corporation to access resources, and network with community help organizations and government agencies to meet the needs of a targeted group.

RP 543 World Religions and Contemporary Cultural Diversity **3 hours**

This course is designed to help participants gain an in-depth understanding of world religions and will provide them with practical resources that will help them relate to adherents of these religions or spiritualities. Participants will assess the inner-logic that assures the coherence and relevance of each world religion. This course will also study the eclectic systems in world religions in which several inner-logics are at play. The web of ideas and issues by means of which meaning is woven will be carefully explored and delineated in order to understand what any given religion claim to achieve or help achieve should it be embraced. The course will also reflect on how world religions have affected contemporary culture diversity in the United States, South America, and the Caribbean. Contexts for engaging such explorations are the use of the Scriptures, ritual practices, and rights of passage. Participants will learn how to relate to other world religions and share the gospel of Jesus Christ.

ADVENTIST HERITAGE

RP 551 Worship and Development in Black SDA Churches **3 hours**

This course will introduce students to the history, theology, and practice of Christian worship, and will explore their implications for modern worship in diverse contexts in the Seventh-day Adventist church. Special attention will be given to the development and worship traditions in black Seventh-day Adventist congregations. Students will learn to think theologically about the character, content, and the movement of worship in their own context, and will learn practical skills for worship leadership. This course will also examine the interplay between tradition and

innovation available to worshipping congregations in our time, the use of the arts, new hymnody, and more inclusion of the congregation in the planning and practice of the worship of God.

RP 552 Black Adventist Preaching

3 hours

This course covers the growth, methods, designs, and content of black Seventh-day Adventist preaching. Particular attention will be given to the preaching of Seventh-day Adventist doctrines as God's good news in Christ. Attention will also be given to the use of biblical and extra-biblical sources, the theological and hermeneutical concerns in regards to thematic preaching.

CONTEXTUAL PASTORAL RESEARCH PROJECT

RP 571 Contextual Pastoral Research Seminar

3 hours

This course will lay the theoretical foundations for preparing an academic pastoral project, or for writing a capstone resource suitable for training purposes and for giving workshops. It will provide knowledge for designing, conducting, and evaluating pastoral research, as well as for designing and writing a capstone project. Students will review principles of writing an IRB proposal, principles of conducting qualitative and action research methods, as well as the features of the Turabian writing style requirements.

RP 572 Contextual Pastoral Praxis and Resource

3 hours

This course has two options. Option 1 provides pastoral researchers, who have been authorized by the IRB, with the opportunity to show in writing how data collected from their praxis in the context of their ministry may contribute to generalized knowledge or the improvement of an aspect of ministry. Students who successfully complete Option 1 will receive a grade of B or above. Option 2 provides an opportunity for students to apply their overall academic learning from the degree to the construction of a meaningful capstone project resource suitable for training purposes and workshops. Students who successfully complete Option 2 will receive a grade of B.