

# Wesley Theological Seminary



## Catalog 2023-2024



# Academic Calendar 2023-2024

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## August

- 21-22: International Student Orientation
- 23-24: Academic Planning for Entering Students
- 24: Student Pastor Orientation
- 25: Orientation for Entering Students
- 26: PMM I General Orientation
- 28: **Fall Semester Begins FOR MASTER'S DEGREE STUDENTS**

## September

- 2: End of first week of classes. Last day to add courses without permission on WesleyWeb Self Service
- 4: Labor Day Holiday – **No Classes; Seminary offices Closed**
- 5: Registration opens for D.Min. 2023-2024 Winter term (closes December 2)
- 9: End of second week of classes. **Last day of Master's registration period:** Last day to add a course with instructor signature; change course from credit to audit; to drop course without a "W"; to drop course with full refund.
- 16: End of third week of classes. Last day to withdraw from course with 75% refund
- 22: Grades Due Summer DMIN term
- 23: End of fourth week of classes. Last day to withdraw from course with 50% refund
- 30: End of fifth week of classes Last day to change from letter grade to P/F; withdraw from course with 25% refund

## October

- 2: MTS proposal due
- 2-6: ADVISING WEEK
- 9-13: Fall Semester Hybrid Week
- 9-14: Reading Week – **No Classes except Hybrid Courses**
- 15: **Deadline to apply for 2024 graduation Master's and D.Min**  
D.Min Project Paper Theology Chapter Due
- 16: Registration opens for Master's J-Term/Spring 2024 semester.  
Limited enrollment period first two weeks of registration.

## November

- 3-4: COS Weekend
- 4: End of 10<sup>th</sup> week of classes; Last day to withdraw from course without "F"
- 20-26: Fall Break – **NO CLASSES.**
- 23-24: **Seminary offices closed for Thanksgiving**

## December

- 11-16: Last week of classes; exams
- 13: Registration closes for Master's 2024 J-Term
- 31: Grades due for fall D.Min term  
**SEMINARY OFFICES CLOSED FOR CHRISTMAS THROUGH JANUARY 2**

## January

- 2: Grades Due for Fall Masters term
- 2: **J-Term (Master's); January Intensive (D.Min.) through January 12**
- 15: MLK Jr. Day – **No Classes; Seminary offices closed**
- 16: D.Min. Project Paper draft due to faculty
- 17: **Spring semester Master's classes begin at 1:30 pm**

### January cont...

- 17: ORIENTATION FOR ENTERING STUDENTS IN SPRING 2024
- 22: Registration opens for D.Min 2024 Spring term (Closes April 1)
- 27: End of the first full week of classes; Last day to add courses online without permission through Wesley Web Self Service

### February

- 1: Applications due for scholarship consideration for fall 2024, including merit-based aid, Student Pastors, & Fellows
- 3: End of second full week of classes; **LAST DAY OF REGISTRATION PERIOD:** Last day to add course with instructor's signature; change course from credit to audit; drop course without a "W"; drop course with full refund
- 10: End of third full week of classes; Last day to withdraw from course with 75% refund
- 16-17: COS Weekend
- 17: End of fourth full week of classes; Last day to withdraw from course with 50% refund
- 24: End of fifth full week of classes; Last day to change from letter grade to P/F; withdraw from course with 25% refund.
- 26-March 1 **ADVISING WEEK**

### March

- 4: Registration opens for D.Min. Summer 2024 term (closes June 1)  
Application deadline for 2022 International (F-1) students
- 4-8 Spring Semester Hybrid Week
- 4: Reading Week – **No Classes through March 9 except Hybrid Week Courses**
- 11: Registration opens for Master's summer 2024 term
- 25: Registration opens for Master's fall 2024 semester. Limited enrollment period first two weeks of registration
- 27: Easter Recess begins at noon **No Classes through March 31**

### April

- 1: MTS paper due  
D.Min Project Paper deadline to be posted to BlackBoard  
End of tenth full week of classes; Last day to withdraw from course without "F"
- 12-13: COS Weekend
- 29: Last week of classes; exams through May 3

### May

- 1: Deadline for submitted Need-Based Financial Aid Requests  
Spring 2024 semester grades for graduating students due at 5 pm  
Grades due D.Min winter term
- 6: **Commencement**
- 7: D.Min. Spring 2024 intensive term through May 17
- 20: Grade due Masters Spring term
- 20: Master's summer 2024 term begins through August 12.

### June

- 3: Registration opens for D.Min. Fall 2024 term (Closes July 31)
- 17: D.Min. Global Asian intensive Term through June 28

### July

- 8-24 2024 Intensive Course of Study School
- 21: Grades due D.Min Spring term





# Introduction

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## Welcome from the President

Here's a way I understand the goal of seminary education. It comes from Oliver Wendell Holmes, Jr., Justice of the Supreme Court in the early 20th century. He said: "I would not give a fig for the simplicity on this side of complexity. But I would give my life for the simplicity on the other side of complexity."

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Why should you choose Wesley? There are as many answers as there are faculty and students. Which is one of the important reasons. This is a diverse community in every way you can think of, headed in many different directions on their faith journeys. And, this is a world capital at the center of the action. Those are the reasons I came here from Southern California. When I got here, I found great scholar/teachers who opened my mind. And, I met another student with whom I now have four children and six grandchildren. So, this worked out for me.

But let me tell you what I believe we are about and you decide if you want to be a part of it. The 21st century is a time of a deep and urgent search for spiritual meaning and purpose. The millennium opened in great turmoil and uncertainty: terrorism, war, plagues of biblical proportion and some of the worst natural disasters in history. And now, a worldwide pandemic, combined with a new civil rights movement are causing everyone to ask fundamental questions about the meaning of life and the new normal. And so, it is also

a time of great opportunity and spiritual revival. Advances in science, technology, finance, communications and management make it possible to cure disease, bring peace among nations, be good stewards of the planet, send relief and resources anywhere on earth, and end extreme poverty. Where the need is greatest, the Christian movement is strongest and the Holy Spirit is most evident. God is at work offering hope in desperate places and calling us to accomplish the ancient biblical mandate to "proclaim the acceptable year of the Lord."

The challenge to Christian disciples in this generation is to live the Great Commandment and the Great Commission on a global scale. Meeting this challenge takes people of character who practice Christian values such as compassion, forgiveness, generosity, justice and humility. And that will require leaders with wisdom and courage. Wisdom is knowing the difference between the way things are now and the reign of God which Jesus proclaimed, while courage is the ability to move from one to the other. We have faculty and

programs and international relationships designed to prepare these kinds of leaders. If this is what you want to be a part of, join us.

*Paul McAllister-Wilson*



## Mission and Ministry

The mission of Wesley Theological Seminary is to equip persons for Christian ministry and leadership in the church and the world, to advance theological scholarship, and to model a prophetic voice in the public square.

Wesley is a graduate theological school of The United Methodist Church and a member of the Washington Theological Consortium, and theological education at Wesley reflects our joint commitments to our Methodist heritage and to the ecumenical movement. At the beginning of the 21st century, Wesley Theological Seminary embraces a renewed global vision of ministry, as we learn from the experiences of Christians in other lands. We are open to dialogue with all the world's varied communities, and welcome cooperation with all who work for peace and justice.

At Wesley Theological Seminary, we seek to ground learning in the scripture and traditions that provide the church's identity in the gospel, and to prepare students for the practice of ministry. Therefore, every part of the curriculum is theological in character, and practically related to the church's life. The educational process is designed to bring classroom and field learning into complementary relationship. To accomplish this, the Seminary actively collaborates with local churches, hospitals and agencies to provide contexts for the practice of ministry. Church officials, pastors, and laity help in the training, supervision, and evaluation of Wesley students.

Since the whole church is called to be in ministry that engages the gifts and

talents of lay and clergy alike, our degree programs are tailored to fit varying vocational goals. All reflect an emphasis on preparing those called to leadership in the church. The range of educational programs at Wesley displays our understanding that all ministers—elder and deacon, lay and ordained, professional and nonprofessional—are called to proclaim the reconciling and liberating gospel of Jesus Christ to a broken world. Beyond our degree programs, the Seminary's work of preparing persons for ministry is carried out in programs of continuing education for pastors, in lay certification programs, and through educational programs offered to the community at large. Wesley's commitment is to equip the whole people of God for the work of ministry.

## Accreditation

Accreditation is a voluntary, non-governmental process that gives public recognition to institutions that meet published standards of academic and administrative quality. The purpose of accreditation is to assure the public of the quality of an institution and its dedication to high standards, as well as its commitment to continuous improvement.

The U.S. Department of Education formally recognizes accrediting commissions that meet all federal standards. Further, the [Council on Higher Education Accreditation](#) (CHEA) extends recognition to accrediting bodies and their institutions that meet established quality standards.

Wesley Theological Seminary and its degree programs (M.Div., M.A., M.T.S., and D.Min.) are accredited and approved by the following professional, regional, and religious organizations:

The Commission on Accrediting of the Association of Theological Schools in the United States and Canada  
10 Summit Park Drive  
Pittsburgh, PA 15275  
[www.ats.edu](http://www.ats.edu)

Middle States Commission on Higher Education (MSCHE)  
1007 North Orange St  
4<sup>th</sup> Floor MB 166  
Wilmington, DC 19801  
[www.msche.org](http://www.msche.org)

The University Senate of The United Methodist Church – General Board of Higher Education and Ministry (GBHEM)  
P.O. Box 340007  
Nashville, TN 37203-0007  
[www.umc.org](http://www.umc.org)

The Government of the District of Columbia Education Licensure Commission  
1050 First Street NE  
Washington, DC 20002  
[www.helc.osee.dc.gov](http://www.helc.osee.dc.gov)

NC-SARA  
3005 Center Green Drive #130  
Boulder, Colorado 8030  
[www.nc-sara.org](http://www.nc-sara.org)

As an accredited institution, Wesley is eligible to participate in federal educational entitlement programs such as Title IV financial aid including Pell Grants, military tuition assistance, government tuition reimbursement programs, the Department of Veterans

Affairs' GI Bill and Yellow Ribbon programs, and many corporate education assistance programs. The Seminary is an employer supporter of the National Guard and Reserve and is a member of the Association for Clinical Pastoral Education. Credits and degrees earned through Wesley are recognized for promotion, assignment, and position qualification standards within the military and federal government.

## Location

The city of Washington generates a multitude of opportunities for engagement at local, national and global levels. As the seat of national government, Washington offers the intrigues of Capitol Hill and the embassies of dozens of countries, where national and international politics are played out daily. A city struggling with its identity and economy, Washington provides opportunities for student education and ministry in inner city neighborhoods and neighborhoods in transition, as well as in affluent suburbs, open country and rural villages. Additional educational enrichment is provided by six major universities, more than a dozen smaller colleges and universities within a twenty-mile radius, and the riches of the Library of Congress. Centers for the arts and entertainment include the John F. Kennedy Center for the Performing Arts, the Smithsonian Institution, the National Galleries of Art, and a host of private galleries, theaters, museums and performing organizations.

Religious traditions of all kinds find expression in Washington. Nearly



every religious body in the United States has a congregation here, many with nationally recognized centers such as the National Cathedral of the Episcopal Church, the Greek Orthodox Cathedral, the Russian Orthodox Cathedral, the Islamic Center Mosque, Washington Hebrew Congregation and centers of the United Methodist, Presbyterian and Roman Catholic churches.

## History

Wesley Theological Seminary enjoys a vigorous and healthy life, rooted in a proud tradition and looking to a future of challenge and excellence. Our origin was in the 1881 meeting of the Maryland Annual Conference of the Methodist Protestant Church. Enabling legislation of that year led to a charter on the campus of Western Maryland College in Westminster, Maryland. For more than half a century the Seminary thrived there as the training center for ministers of the Methodist Protestant Church.

In 1939, with the union of the three major branches of Methodism, Westminster Seminary became one of ten schools of theology of the new Methodist Church. The new union enhanced the Seminary's growth and helped it define a role of service to both the Methodist Church and the broader Christian communion. After careful study of many pertinent factors, it was decided in 1955 that the Seminary should move from Westminster to the present site in Washington, D.C. In 1958, the Seminary took up residence at its new campus and was renamed Wesley Theological Seminary.

In 1968 the Methodist Church merged with the Evangelical United Brethren Church to form The United Methodist Church. Simultaneously, Wesley Theological Seminary became one of thirteen seminaries of the new United Methodist Church.

Wesley continues to celebrate its move to the city of Washington through these early years of the new millennium. At the 4500 Massachusetts Avenue campus, the revitalization of Oxnam Chapel in 2010 signaled the merging of traditional and contemporary liturgical space in an educational setting. Across the courtyard, the Library underwent major renovation in 2011. In the same year, the Board of Governors affirmed the Seminary's decision to build a new dormitory on-campus. This new residence hall opened in time for the Fall 2013 semester. The Seminary continues to secure its foothold in the restoration of the Church through its varied strategic initiatives, taking advantage of both its location in Washington, D.C. and its connections across the globe.

Since its founding in 1882 the Seminary has had nine presidents: Thomas Hamilton Lewis (1882-1886); James Thomas Ward (1886-1897); Hugh Latimer Elderdice (1897-1933); Fred Garrigus Holloway (1933-1935); Charles Edward Forlines (1935-1943); Lester Allen Welliver (1943-1955); Norman L. Trott (1955-1967); John L. Knight (1967-1982); G. Douglass Lewis (1982-2002); and David F. McAllister-Wilson, who was installed in October 2002.

Deans of the Seminary have included Harold DeWolf (1965-1972); J. Philip Wogaman (1972-1983); Marjorie Suchocki (1984-1990); M. Douglas

Meeks (1990-1998); Amy G. Oden, (2009-2012); Robert K. Martin (2013-2017); and Bruce C. Birch (1998-2009; 2012-2013; 2017-2018), Philip Wingeier-Rayo (2018-2022), Sathi Clarke (2022-2023) Carla Works (2023).

## The Wesley Campus

The academic and administrative buildings on Wesley's campus were constructed between 1956 and 1963. Recent renovations have brought new technology into every classroom, the Library and Oxnam Chapel, as well as enabling the Seminary to meet new instructional technology demands for distance learning.

**Kresge Academic Center** includes classrooms, faculty and staff offices, a campus dining room (the Refectory), a student lounge and locker room, a mailroom and student copy center, Elderdice Hall, the Smith Board Room, an open studio for visual arts, the Dadian Art Gallery, and the offices of the G. Douglass Lewis Center for Church Leadership and the Henry Luce III Center for the Arts and Religion.

**The Norman L. Trott Administration Building** houses the G. Bromley Oxnam Memorial Chapel, administrative offices, and classrooms.

**The Library** contains a collection of book and electronic resources in addition to study space and ever-expanding research facilities. (Read more about the Library below.)

**Carroll Apartments\*** is a residence building with apartments for students with or without families.

**The New Residence Hall\***, opened in Fall of 2013, is a newly-constructed LEED-Certified Green building with beds in either double or single occupancy dormitory style rooms with semi-private baths. Each floor offers community kitchens and lounge areas and six study/ worship spaces.

Our landmark **Clarence Elderkin Bell Tower** is a campanile-type structure rising 95 feet above the campus, topped with four bells and overlooking the **Barbara Milton Kettler Court** and the **Wesley Hill**, site of the life-sized statue of John Wesley atop a horse – a popular location for student and staff gatherings during the warmer months.

*\*Please refer to the Finance section of the catalog for more information regarding housing.*

## The Library

The Library supports teaching, learning, and critical inquiry at Wesley Theological Seminary, in service to the seminary's educational ministry and mission. Library services are delivered in-person, over the telephone, and via email throughout the year. The Library building, renovated in 2011, is a three-floor structure with a fantastic view of the campus courtyard. The first floor provides public access terminals and a print-and-scan center, along with a lounge, study rooms, and comfortable seating for both individual and group study.

The Library's main collections include over 145,000 print volumes and subscriptions to approximately 300 periodicals, as well as access to over 130,000 e-books. The Library provides web-based access to quality electronic resources including online journals, e-

books, and a diverse selection of bibliographic databases (including ATLAS PLUS). The Library's resources are ecumenical in scope and demonstrate a commitment to the breadth and depth of theological scholarship. Library holdings are particularly strong in practical theological disciplines, Biblical studies, Wesleyan theology, and Methodist history.

In addition to the main holdings, the Library's Special Collections include the faculty research collection which highlights works by current and former Wesley faculty members; a Rare Book Room with rare bibles, hymnals, and publications of certain historical figures such as John Wesley; and Methodist history materials such as journals, conference proceedings, and other Methodist historical records.

The Library's collections are supplemented by millions of resources available through the Bender Library at American University, and the libraries of the Washington Theological Consortium, institutions which provide cooperative borrowing privileges for Wesley students, staff, and faculty. The Library also participates in an active interlibrary loan and document delivery service, providing access to materials from libraries all over the country.

The Library director and staff work closely with faculty, staff, and students to understand their needs. Library services are focused on improving research skills and increasing access to theological research and resources in a constantly changing information environment. We take seriously the mandate to teach and form a seminary

community that integrates faith and scholarship in theological education.

More information about the library and library services is available at [www.wesleyseminary.edu/library](http://www.wesleyseminary.edu/library).

## The Seminary Community

Preparation for ministry mandates a community life that is worthy of the gospel. As a community of learners, our seminarians and faculty alike seek to center their rigorous intellectual pursuits in active and creative worship of God, creating caring relationships within this community while developing informed concern for the world community. Wesley is a spiritual learning community that deeply engages the whole of the person.

We are committed to the removal of barriers to human fellowship. We affirm the dignity and worth of every human being. We are committed to inclusiveness of race, gender and gender identity, sexual orientation, nationality, economic status and age. We are committed to working toward a barrier-free environment with adequate facilities for persons with handicapping conditions.

*For the full text of Wesley's Commitment to Diversity statement, see the Appendix.*

Bearing in mind that language reflects, reinforces, and creates social reality, the Seminary expects class conversation and written work to employ language that respects the equal dignity and worth of all human beings. In particular, linguistic sexism and racism are to be avoided. This

Inclusive Language Policy has been affirmed by the entire Wesley faculty.

*Other policies that govern the academic community of Wesley Theological Seminary may be found in the Appendix.*

Recent student enrollment included non-credit and credit-seeking students from 40 states and the District of Columbia, along with students representing 32 countries. The Seminary's faculty of full-time and part-time teachers, as well as our staff, consist of women and men from a variety of disciplines, denominations and racial/ethnic backgrounds. More than one-third of our community consists of people of color, and people of all ages are represented.

A Student Council is elected annually. All matters of general Seminary interest, as well as issues of particular interest for students, are considered in this representative forum. This Council also sponsors liaison activities with seminarians across the country, promotes gender and racial inclusivity, and sponsors community-building events throughout the year.

Wesley Student Council seeks to serve as the representative voice of the students in the Wesley Community through the council and the publication of the Wesley Journal. The council is made up of an executive committee and student representatives that are elected each Spring semester. Incoming First year representatives are elected each Fall semester. The council hosts monthly meetings and Wesley committees that are open to all students and sponsors/co-hosts events for and with campus student organizations, to sustain community at Wesley. The council also works in

partnership with other entities including the Washington Theological Consortium.

Student organizations are formed based on shared identity and/or collective interests in the life and discernment of a seminarian. There are currently 4 organizations active on campus: The Asian Pacific Islander American Association (APIA), The Association of Black Seminarians (ABS), Gente Latinx Seminarians Association (GLSA), and The Korean Student Association (KSA) and Of Sacred Worth. Students are invited to start their own campus organizations if they are interested in organizing one and after formation the organization may become eligible for funds from the student council.

For more information about Student Council, The Wesley Journal and the activities of the Student Organizations visit

<https://www.wesleyseminary.edu/student-council>





# Academic Offerings at Wesley: A Brief Overview

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## Programs of Study

Wesley's academic offerings consist of three Master's level degrees, one Doctoral level degree, non-degree certificates, specializations, and a wide array of credit and non-credit programs for church leaders and laity alike. Across the broad spectrum of the Seminary curriculum, Wesley's aim is to nourish a critical understanding of Christian faith, cultivate disciplined spiritual lives, and promote a just and compassionate engagement in the mission of the church in the world.

### Degree Programs

The **Master of Divinity (M.Div.)** is the degree most closely tied to a call toward ordained leadership within most mainline Christian denominations. Wesley's M.Div. helps prepare students for a lifetime of fruitful leadership whether called to parish ministry, a specialized chaplaincy or a ministry beyond the local pastorate.

M.Div. students may choose to specialize in one of the following program areas: **African American Church Studies (AACS)**, **Children and Youth Advocacy (YCA)**, **Theology and the Arts, Urban Ministry (UMP)**, or **Public Theology (PTP)**. Wesley also offers a structured M.Div. curriculum design tailored for those serving in pastoral ministry while studying, known as the **Student Pastor Program (SPP)**.

For students seeking focused academic study, the **Master of Theological Studies (M.T.S.)** offers the most flexibility for completing research across the spectrum of Wesley's curriculum. A non-professional degree, the M.T.S. may lead to further Doctoral level academic study or any number of non-ordained occupations.

The **Master of Arts (M.A.)** provides the most flexible program design and the fewest number of credit hours intended to support working professionals and others who are seeking a theological grounding. The M.A. is structured for those pursuing non-ordained ministries, whether that be a call to lay leadership, social justice activism, or other service in the world. M.A. students may pursue certain specializations or certifications or structure their M.A. program to pursue United Methodist Deacon's orders. However, pursuing a specialization may necessitate added

hours of study beyond the required hours of the M.A. degree. Please note that students are not eligible for federal financial aid beyond the 36 hours of the degree. F-1 students must complete their degree within the 36-hour framework to remain in status.

Certificate programs are available to any Master's degree student allow for more rigorous study within specific disciplines. These include the a Certificate in the Faith and Public Life and a Certificate in Children and Youth Advocacy, and the National Capital Experience for Seminarians (NCES), a semester-long intensive study of ethics, public theology and the political process.

Master's level students may also pursue a **dual degree**, combining the requirements of two or more full degree programs into one path through Seminary. Students who opt for this outcome are permitted to share a limited number of credits between their degree programs, reducing the overall number of credit hours required to complete each degree.

Wesley also has an affiliation with The American University, whose main campus is next door at 4400 Massachusetts Avenue. This relationship sparked two dual degree programs intended to further equip students to serve the global church. The **M.T.S.-M.A. in International Development (ID)** and the **M.T.S.-M.A. in International Peace and Conflict Resolution (IPCR)** allow students to pursue Master's level religious studies while obtaining a world-class education at AU's highly ranked School of International Service. Graduate certificates through the School of International Service may also be pursued by Wesley students.

The **Doctor of Ministry (D.Min.)** is the advanced professional degree intended for practicing ordained ministers and clergy in the mainline church who have already earned an M.Div. degree. Doctor of Ministry candidates apply for a specific track and participate in intensive terms held twice a year on Wesley's campus. In addition to the traditional intensive D.Min. terms held in January and May there are also online courses, faculty-led immersive study trips and electives offered throughout the year. Please note: pre- and post-course work is required for all courses.

The M.Div. and the D.Min. degree curricula have been implemented by Wesley as "professional degrees" in accordance with the standards of the Association of Theological Schools in the United States and Canada (ATS).

Masters students considering a **transfer** to Wesley from another seminary or theological school may have their current transcripts evaluated for potential waivers of core requirements and a transfer of credit hours.

For prospective students seeking to further discern their path to answer God's call, Wesley admits **Non-Degree Students** to complete courses for credit while deciding whether to apply for a full degree program.

## Non-Degree Programs

### *Course of Study School*

The Course of Study Program (COS) is a year-round experiential and classroom learning process for licensed United Methodist Local Pastors. The five-year program varies in format meeting in the summer during July as well as in a weekend format throughout the academic year. Course instructors include both full-time and adjunct faculty of Wesley Theological Seminary as well as clergy from the surrounding area. Wesley serves as the Regional School for the Northeast Jurisdiction for the General Board of Higher Education & Ministry of the United Methodist Church. Note: Course of Study courses do not earn academic credit. Once a student has completed all 20 courses they will receive a certificate of completion from the General Board of Higher Education and Ministry of the United Methodist Church.

Weekend Course of Study is offered to assist United Methodist Local Pastors who also have secular jobs in fulfilling their educational requirements. Classes are held Friday afternoons and evenings and Saturday morning. Currently Wesley is running the weekend program in a hybrid model with half of each course on-line asynchronously and the second half in-person at either Wesley Seminary or the Upper New York Annual Conference conference center. Students must complete both sessions to receive credit for the course.

Satellite Course of Study Schools have been established by Wesley in the Upper New York Conference, New

England Conference and the Eastern Pennsylvania Conference to assist Local Pastors in the more rural areas of the Northeast in meeting the disciplinary educational requirements. Information on class schedules and cost can be found on the Current Student Course of Study page of the website

### *Certificate in Christian Studies*

The Certificate in Christian Studies program is geared toward both United Methodist and non-United Methodist students who desire either theological enrichment or equipping for a particular ministry.

Interested individuals are encouraged to enroll in non-credit courses in biblical studies, church history, theology and practical ministry. Students who complete six (6) courses may receive a Certificate in Christian Studies. This certificate is also ideal for pastors serving congregations that do not require a Master of Divinity degree to practice ministry. Course sessions will be held at Wesley's campus, from Friday afternoon through Saturday afternoon concurrent with the Course of Study courses.

Please note: Courses in the Certificate in Christian Studies Program will not earn graduate-level credit and cannot be transferred to a Wesley degree program.

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## *Deacon Education*

Wesley has partnered with Pfeiffer University in North Carolina to provide deacon education and ordination for people of The United Methodist Church in the Southeast Jurisdiction via the **Center for Deacon Education**. This unique program focuses on deacon ordination, covering all the **Basic Graduate Theological Studies** courses during a two-year cycle. Courses are taught during the Fall and Spring semesters, as well as during January and May intensive terms, at the Pfeiffer campus in Charlotte, NC. Students admitted to the Center for Deacon Education are considered non-degree students in full standing and may take any Master's level course at Wesley's Washington, D.C. campus or online offerings for credit.

## *Heal the Sick Program*

Through the Heal the Sick program, based out of Wesley's Community Engagement Institute, Wesley prepares clergy, lay leaders, professionals, and others to support their congregations and communities in the development of organized health ministries. These healing ministries are part of the Church's contemporary mission to be a wholistic presence in the world. These wholistic ministries seek to integrate body, mind and spirit. We believe that congregations are called to such vital, missional ministries, which include care and support for their members' overall well-being, as well as care for their neighbors. We also believe that congregations are called to build trusting and sustained partnership with local and national organizations. For

more information about the Heal the Sick program please visit <https://www.wesleyseminary.edu/ice/programs/heal-the-sick/>

## *Theological Studies in U.S. Contexts Certificate*

The **Theological Studies in U.S. Contexts Certificate** provides students from outside the United States with an immersion in theological studies in U.S. contexts. Students are recommended for participation by the Dean or President of their home seminary and must enroll in a full-time semester load while in residence at Wesley to complete the certificate and to be compliant with F-1 visa regulations. This program brings students from Africa, Europe and Asia to the United States for a single semester of study.

## *United Methodist Studies*

Wesley offers **United Methodist (UM) Studies** to students at other seminaries throughout the Mid-Atlantic region. Master's level courses in Bible, church history, mission, theology, worship, UM polity, history, doctrine and evangelism are required for ordination and must be taken at a seminary approved by the United Methodist Senate. Through several partnerships with non-UM seminaries including those listed in the next section, Wesley's curriculum is available to United Methodist students on a non-degree basis.

## **Institutional Affiliations**

Important to the life and growth of Wesley Theological Seminary's core mission is its affiliation with other

theological and academic institutions. By forming these relationships, Wesley encourages its students to experience different educational locations, thereby promoting new contexts and methods of pedagogical inquiry.

### *The American University*

Wesley enjoys a special relationship with its neighbor, **American University (AU)**. Wesley students who had a “B” average in college or who have satisfactorily completed twenty-four credit hours of theological studies are permitted to take graduate courses at AU while paying the Seminary’s hourly tuition rate. AU undergraduate and graduate students are permitted to register for Seminary courses on a comparable basis. This cooperative registration agreement provides for a widening of perspective and general enrichment in both Seminary and University classrooms. Additionally, Wesley students have access to certain American University resources, such as its libraries and the fitness center. Please note that students enrolled in one of the dual degrees with American University must register for their AU credits directly with AU instead of through this Consortium arrangement. More information about American University may be found at [www.american.edu](http://www.american.edu).

### *Eastern Mennonite Seminary*

Since 2010, Wesley Theological Seminary has a relationship with **Eastern Mennonite University’s** Seminary in Virginia. Both EMU and WTS have agreed to allow reciprocal admission to the other seminary’s student community by offering a range of summer courses not otherwise

available to students. Additionally, Wesley will offer some United Methodist coursework on Eastern Mennonite’s campus. More information about Eastern Mennonite Seminary may be found at [www.emu.edu](http://www.emu.edu)

### *Moravian Theological Seminary (MTS)*

Beginning Fall of 2015, Wesley Theological Seminary began partnering with Moravian Theological Seminary in Bethlehem, PA to provide United Methodist students the opportunity to take United Methodist courses necessary for ordination through Wesley. More information on Moravian Theological Seminary may be found at [www.moravianseminary.edu](http://www.moravianseminary.edu)

### *National Capital Experience for Seminarians (NCES)*

Through the National Capital Experience for Seminarians program, Wesley and non-Wesley students have curricular options to build skills in public theology and public witness, embodied in activism and advocacy in the public square. The program brings together seminary students from accredited theological schools across the country for a customizable combination of classroom experiences, conversations with experienced practitioners, and opportunities to do additional research and internships.

Program options include:

- EP-282 - Faith, Politics, and Public Square: A spring semester course with weekly meetings that include a seminar on public theology,

social ethics, and political analysis, paired with conversations with lobbyists, public officials, activists, denominational leaders, and others engaged in practices of public witness.

- EP-498 - Advocacy and Action in the Public Square: A one-week intensive course that allows students to reflect theologically and develop practical strategies for faithfully engaging the public square. Students visit sites around the D.C. area to learn from congressional policy experts, public servants, faith-based advocacy groups, local community activists, pastors, and media representatives.
- Optional credits for work in and written reflection on an internship relevant to public witness for students enrolled in EP-282.
- Optional credits for additional research and writing in social ethics, political theology, public theology, or adjacent disciplines for students enrolled in EP-282.

NCES is open to any student who has completed at least one year of a degree program in a seminary accredited by ATS and who is recommended by their home seminary. Students from participating seminaries are charged for tuition at their home institution's regular tuition rate and pay these charges through their home seminary. They also agree to return to their own institution at the end of the semester.

In addition to the institutions of the Washington Theological Consortium, the seminaries in the following list have become Participating Institutions in NCES with a designated faculty representative:

Asbury Theological Seminary •  
Associated Mennonite Biblical Seminaries

• Bangor Theological Seminary • Boston University School of Theology • Candler School of Theology, Emory University • Catholic Theological Union (Chicago) • Christian Theological Seminary (Indianapolis) • Columbia Theological Seminary (Georgia) • Drew University Theological School • Duke University Divinity School • Earlham School of Religion • Garrett-Evangelical Theological Seminary • Gordon-Conwell Theological Seminary • Harvard University Divinity School • Iliff School of Theology • Interdenominational Theological Center (Atlanta) • Lancaster Theological Seminary • Lexington Theological Seminary • Meadville/Lombard Theological School • Methodist Theological School in Ohio • Midwestern Baptist Theological Seminary • New Brunswick Theological Seminary • Northern Baptist Theological Seminary • Pacific School of Religion • Perkins School of Theology • Pittsburgh Theological Seminary • Princeton Theological Seminary • School of Theology at Claremont (California) • Southern Methodist University • Union Theological Seminary (New York) • Union Theological Seminary (Virginia) • United Theological Seminary (Dayton, Ohio) • United Theological Seminary of the Twin Cities • University of Dubuque Theological Seminary • Vanderbilt University Divinity School

### *Northeastern Seminary (NES)*

Since 2017, Wesley Theological Seminary has enjoyed a relationship with **Northeastern Seminary at Roberts Wesleyan College** in Rochester, New York whereby United Methodist students are able to take United Methodist courses necessary for ordination through Wesley. Wesley offers its United Methodist Studies courses online and on location as part of this agreement. More information on Northeastern Seminary may be found at [www.nes.edu](http://www.nes.edu).

### *Pittsburgh Theological Seminary (PTS)*

Since 2011, Wesley Theological Seminary has enjoyed a relationship with **Pittsburgh Theological Seminary** in Pennsylvania whereby United Methodist students are able to take United Methodist courses necessary for ordination through Wesley. Wesley offers its United Methodist Studies courses on location at PTS as part of this agreement. More information on Pittsburgh Theological Seminary may be found at [www.pts.edu](http://www.pts.edu).

### *Princeton Theological Seminary (PTS)*

Beginning in Fall of 2015, Wesley Theological Seminary partnered with Princeton Theological Seminary in Princeton, NJ to provide United Methodist students the opportunity to take United Methodist courses necessary for ordination through Wesley. More information on Princeton Theological Seminary may be found at [www.ptsem.edu](http://www.ptsem.edu)

### *Shenandoah University*

In 2017, Wesley Theological Seminary created a 3+3 (BA + MDiv) program with Shenandoah University to allow undergraduates to complete the two degrees in less time and at less expense. Qualified and approved students complete three years of coursework at Shenandoah University, then complete their bachelor's degree requirements through reverse transfer of their first year of master's degree courses at Wesley.

### *Stockholm School of Theology*

Starting in 2011, Wesley Theological Seminary began a relationship with **Stockholm School of Theology** in Sweden. This unique partnership includes a student exchange program each spring; one Wesley student will spend a full-time semester studying in Sweden, while one Stockholm student lives on Wesley's campus and enrolls in courses here. For more information on this program please consult with the Registrar's Office.

### *Southwestern College*

Beginning in 2017, Wesley Theological Seminary began a relationship with the Richard and Julia Wilke Institute for Discipleship at Southwestern College in Winfield, Kansas. The institutions created the Wesley Theological Seminary Lay Academy, featuring a series of guided, online courses that lay learners can take to complete a certificate program.

### *Union Presbyterian Seminary (UPSem)*

Beginning in 2011, Wesley Theological Seminary began a relationship with **Union Presbyterian Seminary** in Richmond, VA. Both UPSem and WTS have agreed to allow reciprocal admission to the other seminary's student community by offering a range of courses not otherwise available to students. In addition, Wesley will offer its United Methodist Studies courses at Union for the benefit of UM students there. More



information on Union Presbyterian may be found at [www.upsem.edu](http://www.upsem.edu).

### *La Asociación de Estudios Teológicos Hispanos*

Wesley in partnership with the National Plan for Hispanic/Latino Ministries of The United Methodist Church, La Asociación de Estudios Teológicos Hispanos, to offer master-level theological education to Latinx students in Spanish for the purpose of preparing leaders for the Hispanic/Latino Church.

### *Washington Theological Consortium*

Wesley is a full member institution in the **Washington Theological Consortium**, a group of seminaries and schools of theology in the greater Washington, D.C. area. The Consortium affords our students a rich array of opportunities through connection with these other full member institutions:

Byzantine Catholic University • The School of Religious Studies at The Catholic University of America • Howard University School of Divinity • John Leland Center for Theological Studies • United Lutheran Seminary • The Pontifical Faculty of the Immaculate Conception at the Dominican House of Studies • Reformed Theological Seminary • Virginia Theological Seminary • The Samuel Dewitt Proctor School of Theology at Virginia Union University

Additionally, the Consortium includes the following associate and affiliated members: The Graduate School of Islamic and Social Sciences • Interfaith Conference of Metropolitan Washington • St. Paul's College • Shalem Institute for

Spiritual Formation • Woodstock Theological Center

By taking courses from member schools, students may earn specialized Certificates offered by the consortium in:

- Ecology & Theology
- Muslim-Christian Studies
- Ecumenism
- Criminal Justice & Reconciliation

More information on the required coursework for the certificates please visit the Consortium's website at <http://washtheocon.org/for-students/consortium-certificates/>

These arrangements make dozens of additional, unique courses available to all theological students within the Consortium. Additionally, Wesley students have direct access to all Consortium member institution's libraries, containing more than one million volumes in theology and related disciplines. More information about the Washington Theological Consortium may be found at their website, [www.washtheocon.org](http://www.washtheocon.org).

## **Wesley's Centers**

### *G. Douglass Lewis Center for Church Leadership (LCCL)*

The Lewis Center for Church Leadership was formed within Wesley Theological Seminary in 2003 to promote the effective and faithful practice of Christian leadership in the church and world. Since then, the Center has become a trusted resource for church leadership ideas, research,

resources and training so that congregations and denominations thrive, serve and grow. Founded on the premise that effective leadership is critical to fruitful ministry, the center helps seminary students, clergy, lay leaders and denominational leaders enhance their leadership effectiveness and help develop leadership in others.

The Center's approach is grounded in identifying the strategic issues critical to the church's future and discerning "actionable strategic insights" that can guide congregations and church leaders.

Current work is focused around three priorities essential to the future of the church:

- Helping congregations and denominations reach more people, younger people and more diverse people
- Helping individual church leadership enhance their effectiveness
- Helping congregations secure adequate funding for ministry

*The Center is named for G. Douglass Lewis, who retired as President of Wesley Seminary in 2002 following 22 years of outstanding leadership.*

*For more information on the Lewis Center, visit their website at [www.churchleadership.com](http://www.churchleadership.com).*

### *Henry Luce III Center for the Arts and Religion (LCAR)*

The arts offer rich opportunities for examining thorny theological questions, creative expressions of worship, and the spiritual formation of students. The Luce Center is

committed to exploring the arts both practically and theoretically, and it offers opportunities to engage the arts in a variety of settings and contexts, both within formal ministry and beyond. Luce Center faculty are experts in a range of media, including the visual arts, literature, and music. The Center hosts dynamic visiting artists and community events in its arts studio and its Dadian Gallery features nationally and internationally recognized contemporary artists working at the intersection of religion and the arts. The Luce Center is especially interested in how the arts connect to other curricular strengths at Wesley and the Washington Theological Consortium, including areas such as racial justice and ecology.

*For more information on the Luce Center, visit <http://luceartsandreligion.org/>.*

### *Institute for Community Engagement*

The Institute for Community Engagement Institute leverages Wesley's unique location in the nation's capital to better equip those dealing with vital issues in the public arena. The Institute is at the forefront of theological education, strengthening the intersection of engaging secular and faith leaders around the meaning and shape of community.

Community Engagement Institute is home to Wesley's Missional Church Program, Urban Ministry Program, Public Theology Program and the Center for Public Theology, which includes the National Capital Semester for Seminarians program.

For more information on the Community Engagement Institute, visit their website at <https://www.wesleyseminary.edu/ice/about-us/overview-2/>.

## Special Programs

Additional alternative non-institutional relationships allow Wesley students to enhance their studies while at Seminary.

### *Appalachian Ministries Educational Resource Center (AMERC)*

Wesley participates in the **Appalachian Ministries Educational Resource Center (AMERC)** consortium, providing students an opportunity for specialized preparation for ministry in the Appalachian churches and other missionary settings, with attention to small-town and rural congregations. AMERC currently makes grants to consortium member seminaries that sponsor and run travel seminars in Appalachian settings. These seminars are open to Wesley students. Information on seminars can be obtained from the Wesley PMM Office or from the AMERC office, 300 Harrison Road, Berea, KY 40403 or its website, [www.amerc.org](http://www.amerc.org).

### *Denominational Studies*

Wesley Theological Seminary seeks to meet the specific educational needs of students from different denominations and to cooperate fully with denominational judicatories

represented by students. Those enrolled in a degree program at Wesley may expect to complete their denominational studies via the available curriculum. In addition, the Seminary's advising practices are designed to help students fulfill all denominational requirements using elective credit. In some cases, certain core requirements may even be fulfilled at other denominationally-affiliated seminaries.

The Master of Divinity degree program is a professional degree. It is designed so that students will take the full range of required courses for certification as a United Methodist Elder or Deacon. Some annual conferences of the United Methodist Church have established additional requirements that the Seminary's curriculum also meets.

Courses in non-United Methodist history, polity and theology, as required of students in other denominations, are offered on a regular cycle on behalf of the other religious communities served by Wesley. Polity courses and other independent directed studies are available for students from the African Methodist Episcopal Church, United Church of Christ, Presbyterian Church (U.S.A.), Baptist Church, and the Unitarian Universalist Association. Theology courses in the Reformed tradition are also offered. Courses are regularly offered as needed, depending on enrollment of students seeking ordination. Those requiring such courses should contact the Office of the Registrar.

## Hispanic Summer Program

During two weeks of every summer, Wesley co-sponsors a **Hispanic Summer Program** at a site in the continental United States or Puerto Rico. Hispanic students and others who are bilingual and interested in Hispanic ministries may attend this academic program and take a maximum of two courses for two credits each. Courses cover a wide range in the theological curriculum, and are taught with the Latino church in mind. M.Div. students who participate in this program may have the Consortium requirement waived. For more information about this program, contact the Office of the Dean.

## Partner Churches

As a church-based Seminary, Wesley is directly involved in preparing leaders to serve in ordained ministry throughout the Washington metropolitan region and beyond. Through the Seminary's Contextual Education program, many partner churches host degree candidates for one- or two-year field internships across a wide variety of denominations. Additionally, Wesley's neighbors include congregations and organizations near the main campus and at the Institute for Community Engagement. These churches and centers provide a specific and continual learning foundation upon which the Seminary can advance its mission. Such congregations include:

Asbury United Methodist Church •  
 •Emory United Methodist Church •  
 Mount Vernon Place United Methodist Church

*For more information on Wesley's church partners, visit our website at <https://www.wesleyseminary.edu/practice-in-ministry/churches-and-agencies>.*

Wesley is also active in worldwide mission and accordingly, the Seminary has developed partnerships and created learning opportunities for students in the following countries:  
 Australia • Bangladesh • Brazil • Cambodia • Chile • China • Dominican Republic • England • Germany • Ghana • Hungary • India • Indonesia • Korea • Liberia • Mexico • Philippines • Russia • Sweden • Thailand • Zimbabwe

## Placement of Graduates

The Seminary cooperates fully with representatives of denominational bodies as they visit campus to meet with students concerning employment upon graduation. Most M.Div. graduates are placed in entry level positions as local church pastors or education directors. Those students who identify an occupational call other than to ordained ministry are encouraged to use their faculty advisor as a mentor in enlarging their pool of prospective employment opportunities.





# Admissions

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## Welcome to Wesley Theological Seminary!

We recognize that applying to a graduate theological degree program is often the result of a prayerful examination of your call to ministry. We are pleased that you are considering Wesley to further explore and prepare for the realization of that call. We look forward to joining with you to provide a spiritually enriching and professionally fruitful seminary experience.

Gender, racial, ethnic, generational, and denominational diversity give the Seminary the texture and depth of a rich tapestry. Differences are celebrated here, as they lead to lively discussion and important intercultural understanding. Worship and community life are just as important as the faculty and curriculum in your education at Wesley. Wesley is committed to supporting all students in their theological education and encourages applications from underrepresented groups as we strive to help make ministry more reflective of the world today. Our student body comprises more than 30 denominations in addition to United Methodist, as well as a wide range of physical abilities. We are well on our way to creating an environment that is truly barrier-free in attitude as well as physical design.

The Wesley Admissions staff are your guides as you navigate the admissions and enrollment process. We can provide information on academic programs, spiritual formation, housing, financial assistance, and campus

visits. We can also help you decide how best to meet any specific denominational academic requirements. Please feel free to contact us:

Admissions Office:  
[admissions@wesleyseminary.edu](mailto:admissions@wesleyseminary.edu)

Wesley Theological Seminary  
4500 Massachusetts Ave., NW  
Washington, DC 20016-5690

(202) 885-8659  
(202) 315-3486 *fax*

Seminary Switchboard:  
(202) 885-8600 *voice/TTY*  
(202) 379-7051 *fax*

# Master's Degrees

## *Pre-Seminary Studies*

Wesley follows the recommendation of the Association of Theological Schools in the United States and Canada, which states that undergraduate education should provide

- the ability to write and speak English clearly and correctly
- the ability to think clearly
- an acquaintance with the world of persons and ideas, the world of nature, and the world of human affairs.

Accordingly, the faculty have adopted the following policy concerning pre-seminary studies:

Education for ministry neither begins nor ends with seminary. The faculty of Wesley Theological Seminary believe that although an undergraduate education rich in the liberal arts is recommended for a full ministry in the contemporary world, it is not essential. Intellectual curiosity and an active growing mind are essential qualities in a prospective student.

Recognizing the diversity of undergraduate curricula from which our students come, the seminary normally expects that whatever the undergraduate major, preparation for theological study should include foundations in the following areas: language and literature; American and World history; social sciences;

psychology; philosophy; natural sciences; and the arts and music.

Where an applicant's academic background appears significantly lacking, the Admissions Committee may prescribe additional preparatory work. Undergraduate deficiencies identified at the time of admission must be cleared prior to completion of the first third of a student's Master's degree program if the student is to continue.

If you have any questions about your particular pattern of preparation, please consult a member of the admissions staff.

## *Admission Criteria*

Admission to any Wesley degree program generally requires a bachelor's degree or equivalent from a regionally accredited college (see below "Non-Bachelor's Path" below for more details). Admission is based on academic achievement and the seminary's ability to meet your goals. In addition, M.Div. applicants will be assessed on your personal and professional qualifications for Christian ministry.

Your academic record should reflect a grade point average of at least 2.70 at the undergraduate level. If you do not meet this criterion, you may still be accepted conditionally and you will have a trial period where you must successfully complete all coursework with a B- or better and complete Graduate Foundations or enroll in the Writing for Ministry course as determined by the admissions committee.

## *Writing and Speech Assessments*

Proficiency in written and spoken English is expected of all Master's degree candidates. If your written work reveals a deficiency in writing for ministry or academic purposes, you may wish to consult with the Writing Center. Some students will be required to work with the Writing Center to strengthen their writing skills. Those students who would benefit from focused, practical study on preparation and speaking in ministry may wish to, or be directed to, register for courses in Biblical storytelling or liturgical performance.

## *Applying for Admission*

Please complete *all* of the following steps to apply for admission at Wesley:

- Complete the online application form and submit the \$60 fee via credit card payment.
- Write a short essay of 400-500 words, discussing the formative elements in your background, focusing especially on what you believe to be the most significant people and events in shaping your identity as a person; your sense of vocational call and professional objective; and your reasons for wanting to pursue your theological education at Wesley.
- Request that official transcripts from all junior colleges, colleges, universities, or seminaries you have attended be sent directly to the Office of Admissions. E-transcripts can be sent to the Director of Enrollment at [admissions@wesleyseminary.edu](mailto:admissions@wesleyseminary.edu)
- Send the Recommendation Form to at least four references. This

form is available online or can be completed electronically when using the online application.

## *Non-Bachelor's Path*

A limited percentage of persons may be admitted into master's degree programs each year who have not attained a bachelor's degree from a regionally accredited college or university. Applicants for this admissions status must meet the following requirements:

- Demonstrate maturity (evaluated on a case-by-case basis, but generally at least 30 years old)
- Have evidence of significant ministry experience (generally 5-10 years)

Have evidence of additional professional experience that has developed competencies in the following areas:

- Organizational management
- Building and working with teams
- Strong written and oral communication skills
- Show proof of academic readiness for graduate theological education (preference for candidates who have some previous academic experience at the baccalaureate level).

In order to demonstrate that they meet these requirements, applicants must complete the following steps:

- Complete the normal master's degree admissions process, including recommendations, personal statement, and transcripts of any work toward an associate's or bachelor's degree. The recommendations and resume should address the qualities listed above, and any additional CEUs



or certificates should be attached along with any transcripts from prior academic work.

- Submit an additional essay of 500-750 words that demonstrates the applicant's critical thinking skills and general writing ability. The applicant will receive a topic from the Admissions Office or may enroll in a master's level course as a non-degree student as a way of composing this paper and experiencing graduate theological education, if approved by the admissions office and faculty member.
- Complete an admissions interview.
- While Wesley does engage in rolling admissions, applicants in this category should apply at least 30 days prior to the final degree-candidate admission deadline in order to ensure timely processing of the additional materials (June 15 for Fall entry; November 15 for spring entry). Upon admission:
  - Successful applicants will be admitted under the following conditions to ensure their academic success:
    - o Mandatory participation in Graduate Foundations or the Writing for Ministry course.
    - o Academic Success: Must achieve a B- (2.7) or better average in the first semester in order to continue.
  - Additional supports, may be recommended to or required for students.

## *Admission Timeline for Master's degree applicants*

<b><i>For entering Fall degree students</i></b>	
December 1	Application Deadline for Early Acceptance*
February 1	Application Deadline for Merit Scholarship Consideration or if requesting Student Pastor Program Placement
March 1	Application Deadline for F-1 (International) Degree Students
May 15	Online registration materials for entering students distributed
May 21	Summer Term begins (admitted students for Fall may register for summer courses)
July 1	Final Application Deadline for Fall Master's Degree Students. Request for on-campus housing and Need Based Financial Aid Due
August 1	Final Application Deadline for Fall Non-Degree Students
<b><i>For Spring entering students:</i></b>	
December 1	Application Deadline for Master's Degree or Non-Degree Students to begin January

## *Application Review*

When your application file is complete, it will be reviewed by the Admissions Committee, whose members make final decisions on the basis of your entire set of credentials, including transcript(s), recommendations, and your personal statement. Submitting your application in a complete and timely manner allows us to review and process it thoughtfully and may give

you greater consideration for merit scholarship funds if applicable. Once your completed application is submitted, you should receive a decision within 10 business days.

### *Conditional Admission*

If you are applying to a Master's program and appear to be qualified, but your preparation is difficult to appraise, you may be admitted conditionally. Students admitted conditionally will be monitored and resourced for academic success. Monitoring may include attending programming (workshops, seminars, etc.) that will require students to address common challenges related to academic performance. This programming may focus on writing, critical thinking, and dealing well with difference and diversity. You will remain in this status until you have successfully completed 15 credit hours of academic work as a Wesley student. At that time, your student record will be reassessed and you will be admitted or dismissed from additional programming. As a conditional student, you must take a minimum of six credit hours per semester and are expected to earn at least a 2.70 GPA in those courses. A failure in any course will result in dismissal. Courses, except those offered only on a Pass/Fail basis, must be completed for a conventional letter grade.

### *Philosophy Requirement*

Masters students that have not taken an Introduction to Philosophy course at the undergraduate level (with a grade of "B-" or above) must complete ST-180 Philosophy for Theology, ST-

181 Philosophical Backgrounds, or an equivalent before they may register for Systematics (ST-305) or any 300-level Ethics (ES) course.

### *Academic Planning and Orientation for New Students*

An academic planning session and campus life orientation program for all Master's degree candidates precedes the beginning of each semester and introduces you to the traditions, ideals, and standards of Wesley. The orientation includes academic and campus life forums, group discussions, tours, worship, and fellowship with other students and faculty members. Participation in both academic planning and orientation is a requirement of the degree programs and must be completed within the first third of a student's degree program. International students have an additional orientation with the Director of International Students Services.

Students will be assigned a faculty advisor by the beginning of their first semester. All core faculty share responsibility for advising degree candidates at Wesley. The Director of the M.T.S. Program advises all M.T.S. candidates and the Director of the M.A. Program advises all M.A. candidates.

# Wesley Dual Master's Degree

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Students seeking more than one Master's level degree within Wesley should indicate this on their application. The personal statement should elaborate on why the student feels called to complete more than one degree. No additional application requirements are necessary.

Students who wish to do a dual M.Div. – M.T.S. are required to complete 111 credit hours and the course requirements of both degrees.

Students wishing to do the dual M.Div. – M.A. degree are also required to complete 111 credit hours and the course requirements of both degrees.

Students wishing to do the dual M.A. – M.T.S. are required to complete 90 hours and the course requirements of both degrees.

Students who wish to add an additional Master's degree while in progress toward completion of a degree at Wesley should use the Degree Change Request Form available in the Registrar's Office or at [www.wesleyseminary.edu/forms](http://www.wesleyseminary.edu/forms) to apply for the additional degree. This request will be assessed by the staff of the Dean of Campus Life Office and the Registrar's Office.

# Dual Degrees with American University

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## **M.T.S. in Conjunction with M.A. in International Peace and Conflict Resolution**

## **M.T.S. in Conjunction with M.A. in International Development**

Wesley currently offers two dual M.T.S. – M.A. degree programs through our partnership with American University's School of International Service.

Those who wish to apply for the dual degree must be admitted separately to each program.

To be considered for the Master of Theological Studies at Wesley, the student must submit an application, a personal statement, academic transcripts, references, and an application fee as described above in the section on Master's applications.

To be considered for the Master of Arts at American University's School of International Service (SIS), the interested student should visit American University's Admissions page at <http://www.american.edu/admissions/apply/index.cfm>.

AU's SIS requires applicants to submit an application, academic transcripts, letters of recommendation, Graduate Record Examination (GRE) scores, and an application fee. Please visit their website for complete details.

A letter of acceptance into the American University program is required within six months of entering the program, otherwise, the degree plan will be converted to a MTS degree only.



# Certificates, Specializations and Academic Programs

Degree candidates in a Master's program at Wesley must complete the general requirements for their degree as outlined in the Curriculum section of this Catalog. Students also have the option of completing a certificate program or specialization within the degree. Generally, students may only pursue one specialization. Additionally, students may apply to one of the competitive fellowship programs, described below, during the admissions process.

## **Specializations: African-American Church Studies, Children and Youth Advocacy, Urban Ministry, Public Theology and Military Chaplaincy**

Applicants who meet the overall admission standards for the Master's programs are eligible to apply for a specialization in African-American Church Studies (AACCS), Children and Youth Advocacy (YCA), Urban Ministry (UMP), Public Theology (PTP) or Military Chaplaincy. The requirements to complete a specialization are *in addition to* the standard degree requirements and are

generally made up of extra elective courses. Students who apply for the AACCS, YCA, UMP, or PTP specializations require no additional experience other than an interest in the field and a desire to pursue one of these ministries as they continue to discern their call. Students who add a specialization to their degree program will be assigned a specific faculty advisor. The Practice of Ministry and Mission (PMM) Office will work with M.Div. students to secure a field placement in the specified context. M.A. or M.T.S. students who are interested in any of these specializations should be in touch with their academic advisor.

### *Declaring Intent to Specialize*

M.Div. and M.T.S. students may declare a specialization at any time prior to the completion of the first third of their degree program. M.A. students wishing to specialize must declare their intent at the time of admission to ensure timely completion of requirements. In consultation with your faculty advisor, complete the relevant specialization declaration form, available online at [www.wesleyseminary.edu/forms](http://www.wesleyseminary.edu/forms) or in the Registrar's Office to declare your intent to specialize.

Students joining one of the specializations will immediately be considered active in the specialization once the paperwork has been processed by the Registrar's Office. At this time the Registrar's Office will assign and notify you of your new or additional faculty advisor.

## Certificate Programs: National Capital Semester for Seminarians, Theology and the Arts, and Faith and Public Life

Certification programs at Wesley allow students to focus their interests and deepen their understanding of specific disciplines.

### National Capital Experience for Seminarians (NCES) Certificate

#### *Admission Criteria*

NCES is open to any student who has completed at least one year of a degree program in a seminary accredited by ATS and who is recommended by their home seminary. Students from non-participating seminaries may also be eligible.

#### *Applying for Admission*

Students should contact the National Capital Experience faculty liaison at their own seminary. Students from non-participating seminaries should contact Wesley's Admissions Office directly at [admissions@wesleyseminary.edu](mailto:admissions@wesleyseminary.edu)

#### *Admission Timeline*

Students should apply using the same timeline as other Spring entering students. The deadline for Master's applications to Wesley for Spring is December 1.

## Certificate in Faith and Public Life

#### *Admission Criteria*

Non-degree applicants who meet the overall admission standards for any Master's level program are eligible to apply for the Certificate in Faith and Public Life. This certificate is not open to degree-seeking students.

#### *Applying for Admission*

Complete the Certificate in Faith and Public Life declaration form available in the Office of the Registrar or online at [www.wesleyseminary.edu/forms](http://www.wesleyseminary.edu/forms). Non-degree students wishing to pursue this certificate must declare their intent at the time of admission.

## Academic Programs: Student Pastor Program (SPP)

#### *Admission Criteria*

The Student Pastor Program is an option within the M.Div. program that integrates student pastorates into the educational design of the regular M.Div. curriculum. This program maximizes the opportunity to relate academic studies to the practice of ministry. Student pastors are usually appointed by United Methodist Conferences to serve as sole pastor to one or more teaching congregations, though this program is also open to non-UMC students under similar circumstances. Additionally, some limited opportunities to serve as an assistant pastor in large-member churches are available and offer a full range of pastoral duties. Qualified

students typically enter the Student Pastor Program at the time of their admission to the M.Div. program at Wesley. Students who become appointed student pastors later in their seminary career are normally not eligible for this program.

Pastor appointments most often are certified United Methodist candidates for ordained ministry and have completed License to Preach school by the beginning of the July 1 appointment. Staff positions in the local church which encompass a full slate of pastoral responsibilities or non-United Methodist pastoral candidates may also qualify.

For consideration of a Student Pastor appointment, one must be currently under a pastoral appointment (in any denomination) or awaiting a new appointment that will begin prior to Wesley's Fall semester. United Methodist applicants seeking a Student Pastor appointment must be certified candidates for ordained ministry and have completed License to Preach school by the beginning of the July 1 appointment. Upon acceptance, students will be assigned an advisor from the Practice in Ministry and Mission faculty.

### *Applying for Admission*

Prospective SPP students should use the same instructions as all other M.Div. candidates in applying through normal admissions procedures. Questions about pastoral placements should be directed to the appropriate church officials for your denomination. In the case of United Methodist students these would include the District Superintendent and the Board

of Ordained Ministry for your annual conference.

### *Admission Timeline*

Student Pastors are generally admitted with each Fall entering class. If you are interested in participating in the Student Pastor Program, your application must be received no later than February 1. Student pastorates begin July 1.

# Doctoral Degree

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## Doctor of Ministry

### *Admission Criteria*

The Doctor of Ministry is an advance professional doctorate that builds upon a masters degree and significant ministry experience. Admission requires a bachelor's degree or equivalent from a regionally accredited college. In addition, most applicants for the Doctor of Ministry program must hold a Master of Divinity or equivalent from a seminary accredited by the Association of Theological Schools, and must have completed three years of ministry experience prior to entering Wesley's D.Min. degree program.

Applicants without a Master of Divinity may be conditionally admitted to the Doctor of Ministry program. Such applicants must have a master's degree in an area related to their field of ministry and at least five years of full-time ministry experience. Applicants should clearly articulate how they understand their ministerial identity and calling and how the Doctor of Ministry will enhance that ministry. Conditionally admitted students may be expected to complete additional coursework at the master's level with at least a grade of B- in fields such as biblical interpretation or theology to ensure that they are well-versed in contemporary theological scholarship.

Admission is based on academic achievement and the Seminary's ability to meet your goals, as well as on your personal and professional qualifications for Christian ministry. Previous academic achievement should reflect a grade point average of at least 3.00 at the graduate level.

### *Applying for Admission*

Please complete *all* of the following steps to apply for admission at Wesley:

- Complete the application form in full detail and submit the \$60 fee.
- Submit the following:
  - a brief biographical statement that describes your career in ministry in chronological order;
  - a personal evaluation of your professional competence;
  - a statement on how you use your seminary education in the practice of ministry, especially studies in Bible, theology, and church history; and
  - your reason for pursuing a D.Min. at Wesley.
- Have official transcripts from all junior colleges, colleges, universities, or seminaries you have attended sent directly to the Office of Admissions.
- List names, complete mailing addresses, and email address of references.
- Send the Recommendation Form to your four recommenders. This form is available online or can be



completed electronically if using the online application. Hard copies can be downloaded from the application page at [www.wesleyseminary.edu/apply](http://www.wesleyseminary.edu/apply).

### *Admission Timeline*

October 15	Deadline for tracks beginning in the Winter
February 15	Deadline for other tracks beginning in the Spring

Information on upcoming D.Min. tracks is available on our website at [www.wesleyseminary.edu/doctorofministry](http://www.wesleyseminary.edu/doctorofministry).

*\*Note: Most D.Min. tracks are limited to 20 candidates and often fill completely. Therefore you are encouraged to apply well in advance of the deadline.*

# Non-Degree Students

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## Master's Non-Degree

### *Admission Criteria*

If you meet the academic prerequisites for admission at the Master's level and wish to take courses at the seminary for academic credit without applying them toward a degree, you may do so in the non-degree student status. You will be expected to fulfill the same academic requirements as degree candidates enrolled in these courses.

### *Applying for Admission*

To be admitted as a non-degree student at the Master's level, you must generally be a graduate of a regionally accredited college, and must present to the Admissions Office a completed application form. Additionally, an official transcript must be sent directly from the undergraduate college to the Admissions Office. If you do not hold a bachelor's degree, you may be considered for conditional admission with the submission of an additional essay (topic given by the admissions office). You may also have the opportunity to enroll in one initial non-degree course in order to produce a paper that reflects your writing and critical thinking abilities. Non-degree students are not eligible for financial assistance or campus housing.

F-2 visa holders (spouses of F-1 international students) interested in applying as non-degree students are governed by the admissions requirements as detailed in the "International Student" section.

## Additional Non-Degree Statuses

### *Auditors*

Prospective students wishing only to audit courses may apply as a Non-Degree Auditor by following the same process outlined in this section.

### *Advanced Course of Study*

Course of Study graduates wishing to take Master's level courses for credit may use the same process to apply for the Advanced Course of Study, with the same privileges and policies applicable to non-degree students.

### *Center for Deacon Education at Pfeiffer University*

Students in the Center for Deacon Education at Pfeiffer University in North Carolina must be admitted as a non-degree student at Wesley prior to beginning courses toward Basic Graduate Theological Studies.

### *Certificate in Christian Studies*

Wesley invites interested participants who desire theological enrichment and equipping for a particular ministry to enroll in non-credit courses in biblical studies, church history, theology and

practical ministry. Students who complete six (6) courses may receive a "Certificate in Christian Studies" from Wesley Theological Seminary.

Course sessions will be held at Wesley's campus, on selected weekends, from 1pm - 9pm on Friday and 9am - 1pm on Saturday. Each course is comprised of two weekend sessions scheduled approximately one month apart and are taken in conjunction with Wesley's weekend Course of Study program.

Interested individuals should contact the Admissions Office for more information.

***Please note: Courses in the Certificate in Christian Studies Program will not earn graduate-level credit and cannot be transferred to a degree program.***

### *Faith Community Nursing Certificate*

Licensed Registered Nurses may pursue the specialty nursing certificate of a Faith Community Nurse offered through the Heal the Sick Program. The Faith Community Nurse (FCN) Certificate has a standard curriculum and is based on the American Nurses Association's (ANA) Scope and Standards for Faith Community Nursing in consultation with the Health Ministries Association, the professional organization for FCNs. The ANA standards for FCNs state that 34 credit hours must be completed in order to become a FCN.

Wesley Seminary's FCN Certificate uses the International Parish Nurse

Resource Center's curriculum as a foundational base for its certificate program. International Parish Nurse Resource Center's curriculum is one of many used in teaching FCNs. This curriculum is peer reviewed periodically by faculty teaching the FCN course throughout the United States. This provides a standard for knowledge and competency locally, regionally, and nationally.

### *Health Minister Certificate*

Members of local faith communities, lay volunteers, clergy, seminarians, and allied healthcare professionals may be interested in the health minister certificate offered through the Heal the Sick Program. The Health Minister Certificate provides an introductory, educational foundation for individuals desiring core competency to serve as health ministers in a faith community setting. The main goal of the health ministry certificate is to equip various audiences with practical ministerial skills such as active listening, theological reflection, and connector to community resources.

***Please note: Courses in the Faith Community Nursing Certificate and the Health Minister Certificate will not earn graduate-level credit and cannot be transferred to a degree program.***

*United Methodist Studies for Partner School Students:  
Pittsburgh Theological Seminary, Union Presbyterian Seminary, Eastern Mennonite*

*Seminary, Princeton  
Theological Seminary, Moravian  
Theological Seminary,  
Northeastern Seminary*

Students from other seminaries with whom Wesley is partnered, who wish to take specific courses toward United Methodist ordination requirements at Wesley, should apply directly for admission as a non-degree student. In lieu of previous academic transcripts, these students may submit a “Letter of Good Standing” from the partner school Registrar to verify their academic standing and matriculation status. The application fee will not apply, however, the student will need to contact the Admissions Office.

*Washington Theological  
Consortium Students*

Seminarians at a Washington Theological Consortium member institution may need to apply directly for admission to Wesley as a non-degree student if their home school does not participate in the Consortium during the J-Term or Summer Term. In lieu of previous academic transcripts, these students may submit a “Letter of Good Standing” from their home school Registrar to verify their academic standing and matriculation status.

**Transfer to a Degree Program**

Non-degree Masters students taking credit-bearing coursework may later choose to apply for entry into the M.Div., M.A., or M.T.S. degree program by completing the application. If accepted, in most cases you may only apply a maximum of nine credit

hours taken while a non-degree student toward the degree. Non-degree students should be aware of these limits when considering whether to transfer to a degree program, and should apply in a timely manner to avoid losing credits.

In most cases, non-degree D.Min. coursework will not transfer into Wesley’s D.Min. program.

*Admission Timeline*

<b>For entering Non-Degree Students:</b>	
January 1	Deadline for application and transcripts of students entering in the Spring semester.
August 1	Deadline for application and transcripts of students entering in the Fall semester.



# International Students

Wesley Theological Seminary welcomes students from around the world. Wesley is authorized by the federal government to admit international students to study in degree programs under an F-1 visa.

## *Admission Criteria*

International applicants for Master's degree programs must present evidence of academic preparation equivalent to a bachelor's degree and of such quality as to indicate an ability to complete graduate studies. Official transcripts must be sent directly to the Wesley Admissions Office from previously enrolled colleges or universities. Applicants may also be required to send copies of transcripts, along with the appropriate fees, for evaluation by World Education Services. Details of this process are at [www.wes.org](http://www.wes.org). This evaluation is the applicant's responsibility and must be completed before the file can be reviewed.

International applicants for the D.Min. program must present evidence of academic preparation equivalent to a bachelor's degree and a Master of Divinity degree in addition to the other requirements, described above.

International applicants interested in the Residential Doctor of Ministry Program for International Students must provide the evidence of academic preparation and language

ability described in this section, and must also:

- Have three years of pastoral experience;
- Secure a ministry placement site in the DC metro region and gain approval for that ministry setting from the D.Min. director prior to beginning the program.

The Residential Doctor of Ministry program is specifically designed to serve international students who may desire an accelerated and intensive Doctor of Ministry experience while maintaining residency in the United States.

*Please note: The Residential Doctor of Ministry program requires immediate participation in an internship necessitating authorization for Curricular Practical Training (CPT). Students on the F-1 visa must not begin work at their placement sites until after they have been approved for Curricular Practical Training (CPT) work authorization by the Director of International Student Services, and received their CPT I-20. Doing so could result in the loss of immigration status. For more information on CPT authorizations, please consult with the Director of International Student Services (ISS).*

## *English Language Requirements*

A certification of knowledge of the English language based on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) is required for full admission to Wesley. Students who cannot meet the language requirements outlined below, but meet all other admissions

requirements, can apply for Conditional Admission (see next section). For full admission, the English language certification requirements are as follows:

### **TOEFL**

A minimum score of 80 on the Internet-based test, a computer-based score of 213, or a paper-based score of 550 is required for admission to Wesley. The TOEFL is administered in centers throughout the world.

Students may register online for the exam at [www.ets.org/toefl](http://www.ets.org/toefl). Wesley's TOEFL code is 5899.

### **IELTS**

A minimum IELTS score of 6.5 is required for admission to Wesley. For more information on IELTS testing, contact the Admissions Office and see [www.ielts.org](http://www.ielts.org).

### **CEFR**

Wesley also accepts a minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations. Depending on assessment type and score documentation, additional language assessment may be required to determine eligibility.

### **Language Waiver**

International applicants who have completed one semester of graduate study at an ATS accredited school may qualify for a waiver from the TOEFL/ IELTS requirement. International applicants who have completed a degree in English from a regionally accredited institution in the United States may also qualify for a TOEFL/IELTS waiver for admission.

In addition, students currently studying at institutions outside of the United States whose degree was taught in English may qualify for a waiver from the TOEFL/IELTS requirement.

*Note: Additional language assessment may be required to determine if you are eligible for the waiver.*

### *Conditional Admission*

Applicants who are unable to present certification of knowledge of the English language at the required level, but who meet all other admissions requirements, may be offered conditional admission. Invitation to be considered for this option is at the seminary's discretion. Conditional admission requires intensive English study at a Seminary approved U.S.-based study facility in Washington, D.C. during the summer or the semester prior to beginning study at Wesley.

Currently, Wesley has approved LADO ([www.lado.edu](http://www.lado.edu)) and ELS ([www.els.edu](http://www.els.edu)) as study facilities for students granted conditional admission. The I-20 for those students will be issued by the language institute. The student must successfully complete Level 10 at LADO or Level 12 at ELS.

Students at Wesley with conditional admission must meet the language study requirement prior to their full admission to the institution and issuance of Wesley sponsored from I-20.

## *Applying for Admission*

As an international student, you must follow the same application procedures specified for your desired degree program. In addition, please satisfy these requirements for consideration:

- Include in your personal statement plans for returning to your home country upon completion of study.
- Submit a recommendation from a church leader in your native country.
- Show proof of having arranged a ministry placement setting in the DC metro-area (*Residential Doctor of Ministry Program students only*).

## *Admission Timeline*

Please apply at least six months (preferably one year) prior to the start of the fall semester when you want to begin. International applications will not be accepted after March 1.

### ***I-20 and Visa Process***

Once you have met admissions requirements, and before the I-20 is issued, you must provide evidence of an ability to finance the complete degree program. Proof of financial support must be shown to cover tuition and living expenses for you and any family members who may accompany you. Sufficient funds for housing, schooling, and transportation must be shown. These cost estimates are listed in the I-20 request form, which will be provided to international students upon successful admission. In addition, it is strongly encouraged that students budget for the purchase

of a health insurance plan to cover the student and all dependents during your program. Healthcare in the United States can be prohibitively expensive. For more information on healthcare, please refer to the “Health Insurance Benefit” section of this catalog. Additional counseling on health insurance will be provided during International Student Orientation.

### ***Transfer I-20***

International students already studying in the United States are required to complete an I-20 transfer form and request transfer from their current school. They must also submit the I-20 request form, including accompanying proof of financial support.

Those students with conditional admission, studying on an I-20 issued by an approved English-language provider, must also complete the I-20 transfer form, the I-20 request form, submit proof of financial support, and submit proof of program completion in order to request transfer from the language center to Wesley

All transfer students should contact Wesley’s PDSO (the Director of International Student Services) immediately upon acceptance (conditional or full) by Admissions. Advanced communication will allow for the coordination of an I-20 transfer date between the DSOs at both institutions. It will also ensure that the student maintains their immigration status during the course of the transfer. All transfers should be requested a minimum of a month prior to anticipated start date at Wesley.

### ***Deposit***

F-1 students who have been admitted and submitted proof of financial

support must place a deposit on account with the Business Office. We must receive your deposit (\$500 for a single student and \$1,000 for a student coming with family) before the I-20 is issued. This deposit will be held as an emergency fund while you are enrolled in the seminary. The deposit may be used for emergencies such as medical expenses, a death in the family, and so forth, but it must be maintained at the required level throughout your study at Wesley. The money will be refunded to you once you complete your degree or officially withdraw from the seminary.

#### ***Student Exchange and Visitor Information System (SEVIS) I-901 Fee***

When you have been admitted, submitted proof of adequate financial support for studies, and placed the deposit with the Business Office, the I-20 will be mailed to you. You must pay the SEVIS I-901 fee prior to setting up an interview with the U.S. Embassy in your home country. (Information regarding this fee will be sent with the I-20.) Once the fee is paid, you will receive an F-1 visa from the U.S. Embassy. Be sure to retain your SEVIS I-901 fee receipt as you may need to show proof of payment to Customs and Border Patrol upon entry into the United States.

Once successfully admitted to Wesley, international students will report to the Office of International Student Services for future I-20 and immigration support needs.

#### ***About the Office of International Student Services***

The Office of International Student Services (ISS) provides specialized immigration support services to the international student community. The

Director of ISS serves as a secondary advisor to all international students, providing advisement on academic, immigration, cross-cultural, and social issues. ISS administers the Student and Exchange Visitor Information System (SEVIS), and ensures that Wesley's international student procedures are in-line with federal F-1 visa regulations. To support international students, ISS offers pre- and post-arrival orientation programs, ongoing regulatory workshops (including those focused on employment, taxes, and maintaining status), and campus-wide programming focused on cultural and social issues. ISS is a part of the Office of Community Life, supporting all student needs for a successful career at Wesley and beyond.

#### ***Maintaining Legal Status***

International students must maintain compliance with all F-1 visa regulations during the course of their program. Students will be informed of these requirements through International Student Orientation, ongoing workshops on immigration topics, official guidance documents, the International Student Handbook, and direct communication.

One primary regulation for maintaining F-1 visa status is that International students in F-1 status are required to register full-time (at least 9 credit hours for Masters level students, and 6 credit hours for Doctoral level students) each semester. F-1 international students who intend to register for less than full-time credit hours should consult with International Student Services prior to registration. Based on F-1 visa regulations, those students who register for less than a full course of study each semester are required to obtain written permission

from International Student Service prior to the start of the semester. Permission is granted on a limited basis for a qualifying event as listed in the federal regulations. Failure to enroll in a full course load without prior authorization. Failure to do so may result in the loss of immigration status.

For full information on F-1 visa regulations, please contact International Student Services (ISS), in person at Straughn 134, or via telephone at 202-664-5683.

# Theological Studies in U.S. Contexts Certificate

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## *Admission Criteria*

The Theological Studies in U.S. Contexts Certificate provides students from outside the United States with an immersion in theological studies in U.S. contexts.

Participants in this program must be current degree candidates in non-U.S. seminaries that have an established partnership (i.e. a Memorandum of Understanding) with Wesley Theological Seminary. Candidates are selected and nominated by the Dean or President of their home seminary. Graduates of non-U.S. seminaries may be nominated for this program by

the episcopal leaders of their region, or other regional leaders. Candidates must supply all necessary paperwork for the I-20 in application for a visa as required by U.S. SEVIS regulations.

## *Applying for Admission*

- Complete the non-degree application
- Have official transcripts from all junior colleges, colleges, universities, or seminaries you have attended sent directly to the Admissions Office
- Submit a letter of nomination from the Dean of your home seminary
- Provide TOEFL or IELTS scores. *See International Admissions information in the section above.*

## *Admission Timeline*

Prospective U.S. Contexts Certificate students must follow the same timeline and adhere to the same deadlines as all International degree applicants.



# Transfer Admission

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Wesley Theological Seminary welcomes applicants who have already completed some Master's level or Doctoral level work in another degree program. Students who have an incomplete theological degree may be eligible for transfer credit and waivers of requirements in order to complete the degree at Wesley. Students with a completed theological or non-theological degree may request Advanced Standing at Wesley in lieu of transfer.

*The information below provides a brief summary of Wesley's transfer policies for Admissions purposes for Master's Degree candidates.*

## Credit Transfer and Advanced Standing

Master's degree applicants who meet the requirements for admission and have completed courses at another theological school accredited by the Association of Theological Schools (ATS) may be considered for transfer admission. Those wishing to be considered for transfer equivalency should notify the Admissions Office during the application process. A written transfer evaluation will be provided.

Previous academic credit will generally be considered for transfer *only* if it meets *all* of the following criteria:

- The credit is above the Bachelor's level and is from a graduate theological school accredited by the Association of Theological Schools in the United States and Canada (ATS).
- The grade is "B-" or higher graded on a conventional grading scale. "Pass" grades are not considered for transfer credit, although such courses may be used to waive core requirements of the Wesley degree if the original course was not eligible for a conventional (letter) grade.
- The course was completed no more than ten years prior to the date of admission to Wesley.
- The course is not thesis or writing hours.

Students may receive transfer credit in the form of credit hours and/or the waiver of certain core requirements of the Wesley degree program. The two are evaluated independently from one another, i.e. the receipt of waivers for core requirements does not guarantee a certain number of credit hours will automatically transfer. The articulation of transfer credit is made by the Registrar, often in consultation with the Dean, faculty, and applicable program Directors.



# Curriculum

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## Masters Degrees

*Master of Arts (M.A.)*

*Master of Divinity (M.Div.)*

*Master of Theological Studies  
(M.T.S.)*

*Completion of an M.A. or M.T.S. degree in conjunction with an M.Div. requires a minimum of 111 credit hours and completion of all requirements for both degrees.*

*M.A. in conjunction with  
M.T.S.*

## Dual Masters Degrees

*M.A. or M.T.S. in conjunction  
with M.Div.*

*Completion of an M.A. degree in conjunction with an M.T.S. degree requires a minimum of 90 credit hours and completion of all requirements for both degrees.*

*M.T.S. with M.A. in  
International Peace and Conflict  
Resolution at American  
University*

*Offered in cooperation with The  
American University's School of  
International Service*

*M.T.S. with M.A. in  
International Development at  
American University*

*Offered in cooperation with The  
American University's School of  
International Service*

## **Doctoral Degree**

*Doctor of Ministry (D.Min.)*

## **Overview of Professional Degree Programs**

The central aim of each of our professional degree programs (M.Div., D.Min.) is to equip people for effective leadership and service through the various full-time vocations of the church, ordained and non-ordained. Because ministry is a profession practiced in community, preparation at Wesley occurs not only in the classroom, but also in contexts provided by various communities of faith.

People engaged in professional service to the church need the gift of maturity coupled with a capacity and desire to grow. Our commitment to this understanding is reflected in the following formational objectives.

## **Professional Degree Goals and Objectives**

*Master of Divinity (M.Div.)*

*The M.Div. curriculum strives toward greater educational excellence in the following areas:*

### **I. Religious Heritage**

Goal: Students will cultivate deep roots in the foundational biblical and theological traditions of the Christian faith.

Objectives: Students will demonstrate:

- A. knowledge of biblical and historical foundations of Christian theology and practice;
- B. critical understanding of methodological issues in interpreting these traditions for contemporary faith and practice;
- C. engagement with the diversity of the Christian heritage and imaginative expression in liturgy, writing and the arts.

### **II. Cultural Context**

Goal: Students will engage diverse cultural contexts sensitively, critically and constructively.

Objectives: Students will demonstrate:

- A. ability to enter into diverse cultural communities with an openness to encountering, contributing to, and learning from different cultural perspectives;
- B. critical use of methods for identifying and analyzing cultural patterns, social

- structures, and economic forces impacting human communities and their lived faith;
- C. constructive engagement in collaborative ministry with others in ways that are culturally informed.

### **III. Ministerial and Public Leadership**

Goal: Students will hone their own skills for ministry and enable the ministry and leadership of others.

Objectives: Students will demonstrate:

- A. skill in practicing the arts of ministry and church leadership;
- B. ability to work effectively with others to facilitate their gifts for service and leadership in the church, in community organization, and in the public square;
- C. fruitful approaches toward innovation to help others face new challenges and opportunities for creative and faithful ministry and mission.

### **IV. Personal and Spiritual Formation**

Goal: Students will strive toward deeper integration intellectually, morally, emotionally and spiritually.

Objectives: Students will demonstrate:

- A. committed discipleship as faithful individuals and as persons of moral character within community;
- B. responsibility for directing their learning for more effective engagement;
- C. self-awareness, especially of their own emotional

processes in interaction with others.

### *Doctor of Ministry (D.Min.)*

*The Doctor of Ministry curriculum strives toward greater educational excellence in the following areas:*

#### **I. Current Trends & Context**

Goal: Students will assess current trends and perennial issues in the biblical, theological, and ministerial practice disciplines.

Objectives: Students will:

- A. demonstrate comprehension of major trends and issues;
- B. evaluate and review present practices in ministry considering analysis of current trends and perennial issues in the biblical, theological, and ministerial academic disciplines.

#### **II. Ministry Integration**

Goal: Students will integrate the best practices of ministry with new learnings from the biblical, theological, and ministerial practice disciplines.

Objectives: Students will:

- A. formulate a final project paper that engages study with best practices in the ministry setting;
- B. develop roles as reflective practitioners and resident theologian in the ministry setting.

#### **III. Research & Writing**

Goal: Students will be equipped to contribute to original research and



writing for the church's public fund of knowledge about the practice of ministry.

Objectives: Students will:

- A. generate a biblical or theological component within the project paper that anchors, amplifies, illuminates, energizes, or otherwise serve the final project paper;
- B. produce a project paper that can be instructive in other settings.

#### **IV. Collegial Community**

Goal: Students will model a structure for collegial exchange and accountability and reflection on spiritual and moral development.

Objective: Students will:

- A. practice collegial exchange and critique in all classes.

### **Overview of Non-Professional Degree Programs**

The purpose of each of our non-professional degree programs (M.T.S., M.A.) is to provide a basic understanding of theological disciplines to enhance existing careers or for general theological education purposes.

The M.T.S. and M.A. degrees are offered to equip graduates to reflect thoughtfully and faithfully on their life and work and to participate more effectively in the mission of the Church.

### **Non-Professional Degree Goals and Objectives**

#### *Master of Arts (M.A.)*

The educational goals for the degree are for students to be able to:

- demonstrate general survey knowledge of various theological disciplines;
- reflect critically upon this general theological knowledge in conversation with their existing career in public life;
- engage in thoughtful conversation with various views regarding general theological knowledge;
- pursue advanced study related to a particular vocational area.

#### *Master of Theological Studies (M.T.S.)*

The Master of Theological Studies degree is offered to provide:

- background in the theological disciplines as a foundation for further graduate study;
- multi-disciplinary education, especially for participants entering or engaged in other professions who wish to pursue their work from the enlarged perspective of a religious community.



# Master of Arts (36 credit hours)

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## Objectives

The purpose of the Master of Arts degree is to provide a basic understanding of theological disciplines to enhance existing careers in public life or for general theological education purposes.

## General Requirements and Length of Program

Students must successfully complete 36 credit hours of course work in the regular curriculum. Please note that taking coursework beyond 36 hours will impact the student's ability to receive aid or borrow using federal student loans. Only 6 credits may be transferred into the Master of Arts program from an outside institution or previous theological study.

The M.A. program will generally entail four semesters of coursework if the student is pursuing study full-time. The M.A. must be completed within six years from the date of admission.

## Coursework

Students are required to participate in the **M.A. Integrative Seminar (IS-100)** with the M.A. advisor during their final semester prior to graduation.

Other than the Integrative Seminar there are not specific requirements for the M.A. program per se, instead:

- this program is self-designed by the student in consultation with the M.A. advisor;
- various M.A. curricular design options for student planning are available at <https://www.wesleyseminary.edu/academics/degrees/master-of-arts>. These are *suggested guidelines*. M.A. Curricular Designs are finalized in consultation with the M.A. advisor;
- the student's course of study is bound only by Wesley's standing curriculum and prerequisite structure. For instance, prerequisites must be satisfied in order for a student to take an upper-level course;
- M.A. student may choose to emphasize courses in a particular field, for example, in urban ministry, religion and art, teaching ministry, or pastoral care;
- during the student's final semester the student will present a communication event to the M.A. Integrative Seminar that demonstrates the student's general survey knowledge of theological disciplines in critical and constructive engagement with the student's existing career or ministry.

## Hi-Flex and Hybrid Paths

While all Wesley degree programs offer a variety of modalities, the M.A. offers students the chance to

combine those modalities to achieve the completion of the degree through a combination of in person, virtual and online courses, or the students can choose the hybrid path that requires 2 in person residential weeks taking 2 courses that meet those weeks (one week fall, one week spring) and the other courses for the semester online or virtually.

## Master of Divinity (81 credit hours)

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### Objectives

The Master of Divinity degree prepares students for the practice of Christian ministry. Most candidates for this degree seek to become qualified for ordination, and the design of the degree program comprises the basic ordination requirements of most Christian denominations.

Preparation for professional ministry is a lifelong undertaking. Seminarians who obtain the M.Div. degree will have achieved foundational competence and preparation for a lifetime of learning.

### General Requirements and Length of Program

M.Div. candidates must successfully complete 81 credit hours of coursework in the regular

curriculum, including a supervised contextual education component through the Practice in Mission and Ministry office and an Intercultural Immersion experience. In keeping with Wesley's philosophy of integrating academic work and spiritual development, students will participate in small groups as part of the Spiritual Formation for the Practice of Ministry course.

Additional discipleship group experience is gained through the Practice in Ministry and Mission colloquies and in field experience obtained after completing 24 credit hours.

The M.Div. program may be completed in a minimum of three years of full-time study and must be completed within ten years from the date of admission. Students in the M.Div. program are strongly encouraged to follow one of the three-, four-, or five-year suggested degree plan templates outlined in the Appendix and distributed during the academic planning session of orientation.

Completion of the M.Div. in conjunction with the M.T.S or M.A. degrees requires a minimum of 111 (one hundred eleven) credit hours and completion of both degree programs' requirements.

### Required Courses

To be taken during the first 27 hours of study:

- **Introduction to the Hebrew Bible** BI-101 and -BI-102  
*6 credit hours*

- **Introduction to the New Testament** BI-171 and BI-172  
*6 credit hours*
- **The Church in History** CH-101 and -102  
*6 credit hours*
- **Spiritual Formation for the Practice of Ministry** MM-101 and MM-102. MM-101 and MM-102 must be taken sequentially and within the same academic year  
*3 credit hours*
  - **Foundations in Christian Worship** PW-101  
*3 credit hours*
  - **Foundations of Preaching** PW-125 *3 credit hours*
  - **Philosophy:** If not taken at the undergraduate level, students must complete ST-180 Philosophy for Theology, ST-181 Philosophical Backgrounds, or an equivalent course from an accredited institution  
*2 or 3 credit hours*

To be taken after the first 27 credit hours of study are completed:

- **Systematic Theology** ST-305 and ST-306  
*6 credit hours*
- **Christian Ethics** Any 300-level ES course  
*3 credit hours*
- **Practice in Ministry and Mission: Contextual Education**
  - Master of Divinity Colloquy MM-360 through MM-361  
*4 credit hours*
- **Preaching and Worship Distribution Requirement – 2 courses** Fulfilled by taking any two 300-level PW courses or by

an approved course through the Consortium *4-6 credit hours*

To be taken whenever offered (check course listings for prerequisites):

- **The Church in an Interreligious World** fulfilled by courses listed in each semester's schedule or by an approved course through the Consortium  
*2-3 credit hours*
- **Practices of Leadership in Ministry** Any combination of 100- and 300- level CM courses  
*4 credit hours*
- **Pastoral Care and Counseling** PC-101 or -111  
*3 credit hours*
- **Religion and the Arts** Any 100-level RA course  
*2 credit hours*
- **Racism and Insectionality**  
*2 credit hours*
- **Consortium Course** Students must take at least one full semester course, or equivalent, at one of the other member institution of the Washington Theological Consortium.  
*2 or more credit hours*

### *Consortium Requirement*

All M.Div. students are required to take at least one course (two or more credits) at a member institution of the Consortium (This course must be taught by a non-Wesley faculty member. M.Div. students may not take Consortium courses in their first year or final semester. All degree students at Wesley may take a course at one or more Consortium schools during the fall and spring semesters

without additional charge beyond the regular WTS tuition. rate. (Taking multiple Consortium courses in the same semester must have written approval by the Dean.) Visit [www.washtheocon.org](http://www.washtheocon.org) for more information on the Consortium.

## Elective Courses

Courses beyond those required for all M.Div. candidates are taken as electives. There are approximately 21-25 credit hours of possible electives in the M.Div. degree. Students may use their electives to sample a broad range of curricular offerings or they may choose to concentrate their electives. Students may also declare a formal specialization within African-American Church Studies, Missional Church, Urban Ministry, Public Theology, or pursue a Certificate in Theology and the Arts. Those who join one of these specialized programs will be assigned a faculty advisor to help guide their selection of electives.

*Note: Students in a formal specialization have additional course requirements including specific elective courses. These electives may not be drawn from any of the core requirements above unless allowed by the program director / advisor in consultation with the Registrar's Office.*

## Denominational Requirements

For those students seeking ordination and commissioning as a

deacon or elder in The United Methodist Church, many of the required foundational courses for the M.Div. degree will fulfill the UMC's requirements in accordance with the Book of Discipline 2016. Additional courses must be taken as well. These are church requirements for ordination and not a Seminary requirement for the professional Master's degree. Accordingly, Wesley students take these courses as electives toward their degree program or at some point after graduation. Consult with your faculty advisor and District Superintendent or Board of Ordained Ministry to ensure that specific requirements for your annual conference will be met.

Additional required courses for certified candidacy include:

**Polity of the United Methodist Church** CM-251 *2 credit hours*

**History and Doctrine in Methodist Traditions** ST-463 and ST-464 *4 credit hours*

**Evangelism** *One course of the courses below, 2- 3 credit hours*

CM-129  
CM-222  
CM-270  
CM-271  
CM-273  
CM-470

**Mission of the Church in the World** *One course of the courses below, 2- 3 credit hours*

CM-150  
CM-205  
WR-204  
WR-294

# Contextual Education: Ministry in an Interconnected World

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Wesley is located in a unique context where multiple, global realities visibly converge. We live in a world where urban, rural, suburban and international people and issues interconnect. Contextual education at Wesley seeks to prepare graduates of its professional degree program to minister effectively in these culturally diverse settings. The synthesis of the curricular and formational goals for Wesley's M.Div. degree is best exemplified by this curricular requirement.

The three components of the contextual education program are:

- **Spiritual Formation for the Practice of Ministry:** Includes peer-led covenant discipleship (CD) groups that meet weekly throughout the year to focus on basic disciplines of the Christian life. MM-101 -102 *3 credit hours*
- **Practice in Ministry and Mission (PMM) Placement:** One academic term—fall and spring—or two full-time summer terms of practical experience in an approved

teaching congregation or nonprofit, working with Learning Partners to develop goals, reflect together theologically and on leadership, and engage in evaluation. Colloquies led by Seminary faculty and pastoral co-leaders provide opportunities for further reflection and evaluation. Various courses. *4 credit hours*

M.Div. students can fulfill the contextual education placement requirement in the following ways, outlined in detail below and in the course listings section:

- The standard PMM Program involves 4 academic credits incorporating part-time year-long and/or full-time summer internships for two concurrent academic years. Students who so desire may also coordinate their PMM placements with any of the specializations in the M.Div. program (African-American Church Studies, Urban Ministry, Missional Church, or Public Theology);
- The Student Pastor Program is for qualified students engaged in an approved pastoral ministry setting for two years of their M.Div. program (see details below).
- **PMM and Denominational Requirements for an internship Year.** Some students exploring ordination have requirements from their denomination or religious organization to serve a year-long full-time supervised internship in ministry. These



religious organizations, such as the Unitarian Universalist Association, usually have a regularized process for organizing and supervising these internships. Students with such requirements from their religious organizations are encouraged to consult with the PM&M office to see how the respective structures, time-frame, and requirements of PMM and the religious organization might best be aligned or adapted.

## **The Practice in Ministry and Mission Program (PMM)**

Practice in Ministry and Mission (PMM) provides the opportunity to integrate classroom learning with practical experience in a teaching congregation or a nonprofit setting for ministry.

Typically, students are in a ministry setting teamed up with learning partners for contiguous Fall and Spring semesters. Students may also elect to participate in two 9-week intensive (full-time) summer internships, hopefully, at one site. PMM placements beginning in the Fall semester are determined by May 1 and summer internships are determined by April 1.

### *Year One: Spiritual Formation for the Practice of Ministry*

Participation in the Spiritual Formation for the Practice of Ministry sequence (MM-101 and -102) includes membership in a

covenant discipleship group. The peer-led CD groups meet throughout the year to focus on the basic disciplines of the Christian life: acts of compassion, justice, worship, and devotion. During the Fall semester, the course meets for two hours weekly; during the Spring semester, the course meets monthly for two-hour seminars on vocational call and ministry. MM-101 and -102 must be taken sequentially and within the same academic year. A failure of (or withdrawal from) a semester of Spiritual Formation will necessitate the student re-taking the entire year of Spiritual Formation coursework.

### *Years Two and Three: Practice in Ministry and Mission Internships*

Students are placed in an approved teaching congregation or nonprofit setting for ministry (e.g., campus ministry, social justice ministry) in which they experience a broad range of ministerial learning activities. These internships involve approximately 800 hours of supervised ministry for M.Div. students. Internships may be structured utilizing one part-time ministry placements during the regular academic year or two full-time summer placements – in accordance with the respective PMM processes and course requirements for these options.

During a part-time internship, students are involved in the life of a congregation or ministry setting for 8-9 working hours each week throughout the academic year (including the winter months but not

normally during the summer). There is a required pmm orientation session held online for all students and both of their Learning Partners prior to the beginning of a part-time internship. Students engaged in part-time internships will also attend an online colloquy led by the faculty member and a pastoral co-leader over the course of the internship.

The PMM curriculum is designed to be a full-year integrative experience. Thus a student must complete and pass semesters in sequence in order to move on.

During the full-time summer internships, students are engaged in ministry for 25-30 working hours each week for 9 total weeks.

**During these nine weeks students may not be registered for any other courses at the Seminary.** There are several PMM summer internship online colloquy sessions held at the Seminary during the weeks of the internship. The Summer Learning Partners attend the June PMM orientation session. Students engaged in full-time internships will also participate in an online colloquy led by the faculty member and/or a pastoral co-leader during the summer internship.

In both part- and full-time internships, Learning Partners from the host placements will help students develop individual learning goals. They will engage together in regular theological and leadership reflection and in evaluation of student learning.

## *CPE and PMM*

may not simultaneously register for PMM and CPE (PC-491 or PC-493) in the same semester. In other words a student may not “double-dip” and receive academic credit for both PMM and CPE at the same time and in the same context of ministry

## *Prerequisites for PMM and SPP*

The prerequisite for beginning a PMM placement is the completion of any 24 credit hours of coursework, which must include MM-101 and MM-102. It is highly recommended that students complete those courses required for Advancement to Candidacy (foundational coursework) prior to beginning PMM.

## **Student Pastor Program**

The Student Pastor Program is an option within the M.Div. program that integrates student pastorates into the educational design of the regular M.Div. curriculum. This program maximizes the opportunity to relate academic studies to the practice of ministry. Student pastors are usually appointed by the United Methodist Conferences to serve as sole pastor to one or more teaching congregations, though this program is also open to non-UM students under similar circumstances. Qualified students enter the student pastor program with the same prerequisite requirements stated for PMM.

### *Orientation Sessions*

The Wesley program begins with a morning orientation session prior to the start of the Fall semester. Student pastors in this specialized program will be accompanied by two Learning Partners from their ministerial context – a clergy learning partner and a lay learning partner from the selected congregation.

Student pastors in small or rural congregations may take a course in Rural or Small Congregation Ministry to count toward the Practices of Leadership requirement. Student pastors in an urban environment, with the counsel of their advisor, are recommended to select a Leadership course focusing on Urban Ministry.

### *Course Work Completion*

Assignments in many classes are adaptable to parish situations. Due to the distance and responsibilities of many student pastorates, participants often take four years to complete the M.Div. program instead of the usual three, allowing them to remain in their ministry setting as much as possible while a full-time student. Student Pastors are required to be enrolled as full-time students throughout matriculation. A course load of approximately 20 credit hours per year supports the full-time requirement and the projected SPP timeframe.

### *Special Course*

Student pastors in small or rural congregations may take a course in Rural or Small Congregation Ministry to count toward the Practices of Leadership requirement. Student pastors in an urban environment, with the counsel of their advisor, are recommended to select a Leadership course focusing on Urban Ministry.

# Master of Theological Studies (60 credit hours)

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## Objectives

The M.T.S. degree provides a structure for meeting certification requirements for various forms of lay ministry.

## General Requirements and Length of Program

Students must successfully complete 60 credit hours of course work in the regular curriculum, including a final M.T.S. paper. A maximum of 15 credit hours toward the degree may be from non-theological disciplines, provided such courses are related to the course of study pursued at Wesley. Requests for such credits must be approved by the Dean.

The M.T.S. program may be completed in a minimum of two years of full-time study and must be completed within six years from the date of admission.

Completion of an M.T.S. in conjunction with an M.Div. requires a minimum of 111 semester hours and completion of all requirements for both degrees.

Completion of an M.T.S. in conjunction with an M.A. requires a minimum of 111 semester hours and completion of all requirements for both degrees.

## Required Courses

- **Introduction to the Hebrew Bible** BI-101 and BI-102  
*6 credit hours*
- **Introduction to the New Testament** BI-171 and -172  
*6 credit hours*
- **The Church in History** CH-101 and CH-102  
*6 credit hours*
- **Systematic Theology** ST-305 and ST-306  
*6 credit hours*
- **Religion and Society** Courses satisfying the Religion and Society requirement must come from at least two of the following academic areas: Ethics, Pastoral Care and Counseling, or World Religions. Only two hours in any single area will count toward the degree requirement. *4-6 credit hours*

## *M.T.S. Paper (3 credit hours)*

Students must prepare a final paper and register for course IS-501, typically in their final year at Seminary. This paper should focus on a problem requiring in-depth research in a particular discipline or may serve broadly to integrate the student's learning over his or her program of study. Students develop a paper proposal in conversation with a faculty advisor/reader whom the student requests. A draft of the M.T.S. paper proposal must be filed

with the M.T.S. Director on the official form no later than October 1. The final deadline for proposal revisions is October 15. The faculty reader may opt to administer an oral examination upon completion of the paper. A final draft of the paper itself is due to the faculty reader no later than April 1 (two copies must be submitted), with final revisions to be completed by April 15.

*The M.T.S. Paper Proposal form and instructions are available at [www.wesleyseminary.edu/forms](http://www.wesleyseminary.edu/forms).*

## **Elective Courses**

Courses beyond those required for all M.T.S. candidates are taken as electives. There are approximately 30-32 credit hours of electives in the M.T.S. degree. Students may use their electives to sample a broad range of curricular offerings or they may choose to concentrate their electives in a certain discipline. While the Director of the M.T.S. program serves as advisor for M.T.S. students, those who choose to concentrate their electives may wish to consult a faculty member in their chosen discipline to help guide their selection of electives. This is particularly beneficial for students who are considering further graduate study.



# Dual Degrees with American University

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## Objectives

In cooperation with The American University (AU) School of International Service (SIS), Wesley offers the M.T.S. degree in conjunction with AU's M.A. in International Peace and Conflict Resolution or the M.A. in International Development. Though other universities offer Master's programs in peace and justice studies, these dual degrees uniquely combine graduate theological education with the theoretical and practical study of international issues.

AU's SIS is the largest school of international relations in the U.S. It offers a rigorous, multi-disciplinary program recognized worldwide for preparing students for participation in international affairs. Faculty from both institutions collaborated to design these dual degrees, realizing that church leaders, to be effective at the national and international levels, need theoretical grounding. These programs enable students to gain the theological and socio-political understanding necessary to provide ministries of reconciliation, unity, and justice in a troubled world.

## Admission Requirements

Dual degree applicants must be admitted separately to each program.

## Course Work Completion

The design of the dual degree retains specific core requirements from both programs while sharing the number of elective credits and the thesis requirement. To reduce the number of total credit hours required to complete the dual degree, both institutions recognize courses taken at the other. To understand this compromise, it is recommended that dual degree students familiarize themselves with the full requirements of the individual M.T.S. and M.A./IPCR degrees as published in each institution's Catalog.

## Advising in the Dual Degree Program

Because the credit hour calculations for degree completion can often become complicated, it is recommended that students use the academic planning process to its fullest by scheduling regular visits with both institutions' advisors. This will help ensure that students will not go over the credit transfer limit. A degree audit at both schools should be performed annually.

## **Third Party Credit Transfer**

Optional elective credits taken at a third institution, i.e. a school in AU's consortium, may be substituted for credits at Wesley in exceptional cases, pursuant to the transfer policy outlined in the Academic Regulations section of the Catalog. Contact the Registrar's Office for more information.

## M.T.S. in Conjunction with M.A. in International Peace and Conflict Resolution (72 credit hours)

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### General Requirements and Length of Program

Taken separately, the M.T.S. at Wesley requires 60 credit hours and the M.A. at American University requires 39 credit hours for completion. To obtain both degrees, one would need to take a total of 99 credit hours between the two programs. The dual degree relationship permits a student to complete only 72 credit hours total and write only one Master's thesis to obtain both degrees.

When evaluating the student's progress through the M.T.S. program, Wesley will accept up to 18 credit hours from American University (15 credit hours of coursework, and an optional 3 credit hours if the Research and Writing requirement is fulfilled at American in lieu of Wesley's Thesis requirement). The remaining 42-45 non-thesis credit hours must be taken at Wesley to complete the 60 credit hour degree. When evaluating the student's progress through the M.A./IPCR program, American University will accept up to 12 credit hours from Wesley: 9 credit hours of coursework and an optional three credit hours if the M.T.S. Paper requirement is fulfilled at Wesley in lieu of American's Research and Writing requirement. The remaining 27-30 non-thesis credit hours must be taken at

American University to complete the 39 credit hour degree.

The coursework requires approximately six to eight semesters to complete. Students able to dedicate full time to their studies (an average of 15 credits per semester), including summer coursework, could complete the program in 2 to 2½ years.

### Requirements for Dual Degree

The expected requirements for the dual degree are outlined below:

*Master of Theological Studies  
Core Requirements - taken at  
Wesley (28 credit hours):*

- **Introduction to the Hebrew Bible** BI-101 and BI-102  
*6 credit hours*
- **Introduction to the New Testament** BI-171 and BI -172  
*6 credit hours*
- **The Church in History** CH-101 and CH-102  
*6 credit hours*
- **Systematic Theology** ST-305 and ST-306  
*6 credit hours*
- **Religion and Society** Courses satisfying the Religion and Society requirement must come from at least two of the following academic areas: Ethics, Pastoral Care and Counseling or World Religions. Only two hours in any single area will count toward the degree requirement. *4-6 credit hours*

*Master of Theological Studies  
electives – taken at Wesley (14  
credit hours)*

Students may choose from amongst Wesley's many upper level / elective courses to fulfill this requirement.

*Master of Arts/IPCR Required  
Coursework requirements –  
taken at American (15 credit  
hours):*

- **Core Courses 9 credit hours**
  - Culture, Peace, and Conflict Resolution: Alternatives to Violence SIS-606 3 credit hours
  - Peace Paradigms SIS-607 3 credit hours
  - Conflict Analysis and Resolution: Theory and Practice SIS-609 3 credit hours
- **Economics 3 credit hours** ECON-619 or other approved course
- **Related Field** This SIS requirement is fulfilled by taking elective courses at Wesley, i.e. the student's related field becomes Theological Studies instead of one of the major field groups at AU's School of International Service.
- **Research and Professional Methods 6 credit hours**
  - International Affairs Stats & Methods SIS-600 or

SIS-619 Advanced International Affairs Stats / Methods 3 credit hours

- Qualitative Research Methods in PCR SIS-612 or other approved methods course 3 credit hours

*SIS Concentration, 12 credit  
hours*

As part of their concentrations, students must complete: 2 gateway courses and 2 courses within one of the IPCR concentrations in which they have completed a gateway course.

*Research and Writing*

*Requirement (3 credit hours):*

Dual degree students may fulfill the research and writing requirement for both degrees by submitting one significant thesis paper. The related course may be taken at *either* Wesley or American University in accordance with that institution's thesis procedures and deadlines. Completing the course at one institution waives the requirement at the other.

- **M.T.S. Paper** – Wesley IS-501 3 credit hours; see details in M.T.S. degree section above, or
- **Substantial Research Paper (SRP)** requirement – SIS-794 or -795 3 credit hours, or
- **SIS Practicum** – SIS-793, or
- **Master's Thesis Supervision** – American SIS-797 6 credit hours

## M.T.S. in Conjunction with M.A. in International Development (72-75 credit hours)

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### General Requirements and Length of Program

Taken separately, the M.T.S. at Wesley requires 60 credit hours and the M.A. at American University requires 39-42 credit hours for completion. To obtain both degrees, one would need to take a total of 99-102 credit hours between the two programs. The dual degree relationship permits a student to complete only 72-75 credit hours and write only one Master's thesis to obtain both degrees.

When evaluating the student's progress through the M.T.S. program, Wesley will accept up to 18 credit hours from American University (15 credit hours of coursework and an optional 3 credit hours if taking thesis credits at American). This leaves a total of 42 non-thesis credit hours that must be taken at Wesley. When evaluating the student's progress through the M.A./ID program, American University will accept up to 12 credit hours from Wesley (9 credit hours of coursework and an optional 3 credit hours if writing the thesis at Wesley). This leaves a total of 27 non-thesis credit hours that must be taken at American University.

The coursework requires approximately six to eight semesters to complete. Students able to dedicate full time to their studies (an average of 15 credit

hours per semester), including summer coursework, could complete the program in 2 to 2½ years.

### Requirements for Dual Degree

The expected requirements for the dual degree are outlined below:

#### *Master of Theological Studies Core Requirements - taken at Wesley (28-30 credit hours):*

- **Introduction to the Hebrew Bible** BI-101 and -102 *6 credit hours*
- **Introduction to the New Testament** BI-171 and -172 *6 credit hours*
- **The Church in History** CH-101 and -102 *6 credit hours*
- **Systematic Theology** ST-305 and -306 *6 credit hours*
- **Religion and Society**  
Courses satisfying the Religion and Society requirement must come from at least two of the following academic areas: Ethics, Pastoral Care and Counseling or World Religions. Only two hours in any single area will count toward the degree requirement. *4-6 credit hours*

#### *Master of Theological Studies electives - taken at Wesley (15-18 credit hours)*

Students may choose from amongst Wesley's many upper level /



elective courses to fulfill this requirement.

*Master of Arts/ID core requirements – taken at American (21-24 credit hours):*

- **Core Requirements 12-15 credit hours**
  - **Introduction to Economic Theory** ECON-603 *3 credit hours; may be waived by the division director*
  - **Survey of Economic Development** ECON-661 *3 credit hours*
  - **Micropolitics of Development** SIS-636 *3 credit hours*
  - **International Development** SIS-637 *3 credit hours*
  - One of the supplemental courses (see American University advisor for list of supplemental courses) *3 credit hours*
- **Concentration/Related Field** Nine credits of this requirement are fulfilled by taking elective courses at Wesley, i.e. the student's related field becomes Theological Studies instead of one of the major field groups at AU's School of International Service. An additional six credits should be taken at AU to complete this sub-requirement. *15 credit hours (6 credits at American University)*

- **SIS Elective 3 credit hours**  
Three more elective credits must be taken through the School of International Service
- **Research and Professional Methods 6 credit hours**
  - Quantitative Analysis in International Affairs SIS-600 *3 credit hours*
  - Another approved Methods course *3 credit hours*

*Research and Writing requirement – (3 credit hours):*

Dual degree students may fulfill the research and writing requirement for both degrees by submitting one significant thesis paper. The related course may be taken at *either* Wesley or American University in accordance with that institution's thesis procedures and deadlines. Completing the course at one institution waives the requirement at the other.

- **M.T.S. Paper** – Wesley IS-501 *3 credit hours; see details in M.T.S. degree section above, or*
- **Substantial Research Paper (SRP)** requirement SIS-793, -794 or -795 *3 credit hours, or*
- **Master's Thesis Supervision** – American SIS-797 *6 credit hours*

*Dual Degree Program Total:*

**72 -75 credit hours between AU and WTS**, depending on whether Introduction to Economic Theory is waived by American University.

# Specializations

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**Wesley offers several Specializations, Certifications and Fellowships as opportunities for students to focus in a particular area. Specializations are only open to degree-seeking students, whereas Certifications are for non-degree students.**

## **African-American Church Studies Specialization**

Faculty: Dr. Vernoyce Miles

The African-American Church Studies (AACS) program prepares students to address the issues and challenges of leadership in African-American contexts and communities through exposure to the social, historical, and theological nuances of African-American religious culture.

The AACS specialization strives to provide a historical and theological framework for African-American religious life, build students' capacity to exegete and interpret non-traditional texts through exposure to the diversity of "black religion," and emphasize the theory and practice of prophetic witness and crisis ministry in the African-American context. The ultimate goal

of the AACS specialization is to equip African-American religious leaders to serve effectively in a globalized and multicultural society for the transformation of the world.

## *Admission to Specialization*

Eligible degree students must declare their intent to specialize prior to completing one-third of their degree program (M.Div., 27 hours; M.T.S., 20 hours). M.A. students must declare intent to specialize within their first semester of study or before completing 6 credit hours of coursework. Students may either indicate intent in pursuing this specialization at time of admission or may submit the specialization declaration form available at [www.wesleyseminary.edu/forms](http://www.wesleyseminary.edu/forms) or in the Registrar's Office. All requirements for the specialization must be satisfied prior to conferral of the Master's degree.

## *Required Courses for AACS*

Students must complete a total of 14 credits in required courses and electives. Required courses for the African-American Church Studies specialization are:

- **Introduction to the Study of African-American Religion**  
CM-290 1 credit hour  
Should be taken in the semester closest to declaration of AACS specialization.
- **Integrative Seminar in AACS** CM-450 1 credit hour  
Should be taken in the last semester prior to completing

specialization requirements. CM-290 is a prerequisite to this course.

Mission Office will work with AACS students to secure placement in an appropriate ministry setting.

### *Elective Courses for AACS*

Students are required to take a total of **12 credits of AACS approved elective courses**. A full list of AACS approved elective courses can be found on our website at <https://www.wesleyseminary.edu/admissions/african-american-church-studies>. Courses not listed must have written approval by the Program Director.

### *Contextual Study*

In addition to coursework requirements, students must complete contextual study of African-American religious experience through their degree programs in the following ways:

- **Master of Arts:** AACS students' M.A. project should explore a topic affecting the African-American religious context with attention to the topics, challenges, and possibilities for religious practice.
- **Master of Theological Studies:** AACS students' M.T.S. thesis should research topics exploring issues or theological perspectives in the African-American religious experience.
- **Master of Divinity:** AACS specialization students must participate in a field educational experience in an African-American context. The Practice in Ministry and

AACS students should consult with both their academic advisor and the AACS program director to confirm approval of their relevant contextual study.

### *Dual Specialization*

Given the interdisciplinary nature of the AACS specialization, students specializing in the AACS may specialize in other programs at Wesley. In order to specialize in both AACS and another Wesley program, a student must have the approval of his/her academic advisor, the AACS program advisor/director and the additional program advisor/director. Additionally, any student wishing to specialize in both AACS and another Wesley program must also complete the requirements of his/her degree program and both specializations within the maximum degree time limits.

If choosing to specialize in both AACS and another Wesley program, students may count up to half of the required elective credits of the non-AACS specialization towards their AACS elective requirement. Electives that count towards both the AACS specialization and other Wesley program must be approved elective courses for both specializations.

## Children and Youth Ministry Advocacy Specialization

Faculty: Dr. Lorena Parrish and Dr. Emily Peck-McCLain

The Children and Youth Ministry Advocacy specialization is designed to prepare students for leadership in the church and other ministry setting related to children and youth. The specialization focuses on Christian formation for young people as well as engaging the church and public ministries in the work of advocacy, organizing, and seeking justice on behalf of children and youth. M.Div. students seeking to complete this specialization must do one of their PM&M placements at a ministry or organization that focuses on children/youth ministry and advocacy.

### *Admission to Specialization*

Participants in this specialization must be degree-seeking Masters students and must declare their intent to specialize prior to completing one-third of the credit hours required for their degree. M.A. students must declare their intent to specialize within their first semester. Students may either indicate intent in pursuing this specialization at time of admission or may submit the specialization declaration form available at [www.wesleyseminary.edu/forms](http://www.wesleyseminary.edu/forms) or in the Registrar's Office. All requirements for the specialization must be satisfied prior to conferral of the Master's degree.

### *Required Courses for CYMA*

Students must complete a total of 13 credits in required courses and electives. Required courses for the specialization are:

- Proctor Conference on Child Advocacy – CM-520 2 credits offered each summer
- Teaching and Learning in Christian Education – CF-133 3 credits offered in fall
- And one of Theological Foundations for Youth Ministry CF-240 or The Church's Ministry with Children and Families CF-136 both 2 credits

### *Elective Courses for CYMA*

CYMA specialization students are required to take a total of **4 credits of electives** approved for the specialization.

### *Capstone Project*

Students pursuing a specialization in CYMA must complete a capstone project, typically within the last year of study.

- **Capstone Course** 2 credit hours online

## Public Theology Specialization

Faculty: Dr. Rick Elgendy

The Public Theology specialization is designed to prepare students for leadership of the public church or other forms of public ministry. The

specialization provides in-depth study of public theology and the disciplines on which it depends with the goal of developing skills of analysis and argumentation that energize the public witness of the church.

### *Admission to Specialization*

Participants in this specialization must declare their intent to specialize prior to completing one-third of the credit hours required for their degree. M.A. students must declare their intent to specialize within their first semester. Students may either indicate intent in pursuing this specialization at time of admission or may submit the specialization declaration form available at [www.wesleyseminary.edu/forms](http://www.wesleyseminary.edu/forms) or in the Registrar's Office. All requirements for the specialization must be satisfied prior to conferral of the Master's degree.

### *Required Courses for PTP*

Students must complete a total of 15 credits in required courses and electives. Required courses for the Public Theology specialization include:

- **Foundations of Public Theology** EP-200 *3 credit hours*
- **Paradigms and Practices of Public Theology** EP-290 *3 credit hours*

### *Elective Courses for PTP*

Public Theology specialization students are required to take a total

of **6 credits of electives** that focus on the areas of public theology, social ethics, political theology, and contextual theology. A representative list of Public Theology approved elective courses can be obtained from the Academic Director of Public Theology or the Registrar's Office.

### *Capstone Project*

Students pursuing a specialization in Public Theology must complete a capstone project, typically within the last year of study. Though any faculty member may serve as a reader for the capstone, students should consult with the Academic Director of Public Theology about registration for this course and the topic and format of their project.

- **Capstone Project in Faith and Public Life** EP-490  
*3 credit hours*

For M.T.S. students, the capstone project requirement may be fulfilled by completing the M.T.S. thesis course, IS-501.

*For more information about this specialization, see*  
<https://www.wesleyseminary.edu/ice/programs/public-theology>.

## **Theology and the Arts specialization**

Faculty: Dr. Aaron Rosen

The Theology and the Arts specializations is intended to prepare students for leadership in Arts Ministry within the local church and in other settings.



## Required Courses

Students must complete 12 credits of CTA-related coursework including:

- One of the following courses:  
Art and the Sacred in Washington, DC (RA-112), Theological Themes in Fiction (RA-142) or Chapel Visuals (RA-109)
- 2 Religion and the Arts (RA) courses at the 200 level or above
- 1 practiced based course in Religion and the Arts
- Deliver a public presentation or prepare a creative performance in their final semester, after which they will take questions about how their work furthers creative practice in ministry.

## Urban Ministry Specialization

Faculty: Dr. Lorena Parrish

The Urban Ministry Program specialization (UMP) is designed to foster transformative ministry leadership in complex urban settings. The curriculum, centered around contextual theological education and developing a “theology of the city,” prepares students to engage in social transformation and human flourishing in an urban context. Students learn to engage the poor and the powerful, to meet the needs of diverse cultures, and to answer their call to dynamic, applied ministry in the multifarious social systems of cities and communities impacted by urbanization. Any

Master’s student is welcome to take classes which fall under the Urban Ministry Program’s specialization curricula without having to declare the specialization.

M.T.S. or M.A. students desiring to pursue the UMP specialization should consult with their advisor prior to declaring their intent to specialize, as it entails coursework beyond the requirements for those degree programs.

### *Admission to Specialization*

Master’s degree students must declare their intent to specialize prior to completing one-third of the credit hours required for their degree by submitting the specialization declaration form available on our website at <https://www.wesleyseminary.edu/ice/programs/urban/> or in the Registrar’s Office. M.A. students must declare their intent to specialize within their first semester. All requirements for the specialization must be satisfied prior to conferral of the Master’s degree.

### *Required Core Courses for UMP*

**Introduction to Urban Ministry**  
CM-230 3 credit hours

**Project of Transformation: Urban Ministry**  
CM-420 2 credit hour. Students are expected to complete a capstone project that offers new insights to the community in which they are

participating. CM-230 is the pre-requisite for this course.

### *Elective Courses for UMP*

Urban Ministry Program specialization students are required to take **6 credit hours** from a designated list of urban ministry courses. *Courses meeting the elective requirement for UMP can be found on the website at <https://www.wesleyseminary.edu/ice/programs/urban/>.*

### *Recommended Degree Requirements*

Urban Ministry Program students pursuing the M.Div. degree are strongly encouraged to take **Pastoral Care and Counseling in Context PC-111 (3 credit hours)** to fulfill the Pastoral Care and Counseling requirement toward the M.Div.

### *Placement*

UMP specialization students must participate in a field educational experience in an urban ministry setting. The Practice in Ministry and Mission Office will work with UMP students to secure placement in an appropriate ministry setting.

M.Div. students are required to do an 4-hour PMM placement as is required for all students in that degree.

M.T.S. and M.A. students in the UMP specialization are required to do a 2-hour field educational

placement in keeping with the PMM structure, process, and deadlines that are in place for M.Div. students.

### *Military Chaplaincy*

Wesley Theological Seminary has a long commitment to training, equipping, and supporting persons called to chaplaincy within the various branches of the United States Armed Forces. The Military Chaplaincy specialization allows Master of Divinity students to explore and prepare for this vocational calling while also pursuing ordination or credentialing in their own spiritual tradition and fulfilling current requirements of the respective Armed Services. Students in this specialization will be guided by CH (COL-Ret) James Driscoll, a UMC pastor who served in the National Guard and Reserves as well as active duty with the Army, recently retiring from the Chief of Chaplains Office in the Pentagon. CH Driscoll is special assistant to the president at Wesley and is a hospital chaplain at Chesapeake Regional Medical Center in VA.

#### Required courses:

- PC 101 Counseling Skills for Ministry and PC 111 Pastoral Care and Counseling in Contexts; one is required for M.Div. for specialization must take both (additional 3 credits)
- PC 201 Introduction to Chaplaincy (2 credits)
- PC 491 or PC 493 CPE (3 to 6 credits); Note: if CPE is

- completed and is not considered part of the two year PMM requirement, then it may be counted as an elective.
- PMM Placement in Chaplaincy context (see note above)

Two electives to be selected in conversation with advisor; can be in any discipline area that addresses core themes/theology of chaplaincy (credit varies); CPE may be considered as an elective if it is not being considered as part of the PMM sequence. one option:

- Students pursuing the Military Chaplaincy specialization are encouraged to pursue an Independent Study with their military-specific advisor. This could be done individually or as a small group depending on the number of military MDiv students at any given time.

Total credits for the specialization varies: can be as few as 10 (but the actual equivalent of 13 since even most CPE Centers only offer full units that are the equivalent of six credits even if students only pay for three). The requirement for PMM placement in a chaplaincy context adds heft.

## Certificates

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### **Certificate in Children and Youth Ministry Advocacy**

The Children and Youth Ministry Advocacy certificate is designed to prepare students for leadership in the church and other ministry setting related to children and youth.

#### *Admission*

Participants in this program must be non-degree students and must declare their intent to pursue this certificate at time of admission. All requirements for the specialization must be satisfied prior to receiving a certificate. *Required Courses for CYMA*

Students must complete a total of 13 credits in required courses and electives. Required courses re:

- Proctor Conference on Child Advocacy – CM-520 2 *credits offer each summer*
- Teaching and Learning in Christian Education – CF-133 3 *credits offered in fall*
- And on of Theological Foundations of Youth Ministry CF-240 or The Church's Ministry with Children and Families CF-136 *both 2 credits offered alternating summers*

### *Elective Courses for CYMA*

CYMA specialization students are required to take a total of **4 credits of electives** approved for the certificate

#### *Capstone Project*

Students pursuing a certificate in CYMA must complete a capstone project, typically within the last year of study.

- **Capstone Course** 2  
credit hours

### **Certificate in Faith and Public Life**

The Certificate in Faith and Public Life (CFPL) is designed to prepare non-degree students for leadership of the public church or other forms of public ministry. The certificate provides in-depth study of public theology and the disciplines on which it depends with the goal of developing skills of analysis and argumentation that energize the public witness of the church.

#### *Admission to Program*

Participants in this program must be non-degree students and must declare their intent to pursue this certificate at time of admission. All requirements for the specialization must be satisfied prior to receiving a certificate.

### *Required Courses*

Students pursuing the Certificate in Faith and Public Life must take:

- **Foundations for Public Theology** ST-200 3 credit hours
- **Paradigms and Practices of Public Theology** ST-290 3 credit hours

### *Elective Courses*

CFPL students are required to take a total of 4-6 **credits of electives** that focus on the areas of public theology, social ethics, political theology, and contextual theology. A representative list of Public Theology approved elective courses can be found on the Public Theology specialization declaration form, available at [www.wesleyseminary.edu/forms](http://www.wesleyseminary.edu/forms).

#### *Capstone Project*

Students pursuing a specialization in Public Theology must complete a capstone project, typically in the calendar year.

- **Capstone Project in Faith and Public Life** ES-490 3 credit hours

ST-200 and ST-290 are prerequisites for this course.

For more information about this certificate program see <https://www.wesleyseminary.edu/ice/programs/public-theology>.

# Theological Studies in U.S. Contexts Certificate (one semester)

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## Objectives

The purpose of the Theological Studies in U.S. Contexts Certificate is to provide students from outside the United States with an immersion in theological studies in U.S. contexts.

## General Requirements and Length of Program

Participants in this program must be current degree candidates in non-U.S. seminaries which have an established partnership (i.e. a Memorandum of Understanding) with Wesley Theological Seminary. Candidates will be selected and nominated by the Dean or President of the home seminary. Candidates must supply all necessary paperwork for the I-20 in application for a visa as required by U.S. SEVIS regulations.

Students in the U.S. Contexts Certificate program complete one semester of full-time study consisting of at least 9 and not more than 15 credit hours.

## Required Courses

- **International Students Seminar** IS-205 (*1 credit hour, Fall semester students*)
- **Writing for Ministry and the Ministry of Writing** IS-218 (*2 credit hours, Spring semester students*)
- **Religion and Arts requirement** any 100-level RA course (*1 or 2 credit hours, either semester*)

## Elective Courses

Electives comprise the remaining credits required for the U.S. Contexts Certificate, although these courses may be core requirements in a Wesley degree program. U.S. Contexts students should work with the Dean or the faculty advisor from their home school to select courses which will transfer into their degree programs and complement their course of study. Wesley's Director of International Student Services is also available to help select relevant courses to fill the student's semester schedule.



# Doctor of Ministry

## (30 credit hours)

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### Objectives

The Doctor of Ministry program is designed for people experienced in the practice of ministry. It is for clergy of demonstrated ability, and endeavors to enhance their effectiveness by integrating the experiences of ministry with the academic resources of the Seminary.

Ministry is fundamentally theological in character, and disciplined theological reflection must inform the work of ministry in all its offices and functions. The D.Min. Program aims to enable pastors to develop a theology of ministry that will embrace the total life and mission of the church.

### General Requirements and Length of Program

Wesley's D.Min. degree requires successful completion of 30 instructional hours of course work, including a D.Min. project and project paper. Classes are offered online or as one-week intensives. Intensive courses are offered in the Winter and Spring terms. Online courses are offered primarily during the summer and fall D.Min. terms.

The D.Min. program can be completed in a minimum of three years of full-time study and must be completed within six years from the date of admission.

### Required Coursework

All D.Min. students must complete the following requirements:

- **Project Seminar** DM-900  
*3 credit hours*
- **Core Track Work** Course numbers vary based on track. *21 credit hours*
- **Electives** Typically 900-level (excluding DM-900) or 1000-level DM courses *6 credit hours*
- **Project Paper** Written during the year prior to graduation.

Project paper deadlines and program schedules can be found on the website by track at <https://www.wesleyseminary.edu/doctorofministry/>. Coursework must be started within two years after admission into the program; otherwise, eligibility for admission will be revoked.

### *Intensive Terms and Coursework*

All D.Min. courses are 3 credit hours. Each D.Min. course includes a minimum of 45 instructional hours and 90 hours of additional course work. Prior to the start of a course, students should download reading lists and preparatory assignments from Blackboard. As each course requires 45 contact hours with the professor, some coursework will be due on the first day of class or prior to the start of class.

For intensive term courses, students have no more than six weeks to complete post-course assignments. In a case of emergency, a 30-day extension beyond this deadline must be formally requested by the student via the extension of time request form available from the DMin Office.

**No extensions beyond the emergency 30 days will be granted.**

The Doctor of Ministry Program does not award grades below B-. See the "Evaluation and Grading" section of the Catalog for more details.

### *Electives*

If available in the track six hours (2 courses) of elective work may be fulfilled in several ways. Electives may be selected from the menu of options offered by the D.Min. program. They may also be taken at other ATS accredited institutions, but cannot be credits that have been applied toward another degree. Work completed prior to entry into the D.Min. program at Wesley may not be applied towards the D.Min. degree.

Any combination of the following options may be used to fulfill the elective course requirements for a D.Min. track:

- elective courses or courses from select tracks for D.Min. students offered during the Winter and Spring terms

- online courses offered by Wesley during the Summer and Fall terms
- Seminary approved faculty-led immersion study experiences for a maximum of three credit hours
- advanced seminars in Wesley's M.Div. curriculum in which Wesley faculty agree to develop additional readings and assignments for the D.Min. student
- Doctoral level courses at member institutions of the Washington Theological Consortium approved by the D.Min. Director
- work transferred into Wesley from another ATS approved institution with prior approval from Wesley's D.Min. Director
- CPE taken during the program, up to 2 units (6 credit hours), with the prior approval of the DMin director.

### *The Project Paper*

Each student will write a project proposal within the project seminar course. When the seminar instructor approves a student's project proposal, that proposal is forwarded to the D.Min. Committee for assignment of a faculty reader. The faculty reader will serve as a consultant to the candidate for the development of the project paper. Students are encouraged to hire a proof reader to assist with grammar and citation review.

The project itself should be started as soon as possible following the approval of the proposal,

advancement to candidacy, and assignment of a faculty reader. The biblical/theological and the introduction chapter of the project paper is due to the faculty reader around October 15 preceding graduation. A first draft of the complete project paper must be sent to the faculty reader no later than January 15 preceding graduation. During the month of March preceding graduation, each candidate will make an oral presentation and evaluation of his or her project in an appropriate context either in person or via digital means. Proposed venues for this presentation should be cleared with the Director of the D.Min. program. One copy of the project paper in final form, a 100-word abstract, and various forms provided by the library, must be submitted to the Seminary via Blackboard on or before the date specified in the Important Dates section of this Catalog.

## Doctor of Ministry Tracks

This section lists the currently active D.Min. tracks offered at Wesley along with their main curricular objectives. *For specific courses in each track, see the Course Listings section of the Catalog.*

### *Church Leadership Excellence*

This track focuses on the personal development and public practices of those called to lead the church toward the vision of God's reign. Students examine the biblical, theological, and ethical foundations of ministry through the lens of leadership to enhance their own fruitful practice of leadership. A

serious engagement with contemporary secular leadership studies is held in tension with rigorous theological exploration. The combined resources of the Wesley faculty, the Lewis Center for Church Leadership, and exemplary practitioners bring depth and energy to this track.

### *Curating Community Through the Arts*

When artists create works of art, they also generate and sustain communities. A study of religion and the arts is not only incomplete without the awareness of this reality, it misses a profound and engaging opportunity for ministry in a diverse and changing world. In this Doctor of Ministry track, we will explore and analyze the role of the arts in community formation from multiple disciplinary and methodological perspectives, including: Biblical Studies, theological aesthetics, the sociology of religion and visual, material and sensory studies.

### *Faith, Health, and Community*

Clergy are called to teach and model healthy behavior that integrates wellness of body, mind, and spirit. This track equips clergy in understanding the scriptural and theological bases for health, healing, and whole-ness while navigating the complexity of the healthcare industry. It also clarifies pastoral and ethical roles in caring for congregation and community members and organizing congregations so that they can develop healing and whole person health ministries, especially

approaches that care for and support one another through times of sickness, and dying. In addition, clergy will focus on the importance of self-care for the clergy member's own well-being as well as for his or her congregation.

### *Howard Thurman*

Students will be able to enter into diverse cultural communities with an openness to encountering, contributing to, and learning from different cultural perspectives. Students will be able to work effectively with others to facilitate their gifts for service and leadership in the church, in community organizing, and in the public square. Students will take responsibility for directing their learning for more effective leadership engagement in the public square

### *Military Chaplaincy: Army Medical Command Chaplaincy*

Army chaplains in the MEDCOM division are called to provide comprehensive religious support throughout the vast U.S. army medical command. The courses of this D.Min. track combine intense work in the clinical setting with courses that explore the vocational identity, stress mid-level competency, and introduce best practices in delivering religious support. Admittance to this track is restricted to applicants recommended by the U.S. Army Medical Command.

### *Military Chaplaincy: Religious Leadership in a Complex, Multi-Faith Environment*

Satisfying the operational needs of military leaders and the religious needs of warriors and their families requires intellectual and spiritual dexterity. This program of study is designed to enhance both. The core courses explore a broad range of topics related both to chaplaincy tasks and to the vocational life of the individual chaplain.

*Wesley is a Yellow Ribbon institution.*

### *Residential Doctor of Ministry Program for International Students*

This accelerated DMN track for international students is self-designed by the student in consultation with the Director of the D.Min. Program. Students will be in residence during the Fall semester and Spring semesters in addition to the normal January and May DMN intensives. Like other DMN tracks this program requires a minimum of 30 credits for graduation; however students may take up to 34 credit hours, depending the design of their coursework. In addition to the typical admissions criteria, Residential D.Min. applicants must secure a ministry placement site in the DC metro region prior to beginning the program and gain approval for that setting from the D.Min. Director.

### *Soul Care for Pastors, Chaplains, and Clinicians*

This track focuses on the theoretical and practical tools necessary for more effective and reflective ministry in care and counseling. Strong emphasis on biblical and theological foundations combined with current theory and best practices. Students will grow in the ability to reflect as pastoral theologians and in the ability to respond to pressing human needs as skilled caregivers. Up to two units of CPE taken during matriculation may be designated as fulfilling the DMin elective requirement.

### *Spiritual Leadership for the Global Church: The Asian Track*

This track explores the church in the Asian context as well the mission challenges of the emerging church in its local and global context. Faculty teams from Wesley Theological Seminary in Washington, D.C. and Methodist Theological University in Seoul will introduce pastors to the impact of global awareness on the theological disciplines that sustain ministry. Limited to Korean and Asian students.

### *Spirituality and Story*

This track focuses on narrative as a category of spirituality and as a tool by which pastors participate in the work of weaving human stories into the fabric of God's story.

### *Wesleyan Leadership in a Broken World: 'The Hope that is Within You'™*

This track draws on the resources of the Wesleyan/Methodist tradition enhance the work of ministry leaders seeking to offer hope and healing in a world of brokenness. Courses will be held in Cambridge, England, Puerto Rico, the Holy Land, and Washington, DC, and draw on contextual resources of each location.





## Financial Information

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## General Costs

All Wesley students receive automatic tuition assistance made possible by the Ministerial Education Fund of The United Methodist Church and by endowment income and grants. This assistance and the generous support of Wesley alumni and friends enable us to charge a tuition rate that is less than a third of the actual cost.

The financial information detailed below is for the 2022-23 academic year. We intend to hold costs to these rates but reserve the right to change any rates listed or to add other necessary charges.

### Tuition

To fairly account for differences in course load and academic program, tuition is charged on a semester-hour basis. The hourly tuition rates are:

Academic Credit (Degree and Non-Degree)	\$750
Audit	\$100/ Credit*
Continuing Education Units	\$100 per CEU**

*\*Current degree seeking students enrolled full time may audit one course each Fall or Spring semester free of charge. Alumni may audit 1 course per academic year at no charge.*

*\*\* Ordained clergy, diaconal ministers, or full-time lay denominational employees may enroll in regular semester courses and receive Continuing Education Units. For billing purposes,*

*one semester hour equals 1.5 Continuing Education Units (CEUs).*

Students in the National Capital Experience for Seminarians (NCES) are charged different rates based on their home school's tuition. Legal spouses of degree candidates may audit one course during each semester or summer session without charge, provided they themselves are not degree candidates at Wesley. Students in the Washington Theological Consortium pay the tuition rate of their home institution.

### Admission Fees

Application Fee <i>Covers filing and process of transcript and recommendation. Non-refundable.</i>	\$60
Confirmation of Admission and Orientation Fee <i>To be paid within 30 days of acceptance, as confirmation of intent to enroll. Non-refundable.</i>	\$125

## Student Fees

Per semester for all M.Div., M.A., M.T.S. and non-degree students taking five or more credit hours (includes Supplemental Health Benefit Program, 6 meal tickets, and 1 parking tag)	\$712
Per semester for all M.Div., M.A., M.T.S. and non-degree students taking four or fewer credit hours	\$293
Per January or May term for D.Min. students attending courses on Wesley's campus	\$72

## Other Fees

Continuing Enrollment Fee <i>Per semester or D.Min. term when not in enrolled in credit-bearing classes</i>	\$100
Course Cancellation /Late Drop Fee <i>Summer, J-Term, and D.Min. terms</i>	\$100
Transcript Request Fee (per official transcript)	\$10
Transcript Rush Fee	\$5
Photo I.D. Replacement Fee	\$20
Diploma Replacement Fee	\$35
D.Min. Credit Transfer Fee	\$60
D.Min. Reader Fee	\$250
Returned Check Fee	\$30
Mailbox Key Deposit <i>Request key in mailroom</i>	\$25
Graduation Fee	\$200

## Clinical Pastoral Education Fee

Cooperating institutions may charge a fee in addition to the regular tuition rate (depending on the level of training). Generally, Wesley pays the fees for CPE sites, up to \$1,000 per unit, and the student pays Wesley the tuition rate for the number of credits sought. For more information on CPE fee payment and acceptable CPE sites please contact the Dean's Office at [deansoffice@wesleyseminary.edu](mailto:deansoffice@wesleyseminary.edu).

## Physical Fitness Facilities

Wesley students are eligible for discounted membership rates at the Fitness Centers at American University. More information is available at <http://www.american.edu/recfit/> or by calling (202) 885-3000.

## Residence Life

Individual residential students will reside in the New Residence Hall in rooms of single, double occupancy or Jr. apartments. Married students without children also qualify for Jr. apartment occupancy as available. Commuter housing is available in the New Residence Hall for students who want to stay one, two, or three nights a week in double- or single-occupancy dorm rooms (as available).

Cable television in dormitory rooms/apartments is not available. The New Residence Hall, Straughn Dormitory, have community lounges with satellite/cable television. Wireless internet access is available in all buildings.

All housing is assigned as available.

## Rates for Dormitory Accommodations

These rates are valid from July 1, 2023 through June 30, 2023. A separate rate structure applies to non-Wesley students seeking Wesley housing.

<b>Carroll Apartments</b> Families and Couples <i>per month</i> *	
Housing deposit	\$200
One room efficiency	\$1,065
One bedroom	\$1,284
Two bedrooms	\$1,705
Three bedrooms	\$2,011

<b>New Residence Hall</b> Individual Students <i>per semester</i> †	
Housing deposit	\$200
Double occupancy	\$3,459
Single occupancy	\$4,254
Commuter Students <i>per semester</i> †	
Housing deposit	\$100
Double occupancy – one night/week	\$589
Double occupancy – two nights/week	\$1,178
Double occupancy – three nights/week	\$1,767
Single occupancy – one night/week	\$870
Single occupancy – two nights/week	\$1,741
Single occupancy – three nights/week	\$2,610

\* Students are billed per semester (monthly rate x 4.5 months; Birch is billed monthly rate x 5

months), and can opt to pay in the lump sum amount or enroll in an installment plan.

Please contact the Office of Residence Life at [residencelife@wesleyseminary.edu](mailto:residencelife@wesleyseminary.edu) for Summer Term dormitory information or for further information on housing in general.

## Additional Services

### Health Insurance Benefit

While Wesley does not offer health insurance and does not require students to provide proof of coverage, Wesley strongly encourages students to obtain health insurance coverage. To offset the costs associated with illness, Wesley provides a student health benefit through EIIA to all Master's degree students enrolled in five or more credits. This is one of the many benefits covered under the general student fee. Detailed information is available from the Campus Life Office or online at [www.eiiastudent.org/WTS](http://www.eiiastudent.org/WTS).

All students 26 years old and younger must present documentation that verifies their current vaccination against measles, mumps, polio, and tetanus.

### Psychotherapy or Pastoral Counseling

Counseling is available by referral at the expense of the applicant. Some funds are available from Annual Conferences and other sources to provide psychotherapy for students who cannot afford it. Students who wish to apply for such

assistance should discuss this with the Associate Dean for Community Life.

### Textbooks

To access booklists for current classes, visit [WesleyWeb](#) in the course information or use the link on Blackboard.

## Payments and Refunds

### Payment Policy

All tuition and fees are due the first week of classes for each semester or term. Invoices are mailed to the student's permanent legal address in advance of the semester or term start date to provide ample time for understanding the bill and paying in a timely manner. Additionally, students may also view their accounts on Wesley Web.

Payment plan agreements will be processed through Official Payments. The payment plan allows students to pay for semester charges in 4 installments. Official Payments charges a \$35 fee per semester for this service. Students who default on payment plans are assessed additional fees and placed on the "stop list" – a financial hold that will prevent future registration. In addition, all charges must be paid in full before semester grades, transcripts, or diplomas will be issued.

*To contact Official Payments to enroll, please visit their website at <http://www.officialpayments.com/>*

Federal Stafford loans may be a part of the payment plan option, with no fee assessed, if all the paperwork is completed with the Financial Aid Office by

October 1 for the fall semester, and February 1 for entering spring students.

All semester tuition and fees must be paid or having pending VA benefits before students may register for the following semester. Final course grades and transcripts will be withheld for students with unpaid tuition and fees. Any outstanding balance may affect a student's ability to graduate. Students who regularly maintain a revolving balance of tuition and fees from semester to semester may be referred to the Associate Dean for Community Life for withdrawal from the Seminary.

Charges for summer school, travel seminars, and other short-term programs must be paid in full upon registration. Summer courses offered in May or June are charged at the summer session rate for the previous academic year. Summer courses that begin after July 1 are charged at the new academic year's tuition rate.

### Withdrawal Refunds

If a student withdraws from a course during a regular Fall or Spring semester, the amount of tuition refund will be pro-rated based on how long the classes have been in session (the actual amount is based on the applicable percentage of the number of hours dropped). Financial aid will not cover courses that are dropped prior to the end of add/drop period. The following outlines the pro-rated withdraw schedule:

#### Tuition Refunds

During the third full week	75% refund
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During the fourth full week	50% refund
During the fifth full week	25% refund
No refunds will be granted after the fifth full week.	

*The specific drop deadlines for each semester are listed in the Important Dates section of the Catalog and posted at <https://www.wesleyseminary.edu/academics/academic-calendar/>.*

The only exception to this policy is in the case of courses that do not begin in the first week of a Fall or Spring semester. Such courses may be dropped with no tuition penalty through noon of the *next business day after the first class session is held*. After this deadline, the tuition refund schedule in the table above will apply to any course drop.

**Fees** will not be refunded after the final add/drop deadline (the end of the second full week of classes for Fall and Spring). This scale also applies to refunds on tuition, fees, and housing rates for students withdrawing entirely from Seminary enrollment.

A refund schedule for **J-Term** and **Summer** sessions is available in the Business and Registrar's Offices and on the J-Term and Summer Term web pages. In general, the Registration deadline for intensive Summer and J-Term classes (Masters level) and all D.Min. intensive terms are two weeks **before** the start of class. Any student dropping after that date and up until the first day of class will be charged the \$100 cancellation / late drop fee. After the first day of class the student will be responsible for paying the **whole** tuition bill.

### Payment with Credit Cards

Students may charge their accounts to Master Card or Visa. Credit card payments are accepted in the Business Office or online through WesleyWeb or through the pay-by-phone service at 1866-498-8011

## Estimating the Cost of Attendance

### Financial Assistance

Tuition constitutes only a small part of the actual cost of theological education. The greater part is covered by other funds from the Seminary and from the Ministerial Education Fund of The United Methodist Church. Thus, every student at Wesley Theological Seminary receives some degree of financial assistance for their theological education.

We recognize that some students will require substantial assistance in meeting the costs of preparation for ministry. Accordingly, Wesley has developed a financial assistance program consisting of internships, grants, loans, church appointments, on- and off-campus employment, and scholarships.

Scholarships are both merit-based and need-based. Through merit-based aid, Wesley seeks to give special encouragement to applicants who show high potential for ministry. Determination of merit-based aid includes several factors and is not based solely on previous academic performance. We consider each applicant's financial situation as we determine need-based aid. All financial aid recipients must be in a degree program and enrolled each semester at least half-time (5 credit hours for Masters

level and 3 credits hours for Doctor of Ministry level). Students must also maintain satisfactory academic progress.

*For more information on satisfactory academic progress for financial aid, contact*  
[financialaid@wesleyseminary.edu](mailto:financialaid@wesleyseminary.edu).

### Applying for Assistance

Information about the financial aid program and applications for financial assistance are available online or from the Director of Financial Aid. In accordance with guidelines recommended by the Association of Theological Schools, financial assistance awards consider actual living costs, available resources and a reasonable student responsibility for self-help. Where demonstrated need exists, financial aid may be granted.

Financial need is determined through the Free Application for Federal Student Aid (FAFSA), a needs analysis service provided by the federal government ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). The FAFSA application and a Wesley Financial Assistance Application are required for Seminary grants. The FAFSA only is required for Federal loans and Federal Work Study.

Consideration for financial assistance will be given to students whose admission applications have been submitted by February 1 and whose processed FAFSA analysis have reached the Financial Assistance Office by May 1, prior to the academic year for which aid is needed. To meet this date, the FAFSA application should also be submitted online at [www.studentaid.gov](http://www.studentaid.gov) by April 1.

We encourage students to seek financial assistance from as many sources as possible. Our Financial Aid Office will be glad to refer students to various sources of assistance.

D.Min. students can apply for Federal Direct loans in the amount of expenses for each period of enrollment. Allowable costs include tuition, housing and meals, transportation, and course books.

### Repayment of Loans

Student enrollment is reported each semester to the National Student Clearinghouse (NSC), a federally-run organization that reports student enrollment statuses to various loan granting organizations, including the Federal Direct Loan program. Because students who do not maintain at least half-time enrollment in a compulsory semester (Fall and Spring) or D.Min. term (Winter and Spring) are no longer eligible for deferral of their loan repayment, any student registered for a less-than-half-time load or Continuing Enrollment will be considered “withdrawn” by the Clearinghouse, which will in turn report this status to loan granting organizations seeking information on student matriculation

D.Min. students who have completed their credit requirements and are only working on their dissertation/project paper must also, by law, be reported as not carrying a credit load to the Clearinghouse.

The grace period for repayment of loans may begin as soon as the student is reported as “withdrawn” by the Clearinghouse. Students are advised to prepare to begin repayment of loans

whenever they are not enrolled for a semester or D.Min. term.

### Self-Help Opportunities

Before authorizing awards from scholarship funds, the Financial Aid Office explores every possible financial source, such as annual conferences and home churches. In addition, other types of financial assistance are recommended according to need, interest and promise of performance.

Campus Workships are partial tuition grants for students who serve a limited number of hours each week in the library or administrative offices. Approximately 25 workshops are available each year.

Federal Work-Study provides federal funds for a limited number of part-time employment opportunities to students who have financial need and must earn part of their educational expenses. The positions involve 10 to 12 hours per week. Positions are both on- and off-campus. To be eligible for federal work-study, students must file a FAFSA and show financial need.

Loans of many types are available. Through the General Board of Higher Education and Ministry of The United Methodist Church, loans of \$5,000 per calendar year are available to United Methodist students. Federal Stafford Loans can be certified for degree students who show eligibility as determined by the required FAFSA.

Church Appointments may provide income. Appointments to Washington-area churches are part of the Seminary's Contextual Education program that

relates classroom learning to the work of church leadership.

Various off-campus work opportunities include part-time employment for students or full-time employment for non-student partners in government agencies, associations, and nonprofit organizations, hospitals, universities, and a host of specialty fields. Several local temporary employment agencies also provide opportunities to explore work options.

*For information on self-help opportunities in and around campus, see the Student Handbook available from the Office of Community life*  
<https://www.wesleyseminary.edu/wp-content/uploads/2016/08/Student-Handbook-2016-2017.pdf>.

### Endowed Scholarships

Endowment funds provide a great deal of support for the life and mission of Wesley. Scholarship assistance is made possible by the annual gifts and permanent endowments of many individuals, foundations, churches and organizations. The entire Wesley community is grateful for the foresight and generosity of the committed people of faith who make these funds available.

### Merit Scholarships

Merit scholarships are based on demonstrated academic achievement and qualities of character and leadership ability that predict exceptional service in and through the church. There are six

merit scholarship levels available to degree-seeking students: Bishop's, Oxnam, Governor's, President's, Dean's and Wesley Merit. Applicants for full scholarship awards and merit awards must have a degree application on file at Wesley by February 1 of the year in which they wish to enroll. Merit scholarship recipients may receive need-based loans as well but are not eligible for need-based grants. Applicants will be considered for merit aid upon admission to the Seminary.

More information on the following scholarships is available from the Admissions Office:

***Korean Endowment Scholarships and Trans-Generation (TG) Scholarships***

Every year, Korean students are selected to receive Korean Endowment Scholarships. Deadline for application is November 1.

Trans-Generation (TG) Scholarships are also available for the 1.5 or 2nd generation of Korean-American students who demonstrate ability and a strong commitment to the ministry for the next generation of Korean-American English-speaking congregations. Deadline for application is August 1.

***The Ellura Harvey Winters Award***

The Ellura Harvey Winters Award is a one-year, full-tuition scholarship given in memory of a dedicated servant of the church. It is granted to an entering United Methodist student who shows the gifts and the graces to become a good scholar and a compassionate pastor. The award is granted by the president of the Seminary in consultation with the Admissions Office.

***Susquehanna Annual Conference Tuition Matching Grants***

In cooperation with the Student Aid Fund of the Susquehanna Conference of the United Methodist Church, Wesley Seminary provides a matching 50/50 matching grant toward tuition. A limited number of these awards are available to full-time M.Div. Students who also meet the Student Aid Fund eligibility requirements.

***John Satterwhite Award***

Named to honor the memory of Dr. John H. Satterwhite, a minister of the African Methodist Episcopal Zion denomination, the first faculty member hired by President Norman Trott following the Seminary's move to Washington, D.C., in 1958 and the first African-American member of the Wesley faculty. Satterwhite award recipients must be fully admitted to master's degree study at Wesley, endorsed for this award by the pastor or bishop or his/her church and approved by the Financial Aid Committee.

The recipient must enroll in at least 5 academic hours (half-time status) and attend two Satterwhite Scholar sessions each semester for the award to be active and must maintain a GPA of 2.75 or better to be continued in the award. The Satterwhite Scholar sessions provide ongoing support for award recipients focused on community building, curriculum integration, and vocational clarity. These scholarships are awarded during the admissions process. A recipient can begin study in either fall or spring semester - and can also use the award toward summer term study.

***Veterans Administration Benefits***

Veterans of the United States military, their spouses and dependents are often eligible for educational funding through the Montgomery G.I. Bill (Chapter 30), the Post-9/11 G.I. Bill (Chapter 33), the Survivors' and Dependents' Education Assistance Bill (Chapter 35), the Reserve Educational Assistance Program (REAP, Chapter 1607) and other programs sponsored by the Veterans Administration. Students who believe they are eligible for these benefits while a student at Wesley should contact the Office of the Registrar for more information about establishing a file and verifying their enrollment to the VA. Wesley complies with Title 38 requirements regarding enrollments and fees. Each eligible student must supply to the Registrar's Office a Certificate of Eligibility from the Buffalo regional VA office. For more information visit the VA's website at [www.gibill.va.gov](http://www.gibill.va.gov).

*\* Please note that according to the Veteran's Administration their payment of "fees" does not include any punitive fees levied by the institution (such as Late Registration Cancellation fees), nor does it include one-time fees such as Graduation fees or transcript order fees. Additionally, the VA requires that institutions certify an eligible student's tuition and fees less the amount of scholarships received.*





## Academic Regulations

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## Preparation for Study

Seminary is a place of spiritual and academic formation. To make sure you are prepared, Wesley has certain requirements you must complete prior to the start of your matriculation.

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The undergraduate philosophy requirement is also a prerequisite to some upper-level courses including **Systematic Theology** and courses fulfilling the M.Div. **Christian Ethics** requirement. To satisfy the undergraduate philosophy requirement, students should take an introductory philosophy course at an accredited undergraduate institution; or they may take a Master's level philosophy course at Wesley, through the Consortium, or at any ATS accredited institution. Courses taken at the undergraduate level will fulfill the requirement but will not transfer as Master's level credit. Courses taken at the Master's level will fulfill the requirement and may be considered for elective credit.

### *Masters Campus Life Orientation and Academic Planning*

Entering Master's degree students are required to attend both a **Campus Life Orientation** and an **Academic Planning** session before beginning their Seminary studies. Academic Planning sessions are held prior to both Fall and Spring semesters. The Campus Life Orientation is held prior to the start of the Fall semester.

*Details on Orientation and Academic Planning Sessions, along with required documents, are available online at <https://www.wesleyseminary.edu/community-life/getting-started/>*

### *Writing*

An important part of a seminary education is developing the ability to write clearly and precisely about theological topics at a graduate academic level. In general, Wesley Masters students are expected to show proficiency in writing at a college level and Doctoral students are at a Master's level prior to admission. If a student's written work reveals a deficiency during the first year of study, they may be required to work with the Writing Center to strengthen writing skills. Individual faculty may recommend or require that a student work with the Writing Center to address concerns identified in a course. However, any student who needs assistance with writing skills may take advantage of **The Writing Center**, a faculty-staffed office on campus.

### *Masters Philosophy Requirement*

The Master's degree programs at Wesley require that students are familiar with the concepts, vocabulary, and approaches of classical philosophy. M.Div. and M.T.S. students are required to have taken an undergraduate introductory philosophy course. The Admissions Office will notify any student who has not met this requirement. Students must fulfill the requirement prior to completing one-third of their degree program (M.Div., 27 credits; M.T.S., 20 credits).

### *International Student Orientation*

Incoming international students are also required to attend **International Student Orientation** as well as complete their **International Student Check-In**. Both the International Student Check-In and Orientation are held the same week as the general Campus Life orientation. Attendance at these sessions is mandatory as they meet certain requirement for maintaining F-1 visa status. *Note: Doctoral students will also be required to complete an International Student Check-In as well as attend specific portions of the International Student Orientation.*

Additional orientation programming will be held throughout the semester primarily focused on F-1 immigration regulation. These sessions will be open to all international students, new and returning.

### *Required Documents*

All students are required to complete an Authorization for Wesley to perform a background check, a Computer Network User Agreement, and a Covenant of Professional Ethics prior to entering Seminary. Failure to complete this paperwork may result in a hold on future

semester registrations. Immunization records are required for students younger than 26 years of age.

### *Online Accounts*

Prior to their first semester of study, all student will receive access to three important systems:

- **SelfService**, the system for registration, checking grades, and viewing the student profile (home/legal address, degree and specializations, faculty advisor).
- **Blackboard**, the learning management system for all courses.
- **Student Email**, a free account that receives important updates, weekly announcements, and official correspondence sent by the Seminary. *Note: **Students will receive all official email through their Wesley email account.** Students can forward their Seminary email account to a personal account in Wesley email settings.*

All three accounts form an integrated online experience to serve and enhance learning.

### *Technical Support*

Wesley works with an offsite contractor, SolutionWorx, to assist with all campus IT needs. *For general technical assistance, email [support@solutionworx.com](mailto:support@solutionworx.com) or call 703-961-1840 ext. 2 to request help.*

Educational Technology staff are available during regular Seminary hours to assist students having difficulty with Blackboard. *For assistance, please email [edtech@wesleyseminary.edu](mailto:edtech@wesleyseminary.edu) or call (202) 885-8640.*

## Academic Planning and Advising

The purpose of the advising program at Wesley Theological Seminary is to assist students with **academic planning**. Through a series of meetings and checkpoints, explained below, each student works with a faculty advisor to develop and maintain a plan of study. Advisors are assigned at the beginning of the students' first semester of classes at the Seminary.

### Master's Academic Planning & Advising

*Note: International students are advised both by a faculty advisor and by a secondary advisor, the Director of International Student Services.*

The following outlines the student's responsibility in the academic planning process. Each student must:

- Attend Academic Planning and Campus Life Orientation;
- Meet with the faculty advisor during the first semester to develop an academic plan; M.Div. Degree Plan Checklists are located in the Appendix. Create a Degree Plan on Wesley Web no later than the start of the second semester to ensure eligibility for registration;
- Satisfy all foundational requirements prior to the completion of one-third of the degree program;
- Meet with the faculty advisor when two-thirds of the degree program have been completed to review the

degree plan and project a graduation date;

- Keep track of progress to see that all requirements for graduation are met. Any deviations from the normal set of core requirements must be approved by the Dean;
- Apply for May graduation by the October 15 deadline of the given academic year. At that time, the Registrar's Office will provide an official Graduation Clearance Letter (a degree audit and confirmation of graduation eligibility). Subsequent audits will be performed automatically for those students who need to revise their final semester registration, those with unreported grades, or those who still need to transfer credits in from another institution. Eligibility for Winter Conferral is based upon completion of the degree program by the end of Fall semester; eligible students should apply for Winter Conferral.

*Workload*

To be considered full-time a student must carry **nine or more credit hours** of coursework each Fall and Spring semester. **Five or more credit hours** is considered half-time for federal loan purposes. A student who is well prepared for theological studies and who has few responsibilities for work outside of school may regard 15 credit hours per semester as a normal load.

In the Summer Term, a student taking **five or more credit hours** is considered full-time; **three or more credit hours** is the equivalent of a half-time load.

J-Term registrations are counted toward the Spring semester credit totals and are not billed separately.

Course assignments and preparation for class sessions usually requires two or three hours of study per week outside of class for each semester-hour credit. This guideline should be considered in addition to the in-class and transit time when deciding how many classes to take in a given semester.

### *Overload Permission*

To carry more than 17 credit hours in one semester or more than 8 credit hours in the Summer Term requires **permission** for overload from the Dean. *Email the Dean's Office for permission to overload:* [deansoffice@wesleyseminary.edu](mailto:deansoffice@wesleyseminary.edu).

### *Classification*

Unlike most undergraduate institutions and some seminaries, Wesley does not officially classify its students as "first year," "second year," or "senior." Internal tracking of degree candidates is done through the Advancement to Candidacy process and by simply counting the number of completed credits toward any

active degree program. Students are expected to consult with their faculty advisor and the Registrar's Office as frequently as needed to ensure timely completion of their degree.

### *Working While in Seminary*

Full-time students are advised not to undertake more than 10 hours of compensated work per week in church assignments or otherwise during the first year, unless for imperative financial reasons. If a student finds they must work more than 10 hours per week in order to support themselves Wesley encourages that the student should consider reducing the course load accordingly and plan for a Seminary program of study that lasts more than three academic years. The suggested degree plan templates include four- and five-year part-time options for planning purposes.

Students should also arrange to do church work with maximum educational benefit, under supervision. Bear in mind that 15 credit hours of coursework and 15 hours of work per week in a church equals a workweek of 60 hours or more, not counting travel time. Realistic planning may avoid disappointment and inferior preparation for a lifetime of ministry.

### *Advancement to Candidacy*

After completion of 24 credit hours in the M.Div. degree program, the student's academic records will be reviewed by the Registrar and Dean to ensure all foundational requirements have been met. Students who have made definite effort to achieve the objectives of the professional degree curriculum will be recommended for **Advancement to Candidacy**. Advancement will be granted provided no problems have arisen to cast serious doubt on the student's potential fitness for



ministry. This is an internal Seminary check on student progress and unrelated to candidacy processes for ordained ministry within a given denomination.

The categories and criteria considered by the Faculty are listed below.

***Satisfactory Progress:***

- Completion of the following foundational requirements: Introduction to Hebrew Bible 1 and 2, Introduction to New Testament: Gospels and Epistles, The Church in History 1 and 2, two semesters of Spiritual Formation for the Practice of Ministry, and Introduction to Corporate Worship;
- Completion of a degree plan in consultation with the faculty advisor;
- Completion of the NC-112 Writing for Ministry if required;
- No writing issues have been noted by professors, or if so, the student has availed him or herself of the resources at the Writing Center;
- Satisfaction of undergraduate philosophy requirement if not completed prior to admission.
- Completion of initial 27 hours within a reasonable timeframe given degree completion limits.

***Satisfactory Academic Status:***

- Not on academic warning or probation;
- A cumulative GPA above 2.30;
- No outstanding grades or extensions.

***Satisfactory Formation Development:***

- A signed Covenant of Professional Ethics and Behavior;
- No unresolved personal development issues that have

come to the attention of the Seminary.

Failure to advance to candidacy will require the student to develop a plan, in consultation with the Dean, the Associate Dean for Campus Life, and the faculty advisor to address the issues that prohibited advancement. In most cases, such a plan must be carried out within the next 15 credit hours of work toward the degree. Failure to fulfill the plan may result in separation from the Seminary.

Students are encouraged to meet with their advisor annually to review their academic plans. Once they have completed two-thirds of their degree (24 credit hours for M.A., 40 credit hours for the M.T.S.; 54 credit hours for M.Div.), students must meet with their advisors to revise their academic plans and project a graduation date.

Records of degree students are reviewed for a final time when they apply for graduation in the fall of the academic year they intend to graduate. The Registrar completes additional degree audits to ensure that registration changes will not affect graduation eligibility.

Non-Degree students who wish to talk with an advisor about academic planning or other advising matters may meet with the Associate Dean of Admissions or may consult with members of the Admissions staff.

***Degree Audit***

Students will have access to their degree progress through Wesley Web. Students can check on their progress at any point and can discuss this with their advisor. The Registrar's office can also help students understand their progress.

## Degree Completion Timeframe

A limit of ten years from the date of matriculation in the M.Div. degree program and six years in the M.A. and M.T.S. programs will be allowed for completion of a Master's degree. The faculty's Master's Degree Committee will entertain requests for program duration extensions in unusual circumstances.

## Degree Change

Students desiring to transfer from one Master's degree program to another, or to add a degree program, may complete a **Degree Change Request** form available in the Registrar's Office and online at [www.wesleyseminary.edu/forms](http://www.wesleyseminary.edu/forms). The student's permanent file will then be reviewed by the Office of Campus Life, who will contact the student if additional information is needed to process admission into the new program.

All courses satisfactorily completed in one Master's program usually will be credited toward the total hours of the new Master's program. The student must, however, meet all requirements of the new degree in effect at the time the transfer is approved; even if this results in more than 81 credit hours for the M.Div., more than 60 credit hours for the M.T.S., or more than 36 hours for the M.A.

Degree changes become effective at the start of the next semester after the degree plan is approved. However, a new faculty advisor is generally assigned immediately. The student must submit a revised degree plan within the first semester after admission to the new degree program.

## Suggested Degree Plans

Suggested degree plans for the M.Div. and M.T.S. degree programs are in the Appendix of this Catalog and available on the website. Any questions about academic planning may be discussed with the faculty advisor of the Registrar's Office.

*Note: M.Div. students in the Student Pastor Program are expected to adhere to the degree plan schema for their program, which will allow completion of the degree within four years while working in their local pastorate for half the week. Deviation from this plan could have long-term consequences in the availability of*

## Requirement Waivers

Matriculated students are expected to complete all foundational and core degree requirements using available courses in Wesley's curriculum, with the exception of the Preaching / Worship Distribution requirement and the Church in the Interreligious World requirement. For those requirements, students may petition the affiliated departmental faculty to fulfill the requirements through the Washington Theological Consortium. Transfer students who have been waived of certain requirements by the Registrar upon matriculation must satisfy remaining degree requirements at Wesley.

Any currently enrolled student who wishes to be waived from additional academic requirements toward a degree program (beyond those exceptions listed above) must petition the Dean in writing. Normally waivers are granted only in extraordinary situations and would require completion of additional coursework in a subject area. In

some cases, the request may be brought by the Dean before the Master's Committee for approval.

### *Denominational Requirements*

As a seminary of The United Methodist Church, the Master's degree programs at Wesley are generally considered *de facto* preparation for probationary membership and candidacy by all Annual Conferences. However, some additional courses required for ordination are not a part of the standard degree curriculum because they are not required of *all* Master's students. Therefore, courses in United Methodist Polity, History and Doctrine, Evangelism and Mission are often needed to complete the United Methodist student's denominational requirements beyond the standard degree curriculum. Because these count as elective courses toward the degree requirements, students are advised to contact their Board of Ordained Ministry or District Superintendent to discuss exactly which courses are required and when and how they should be taken.

Wesley has frequently provided specific courses required of other mainline denominations besides The United Methodist Church. History, polity and theology courses for other denominations are usually offered on a regular cycle. Polity courses and other independent directed studies are available for students from the African Methodist Episcopal Church, Christian Church (Disciples of Christ), United Church of Christ, Presbyterian Church (USA), Baptist Church, and the Unitarian Universalist Association. Theology courses in the Reformed tradition and Religious Education courses in the Unitarian Universalist tradition are also offered. Courses are regularly offered as needed, depending on enrollment of students seeking ordination. In cases where

Wesley does not offer a course required for ordination or membership in other denominations, courses meeting these requirements may be taken at another institution and transferred into the degree program as elective credit, provided it meets Wesley's transferrable credit standards.

Additionally, Wesley serves as a proctoring institution for Presbyterian Ordination Exams for Presbyterian Church (USA) students and regional ordination candidates. For more information on Presbyterian Ordination Exams please visit [www.pcusa.org](http://www.pcusa.org).

### **Doctor of Ministry Academic Planning & Advising**

*Note: International students are advised by the Doctor of Ministry Program Director and by a secondary advisor, the Director of International Student Services.*

The Director of the Doctor of Ministry Program serves as the academic advisor for all Doctor of Ministry students. The following outlines the student's responsibility in the academic planning process. Each student must:

- Meet with the Director of the D.Min. Program and project a graduation date;
- Keep track of progress to see that all requirements for graduation are met. Any deviations from the normal set of core requirements must be approved by the Director of the D.Min. program;
- Satisfy all requirements within the maximum degree time limit;
- Apply for May graduation by October 15 of the given academic year. At that time, the Registrar's Office will provide an official Graduation Clearance Letter (a

confirmation of graduation eligibility).

### *Workload*

To be considered full-time a student must carry **six credit hours** of coursework within a D.Min. term. **Three credit hours** is considered half-time for federal loan purposes.

All D.Min. courses are 3 credit hours. Each D.Min. course includes a minimum of 45 instructional hours and 90 hours of additional course work. As such, a typical D.Min. course requires both pre-course and post-course assignments. Students should allow 6 weeks before the class start date to complete any pre-course assignments and 6 weeks after the class end date to complete all post-coursework.

### *Degree Completion Timeframe*

A limit of six years from the date of matriculation in the Doctor of Ministry program will be allowed for completion of that degree. The faculty's Doctor of Ministry Committee will entertain requests for program duration extensions in unusual circumstances.

**Registration** is a contract with Wesley Theological Seminary to attend and pay for the course enrolled in, unless dropped by an approved method. Payment is always due by the start of the semester or term in which the course takes place. Bills for tuition and other services will be sent to the student's legal, permanent address on file before the semester or term of study, ensuring adequate time for the student to pay or register for the Official Payments payment plan.

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*Note: It is the student's responsibility to notify the Registrar's Office of any change to the legal, permanent address immediately upon making this change. This includes students who live on-campus but move away from Washington, D.C. for the summer.*

## Master's Registration

Students manage their course registrations online through the Self-Service portal. For Master's degree and non-degree students, registration for the J-Term/Spring semester opens in October, registration for the Summer session opens in March, and registration for the Fall semester opens in April. Please visit the Important Dates section of this Catalog for specific registration deadlines. Course schedules are available at least 2 weeks prior to the start of registration. Schedules can be viewed at [www.wesleyseminary.edu/schedule](http://www.wesleyseminary.edu/schedule).

### Limited Enrollment

For students in the Master's degree programs, the first two weeks of each registration period is the limited enrollment period. Courses are designated as limited enrollment due to high demand or limited capacity. During this limited enrollment period, students indicate their interest in a limited enrollment course by adding themselves to the waitlist on Self-Service. At the end of the enrollment period, the class lists will be sorted by the status of the student, i.e., veterans, potential graduates or student pastor and students will be enrolled accordingly.

### Add/drop period

For the Fall and Spring semesters, courses may be added and dropped with no financial penalty through the end of the first



full week of classes. Any changes in registration after the first full week of the semester must be submitted using a physically signed paper registration form and must be in accordance with the due dates as laid out in the Important Dates section of this Catalog.

Registration for Master's intensive Summer and J-Term have stricter registration and cancellation deadlines. Registration for intensive courses closes two weeks prior to the first day of class, meaning students can neither add nor drop a class without penalty after that time period. J-Term registration closes in mid-December. Summer courses, however, have rolling start dates and therefore rolling registration deadlines. Summer course registration deadlines will be posted on the Summer website at [www.wesleyseminary.edu/summer](http://www.wesleyseminary.edu/summer).

If a student wishes to drop a class after the J-Term or Summer registration period closes, he or she may do so using a paper registration form. Dropping a class after the registration period ends for all Masters intensive terms incurs a late drop fee.

### *Registration Changes*

#### **Master's Semesters – Fall and Spring**

Students may add courses prior to the beginning of the semester via Self-Service, provided such registration does not put them in overload. Courses may be added during the second full week of the semester only with written permission of the instructor, either via signature on a Registration Form or through an email submitted by the faculty directly to the Registrar's Office until the add/drop period indicated on the academic calendar.. *Note: Online courses have an earlier registration deadline, typically one week before the first day of class, and may not be added after this date.*

Students who wish to drop a course may do so without penalty at any time prior to the semester via Self-Service. Courses dropped after the start of the semester are subject to the following add/drop schedule:

End of first full week	Last day to add course without instructor's consent
End of second full week	Last day to add course with instructor's consent; last day to change course from credit to audit or <i>vice versa</i> ; last day to drop course without receiving a "W" grade; last day to drop course with full tuition refund
End of third full week	Last day to drop course with 75% tuition refund
End of fourth full week	Last day to drop course with 50% tuition refund
End of fifth full week	Last day to change from conventional (letter) grade to Pass/Fail or <i>vice versa</i> ; last day to drop course with 25% tuition refund
End of tenth full week	Last day to drop course without receiving an "F" grade

*The specific drop deadlines for each semester are listed in the Important Dates section of the Catalog and posted online at <https://www.wesleyseminary.edu/academics/academic-calendar/>.*

#### **Courses Starting After Semester Begins**

Courses in a major semester (Fall or Spring) that begin after the start date of the semester may be added to the student's schedule up to the first class session with

instructor's consent, provided there is room in the course. Such a course may be dropped by noon of the subsequent business day after the first class session with no tuition penalty. Any drop made after this time will follow the above schedule relative to the first date of the semester.

### ***J-Term and Summer Terms***

All J-Term and Summer Term courses are in an intensive format (usually of one to two weeks) with rolling or non-standard Registration Deadlines published on the website. The registration deadlines are typically two weeks before the first meeting date. Courses dropped after the deadline are subject to a Cancellation Fee. Courses dropped after the first day of class are subject to full payment of tuition. Additionally most intensive courses have pre-course reading and/or writing assignments which must be completed prior to the first class meeting. Details of pre-course work are available for a given class on the website and/or the Blackboard site for the course.

### ***Partner School Registration***

Students taking Wesley-taught courses on location at partner schools can register through Self-Service or by submitting a paper registration form to Wesley's Registrar's Office. Students taking Wesley-taught courses on location at other partner schools can register through the paper form provided by the home school's Registrar's Office or through Self-Service. All other policies, including registration changes and payments, are the same as above for these students.

## **Doctor of Ministry Registration**

Students manage their course registrations online through the Self-Service web portal. Course schedules are available at least 2 weeks prior to the start of registration. Schedules can be viewed at [www.wesleyseminary.edu/schedule](http://www.wesleyseminary.edu/schedule).

### ***Add/drop period***

D.Min. students can add a class online up to 6 weeks prior to the first day of class. Students cannot add a D.Min. class beyond the six-week deadline. Students have until the first day of class to drop a course.

*Note: Students who have outstanding work and grades from previous terms will not be allowed to enroll in courses until that coursework is completed.*

Registration changes made after the beginning of a D.Min. intensive term must be completed on a paper registration form. Specific tuition penalty policies are outlined on the form. Students withdrawing from D.Min. classes after the start of the course may be subject to a failing grade and full tuition payment. D.Min. students who are active duty military and who find themselves deployed after registration should contact the D.Min. office as soon as possible to see what options are available.

## **International Student Registration**

In addition to the registration procedures outlined for all students, the following steps must be taken by international students (students who are not U.S. citizens or permanent residents):

- All F-1 international students enrolling at Wesley for the first time (including transfer students), are

required to attend an Immigration Check-In session with International Student Services (ISS) prior to the start of the semester. The student must bring their passport with visa stamp, I-94, and I-20 to this meeting.

- International students in F-1 status are required to register full-time (at least 9 credit hours for Masters level students, and 6 credit hours for Doctoral level students) each semester.
- F-1 international students who intend to register for less than full-time credit hours should consult with International Student Services prior to registration. Based on F-1 visa regulations, those students who register for less than a full course of study each semester are required to obtain written permission from International Student Service prior to the start of the semester. Failure to do so may result in the loss of legal immigration status.

### *International Student Reporting- SEVIS (Student and Exchange Visitor Information System)*

All institutions certified to enroll F-1 students are required to report to the Department of Homeland Security (DHS) any student who fails to maintain status, fails to enroll, or completes his or her program, via SEVIS. Each term, and no later than 30 days after the beginning of each semester, such institutions are required to report the following registration information for each F-1 student:

1. Full-time registration or authorization for Reduced Course Load (RCL);
2. Current address (both mailing and physical).

At Wesley, this reporting is done by the Office of International Student Services (ISS). In addition to the above reporting types, ISS reports immediately to DHS if students withdraw, take Temporary Leave, or drop below full-time registration without ISS authorizations. Such actions may result in loss of immigration status, so student should check with ISS prior to making final decisions about their registration. Questions concerning DHS regulations should be directed to International Student Services (ISS), in person at Straughn 134, or via telephone at 202-885-6069.

## **Registration & Matriculation**

### *Holds and Warnings*

Prior to the registration period, students will find registration information available on the website and broadcast through the weekly email announcements. We remind students to complete several tasks prior to the start of registration, including a review of any active holds or warnings on Self-Service. Student holds may include a Business Office or financial hold, a Dean's academic or non-academic hold, a degree plan hold, or holds related to incomplete paperwork owed to the Office of Campus Life. Any of the above holds will prevent registration for new courses from its effective date until the hold is lifted.

### *Continuing Enrollment*

All degree candidates are required to be continuously enrolled each major semester or term from the initial registration until all degree requirements are completed and graduation has occurred. In the event that a student cannot register for at least one academic course in any major semester (Fall or Spring semester for Masters students, Winter or Spring term for D.Min.

students), they must register for the course NC-001 **Continuing Enrollment**. Students who have been granted permission to take courses at another institution during a regular Fall or Spring semester, including American University dual degree students, must still concurrently register for Continuing Enrollment at Wesley.

*Note: Students who have been notified that they will be eligible for Winter Conferral upon completion of their Fall coursework will be waived from the Continuing Enrollment fee in their final Spring semester prior to the Commencement ceremony.*

A degree candidate who does not register either for courses or for Continuing Enrollment by the end of the add/drop period will be automatically registered and charged for Continuing Enrollment. Students who fail to register and make no contact with the Seminary in two consecutive semesters will be automatically withdrawn. S/he must reapply for admission to continue in a degree program.

Continuing Enrollment status for two or more semesters may trigger review of academic status by the appropriate degree committee to determine the likelihood of degree completion within the permitted time limits.

Library privileges at Wesley and other member schools of the Washington Theological Consortium are available to students while continuing enrollment.

### *Withdrawals*

Complete withdrawal from the Seminary during the semester for emergency reasons is allowed, provided notice of intention is presented in writing to the Associate Dean for Campus Life. The

student may select, or the Associate Dean may advise either permanent withdrawal from seminary or a semester-only emergency withdrawal. *Both forms are available online at [www.wesleyseminary.edu/forms](http://www.wesleyseminary.edu/forms).* Students who withdraw for emergency medical reasons are liable for tuition, based on the date of withdrawal, the circumstances for the withdrawal and the decision made by the Dean. Alternatively, students may be required to return financial aid funds, depending on when the withdrawal takes place and the type of financial aid the student has received.

The Faculty may, at any time during a student's matriculation, advise withdrawal from the Seminary. The grounds for such advice may be academic, medical, or based on concerns about the student's perceived personal development. In all cases, the governing decision is the rule of fitness for effective functioning in the highly responsible work of ministry. In such cases, the student's right to due process will be fully respected.

### *Matriculation, Census Date, and Enrollment Verifications*

Wesley reports registration information each term to the National Student Clearinghouse. This service relays registration information to loan granters and to the Department of Education. Students should be advised that registering for a course load of less than half-time during any compulsory semester or D.Min. term, including registration for continuing enrollment, often triggers the start of the repayment period for student loans. This determination is made by the loan granting organizations themselves, not by Wesley.

The census date for any Master's semester is the end of the second full



week, which also coincides with the final day of the add/drop period. Student requests for enrollment verifications will not be processed until after the census date.

*More information on Enrollment*

*Verifications is available at*

[www.wesleyseminary.edu/academics/student-requests/enrollment-verification/](http://www.wesleyseminary.edu/academics/student-requests/enrollment-verification/).

The D.Min. term census date is the first day of each intensive term.

Masters Summer registrations and D.Min. Summer and Fall registrations are reported on a rolling basis. As non-compulsory terms, students are not required to register for summer courses in order to keep their loans in deferment with lenders.

## Courses Taken at Other Institutions

Students wishing to take courses at institutions falling outside Wesley's agreements with the Washington Theological Consortium and American University (or other partner institutions as published on the website) are encouraged to request an evaluation of these credits by the Registrar using the transfer of credit request form. External coursework may not be counted toward fulfillment of a Wesley degree requirement once the student has matriculated. Students who take courses at another institution during any major semester (Fall or Spring) in lieu of a course at Wesley are required to register for the course NC-001 Continuing Enrollment.

### *Consortium Cross-Registration*

Wesley degree students who have completed at least one semester of study at Wesley are eligible to take courses through the Washington Theological Consortium. Courses available for cross-registration may be found on the

Consortium website at [www.washtheocon.org](http://www.washtheocon.org). (*Note: Not all courses offered by a member institution are available for Consortium cross-registration; therefore it is imperative that the student first check if the course is listed on the Consortium website.*) Students wishing to cross-register must do so by completing the online Consortium cross-registration form available via Self-service.

Registrations are processed and added to the student's schedule after the Registrar's Office receives registration confirmation from the host institution. Tuition for Consortium courses follows the same rate schedule as Wesley courses. To drop a course, students should complete the same cross-registration form as they used to register, this time indicating the desire to drop the course.

Course through the Consortium may NOT be audited.

The following rules have been adopted by the Consortium Executive Committee concerning multiple cross-registrations:

- Students may cross-register for one course in any or each school, in each semester, without question, within the rules of their home school.
- Students may cross-register for two courses in the same school each semester:
  - if they have the approval of their Advisor that these courses will be of significant value and importance to their theological education or pastoral training
  - if they set out in writing to the Dean of the host school the value and importance of the courses



- if the Dean of the home school indicates approval of the request by affixing a signature. (No permission is necessary from the Dean of the host school.)

Students may not register for more than two courses in the same semester in the same school without explicit written permission from the Dean of the host school. A student is to seek this permission in writing in a letter to the Dean of the host school, stating the reason for the request. The Dean of the home school, indicating approval, must also sign this letter of request. A written answer should be received from the Dean of the host school at least one week prior to the census date for the semester or term.

Students cross-registering for courses in the Washington Theological Consortium should be aware that most schools are on different academic calendars. A calendar of start dates and breaks is available on the Consortium website. **The maximum number of credit hours that may be earned through the Consortium is 9 credit hours in a single degree program.**

Wesley students may not take Consortium courses in their final semester before graduation due to the various term dates used by the various schools and difficulties that may arise in receiving Consortium grades in time for graduation processing.

### *American University Cooperative Registration*

Degree students may register for courses at American University by completing a **cross-registration form** available in the Registrar's Office and on the website at [www.wesleyseminary.edu/forms](http://www.wesleyseminary.edu/forms). American University.. cross-registration

requires permission of the Dean at Wesley and a departmental representative or the Registrar at American University.

Courses at AU may NOT be audited.

The maximum number of credit hours that may be earned at American University is 12 credit hours in a single degree program, or 18 credit hours for dual degree students at American/Wesley who are fulfilling their thesis requirement at American (15 if writing the M.T.S. Paper at Wesley).

### *Maximum Allowable External Coursework*

*Note: This section does not cover credits taken prior to admission to Wesley. Please refer to our transfer credit policy.*

Candidates for the M.Div. degree must complete their final 40 credit hours of coursework at Wesley. M.T.S. candidates must take at least the final 30 credit hours at Wesley. M.A. students may only transfer in 6 credits upon matriculation. While matriculated Wesley students M.A. student may take courses at American University (up to 12 credit hours) and/or the Washington Theological Consortium, only 18 credits total may be non-Wesley credits.

D.Min. students may only receive up to 6 elective credits for courses taken at other institutions. These courses must be pre-approved by the D.Min. Program Director.

### *Transfer Credit for Specializations and Certificates*

In all specializations and in all certificate programs the number of transfer credits is limited to one course with a maximum of 3 credits. Any transfer credits must meet Wesley's transfer credit requirements and receive the approval of the

Director/Advisor overseeing the specialization or certificate.

## Clinical Pastoral Education

Master's degree students may receive up to 6 academic credits for Clinical Pastoral Education (CPE) taken during their studies at Wesley Theological Seminary. This policy applies to all Master's degree students. The Clinical Pastoral Education must be taken at an ACPE accredited facility. A directory of facilities accredited by the Association of Clinical Pastoral Education (ACPE) is available on their website at [www.acpe.edu](http://www.acpe.edu). Students register for the appropriate course number (PC-491 for 0.5 unit/3 credit hours or PC-493 for 1 unit/6 credit hours) using the clinical pastoral education form from the Dean's office and pay tuition to Wesley, which then pays the CPE fees directly to the other institution. If the CPE is at an institution that awards academic credit, students should register and pay fees directly to the institution. Once completed, such credit may be transferred, provided the student has notified the Wesley Registrar in advance of their intention to do so. Academic credit is not granted for CPE taken prior to matriculation in a degree program unless prior arrangements have been made for students who expect to transfer into Wesley. Students in this case would still need to register for one of the academic courses at Wesley listed above. CPE is graded on a pass/fail basis only.

Students who are planning to be certified for chaplaincy ministries should be advised of the requirements set by the Association for Professional Chaplains for certification; please see [www.professionalchaplains.org](http://www.professionalchaplains.org). Students intending to work as professional chaplains should be advised to complete the M.Div. degree, or secondarily the M.T.S. degree.

## Directed Study – Master's Degree

Qualified Master's degree students may choose to undertake Directed Study in a specialized area of a field represented in the curriculum. Directed Studies may occur during any term. Students must receive permission from a supervising Wesley core faculty member. Forms for this approval process are available in the Registrar's Office and must be submitted to the Office of the Dean for final approval before the registration is effective.

Restrictions:

- Non-degree students are not permitted to undertake directed studies.
- To be eligible for a directed study, a student must hold satisfactory academic standing.
- A directed study may not duplicate any course listed in the Catalog.
- Directed study is not permitted to students in their first semester of the M.Div. or M.A. programs.
- No more than 15 credit hours maximum may be earned through directed study in any single degree program.
- The maximum credit allowed for a single directed study course is two credit hours for Master's degree students.
- Paperwork for the directed study must be submitted to the Dean's Office in a timely manner; no paperwork will be processed after the census date for a semester.

A directed study will show up on a student's transcripts as course number 551 under the subject in which the directed study is focused. For example, a directed study focused in biblical studies would appear as BI-551.

## Independent Study – Doctor of Ministry Degree

Independent Study is permitted only in the D.Min. program. It differs from directed study in that meetings with supervising faculty are required only at the beginning and end of the project. All D.Min. independent study courses are three credits. Forms for applying for independent study can be obtained from the D.Min. Office. Similar restrictions as published above also apply.

An independent study will show up on a student's transcript as course number DM-591.

## Distance Learning

Wesley offers online and hybrid courses in both the Master and Doctoral level curricula. Hybrid courses combine in-person and online sessions over the course of the semester. Both types of courses use the Blackboard learning management system.

These courses are designated in the course schedule each semester or term they are offered. Students are encouraged to log in to Blackboard prior to the first week of the course to confirm their participation. Instructors will notify the Registrar's Office of any student who has not participated within the first week.

IF you are having trouble accessing your email or WesleyWebs accounts please Email [support@solutionworx.com](mailto:support@solutionworx.com).

IF you are having trouble with Blackboard, Please email [edtech@wesleyseminary.edu](mailto:edtech@wesleyseminary.edu) or call (202) 885-8640.

Distance learning courses are pedagogically similar to classroom learning. Students may find that taking an online course requires more effort to stay

on top of readings, assignments, and the communication with classmates and the instructor.

Technical requirements for Blackboard are as follows:

### All Systems

- Up-to-date browser: Firefox, Chrome, Safari, Edge ([click here for Blackboard browser checker](#))
- Up-to-date PDF reader ([Adobe](#) or [FoxIt](#))
- Up-to-date version of [Adobe Flash Player](#)
- Up-to-date video player:
  - Windows Media player or
  - [VideoLAN VLC media player](#)
- Up-to-date Word processor and presentation package ([Wesley Theological Seminary offers free Office 365 Basic for students click here for instructions on how to download](#))
- High speed internet connection

## Auditing Courses

Degree and non-degree students may choose to audit some courses. The audit option is available through Self-Service registration if the course is available for audit. Non-Wesley students wishing to audit courses must apply in the Admissions Office, who will confirm the completion of a Bachelor's level degree prior to granting audit student status.

Not all courses are available for audit. Online, hybrid, language courses and practicums may not be audited. Consortium courses and courses at American University may not be audited.

International students auditing courses may not count audited courses towards the full course of study requirement for the

purposes of maintaining F-1 visa status. Therefore, F-1 students may audit courses only if registered full-time for courses taken for credit. The audited course would be in addition to a full course of study.

Auditors are expected to attend class and may participate in discussions, there is not an expectations that auditors will complete assignments and instructors are under no obligation to review or grade auditor work. Regular attendance in a course taken for Audit will be indicated on the student's transcript with a grade of LS for satisfactory attendance, for unsatisfactory attendance the grade would be recorded as LU.

If auditors need to drop a course they need to do so with the registrar's office.

## Continuing Education Units

Individuals are permitted to take any Master's level course for Continuing Education Units (CEUs) provided the student is a church leader, member of the clergy, or employee of a church or affiliated organization. Students may use the Registration Form available in the Registrar's Office or online at [www.wesleyseminary.edu/forms](http://www.wesleyseminary.edu/forms). Prerequisites will be waived for students seeking to take classes for CEU credit if the student has already completed a theological Master's level degree.

The work required of a CEU student varies by course. CEU students should consult with the instructor to determine an appropriate synthesis assignment due at the end of the semester. Successful completion of this assignment will satisfy the course requirements for a Continuing Education Unit; the student will receive from the Registrar's Office a certificate indicating the course was attended and the assignment completed. The course will *not* be shown on Wesley's academic transcript.

## Evaluation and Grading

Faculty members are responsible for **grading coursework** in their classes. They take this responsibility seriously and strive to act in a fair and conscientious manner. Grading standards for each course will be specified from the outset in the course syllabus, and papers and examinations shall be returned within a reasonable time, accompanied by constructive comments and specific grades where appropriate.

Grade changes are made after a grade is posted only if the faculty member involved certifies that a clerical error was made. The Faculty and the Dean have affirmed that the faculty is the final evaluator and grader of all class assignments.

### Grading System

Grades assigned in the “conventional” system and compiled as quality points towards a GPA are:

A	4.000
A-	3.700
B+	3.300
B	3.000
B-	2.700
C+	2.300
C	2.000
C-	1.700
F	0.000
FX**	0.000

Grades are assigned on the following scale:

A	93-100
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
F	69 or below

*\* GPA is always listed cumulatively on official transcripts, across all academic programs and regardless of student status. The GPA for coursework taken for credit in all academic programs will be aggregated when calculated.*

*\*\*FX is applied when a student fails to attend classes and therefore receives an “unearned” F. This is distinct from a student who attends class and yet fails to meet the minimum standards and requirements to pass the class. Both are failing grades. Neither grade is expunged from the record, even if / when a student retakes the course.*



Other symbols used are:

LS	Audit (listener satisfactory)
LU	Audit (listener unsatisfactory)
W	Withdrawn after the second week of the semester, or other deadline in non-standard terms
NR	Grade not reported at the time of posting (also used when an extension has been granted)
P	Pass (Quality of work no less than a "C" on a conventional grading scale)

*The grade of "incomplete" is not given at Wesley.*

M.Div., M.A., and M.T.S. students may elect to register for a maximum of one course per semester or term on a pass/fail basis; that course must be an elective. Courses that are only offered pass/fail, such as PMM courses, will not count toward this semester limit. Pass grades cannot raise a student's GPA but a failing grade will lower the GPA.

Unless auditing a course, D.Min. and non-degree students are graded only with "conventional" letter grades. Pass/fail is not permitted under any circumstances.

Some Consortium schools permit incomplete coursework to be recorded with an "I" grade. This coursework is automatically and permanently recorded as an "F" on the Wesley record. An incomplete from any other school is not transferrable to Wesley. Students who anticipate being offered an incomplete at their Consortium school should clarify Wesley's policy with their instructor and make arrangements to ensure they

receive a grade at the end of the semester or term.

### *Classroom Attendance*

Students are expected to attend all classes in their entirety. Faculty members have the authority to set attendance policies for particular courses and those policies will be included in the course syllabus. Deviation from the attendance policy may result in reduction of grade or even failure of the course.

### *Academic Standing*

#### **Master's Programs**

A cumulative grade point average of "C+" (2.30) is required for graduation. Any grade below "C+" is a warning that a student is not showing promise of successfully completing degree work. A student whose cumulative GPA falls below 2.30 in a given semester will be placed on academic probation and monitored until the GPA is 2.30 or better. Any grade of "F" (or "FX") will result in an academic performance review. Based on the review, a student will either receive an academic warning or be placed on academic probation until demonstrating promise for successful completion of degree work. Students placed on academic probation may be required to take a minimum of 6 credit hours per semester until their status is changed.

Any Master's level or non-degree student who accumulates eight or more credits of failing grades (failing grades are either "F" or "FX") will be automatically separated from the Seminary. Separated students may apply for readmission after one academic year has passed. If a student accumulates any further failed credits after readmission, s/he will be

permanently separated from the Seminary.

### **D.Min. Program**

No credit is granted for courses with a final grade below “B-,” and an overall average of “B” (3.00) or better must be maintained for graduation. No credit is granted for any D.Min. coursework if a student is absent for more than six contact hours. A D.Min. student who fails one course will be put on academic probation. The second failing grade will result in automatic dismissal from the D.Min. program. This includes grades of “F” or “FX” in any Doctor of Ministry course. D.Min. students unable to complete the program may be awarded a “Certificate of Course Completion in Postgraduate Theological Studies,” provided they have completed at least 18 credit hours of coursework on a satisfactory basis.

All coursework must be completed as of December 31 of the year prior to graduation. No D.Min. coursework may be taken during the Spring term of the graduation year. All projects are due on the date specified in the Seminary calendar and on the Wesley website.

### *Grade Reports*

All students have access to their unofficial transcript via WesleyWeb, unless they have an financial hold. Those seeking an official transcript of their academic record at Wesley may submit a request online at [www.wesleyseminary.edu/registrar](http://www.wesleyseminary.edu/registrar)

**Students with a Financial Hold must reconcile their bill with the Business Office before they will be permitted to access their final grades or receive a transcript.**

### *Extension of Time for Written Work*

#### **Masters Fall and Spring Semester Courses**

Deadlines for all coursework are set by the instructor in each course, but in no case may this deadline be later than the last day of the semester. Extensions of time for required final papers and projects may be granted in cases of genuine emergency, provided a petition has been submitted by the student prior to the work’s deadline. The form for such a request is available online at [www.wesleyseminary.edu/forms](http://www.wesleyseminary.edu/forms) and in the Registrar’s Office. The instructor must consent via signature on this form, which is then submitted to the Dean’s Office for approval. The deadline for this form is no later than the final assignment due date.

No coursework will be assigned a grade of “Incomplete.” If coursework is not completed by the due date, and a student is not granted an extension, the course grade will automatically be entered into the system as an “F.”

M.T.S. students registered for the M.T.S. Paper course (IS-501) and are unable to complete the thesis paper by the deadline may be granted a one-year extension by permission of the M.T.S. Program Director. No second extension will be given and if the work is not completed by the end of the second academic year, the student will receive an “F” on the original course and must subsequently re-register for the course.

Students taking the Intercultural Immersion course may receive a one-year extension by permission of the Director of PMM if their immersion trip is canceled, delayed, or postponed for other reasons. Failure to complete the immersion within one year will require the student to re-

register for the course and attend the orientation session.

### ***D.Min. Courses***

Written work for a D.Min. intensive courses is due no later than six weeks after the last day of class meeting. D.Min. courses that meet online over a full semester will follow the same deadline schedule as D.Min. intensive courses. A D.Min. student with incomplete coursework may be blocked from registration.

Extensions of time requests may be requested by the student using the form available on the website at [www.wesleyseminary.edu/dmin](http://www.wesleyseminary.edu/dmin) or by request from the D.Min. Office. This extension may be for only 60 or fewer days from the original deadline for written work. Grades for incomplete courses convert to an "F" after six months. Failure to submit a request and be granted an extension by the D.Min. office, or to submit written work within the extension deadline will result in an "F" grade. Two failing grades will result in automatic dismissal from the D.Min. program.

In cases of documented medical emergency, a student may request to withdraw from the course. These requests are vetted through the Dean's Office.

### ***Grade Appeals/Change of Grade***

Grade changes may be made after a grade is reported to the Registrar's Office only if the faculty member involved certifies that a clerical error was made. Students wishing to appeal a grade should refer to the Academic Grievance Policy found later in this section.

**Academic grievances and appeals must be expressed to the Office of the**

**Dean within six months following the occurrence(s) giving rise to the grievance, or within one semester of the grade in question. Grade changes are not possible, regardless of circumstance, after a student has graduated or withdrawn from the Seminary.**

### ***Repeated Courses***

Students may retake a failed course for credit no more than one time. Subsequently earning a passing grade will not expunge the previously earned grade from the student's transcript or GPA.

Certain courses in Religion and the Arts, such as Chapel Choir and Arts Practica, may be taken for credit up to six times.

### ***Course Evaluations***

In an effort to improve Wesley's educational offerings, students in all courses will be requested to complete **course evaluations**. These evaluations are collected and reviewed by the Dean's Office. At Wesley Theological Seminary, every effort is made to assess learning outcomes for students at the course, program/curricular, and institutional level, and to implement changes as needed. These evaluations form an important feedback loop in this process.

### ***Transfer Credit***

#### ***Masters Transfer Credit***

Master's degree seeking applicants who meet the requirements for admission and have completed courses at another theological school accredited by the Association of Theological Schools (ATS)

may have those courses considered for transfer to Wesley.

Those wishing to have courses considered for transfer equivalency should notify the Admissions Office during the application process for an evaluation of potential transfer credit. Once a student has matriculated into a Master's degree program the credits can be officially applied to the student record by using the Transfer Credit Request Form available in the Registrar's Office or online at [www.wesleyseminary.edu/forms](http://www.wesleyseminary.edu/forms).

Previous academic credit will be considered for transfer *only* if it meets *all* of the following criteria:

- The credit is above the Bachelor's level.
- The credit is from a graduate theological school accredited by the Association of Theological Schools in the United States and Canada (ATS).
- The grade is "B-" or higher graded on a conventional grading scale. "Pass" grades are not considered for transfer credit, although such courses may be used to waive core requirements of the degree program at Wesley if the original course was not eligible for a conventional (letter) grade.

Students may receive transfer credit in the form of credit hours and/or the waiver of certain core requirements of the Wesley degree program. The two are evaluated independently from one another, i.e. the receipt of waivers for core requirements does not guarantee a certain number of credit hours will automatically transfer. The articulation of transfer credits is made by the Registrar, often in consultation with the Dean, appropriate faculty, Associate

Dean of Admissions, and Director of the Practice in Ministry and Mission (PMM) program.

### ***Maximum Allowable Transfer Credits***

To earn an M.Div or M.T.S. degree from Wesley, no more than **half** of the credit hours required for the degree program may be fulfilled by transfer credits from another institution. Additionally, the final half of the degree program must be completed at Wesley unless prior approval for anticipated transfer credit is granted by the Registrar's Office. M.A. degree candidates may only transfer in 6 credit hours of work. Every candidate for a degree at Wesley must meet all degree requirements outlined in the Curriculum section of the Catalog from the same year as the student entered into the degree program. This includes the four-credit Practice in Ministry and Mission field placement for M.Div. students.

### ***Honors at Graduation***

Although transfer students at the Master's degree level may complete a degree at Wesley after beginning their studies at another institution, the Faculty is committed to a minimum residency standard for students to be considered for honors at graduation. To be eligible for honors, students with transfer credit must have completed at least **two-thirds** of their accumulated credits at Wesley and have at GPA of 3.7 or higher. For an M.Div. student completing 81 credit hours, 54 of these credit hours must stem from Wesley coursework; for an M.T.S. student completing 60 credit hours, the requirement is at least 40 credit hours of Wesley coursework. M.A. students must complete 30 of their 36 hours at Wesley to be eligible for honors at graduation.

**Students should consider these limits when electing to transfer credit into**

**Wesley from outside institutions, including the dual-degree program with American University, since they have the option to transfer more credits than would allow receipt of honors at graduation.** The above only applies to Master's level students; Doctoral students are not eligible to receive diploma honors at Wesley.

### ***Credit for Course of Study***

In cooperation with the Division of Ordained Ministry of the Board of Higher Education and Ministry and the Northeastern Jurisdiction of The United Methodist Church, Wesley administers the Course of Study School for local pastors of The United Methodist Church. Some Course of Study students may wish to transfer into the Seminary's Master of Divinity program at a later time. Provided their application is acceptable and they have completed a Bachelor's degree prior to beginning Course of Study, one hour of elective credit may be transferred for each course completed with a grade of "B" or better, up to a maximum of twenty elective credits.

### ***Credit for Equipping Lay Ministry and Center for Deacon Studies***

Students who have successfully completed credit courses in Wesley's now defunct Equipping Lay Ministry (ELM) program or the Center for Deacon Education at Pfeiffer University will automatically have these courses counted as elective credit toward any Master's level degree program at Wesley. Students who audited courses in either program will not be permitted to count those courses toward a degree.

### ***Doctor of Ministry Transfer Credit***

Work done toward another degree cannot be transferred into the D.Min. program. Additionally, work completed prior to entry into the D.Min. program at Wesley may not be applied towards the D.Min. degree.

Academic credit will be considered for transfer *only* if it meets *all* of the following criteria:

- The credit is above the Master's level.
- The credit is from a graduate theological school accredited by the Association of Theological Schools in the United States and Canada (ATS).
- The grade is "B-" or higher graded on a conventional grading scale. "Pass" grades are not considered for transfer credit.

Coursework transferred into the D.Min. program cannot go towards fulfilling core requirements of the degree. Transfer credit can only count as elective credit and must be approved by the Director of the D.Min. prior to beginning the course.

*Note: any D.Min. transfer of credit request incurs a \$60 fee.*

### ***Maximum Allowable Transfer Credits***

Up to six credit hours may be transferred as elective credit toward the D.Min. degree.

*The D.Min. transfer of credit request form can be found at*

[www.wesleyseminary.edu/forms](http://www.wesleyseminary.edu/forms).



## Advanced Standing

Students with a completed Master's level degree in a theological or non-theological program of study at any regionally accredited institution may receive **Advanced Standing** and/or core requirement waivers toward a new Master's degree at Wesley. The maximum number of transferable credits is lower than that normally offered to transfer students, reflecting the fact that a degree has already been conferred. Those wishing to be considered for Advanced Standing should notify the Admissions Office during the application process as described in the Transfer Credit section above.

### *Advanced Standing for Previous Theological Degrees*

Applicants who have previously earned a theologically oriented degree from an ATS accredited school may be considered for Advanced Standing, both in the form of credit hours and possible waiver of equivalent degree requirements. Advanced standing is a form of credit transfer and is bound by the same general regulations as outlined in the section above; however the maximum number of credits awarded for advanced standing is limited to not more than one-third of the credit hours required to complete the Wesley degree or half of the credits required to complete the previous degree, whichever is lower. Thus M.Div. Advanced Standing students are only eligible to transfer in 27 credit hours and M.T.S. Advanced Standing students are only eligible to transfer in 20 credit hours of previous coursework. The exception to this policy are students seeking the

Master of Arts degree. M.A. students may only transfer in 6 credit hours toward their degree.

### *Credit for Non-Theological Studies*

Applicants who have earned Master's level credit hours in a non-theological area from a regionally accredited school may be considered for not more than fifteen credit hours toward a prospective M.Div. or M.T.S. degree sought at Wesley. M.A. transfer credits are capped at 6 hours. Requests for such transfer should include a written explanation specifying how each non-theological course relates to the overall degree sought at Wesley. This petition should accompany the evaluation request.

## Graduation

### *Application for Graduation and Clearance to Graduate*

Students must apply for graduation by October 15 in the Fall semester of the year in which they anticipate graduating. After submitting the application, each student's records will be reviewed and all who are eligible will be granted preliminary approval to graduate. Receipt of a Graduation Clearance letter provides both an official Degree Audit of the student's academic record and confirms eligibility to have the degree conferred at the May commencement ceremony. Students who complete their degree requirements at the end of the Fall semester will be notified of the option for an early degree conferral; eligible students will be voted on by the Faculty at its first meeting of the Spring semester.

## *Attendance at Commencement*

A Commencement ceremony is only held at the end of the academic year and all graduating students, including those granted early conferral, are expected to be present at Commencement unless excused for justifiable reasons stated in a written petition to the Registrar's Office.

**Graduation *in absentia* is a privilege; students who choose not to participate in the Commencement ceremony must still pay the Graduation fee.** Only

students who have completed all degree requirements and have no outstanding financial obligations at the time of graduation will be eligible to graduate. Those with an outstanding balance will not receive a diploma until the hold is cleared, but may be permitted to attend and participate in the Commencement, at the discretion of the Dean's Office.

## *Student Responsibilities*

All graduands (eligible students who have yet to graduate) must complete all final requirements for the degree program(s) and additional administrative requirements as listed on the Commencement website at <https://www.wesleyseminary.edu/registrar/office-of-the-registrar/commencement/>.

## *Honors at Graduation*

Graduation honors for the M.A., M.Div. and M.T.S. degrees are voted on by the faculty, based on cumulative grade average. Graduands with a cumulative grade average of 3.70 or higher are eligible for honors. To be considered for honors, M.Div. students must complete a minimum of 54 credit hours of coursework at Wesley on the conventional grading system. M.T.S. students must complete a minimum of 40 credit hours at Wesley, and M.A. students must complete a minimum of 30 credit hours at Wesley, also on the conventional grading system. This limit may also apply to students who choose to register for several elective courses on a Pass/Fail basis.

## Academic Records

Wesley takes students' privacy seriously. In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), any release of a student's academic record requires the student's written permission. Collection of any document pertaining to a student's academic record is only released to school officials with a legitimate educational interest, persons permitted by the student, or the student her/himself after proof of identity through an official picture ID.

### *Transcript Requests*

In compliance with the **Family Education Rights and Privacy Act** of 1974 (FERPA), all transcript requests must be made in writing with the signature of the inquiring student or made through a secure and unique personal electronic identification system. Wesley is pleased to offer secure online transcript ordering and delivery that comply with these regulations. For more information, please visit [www.wesleyseminary.edu/registrar](http://www.wesleyseminary.edu/registrar)

Transcript requests require the following information:

- Full name at time of attendance
- Social Security Number or Student ID number
- Dates of attendance or year of graduation
- Degree program
- Home address and telephone
- Address where transcript should be sent
- Payment information via credit card

Official paper transcripts cost \$10 each. Official e-transcripts ordered through the online portal cost \$8 each. All rush requests are an additional \$5 per transcript. Payment made through the online portal requires a credit card (Visa or MasterCard only). If you are unable to pay using a credit card you will need to complete a paper transcript order form, available at [www.wesleyseminary.edu/forms](http://www.wesleyseminary.edu/forms), and submit the signed form along with your payment to the Registrar's Office. Turn-around time noted above applies to paper as well as online transcript orders.

Failure to provide complete information and signature or inadequate payment information may result in a processing delay. Transcripts will only be issued for students who are in good standing with the Business Office. Official paper transcripts are enclosed in signed, sealed envelopes.

If using the paper form please mail to:  
Office of the Registrar  
4500 Massachusetts Ave., NW  
Washington, DC 20016-5790  
or email the signed form to  
[registrar@wesleyseminary.edu](mailto:registrar@wesleyseminary.edu)

### *Family Educational Rights and Privacy Act*

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

**The right to inspect and review the student's education records within 45 days of the day the Seminary receives a request for access.**

Students should submit to the Registrar's Office written requests that identify the record(s) they wish to inspect. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Seminary official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

Students may ask the Seminary to amend a record that they believe is inaccurate. They should write the Seminary official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. This request should be delivered to the

Registrar, who will forward it to the appropriate Seminary official.

If the official responsible for the record decides not to amend the record as requested by the student, the Seminary will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

An exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Seminary in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the Seminary has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wesley Theological Seminary to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

*Family Educational Rights and Privacy  
Act: 2012 Update*

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which student education records and personally identifiable information contained in such records including Social Security Numbers, grades, or other private information may be accessed without student consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (Federal and State Authorities, including District of Columbia Authorities) may allow access to student records and personally identifiable information without student consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is principally engaged in the provision of education, such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to student education records and personally identifiable information without student consent to researchers performing certain types of studies, in certain cases even when the educational institution (i.e. Wesley Theological Seminary) objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to

receive student personally identifiable information, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without student consent personally identifiable information from student education records, and they may track student participation in education and other programs by linking such personally identifiable information to other personal information about students that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

*Directory Information and Privacy*

Wesley students are granted an automatic expectation of privacy for their academic records through the Family Educational Rights and Privacy Act (FERPA) as amended. However, certain information is considered public community directory information under the tenets of this law. The Seminary may release the following directory information without prior consent:

- Name of student
- Dates of attendance
- Graduation date
- Honors received at graduation, if any
- Degree program

Any of this information may be included in the public information distributed to other students and members of the Seminary community.



Wesley has adopted internal policies that strengthen the privacy of students, staff, and faculty afforded under FERPA. All members of the community may “opt out” of having their directory information released by completing the Student Information Form (or other relevant form) available in the Registrar’s Office.

### *Denomination Information*

Denominational affiliation is not considered directory information and therefore may not be automatically released. Students may sign a release waiver to “opt in,” allowing the Seminary to release denominational affiliation to official representatives of the declared denomination upon their request.

### *Name Changes*

Current students who have changed their name legally may request that their

academic record be updated to reflect this change. This request must be made on the proper form available in the Registrar’s Office and must be accompanied by supporting documents as listed on this form. All academic and administrative records for the student will be updated to reflect the name change.

Graduated students and those who are no longer enrolled may not be permitted to have their name change, to preserve the integrity of their academic record at the time they were a student. Any such request should be directed to the Registrar for consideration of the circumstances. However, Wesley reserves the right to update any student’s name, address, or other contact information after the student has ceased matriculation at the Seminary.

## Grievance Policy, Academic Standards and Disciplinary Actions

A student who has a grievance about an academic matter shall consult first with the faculty member whose course is involved. If there is no satisfactory resolution, the student may ask the Dean to consult with the faculty member. The student may choose to be present at the Dean's consultation with the faculty member.

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At that time the Dean shall inform the student about possible further appeal according to the following procedure:

1. Academic matters that are not resolved through the informal consultation of the Dean with the faculty member may be formally appealed by the student in writing to the Academic Dean. Such an appeal must be made no later than six months after the incident giving rise to the grievance took place. For concerns related to grades, the appeal must be made no later than one semester after the posting of the disputed grade.
2. On receipt of the student's letter of appeal the Dean shall appoint and convene an ad hoc committee to address the issue. The committee shall consist of one faculty member from the area of the course in which the grievance arose (if the subject area has more than one full time faculty member, if not it shall be a tenured faculty member), one faculty member from another area, and the Associate Dean for Campus Life. The Dean shall serve as a non-voting, advisory member of the committee.
3. The committee's investigation and decision shall be completed no later than the end of the semester in which the letter of appeal was received.
4. The committee shall give written notification of its decision to both parties (the student bringing the appeal and the faculty member involved) and the Registrar. If the decision involves the change of a course grade, the Registrar shall change the course grade in accordance with the committee's decision.
5. The filing of an academic appeal and its outcome will be noted in the student's file and kept until graduation.

The greatest possible confidentiality shall be observed in the appeals process.

Student grievances with regard to non-academic matters are governed by the policies laid out in the Student Handbook, including but not limited to the Wesley's Commitment to Diversity policy and the grievance procedure contained therein.

## *Academic Standards*

Students are expected to comply with all academic regulations and requirements, both of the Seminary and of the classes in which they are enrolled. Academic honesty is expected and required. Plagiarism is regarded as a serious offense and will result in substantial penalties, including the possibility of academic dismissal.

The Faculty regards the following as forms of plagiarism or dishonesty:

- copying from another student's paper
- giving or receiving unauthorized assistance to or from another student during an examination
- using unauthorized material during an examination
- borrowing and presenting as one's own (i.e., without proper attribution) the composition or ideas of another.

The mutilation, defacement, or stealing of library materials are examples of academic dishonesty and/or professional misconduct and are also subject to disciplinary action.

## *Disciplinary Actions*

In cases of academic dishonesty or personal or professional misconduct, it may prove necessary to dismiss the student from the Seminary or to delay completion of his/her degree program until satisfactory progress can be made in dealing with academic, professional, or personal problems. The Seminary protects the interests of

the student by adhering to the outlined procedures.

## *Academic Discipline*

In questions of academic dishonesty (including cheating on exams or papers and plagiarism), the professor will report the circumstances of the case to the Dean. In first instances of proven plagiarism or dishonesty, the student will receive a "Fail" grade for the course. Second instances will result in automatic separation from the Seminary. In all instances, the procedures outlined below will be followed:

1. The Dean shall notify the student of the nature of the evidence of academic misconduct and shall request that the student to meet with the Dean, the Associate Dean for Community Life and/or the respective Faculty.
2. The student will meet with the Dean(s) and/or Faculty member. Following this meeting, the Dean will make a decision concerning the resolution of the charges.
3. The Dean may refer serious cases to a Personal Development for Ministries (PDM) committee in consultation with the Associate Dean for Campus Life. Students may also appeal to the PDM committee.
4. In cases of referral or appeal, the student will be requested to meet with the PDM committee and may be accompanied by his or her faculty advisor. The committee will investigate the situation and will ratify, modify,

- or vacate the Dean's decision. Recommendations for dismissal shall be forwarded to the Faculty for final approval.
5. Should the PDM committee refer the student to the Faculty for dismissal, a letter will be sent from the PDM committee to the Faculty through the Dean and to the student ten days before a faculty meeting. Such a letter shall include designation of the nature of disciplinary or other action to be taken. The student shall be given the opportunity to send comments or objections by letter to the Faculty through the Dean at this time. The Faculty upon motion duly made shall take action by ratifying, modifying, or vacating the recommendations of the PDM committee. The Dean shall notify the student in writing of the Faculty's decision.

### **Academic Discipline in the DMin Program**

In questions of academic dishonesty of work submitted towards a degree (including cheating on exams or papers and plagiarism), the professor will report the circumstances of the case to the Director of the Doctor of Ministry. Judgements of academic dishonesty will not be based on the intent of the student. In first instances of proven plagiarism or dishonesty in Doctor of Ministry coursework, the student will receive a "Fail" grade for the course. Second instances will result in automatic separation from the Seminary. Proven plagiarism and dishonesty in a submitted project paper will result in automatic separation from the Seminary. In all

instances, the procedures outlined below will be followed:

1. The Director shall notify the student of the nature of the evidence of academic misconduct and shall request that the student meet with the Director and the respective Faculty. In cases pertaining to a student's Project Paper, the assigned reader will be the Faculty of record.
2. The student will meet with the Director and Faculty member. Following this meeting, the Director will make a decision concerning the resolution of the charges.
3. Students may appeal decisions of the Director to the Personal Development for Ministries (PDM) Committee, chaired by the Dean. The committee will investigate the situation and will ratify, modify, or vacate the Director's decision. The Dean shall notify the student in writing of the decision of the PDM committee. Even if the committee recommends dismissal, the student may be eligible for a Certificate of Completion that represents work successfully completed by the student prior to dismissal.

### *Personal/Professional Discipline*

Whenever the Seminary is presented with a problem of inappropriate conduct, personal immaturity, or evidence of emotional or mental instability that could lead to disciplinary action, or when a student demonstrates behavior that brings into question fitness for ministry, the following procedure will be followed:

1. A written complaint regarding the student must be made to the Associate Dean for Community Life by the injured party or his/her representative. The complaint may be sent through regular mail or e-mail.
2. There shall be a preliminary hearing between the student whose character or conduct has been questioned and the Associate Dean for Community Life to ascertain the facts of the case. In that preliminary hearing, the student shall be informed of the information in the Seminary's possession and the student shall be invited to respond. The possibility shall be explored that the charges are untrue or do not justify disciplinary action or that by some voluntary cooperation on the part of the student the matter may be brought to a just result without the necessity of formal action. The Associate Dean for Community Life shall then make a decision concerning resolution of the charges or referral to the Personal Development for Ministry (PDM) committee. Decisions of the Associate Dean for Community Life may be appealed to the PDM committee; decisions of the PDM committee may be appealed to the Faculty.
3. If the matter is referred to the PDM committee, the Associate Dean for Campus Life shall write a letter to the student stating the nature of the evidence in the hands of the Seminary, and in what respects the evidence may indicate that the student lacks one or more of the characteristics of a degree candidate. The letter will request that the student meet with the PDM committee, the Dean, and the Associate Dean for Community Life no later than ten days after receipt of the letter, at a time and place designated.
4. The student will meet with the PDM committee, the Dean, and the Associate Dean for Community Life. The student's faculty advisor shall be invited to attend. Following this meeting, the PDM committee shall make a decision concerning the resolution of the charges or referral to Faculty, in cases of dismissal.
5. Should the PDM committee refer the student to the Faculty for dismissal, a letter will be sent from the PDM committee to the Faculty through the Dean and to the student ten days before a faculty meeting. Such a letter shall include designation of the nature of disciplinary or other action to be taken. The student shall be given the opportunity to send comments or objections by letter to the Faculty through the Dean at this time. The Faculty upon motion duly made shall take action by ratifying, modifying, or vacating the recommendations of the PDM committee. The Dean shall notify the student in writing of the Faculty's decision.
6. Students who are withdrawn from matriculation for such reasons may be considered for readmission by the Admissions Committee following appropriate assessment, consultation with the Associate



Dean for Community Life, and a determination that the condition requiring withdrawal has been remedied.

### *Other Academic Regulations and Information*

More detailed academic regulations and procedures are outlined in the Student Handbook available from the Office of Community Life.

It is each student's responsibility to meet all requirements for graduation and for ecclesiastical ordination, and to ensure that any deviations from the normal program are pre-approved by the appropriate degree committee.



# Course Listings

## Overview

This course list is intended to help students plan their coursework. The list includes currently scheduled course offerings through the 2022-23 academic year. It also serves as an archive of recently offered courses, including courses that may not be scheduled to be offered within the above timeframe. Course schedules are subject to change. A list of course schedules is available online at [www.wesleyseminary.edu/schedule](http://www.wesleyseminary.edu/schedule). The webpage will always have the most up-to-date offerings for future semesters and terms.

Recent applicants and prospective student may obtain a list of courses open to entering students (COTES) from the Office of Admissions or on the website at [www.wesleyseminary.edu/apply](http://www.wesleyseminary.edu/apply).

## Notes on the Course Listing

Wesley Theological Seminary reserves the right to cancel a course if due to low enrollment or other unforeseen circumstances. If a date is not listed for a course, the course is not scheduled in the near future.

Registration for all courses, including J-Term and Summer, must be at regular registration periods as outlined in the Academic Regulations section of this Catalog and in the Important Dates.

The unit of credit for all courses is the semester hour. Masters semesters consist of 15 weeks. Each hour in class is equivalent to one academic contact hour. The course number scheme indicates general rules regarding Master's degree requirements:

100 level	Courses which meet degree requirements (no prerequisites)
200 level	Elective courses (no prerequisites)
300 level	Courses which meet degree requirements (has prerequisites)
400 level	Elective courses (has prerequisites)

500 level	Directed Study, Independent Study, Advanced Research, Thesis Writing, etc.
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## Ordination Requirements

The 2016 Book of Discipline of The United Methodist Church (Par. 324.4a) requires that candidates for ordained ministry shall complete the following graduate theological studies within or in addition to their basic seminary degree: "Old Testament; New Testament; theology; church history; mission of the church in the world; evangelism; worship/liturgy; and United Methodist doctrine, polity and history." Election to probationary membership and commissioning cannot be granted until these requirements are successfully completed.

Courses in history, doctrine, polity and theology for other denominations are offered depending on enrollment needs.

## Course Listings

The most update course information can always be found on Self-Service in the course catalog.

A PDF file containing recent courses offerings for Masters and D.Min. level courses can be found at the link below.

Masters:

<https://www.wesleyseminary.edu/wp-content/uploads/2023/07/Masters-Courses.pdf>

D.Min.:

<https://www.wesleyseminary.edu/wp-content/uploads/2023/07/DMN-Courses.pdf>





# Seminary Personnel

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## Board of Governors of Wesley Theological Seminary

### *Officers*

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C. Randall Nuckolls  
*Vice Chairperson*  
The Reverend Dr. Barbara F. Miner,  
*Secretary*

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*President, Wesley Theological Seminary*  
Bishop LaTrelle Easterling  
*Baltimore-Washington Conference of The  
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### *Members*

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The Honorable Robert K. Dawson  
The Reverend Dr. Kenda Creasy Dean  
G. Alexander Fleming, M.D.  
Margaret Gardner  
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Francine Davis Maestri  
The Reverend Dr. Daniel Mejia  
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The Reverend Dr. Ronald LeVant Slaughter  
Andrew Song  
Todd Stottlemeyer  
The Reverend Dr. James E. Victor, Jr.  
The Reverend Dr. Stacey Cole Wilson  
The Reverend Dr. J. Maddox Woodberry, Jr.

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Jane Long Betz  
Nora Leake Cameron  
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John M. Derrick, Jr.  
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Edward Federico Jr.  
Brenda M. Girton-Mitchell  
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H. Beecher Hicks  
Stephen A. Hopkins (Deceased)  
Johnny M. Howard  
Kenneth A. Huntsman  
Chan-Young Jang  
James B. Jones (Deceased)  
Yong-Jai Jun  
Mary E. Kraus

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Michael McCurry  
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Kenneth Y. Millian (Deceased)  
Mary Miller-Johnston  
Dae Hee Park (Deceased)  
Robert L. Parsons  
Frederick C. Parson  
Joe E. Pennel  
Frederick C. Powell  
Talmadge Roberts  
Helen C. Smith  
Marlin Snider  
Earl Stafford  
E. Allen Stewart  
Stephen T. Walker  
Mary Waldron  
W. Edward Whitfield  
Raymond F. Wrenn (Deceased)  
Carol Cosens Yocum

## Faculty

The Faculty list is organized by academic rank. The date in parentheses next to the name is the year that the individual started at Wesley.

### **David F. McAllister-Wilson (1982)**

President (2002)  
California State University, Northridge, B.A.;  
Wesley Theological Seminary, M.Div.,  
D.Min.

### **Carla Works (2009)**

(Dean, as of May 2023)  
Professor of New Testament  
Woodrow W. and Mildred B. Miller Professor  
of Biblical Theology  
Williams Baptist College, B.A.;  
Southwestern Baptist Theological Seminary,  
M.A.Th.; Yale University Divinity School,  
M.A.R.;  
Princeton Theological Seminary, Ph.D.

### **Josiah Ulysses Young, III (1988)**

Professor of Systematic Theology  
Morehouse College, B.A.; Union Theological  
Seminary, New York, M.Div., M.Phil., Ph.D.

### **Beverly E. Mitchell (1998)**

Professor of Systematic Theology and  
Church History,  
C.C. Goen and  
Douglas R. Chandler Chair  
Master of Arts Director  
Temple University, B.A.; Wesley Theological  
Seminary, M.T.S.; Boston College-Andover  
Newton Theological School, Ph.D.

### **Michael S. Koppel (2002)**

Howard Chandler Robbins Professor of  
Pastoral Theology & Congregational Care  
University of California, Davis, B.A.; Yale  
Divinity School, M.Div.; Claremont School of  
Theology, M.A., Ph.D.

### **Sathianathan Clarke (2005)**

Bishop Sundo Kim Chair in World  
Christianity  
Professor of Theology, Culture and Mission  
University of Madras, B.A., M.A.; United  
Theological College, B.D.; Yale University  
Divinity School, S.T.M.; Harvard University  
Divinity School, Th.D.

### **F. Douglas Powe (2013)**

Director of the G. Douglass Lewis Center for  
Church Leadership and of the Practice of  
Ministry and Mission  
James C. Logan Professor of Evangelism  
(E. Stanley Jones Chair)  
Ohio Wesleyan University, B.A.; Candler  
School of Theology, Emory University,  
M.Div.; Emory University, Ph.D.

### **Paul Kang-Kul Cho (2013)**

Professor of Hebrew Bible  
Director of the Master of Theological Studies  
Program  
Yale University, B.A.; Yale Divinity School,  
M.Div.; Harvard University, Ph.D.

### **Rick Elgendy (2014)**

Martha Asby Carr Associate Professor of  
Christian Ethics and Public Theology  
Faculty Director of the Public Theology  
Program  
Georgetown University, B.A.; University of  
Chicago Divinity School, M.A., Ph.D.

### **Veronice Miles (2016)**

Mary Elizabeth McGehee Joyce Professor of  
Preaching  
Director of the Urban Ministry Program  
University of Florida, B.A., M.Ed., Ed.S.;  
Candler School of Theology, Emory  
University, M.Div., Ph.D.

### **Emily Peck (2017)**

Visiting Professor of Christian Formation  
and Young Adult Ministry  
Washington and Lee University, B.A.; Union  
Theological Seminary, M.Div.; Duke Divinity  
School, Duke University, Th.D.

### **Lorena Parrish (2018)**

Associate Professor of Urban Ministry  
Director, Community Engagement Institute  
New York University, B.A.; Union  
Theological Seminary, M.Div.; Union  
Theological Seminary, Ph.D.

**Philip Wingeier-Rayo (2018)**

Professor of World Christianity, Missiology,  
and Methodist Studies.  
Earlham College, B.A.; Garrett-Evangelical  
Theological Seminary, MTS; Seminario  
Evangélico de Teología, M.Th.; Matanzas;  
Chicago Theological Seminary, Ph.D.

**Laura C. Sweat Holmes (2019)**

Professor of New Testament  
University of North Carolina-Chapel Hill,  
B.A.; Princeton Theological Seminary,  
M.Div. and Ph.D.

**Lucila Crena (2022)**

Assistant Professor of Christian Ethics and  
Public Theology  
Emory University, B.A.; Regent College,  
M.A.; University of Virginia, ABD.

**Hyemin Na (2022)**

Assistant Professor of Worship, Media and  
Culture  
Oxnam Chapel Elder  
Harvard University, AB; Garrett Evangelical  
Theological Seminary, M.Div.; Emory  
University, Ph.D.

**Administrative Faculty****Aaron Rosen (2019)**

Professor of Religion & Visual Culture  
Director of the Henry Luce III Center for the  
Arts & Religion  
Bowdoin College, B.A., University of  
Cambridge, Dip., M.Phil., Ph.D., University  
of Oxford, D.Phil. (by incorporation)

**Kyunglim Shin Lee (1991)**

Vice President for International Relations  
Lecturer in Immigrant Theology and Ministry  
Methodist Theological Seminary-Seoul,  
B.Th.; Garrett-Evangelical Theological  
Seminary, M.Div.; Wesley Theological  
Seminary, D.Min.

**Douglas D. Tzan (2018)**

Assistant Dean and Assistant Professor of  
Mission and Church History; Director, Doctor  
of Ministry Program; Director, Course of  
Study  
University of South Carolina, B.A.; Iliff  
School of Theology, M.Div.; Boston  
University, Ph.D.

**Charles Harrell**

Full Associate Faculty  
James Madison University, B.A.; Duke  
University, M.Div., Ph.D.

**Adjunct Faculty 2023-24****Constance Bertka**

Science & Religion  
University of Cincinnati, B.S.; Arizona State  
University, M.S., Ph.D.; Wesley Theological  
Seminary, M.T.S.

**Karen Borek**

World Religions  
Randolph-Macon Woman's College, B.A.;  
George Mason University, M.A.; Wesley  
Theological Seminary, M.Div.; Emory  
University, Ph.D.

**Matthew B. Braddock**

Gordon College, B.A.; Andover Newton  
Theological School, M.Div.; Hartford  
Seminary, D.Min.

**Gina Gilland Campbell**

Duke University, B.A.; Candler School of  
Theology, Emory University, M.Div.

**Joanne Comstock**

Pastoral Care & Counseling  
Loyola College in Maryland, Ph.D., M.S.;  
Wesley Theological Seminary, M.T.S.;  
University of Virginia, M.Ed.;  
James Madison University, B.A.

**Ovidiu Creanga**

Biblical Hebrew  
University of Bucharest, B.A.; University of  
Leeds, M.A.; King's College London, Ph.D.

**Jan Cope**

Trinity University, B.A.; Wesley Theological  
Seminary, M.Div.; Virginia Theological  
Seminary, D.Min.

**Deryl Davis**

Wake Forest University, B.A.; University of  
Edinburgh, MSc, M.Th.

**Christopher Dreisbach**

Hamline University, B.A.; Johns Hopkins  
University, M.A., Ph.D.

**Jim Driscoll**

Military Chaplaincy  
 Virginia Polytechnic Institute and State University, B.S.; California University of Pennsylvania, M.S.; Wesley Theological Seminary, M. Div.; Wesley Theological Seminary, D. Min.

**Carolyn Graham**

Urban Ministry  
 University of Baltimore, B.S.; Antioch College, M. Ed.; Bernard Baruch College, M.P.A.; New York Theological Seminary, M.Div.; United Theological Seminary, D.Min.

**Heather Heinzman Lear**

Evangelism & Discipleship  
 Boston University, B.A.; Duke Divinity School, M.Div.; Garrett-Evangelical Theological School, D.Min.

**Ann Michel**

Church Leadership  
 B.S., Northwestern University; M.T.S., D.Min, Wesley Theological Seminary

**Paul Nixon**

Church Planting  
 Baylor University, B.A.; Southern Baptist Theological Seminary, M.Div.; Southern Methodist University, D.Min.

**Beth Norcross**

Creation Care  
 Wesley Theological Seminary, M.T.S.; D.Min.

**Terry Thomas Primer**

Towson University, B.A.; Yale Divinity School, M.Div.; Wesley Theological Seminary, D.Min.

**Tracy Radosevic**

Biblical Storytelling and Christian Formation  
 Grove City College, B.A.; Duke Divinity School, M.R.E.; East Tennessee State University, M.A.; Wesley Theological Seminary, D.Min.

**Fred Reiner**

Jewish Studies  
 University of California, Berkeley, A.B.; Hebrew Union College-Jewish Institute of Religion, M.AH.L., D.D.

**M. Salih Sayilgan**

Islam  
 Marmara University, B.A., M.A.; University of Alberta, M.A.; The Catholic University of American, Ph.D.

**Karen Santiago**

International Student Services  
 Pennsylvania State University, B.A.; American University, M.A.

**Kathryn Sparks**

Dance  
 Connecticut College, B.A.; Wesley Theological Seminary, M.T.S.

**Kathleen Henderson Staudt**

Literature & Theology  
 Smith College, A.B.; Yale University, M. Phil., Ph.D.

**Raedorah Stewart**

Writing Center Director  
 Fuller Theological Seminary, M.A.C.L.

**Jana Strukova**

Congregational Ministry  
 The School of Humanities at Šafárik University, M.Ed.; Lutheran Theological Seminary at Philadelphia, M.A.R.; S.T.M.; Princeton Theological Seminary, Ph.D.

**Arthur D. Thomas, Jr.**

History of Christian Spirituality  
 College of William and Mary, B.A.; Gordon-Conwell Theological Seminary, M.Div.; Wesley Theological Seminary, M.A.; Union Theological Seminary in Virginia, Th.M., Ph.D.

**Carol Wilson**

Biblical Interpretation  
 University of Missouri, A.B.; University of Maryland, M.S.; Wesley Theological Seminary, M.T.S.; Brite Divinity School, Ph.D.



## US Army Command Adjunct Faculty

Mark Lee, PhD, University of Aberdeen, Aberdeen Scotland, UK

Ibraheem Raheen , DMin, Erskine Theological Seminary

Jonathan Fisher, Dmin, Erskine Theological Seminary

Nathan White, PhD, St John's College, University of Durham, United Kingdom

Joshua Morris, PhD, Claremont School of Theology

Roy Myers, DMin, Oblate School of Theology

Myles Bankston, DMin, Erskine Theological Seminary

Jesse Adkinson, DMin, The Southern Baptist Theological Seminary

Katherine Voyles, PhD, University of California

Darcy Cartmill, MSED North Georgia College

## Colloquy Leaders 2023-24

### Michael Armstrong

Pastor, Colesville United Methodist Church, Silver Spring, MD  
Hampton University, B.A.; Wesley Theological Seminary, M.Div.

### Patrick Barrett Jr.

General Secretary-Treasurer for Christian Education for the African Methodist Episcopal Church Zion, Charlotte, NC;

University of Maryland, B.A.; Wesley Theological Seminary, MDiv.

### Larry Buxton

Retired Senior Pastor, Burke United Methodist Church, Burke, VA; University of Virginia, B.A.; Yale Divinity School, M.Div.; Wesley Theological Seminary, D.Min.

### Jalene Chase

Pastor, Emmanuel United Methodist Church, Beltsville, MD; University of Maryland, College Park, B.S.; Wesley Theological Seminary, M.Div., D.Min.

### Mernie Crane

Senior Pastor, Pasadena United Methodist Church, Pasadena, MD; Clemson University, B.A.; School of Global Management, Master Of International Management; Wesley Theological Seminary, M.Div.; Wesley Theological Seminary, D.Min.

### Peggy Johnson

Bishop (Retired) United Methodist Church, Eastern Penn and Pen-Del Conferences UMC; Lebanon Valley University, BA.; Asbury Theological Seminary, MDiv.; Wesley Theological Seminary, DMin.

### Kathleen Kohl

Pastoral Counseling and Care Ministries, Silver Spring, MD. University of Illinois, B.A.; Syracuse University, M.P.A.; Wesley Theological Seminary, M.Div.

### Mochel Morris

retired UM Elder, VA Annual Conference  
B.A. in Psychology & Religious Studies, University of Virginia, 1976  
M.Div. The Divinity School, Duke University, 1980  
Extraordinary Leadership Seminar in Bowen Family Systems Theory, 2007-2010  
D.Min. Church Leadership Excellence, Wesley Theological Seminary, 2016

## Faculty Emeriti & Retired Administrators

*Listed alphabetically*

### **Fredericka Nolde Berger (1988-2004)**

Religion and Drama  
Swarthmore College, B.A.; Harvard University, M.A.T.

### **Bruce Birch (1971-2013)**

Dean (1998-2009, 2012-2013, 2017-2018)  
Professor of Hebrew Bible  
Southwestern College, Kansas, B.A.; Yale University, M.A., M.Phil., Ph.D.

### **Joseph E. Bush, Jr. (2009)**

Professor of Practice in Ministry and Mission  
Grinnell College, B.A.; Wesley Theological Seminary, M. Div.; Drew University, M. Phil., Ph. D.

### **David William Faupel (2004-2013)**

Director of the Library  
Professor of the History of Christianity  
Central Bible College, A.B.; Evangel College, B.A.; Asbury Theological Seminary, M.Div., University of Kentucky, M.S.L.S.; University of Birmingham, England, Ph.D.

### **Eileen Guenther (1987)**

Professor of Church Music  
University of Kansas, B.A., B.M.; The Catholic University of America, M.A., D.M.A.

### **Youtha Hardman-Cromwell (1998-2015)**

Professor of Practice in Ministry and Mission  
Director of Practice of Ministry and Mission (2001-2008)  
Troy State, M.S.; University of Virginia, Ed.S.; Howard Divinity School, M.Div.; The American University, Ph.D.

### **Lucy Lind Hogan (1994-2019)**

Hugh Latimer Elderdice Professor of Preaching and Worship  
Macalester College, B.A.; Virginia Theological Seminary, M.Div.; Wesley Theological Seminary, D.Min.; University of Maryland, Ph.D.

### **David C. Hopkins (1986-2013)**

Professor of Archaeology and Biblical Interpretation  
Trinity College, B.S.; Vanderbilt University, M.A., Ph.D.

### **Denise Dombkowski Hopkins (1986-2023)**

Professor of Hebrew Bible  
Woodrow W. and Mildred B. Miller Professor of Biblical Theology  
Syracuse University, B.A.; Vanderbilt University, M.A., P.h.D.

### **Catherine Andrews Kapikian (1970-2009)**

Director, The Henry Luce III Center for the Arts and Religion  
Lecturer in Religion and the Arts  
Carnegie-Mellon University, University of Maryland, B.A.; Wesley Theological Seminary, M.T.S.

### **Diedra Hanner Kriewald (1982-2007)**

Professor of Christian Education  
Northwestern University, B.S.; Union Theological Seminary, New York, M.R.E.; Vanderbilt University, M.A., Ph.D.

### **G. Douglass Lewis (1982-2002)**

President  
Lecturer in Church Administration  
University of Tennessee, B.A.; Vanderbilt Divinity School, M.Div.; Duke University, Ph.D.

### **Samuel William Marullo (2010-2018)**

Professor of Sociology  
Colgate University, A.B.; Columbia University, M.A., Ph.D.; Wesley Theological Seminary, M.Div.

### **Lewis A. Parks (1998-2013)**

Professor of Theology, Ministry and Congregational Development  
Lock Haven University, Pennsylvania, B.S.; Wesley Theological Seminary, M.Div.; St. Mary's Seminary-Baltimore, Ph.D.

### **Sharon H. Ringe (1991-2014)**

Professor of New Testament  
University of New Hampshire, B.A.; Union Theological Seminary, New York, M.Div., Ph.D.

**Carroll Saussy (1985-1999)**

Howard Chandler Robbins Professor of Pastoral Care  
University of San Francisco, M.A.; Dubuque Theological Seminary, S.T.M.; Graduate Theological Union, Ph.D.

**James M. Shopshire, Sr. (1980-2013)**

Professor of the Sociology of Religion  
Clark College, B.A.; Gammon Theological Seminary of the Interdenominational Theological Center, B.D.; Northwestern University, Ph.D.

**Fred Douglas Smith, Jr. (2003-2012)**

Associate Director of Practice in Ministry and Mission, Professor of Urban Ministry  
Harvard University, B.A.; Southern Methodist University Perkins School of Theology, M.Div.; Emory University, Ph.D.

**Deborah Sokolove (2005-2018)**

Director, The Henry Luce III Center for the Arts and Religion (2009-18)  
Associate Professor of Art and Worship  
California State University, B.A., M.F.A.; Wesley Theological Seminary, M.T.S.; Drew University, Ph.D.

**Lovett H. Weems, Jr. (2003-2017)**

Distinguished Professor of Church Leadership  
Director of the G. Douglass Lewis Center for Church Leadership  
Millsaps College, B.A.; Southern Methodist University Perkins School of Theology, M.Th., Wesley Theological Seminary,

**Sondra Ely Wheeler (1993-2021)**

Professor of Christian Ethics  
Wesleyan University, B.A.; Yale Divinity School, M.A.R.; Yale University, Ph.D.

**J. Philip Wogaman (1966-2002)**

Dean (1972-1983) Professor of Christian Ethics  
University of the Pacific, A.B.; Boston University, S.T.B., Ph.D.

## **Administration and Staff**

Listed by department, alphabetically

### *Academic Contacts*

**Aaron Rosen**, Advisor for Theology and the Arts

**Beverly Mitchell**, Advisor for MA program

**Lorena Parrish**, Advisor for the Urban Ministry program

**Paul Cho**, Director of the M.T.S. program

**Veronice Miles**, Advisor for the African American Church Studies program

### *Administrative Services and*

#### *Facilities Management*

**Delores Washington**, Mail Room/Copy Center Manager

**Diane J. Wogaman**, Receptionist and Facilities Coordinator

**Nehemias Molina**, Administrative Liaison for Facilities

**Oscar Palencia**, Director of Facilities

### *Admissions and Recruitment*

**Benjamin Hall**, Vice President of Admissions and Financial Aid

**Elizabeth Pruchnicki**, Recruiter

**JaNice Parks**, Director of Enrollment

**Marci Matthews**, Enrollment Counselor

### *Communications and Marketing*

**Melvin Bogard**, Director of Strategic Communications and Marketing

**Jessi Houff**, Communications and Events Manager

### *Office of the Dean*

**Carla Works**, Dean

**Anna Lackey**, Executive Assistant to the Dean

### *Office of Community Life*

**Antoni Sinkfield**, Associate Dean of Community Life

**Karen Santiago**, Director of International Student Services

**Lee Brown**, Executive Assistant and Program Administrator for the Office of Community Life & Residence Life Coordinator

**Lisa Banks-Williams**, Program Coordinator for Student Care

**Raedorah Stewart**, Director of the Writing Center

### *Doctor of Ministry*

**Douglas D. Tzan**, Director of the Doctor of Ministry Program and Director of the Course of Study Program

**Sara Shepherd**, Director of Continuing Education & Assistant Director of the Doctor of Ministry Program & Managing Director of Course of Study

### *Finance and Administration*

**Chayna Bryant**, Accountant for Student Services

**Ginny Slayton**, Accounts Payable and Payroll

**Jeff Straits**, Vice President of Finance and Administration & Chief Financial Officer

**Maggie Ayres**, Director of Human Resources

**Twila Washington**, Controller

### *The G. Douglass Lewis Center for Church Leadership*

**Amy Kubichek**, Researcher, Religious Workforce

**Audrey Butler**, Multi-media Specialist

**Ann Michel**, Co-Editor of Leading Ideas/Senior Consultant

**Carol C. Follett**, Web Specialist

**Craig Meek**, Program Administrator

**F. Douglas Powe**, Director of the Lewis Center for Church Leadership

**Jessica Anschutz**, Assistant Director

**Lovett H. Weems**, Senior Consultant

**Matthew Lyons**, Marketing Manager

**Rachel Williams**, Program Manager

### *The Henry Luce III Center for the Arts and Religion*

**Aaron Rosen**, Director, Henry Luce III Center for the Arts & Religion

**Devon Abts**, Assistant Director

### *Development*

**Angela Willingham**, Vice President of Development

**Ashley Kelsey**, Executive Assistant  
**Jessica Courier**, Data Manager  
**Kasongo Butler**, Wesley Council Associate  
**Mele Taumoepeau Aho**, Donor Relations Coordinator  
**Nick Works**, Director of Donor Relations

### Strategic Initiatives

**Beth Ludlum**, Vice President, Strategic Initiatives  
**Julie Hagen**, Director of Programs & Engagement

### International Relations

**Kyunglim Shin Lee**, VP for International Relations  
**Yein Kim**, Executive Assistant to the VP for International Relations

### Educational Technology

**Berkeley Collins**, Director of Educational Technology  
**Nehemias Molina**, User Support Specialist

### Library

**Andy Klenklen**, Director, Wesley Seminary Library  
**Hope Cooper**, Metadata and Systems Librarian

### Practice in Ministry and Mission

**Debra Whitten**, Program Administrator  
**F. Douglas Powe, Jr.**, Director, Outcomes Assessment Officer

### Office of the President

**Chip Aldridge**, Special Assistant to the President for Alumni Engagement  
**David F. McAllister-Wilson**, President  
**Maggie Ayres**, Executive Assistant to the President

### Office of the Registrar

**Gloria McClure**, Associate Registrar and Manager of Records and Transcripts  
**Joseph E. Arnold**, Registrar

### Public Theology and Community Engagement

**Lorena Parrish**, Director, Community Engagement Institute  
**Rick Elgendy**, Associate Professor of Christian Ethics and Public Theology and Faculty Director of the Public Theology Program  
**Rochelle Andrews**, Assistant Director  
**Tom Pruski**, Associate Director, Heal the Sick Program





## Appendix

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## **Non-Discrimination Statement**

Wesley Theological Seminary is committed to complying fully with all applicable federal and District of Columbia non-discrimination laws. In accordance with this commitment, the Seminary shall not discriminate against any individual in the provision of educational services (admission, financial aid, etc.), student housing or employment, including but not limited to, by reason of that individual's actual or perceived race, color, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, genetic information, disability, or political affiliation.

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We are working toward the realization of a barrier-free environment with adequate facilities and assistance for persons with disabilities.

### **Equal Opportunity Statement**

Wesley Theological Seminary is an equal opportunity employer. For more information on our hiring practices and opportunities please contact our Human Resources Department at [hr@wesleyseminary.edu](mailto:hr@wesleyseminary.edu).

### **Inclusive Language Policy**

Bearing in mind that language reflects, reinforces, and creates social reality, the Seminary expects class conversation and written work to employ language that respects the equal dignity and worth of all human beings. In particular; linguistic sexism and racism are to be avoided.

## **Family Educational Rights and Privacy Act of 1974 (FERPA) Statement**

We are in compliance with the Family Educational Rights and Privacy Act of 1974 as amended. Further information is available in the Registrar's Office and online at

<https://www.wesleyseminary.edu/faculty/consumer-education/>.

## **Other Policies**

Wesley's Student Handbook contains all student policies and detailed information on procedures students are expected to follow while matriculated at the Seminary. This includes procedures the whistleblower policy, sexual and other harassment policies, service animal policy, the information technology policy, and the institutional covenants of professional ethics and discipline. These policies are also available in the appendix to this catalog.

The Student Handbook may be accessed at <https://www.wesleyseminary.edu/my-wesley/> or by contacting the Office of Community Life.

## **Suggested Degree Plan Templates**

Beginning on the next page, students will find hypothetical programs of study for the M.Div. and M.T.S. degrees at Wesley Theological Seminary. These may be used as a guideline while completing the degree plan worksheet in consultation with the faculty advisor or determining one's likely course load during their time at the Seminary. M.A. students should consult with their faculty advisor.

**Suggested Three Year Full-Time Plan  
Master of Divinity Degree Program (81 Credits)**

**YEAR ONE**

<b>Fall</b>	<b>14 credits</b>
BI-101	Introduction to Hebrew Bible I (3 credits)
BI-171	Introduction to the New Testament: Gospels (3 credits)
CH-101	The Church in History: Early Church to Reformation (3 credits)
MM-101	Spiritual Formation for the Practice of Ministry I (2 credits)
PW-101	Foundations of Christian Worship (3 credits)
<b>Spring</b>	<b>15 credits</b>
BI-102	Introduction to Hebrew Bible II (3 credits)
BI-172	Introduction to the New Testament: Epistles (3 credits)
CH-102	The Church in History: Reformation to Present (3 credits)
MM-102	Spiritual Formation for the Practice of Ministry II (1 credit)
PW-125	Foundations of Preaching (3 credits)
Elective	Elective (2 credits)
<b>Students must complete 24 credits in Year 1 to begin their PM&amp;M placement in Year 2</b>	

**YEAR TWO**

<b>Fall</b>	<b>13-14 credits</b>
ST-305	Systematic Theology I (3 credits)
MM-360	PMM: Colloquy 1/1 (2 credit)
CO-###	Consortium requirement (2-3 credits) (Can be used toward distribution requirements)
PC-101 or PC-111	Pastoral Care and Counseling requirement (3 credits)
Elective	Anti-Racism and Intersectionality (2 credits)
Elective	Elective (2 credits)
<b>Spring</b>	<b>14-15 credits</b>
ST-306	Systematic Theology II (3 credits)
CM-1## or 3##	Practices of Leadership in Ministry (2 credits) <i>Note: 4 credit total. Must be fulfilled by taking a combination of 100- and 300-level CM courses.</i>
MM-361	PMM: Colloquy 1/2 (2 credit)
PW-3##	Preaching & Worship Distribution Requirement (2-3 credits)
Elective	Elective (2 credits)
Elective	Elective (2 credits)

**YEAR THREE**

<b>Fall</b>	<b>13 credits</b>
ES-3##	Christian Ethics (3 credits)
PW-3##	Preaching & Worship Distribution Requirement (2 credits)
CM-1## or 3##	Practices of Leadership in Ministry requirement (2 credits) <i>Note: Must be fulfilled by taking a combination of 100- and 300-level CM courses.</i>
Elective	Elective (3 credits)
Elective	Elective (2 credits)
<b>Spring</b>	<b>14-15 credits</b>
WR-###	The Church in an Interreligious World (2-3 credits)
RA-1##	Religion and the Arts requirement (2 credits)
Elective	Elective (3 credits)
Elective	Elective (3 credits)
Elective	Elective (3 credits)

Credit amounts may vary by semester

22-25 credits hours of electives, to be spread out over three years.

Note: Deviation from this suggested template may result in additional years to complete graduation requirements.

**Suggested Four Year Plan Full-Time Plan  
Master of Divinity Degree Program (81 credits)**

**YEAR ONE**

<b>Fall</b>	<b>10 credits</b>
BI-101	Introduction to Hebrew Bible I (3 credits)
BI-171	Introduction to New Testament: Gospels (3 credits)
MM-101	Spiritual Formation for the Practice of Ministry I (2 credits)
Elective	Elective (2 credits)
<b>Spring</b>	<b>10 credits</b>
BI-102	Introduction to Hebrew Bible II (3 credits)
BI-172	Introduction to the New Testament: Epistles (3 credits)
MM-102	Spiritual Formation for the Practice of Ministry (1 credit)
PW-101	Introduction to Corporate Worship (3 credits)

**YEAR TWO**

<b>Fall</b>	<b>11 credits</b>
CH-101	The Church in History: Early Church to Reformation (3 credits)
PC-101 or PC-111	Pastoral Care and Counseling requirement (3 credits)
PW-125	Foundations of Preaching (3)
Elective	Elective (2 credits)
<b>Spring</b>	<b>11-12 credits</b>
CH-102	The Church in History: Reformation to Present (3 credits)
PW-3##	Preaching & Worship Distribution Requirement (2-3 credits)
CM-1## or 3##	Practices of Leadership requirement (2 credits)
	<i>Note: 4 credit total. Must be fulfilled by taking a combination of 100- and 300-level CM courses.</i>
Elective	Anti-Racism and Intersectionality (2 credits)
Elective	Elective (2 credits)
<b>Student must complete 24 credits to begin their PM&amp;M placement.</b>	

**YEAR THREE**

<b>Fall</b>	<b>11-12 credits</b>
ST-305	Systematic Theology I (3 credits)
MM-360	PMM: Colloquy 1/1 (2 credits)
CO-###	Consortium requirement (2-3 credits)
Elective	Elective (2 credits)
Elective	Elective (3 credits)
<b>Spring</b>	<b>10-11 credits</b>
ST-306	Systematic Theology II (3 credits)
PW-3##	Preaching/Worship Distribution (2-3 credits)
MM-361	PMM: Colloquy 1/2 (2)
RA-1##	Religion and the Arts requirement (2)
Elective	Elective (2 credits)

**YEAR FOUR**

<b>Fall</b>	<b>10 credits</b>
MM-350	Intercultural Immersion (2 credits)
ES-3##	Christian Ethics requirement (3 credits)
Elective	Elective (2 credits)
Elective	Elective (2 credits)
<b>Spring</b>	<b>10-11 credits</b>
CM-###	Practices of Leadership requirement (2 credits)
	<i>Note: Must be fulfilled by taking a combination of 100- and 300-level CM courses.</i>
WR-###	The Church in an Interreligious World requirement (2-3 credits)
Elective	Elective (2 credits)
Elective	Elective (3 credits)

Credit amounts may vary by semester. 21-25 credits hours of electives, to be spread out over the four years.

Note: Deviation from this suggested template may result in additional years to complete graduation requirements.



**Suggested Five Year Part-time Plan (Evening, Saturday and Summer)  
for the Master of Divinity Degree Program (81 credits)**

**YEAR ONE**

<b>Fall</b>	
BI-101	Introduction to Hebrew Bible I (3)
BI-171	Introduction to the New Testament: Gospels (3)
<b>Spring</b>	
BI-102	Introduction to Hebrew Bible 2 (3)
BI-172	Introduction to the New Testament: Epistles (3)
<b>Summer</b>	
RA-1##	Religion and the Arts requirement (2)

**YEAR TWO**

<b>Fall</b>	
CH-101	The Church in History: Early Church to Reformation (3)
MM-101	Spiritual Formation for the Practice of Ministry I (2)
CM-1## or 3##	Practices of Leadership in Ministry (1-2)
<b>Spring</b>	
CH-102	The Church in History: Reformation to Present (3)
MM-102	Spiritual Formation for the Practice of Ministry II (1)
PW-101	Foundations of Christian Worship (3)
<b>Summer</b>	
CO-###	Consortium Requirement (2-3)
CM-###	Practices of Leadership in Ministry (1-2)
<i>NOTE: Total of 4 credits to fulfill requirement. Must be fulfilled by taking a combination of 100- and 300-level CM courses</i>	

**YEAR THREE**

<b>Fall</b>	
PW-125	Foundations of Preaching (3)
ST-305	Systematic Theology I (3)
<b>Spring</b>	
ST-306	Systematic Theology II (3)
PC-1##	Pastoral Care and Counseling requirement (3)
<b>Summer</b>	
PW-3##	Preaching & Worship Distribution Requirement (3)

\* MM-350 PMM: Intercultural Immersion (2) *to be taken after the first 30 credit hours are completed*

**YEAR FOUR**

<b>Fall</b>	
MM-360	PMM: Colloquy 1/1 (2)
PW-3##	Preaching & Worship Distribution Requirement (2)
WR-###	The Church in an Interreligious World requirement (2 or 3)
<b>Spring</b>	
CM-###	Practices of Leadership in Ministry requirement (1-2)
<i>NOTE: Must be fulfilled by taking a combination of 100- and 300-level CM courses.</i>	
MM-361	PMM: Colloquy 1/2 (2)
ES-3##	Christian Ethics requirement (3)

## YEAR FIVE

**Fall**

Anti-Racism and Intersectionality (2)

**Spring  
Electives**

22-25 credit hours of electives remain, to be spread out over the five years, including Summers and J-Term.

*Note: Courses which fulfill denominational requirements may be offered on evenings, Saturdays, online, or during summer term on occasion. However, there is no guarantee that this will be the case.*

Deviation from this suggested template may result in additional years to complete graduation requirements

**Wesley Theological Seminary**  
**Recommended Four Year Plan for Master of Divinity Degree**  
**Student Pastor Program**

**YEAR ONE**

<b>Fall</b>	<b>Monday - Wednesday offerings</b>	<b>11 hours</b>
BI-101	Introduction to Hebrew Bible 1 (3 credits)	
BI-171	Introduction to New Testament: Gospels (3 credits)	
CM-251	United Methodist Polity (2 credits) <i>Online</i>	
MM-101	Spiritual Formation for Ministry I (2 credits)	
MM-321	PMM: Student Pastor Program Seminar 1/1 (1 credits)	
<b>Spring</b>	<b>Monday - Wednesday offerings</b>	<b>11 hours</b>
BI-102	Introduction to Hebrew Bible 2 (3 credits)	
BI-172	Introduction to the New Testament: Epistles (3 credits)	
MM-102	Spiritual Formation for Ministry II (1 credits)	
MM-322	PMM: Student Pastor Program Seminar 1/2 (1 credits)	
PW-101	Foundations of Christian Worship (3 credits)	

\* MM-350 PMM: Intercultural Immersion (2) *to be taken after the first thirty hours*

**YEAR TWO**

<b>Fall</b>	<b>Tuesday - Thursday offerings</b>	<b>10+ hours</b>
CH-101	The Church in History: Early Church to Reformation (3 credits)	
MM-323	PMM: Student Pastor Program Seminar 2/1 (1 credits)	
RA-1##	Religion and Arts requirement (2 credits)	
CM-1XX	Leadership Requirement (1-2 credits) <i>Note: Counts toward the (4) credits Practices in Leadership in Ministry requirement.</i>	
PC-1##	Pastoral Care and Counseling requirement (3 credits)	
XX-XXX	Elective(s)	
<b>Spring</b>	<b>Tuesday - Thursday offerings</b>	<b>10+ hours</b>
CH-102	The Church in History: Reformation to Present (3 credits)	
MM-324	PMM: Student Pastor Program Seminar 2/2 (1 credits)	
CM-XXX	Evangelism (UM Ord requirement) (2-3 credits)	
PW-125	Foundations of Preaching (3 credits)	
CM-XXX	Leadership and Administration (2 credits)	
<i>Note: Counts toward the (4) credits Practices in Leadership in Ministry requirement. An additional 2 credits 100- or 300-level CM course must also be taken as meets student's schedule and interests.</i>		

**YEAR THREE**

<b>Fall</b>	<b>Monday - Wednesday offerings</b>	<b>10+ hours</b>
MM-425	PMM: Student Pastor Program Seminar 3/1 (1 credits) <i>OPTIONAL</i>	
ST-305	Systematic Theology 1 (3 credits)	
PW-XXX	PW Distribution (2 credits)	
WR-###	The Church in an Interreligious World requirement (2-3 credits)	
XX-###	Electives, Consortium course, Intercultural Immersion* (3+credits)	
<b>Spring</b>	<b>Monday - Wednesday offerings</b>	<b>11+ hours</b>
MM-426	PMM: Student Pastor Track Seminar 3/2 (1 credit) <i>OPTIONAL</i>	
ST-306	Systematic Theology 2 (3 credits)	
PW-XXX	PW Distribution (2 credits)	
XX-###	Electives, Consortium course, or Intercultural Immersion* (6+ credits)	

**YEAR FOUR**

<b>Fall</b>	<b>Tuesday - Thursday offerings</b>	<b>9 hours</b>
ST-463	United Methodist History (2 credits) <i>May also be completed during summer or online</i>	
ES-3##	Christian Ethics requirement (3 credits)	
	Anti-Racism and Intersectionality (2 credits)	
XX-###	Electives, Consortium course, or Intercultural Immersion* 2+ credits)	
<b>Spring</b>	<b>Tuesday - Thursday offerings</b>	<b>9 hours</b>
ST-464	United Methodist Doctrine (2 credits) <i>May also be completed during summer or online</i>	
XX-###	Electives or Intercultural Immersion* (7 credits)	
<i>(Hours of final semester will depend on timing of Intercultural Immersion requirement and electives chosen)</i>		

Note: Deviation from this suggested template may result in additional time to complete graduation requirements.

**Wesley Theological Seminary**  
**Suggested Two Year Full-time Plan**  
**for the Master of Theological Studies Degree Program**

**YEAR ONE**

<b>Fall</b>	<b>15 credits</b>
BI-101	Introduction to Hebrew Bible 1 (3 credits)
BI-171	Introduction to the New Testament: Gospels (3 credits)
CH-101	The Church in History: Early Church to Reformation (3 credits)
	Elective Elective course (2 credits)
Elective	Elective course (2 credits)
<b>Spring</b>	<b>15 credits</b>
BI-102	Introduction to Hebrew Bible 2 (3 credits)
BI-172	Introduction to the New Testament: Epistles (3 credits)
CH-102	The Church in History: Reformation to Present (3 credits)
Elective	Elective course (2 credits)
Elective	Elective course (2 credits)
Elective	Elective course (2 credits)

**YEAR TWO**

<b>Fall</b>	<b>15-16 credits</b>
IS-301	M.T.S. Paper (3 credits) <i>Proposal due in October; paper due in April</i>
ST-305	Systematic Theology 1 (3 credits)
XX-###	Religion and Society course(s) (2-3 credits)
Elective	Elective course (3 credits)
Elective	Elective course (2 credits)
Elective	Elective course (2 credit)
<b>Spring</b>	<b>15-16 credits</b>
ST-306	Systematic Theology 2 (3 credits)
XX-###	Religion and Society course(s) (2-3 credits)
Elective	Elective course (2 credits)
Elective	Elective course (2 credits)
Elective	Elective course (2 credits)
Elective	Elective course (2 credits)
Elective	Elective course (2 credits)

**Total hours MTS students must accrue – 60 credit hours**

Credit amounts may vary by semester

30-32 credit hours of electives, to be distributed over the two years.

Note: Deviation from this suggested template may result in additional years to complete requirements for graduation.

**Wesley Theological Seminary**  
**Suggested Three Year Full-time Plan**  
**for the Master of Theological Studies Degree Program**

**YEAR ONE**

<b>Fall</b>	<b>10 credits</b>
BI-101	Introduction to Hebrew Bible 1 (3 credits)
BI-171	Introduction to the New Testament: Gospels (3 credits)
Elective	Elective course (2 credits)
Elective	Elective course (2 credits)
<b>Spring</b>	<b>10 credits</b>
BI-102	Introduction to Hebrew Bible 2 (3 credits)
BI-172	Introduction to the New Testament: Epistles (3 credits)
	Elective Elective course (2 credits)

**YEAR TWO**

<b>Fall</b>	<b>10-11 credits</b>
CH-101	The Church in History: Early Church to Reformation (3 credits)
XX-###	Religion and Society course (2-3 credits)
Elective	Elective course (3 credits)
Elective	Elective course (2 credits)
<b>Spring</b>	<b>10 credits</b>
CH-102	The Church in History: Reformation to Present (3 credits)
Elective	Elective course (3 credits)
Elective	Elective course (2 credits)
Elective	Elective course (2 credits)

**YEAR THREE**

<b>Fall</b>	<b>10-11 credits</b>
IS-301	M.T.S. Paper (3 credits) <i>Proposal due in October; paper due in April</i>
ST-305	Systematic Theology 1 (3 credits)
XX-###	Religion and Society course (2-3 credits)
<b>Spring</b>	<b>10 credits</b>
ST-306	Systematic Theology 2 (3 credits)
Elective	Elective course (3 credits)
Elective	Elective course (2 credits)
Elective	Elective course (2 credits)

**Total hours MTS students must accrue – 60 credit hours**

30-32 hours of electives to be spread out over the three years.

Note: Deviation from this suggested template may result in additional years to complete requirements for graduation.



## COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The mission of Wesley Theological Seminary (“**Wesley**” or “**the Seminary**”) is to prepare persons for Christian ministry, to foster theological scholarship, and to provide leadership on issues facing the church and the world. Our aim is to nourish a critical understanding of Christian faith, cultivate disciplined spiritual lives, and promote a just and compassionate engagement in the mission of the church to the world.

Wesley is a community of persons in the church, accountable, as all Christian communities are, to the intention of God that all may be one. In recognition of God’s intention, this Commitment to Diversity, Equity, and Inclusion (“**DEI Commitment**”) recognizes all humans are made in the image and likeness of God and establishes Wesley as a community that intentionally seeks to include persons of multifarious differences as students, faculty, staff, administrators, and members of the Seminary’s Board of Governors (“**Board**”).

Wesley’s commitment to diversity, equity, and inclusion is to be lived out in our admission and support of students; in the hiring and promotion of faculty, staff, and administrators; in the selection of members to the Board; and through the work of Wesley’s Diversity, Equity, and Inclusion Committee (“**DEI Committee**”) and Diversity, Equity, and Inclusion Officer (“**DEI Officer**”) as supported by Wesley’s Board, administration, faculty, staff, and students.

Wesley’s Policy on Prohibited Discrimination, Harassment, and Retaliation addresses the Seminary’s commitment to complying fully with all applicable federal and District of Columbia laws prohibiting discrimination, harassment, and retaliation. This Commitment to Diversity, Equity, and Inclusion addresses the Seminary’s further commitment to promoting a diverse, equitable, and inclusive educational experience, recruitment and hiring process, and affirming work environment.

## REASONS FOR WESLEY’S COMMITMENT

Wesley’s community embraces and promotes diversity, equity, and inclusion as fundamental to our Christian faith. God is the creator of all humankind (Gen 1:27, inclusive language) and in God we share a common humanity. Jesus made clear God’s love for all people regardless of their color, ethnicity, gender, background, or other personal characteristics and demonstrated God’s inclusive love during his life. Further, he showed through his teaching and ministry that Christians are to accept and be in ministry with persons least like them as well as most like them. Jesus showed that Christians and Christian communities have a particular obligation to demonstrate the reality of Christ’s culture-transforming love for all people. Wesley strives to create a diverse and inclusive community, equip a diverse group of individuals for Christian ministry, and provide leadership to the world on this fundamental aspect of our faith.



Wesley's community also embraces and promotes diversity, equity, and inclusion because a diverse and inclusive environment enriches the experience of the Seminary's students, staff, faculty, administrators, and Board. Learning with and from persons representing different life experiences and spiritual journeys to Wesley's community informs intentional understanding, creates opportunities to engage, and equips us to tear down dividing walls that prohibit oneness in the peace of Jesus. Interaction within a diverse intellectual community improves active learning and critical thinking. Scholarship flourishes when the rich diversity of human perspectives and experiences is heard, equitably regarded, and included in the curriculum, conversation, and consciousness. Diversity, equity, and inclusion are thus core to Wesley's mission as a Christian seminary.

## **INSTITUTIONAL OVERSIGHT**

The Seminary's DEI Committee and DEI Officer, together with the Seminary's administrators and Board, have responsibility for institutional oversight of Wesley's commitment to diversity, equity, and inclusion.

### **A. DEI Committee**

The following representatives within Wesley's community shall serve on the DEI Committee:

- (1) DEI Officer, appointed by the President.
- (2) Title IX Coordinator, appointed by the President.
- (3) Director of Human Resources, appointed by the President.
- (4) One Board member, appointed by the Board.
- (5) One faculty member, appointed by the faculty.
- (6) At least one additional staff member, appointed by the Staff Council.
- (7) At least one student, appointed by the Student Council.

The Seminary's DEI Officer, Title IX Coordinator, and Director of Human Resources shall serve ex-officio on the Committee with no term limit. Other committee members shall serve two-year terms with a limit of three consecutive terms. Terms for the Board and faculty representatives on the committee commence at the beginning of the academic year (July 1) in odd-numbered years. Terms for the staff and student representatives commence at the beginning of the academic year (July 1) in even-numbered years. If a member ceases to serve prior to the expiration of their term a replacement member shall be appointed, in the same manner as the departing member, to serve the remainder of the departing member's term. Serving a partial term as a replacement member shall not count against the limit of three consecutive terms on the committee.

The DEI Committee shall include at least one person of color; at least one person who is not a person of color; at least one man; and at least one woman. If at any time the committee does not meet these requirements the president shall appoint an additional member or members to satisfy the requirement. The additional member(s) shall serve until the end of the academic year for which

they were appointed and may be reappointed by the president if these requirements would not otherwise be met.

The DEI Committee shall choose one of its members to serve as the committee chair for each academic year. If a chairperson is not chosen by September 1 of any academic year, the president shall appoint a chairperson from among the members of the committee.

The DEI Committee shall have the following duties:

- (1) Nominate an individual to serve as the Seminary's DEI Officer to be appointed by the President.
- (2) Collaborate with the DEI Officer and assist in advancing the goals of this DEI Commitment.
- (3) Participate in educating the Seminary community on DEI issues by encouraging engagement and facilitating awareness activities and opportunities that amplify the Seminary's commitment to creating a diverse, equitable, and inclusive community. Expand DEI focuses to embrace individual consciousness and communal commitment to creating an enviable diverse experience for all persons affiliated with Wesley.
- (4) Develop procedures to promote and implement Wesley's commitment to diversity, equity, and inclusion. Amplify DEI awareness through surveys, events, a dynamic webpage, DEI tools for faculty to use in curriculum and classroom and being equipped to have answers for any person who asks about the hope we have (1 Pet 3:15) in our calling to welcome everyone to Wesley's community for an encounter of the love of God.
- (5) Monitor the Seminary's application, admission, retention, recruitment, and hiring procedures to ensure that these support Wesley's DEI commitment and report any departures from this commitment to the person(s) responsible for the area of concern and to Wesley's president.
- (6) Through the DEI Officer, report at least annually to the president and to the Board's Enrollment and Academic Programs Committee regarding all significant matters related to the DEI Committee.
- (7) Recommend to the president and the Board, as the committee deems appropriate, any changes needed to this policy.

## **B. DEI Officer**

A DEI Officer shall be nominated by the DEI Committee and appointed by the president to serve until otherwise determined. The DEI Committee will nominate an individual who is a regular member of the Seminary's staff or faculty, but not a member of the Administrative Council or Board of Directors, and who in the committee's view exhibits integrity, sensitivity, and leadership.

The DEI Officer shall have the following duties:

- (1) Coordinate DEI activities that involve the committee and engage students, staff, faculty, administrators, and the Board.
- (2) Consult with the DEI Committee chair to manage meeting logistics and disseminate information to DEI Committee members.
- (3) Consult and coordinate with the Title IX Coordinator, the Director of Human Resources, the Associate Dean for Community Life, and other Seminary personnel regarding DEI issues.
- (4) On behalf of the DEI Committee, report at least annually to the president and to the Board's Enrollment and Academic Programs Committee regarding all significant matters related to the DEI Committee.

### **C. Seminary Administration**

The Seminary's president and other members of the administration have responsibility for recruiting and admitting students, hiring employees, and administering the operation of the Seminary. This includes responsibility for pursuing the goals set forth in this policy. To this end, the Seminary's administration shall:

- (1) Lead, support, and monitor the Seminary's commitment to diversity, equity, and inclusion.
- (2) In admitting and supporting students, and in hiring and promoting faculty, staff, and administrators, take intentional actions to advance the Seminary's commitment to diversity, equality, and inclusion.
- (3) Coordinate with the DEI Committee and DEI Officer in these efforts, including where appropriate with respect to recruiting, hiring, and promotion decisions.

### **D. Board of Governors**

The Seminary's Board of Governors is an integral part of the Seminary community and has an important role in advancing the goals of this policy. To this end, the Board shall:

- (1) Approve an annual budget for DEI activities/programming and a DEI Officer stipend.
- (2) In selecting its members, and in appointing members to leadership positions on the Board, seek commitment to advance the Seminary's commitment to diversity, equality, and inclusion.

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- (3) As part of its oversight role, support and monitor the Seminary's efforts to promote diversity, equity, and inclusion.
  - (4) Review the DEI Officer's reports to the Board's Enrollment and Academic Programs Committee, and act if needed in response to such reports.

## **PUBLICATION OF THIS POLICY**

This policy shall be published on the Seminary's website and in the Seminary's Faculty Manual, Staff Manual, Student Handbook, and Annual Catalog. It will also be an addendum to job descriptions, admission packets, orientation materials, course syllabi, and Blackboard.

***Advisor:*** John C. Millian

***Reviewed by:***

Raedorah C. Stewart, *Diversity Officer*  
Julie Hagen, *Committee Chair & Staff Representative*  
NaNa Jeon, *Student Representative*  
Karen Santiago, *Title IX and ISS, Staff Representative*  
Lee Brown, *Office of Community Life, Staff Representative*  
Josiah Young, *Faculty Representative*  
Maggie Ayres, *Human Resources Representative*  
Louis Hutchinson, *Board of Governors Representative*



**POLICY ON PROHIBITED DISCRIMINATION,  
HARASSMENT, AND RETALIATION**

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**WESLEY THEOLOGICAL SEMINARY  
POLICY ON PROHIBITED DISCRIMINATION,  
HARASSMENT, AND RETALIATION**

**I. OVERVIEW**

The mission of Wesley Theological Seminary (“**Wesley**” or “**the Seminary**”) is to equip persons for Christian ministry and leadership in the church and the world, to advance theological scholarship, and to model a prophetic voice in the public square. In furtherance of this mission, Wesley is committed to fostering a diverse and inclusive employment and learning environment in which faculty, staff, and students can work, study, and live together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation. This includes a commitment to complying fully with all applicable federal and District of Columbia laws prohibiting discrimination, harassment, and retaliation.

This Policy on Prohibited Discrimination, Harassment and Retaliation (“**Policy**”) applies to the Seminary as an institution and to all members of the Seminary community including employees, students, members of the Board of Governors, dormitory residents (whether Seminary students or not), vendors, contractors, volunteers, and other visitors to the Seminary’s campus. This Policy applies to all Prohibited Conduct (as defined in Section II(B), below) by a member of the Seminary community that occurs in connection with Seminary education programs and activities, which include (a) employment at the Seminary; (b) admissions and other education-related activity; (c) any activity on Wesley’s campus, including in the Seminary’s dormitories; and (d) off-campus Wesley-sponsored programs and activities where the Seminary exercises substantial control over both the person alleged to have committed Prohibited Conduct and the context in which the Prohibited Conduct occurs. Prohibited Conduct that occurs online (by email, text, instant message, social media post, etc.) and that impacts a Seminary education program or activity is covered by this Policy regardless of the physical location where such online conduct took place.

Any person who believes that they have been subjected to conduct prohibited under this Policy or who is aware of conduct prohibited under this Policy directed against another person is strongly encouraged to report what occurred. As discussed in this Policy, options are available for making reports anonymously or to a Seminary official responsible for coordinating the Seminary’s response to the report.

This Policy should be read in conjunction with the Seminary’s Prohibited Conduct Complaint Procedures and the Seminary’s Title IX Sexual Harassment Complaint Procedures (together, the “**Complaint Procedures**”). Additional information regarding Wesley’s commitment to a diverse and inclusive employment and educational community may be found in the Seminary’s Commitment to Diversity, Equity, and Inclusion.

As the term is used in this Policy, a “**Complainant**” is a person who is alleged to have been subjected to conduct that could constitute Prohibited Conduct. A Complainant may be but need not be a member of the Seminary community. A “**Respondent**” is a member of the Seminary community who is alleged to have committed conduct that could constitute Prohibited Conduct. “**Party**” refers to both Complainants and Respondents.



A “**Report**” is an allegation that a member of the Seminary community has engaged in Prohibited Conduct in connection with a Seminary education program or activity. A Report may be submitted by an alleged victim of Prohibited Conduct or by any member of the Seminary community who becomes aware of Prohibited Conduct. Reports may be made orally or in writing and may be made in person, by telephone, by mail, or by email.

A “**Formal Complaint**” is a type of Report, made by a Complainant or instituted by a Responsible Official (defined below), that is in writing and requests an investigation into an allegation of Prohibited Conduct. A Formal Complaint should include (a) the Complainant’s name and contact information; (b) the Respondent’s name and contact information, if known; (c) a description of the incident or incidents constituting Prohibited Conduct, including the date and location where each incident occurred; and (d) a handwritten or electronic signature. A Complainant may file a Formal Complaint in person, by mail, or by email. A Formal Complaint submitted electronically must contain the Complainant’s digital signature or otherwise indicate that the Complainant is the person filing the Formal Complaint.

All Formal Complaints other than those alleging Title IX Sexual Harassment (as defined in Section II(B)(5), below) are subject to the Seminary’s Prohibited Conduct Complaint Procedures. Formal Complaints alleging Title IX Sexual Harassment are subject to the Seminary’s Title IX Sexual Harassment Complaint Procedures.

The following Seminary officials (the “**Responsible Officials**”) are tasked with coordinating the Seminary’s response to Reports (including Formal Complaints) alleging Prohibited Conduct:

- (1) The Seminary’s Title IX Coordinator has primary responsibility for Reports alleging sex discrimination, including Title IX Sexual Harassment, whether committed by an employee, a student, or another member of the Seminary community. Contact information for the Title IX Coordinator:

Karen Santiago  
Title IX Coordinator  
Wesley Theological Seminary  
Room S-134  
4500 Massachusetts Ave., N.W.  
Washington, D.C. 20016  
(202) 664-5683  
[ksantiago@wesleyseminary.edu](mailto:ksantiago@wesleyseminary.edu)

- (2) The Seminary’s Director of Human Resources has primary responsibility for Reports alleging other Prohibited Conduct committed by an employee or by any other member of the Seminary community except a Wesley student. Contact information for the Director of Human Resources:

Maggie Ayers  
Director of Human Resources  
Wesley Theological Seminary  
Room TG-06  
4500 Massachusetts Ave., N.W.  
Washington, DC 20016  
(202) 664-5682  
[mayres@wesleyseminary.edu](mailto:mayres@wesleyseminary.edu)

- (3) The Associate Dean of Community Life has primary responsibility for Reports alleging Prohibited Conduct committed by a Wesley student. Contact information for the Associate Dean of Community Life:

Rev. W. Antoni Sinkfield, Ph.D.  
Associate Dean of Community Life  
Wesley Theological Seminary  
Room T-105  
4500 Massachusetts Ave., N.W.  
Washington, DC 20016  
(202) 885-8614  
[wsinkfield@wesleyseminary.edu](mailto:wsinkfield@wesleyseminary.edu)

Members of the Seminary community are encouraged to contact these individuals for assistance in understanding and initiating action under this Policy and the related Complaint Procedures.

## II. DISCRIMINATION, HARASSMENT, AND RETALIATION PROHIBITED

### A. Protected Characteristics

The Seminary prohibits discrimination or harassment against any individual in employment, in admissions, in student housing, or otherwise in connection with Wesley's educational programs and activities, based on any of the following actual or perceived personal characteristics of that individual ("**Protected Characteristics**"):

- (1) "**Race**," which means a person's ancestry or ethnicity.
- (2) "**Color**," which means a person's skin pigmentation or complexion.
- (3) "**National origin**," which means the country or area where a person's ancestors are from.
- (4) "**Age**," which means the number of years since a person's birth (applies to persons 18 years of age or older).
- (5) "**Sex**," which means a person's gender. Discrimination based on sex includes, but is not limited to, discrimination based on pregnancy, childbirth, or related medical conditions.

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- (6) **“Sexual orientation,”** which means homosexuality, heterosexuality, bisexuality, or other types of sexual orientation, by preference or practice.
  - (7) **“Gender identity or expression,”** which means a gender-related identity, appearance, expression, or behavior of an individual, regardless of the individual’s assigned sex at birth.
  - (8) **“Marital status,”** which means the state of being married, in a domestic partnership, single, divorced, separated, or widowed and the usual conditions associated therewith, including pregnancy or parenthood.
  - (9) **“Familial status,”** which means one or more individuals under 18 years of age being domiciled with: (1) a parent or other person having legal custody of the individual; or (2) the designee, with written authorization of the parent, or other persons having legal custody of individuals under 18 years of age. The protection afforded against discrimination based on familial status shall apply to any person who is pregnant or in the process of securing legal custody of any individual under 18 years of age.
  - (10) **“Family responsibilities,”** which means the state of being, or the potential to become, a contributor to the support of a person or persons in a dependent relationship, irrespective of their number, including the state of being the subject of an order of withholding or similar proceedings for the purpose of paying child support or a debt related to child support.
  - (11) **“Disability,”** which means a physical or mental impairment that substantially limits one or more of the major life activities of an individual having a record of such an impairment or being regarded as having such an impairment.
  - (12) **“Personal appearance,”** which means the outward appearance of any person, irrespective of sex, regarding their bodily condition or characteristics, manner or style of dress, and manner or style of personal grooming including but not limited to hair style and beards.
  - (13) **“Genetic information,”** which means information about the presence of any gene, chromosome, protein, or certain metabolites that indicates or confirms that an individual or an individual’s family member has a mutation or other genotype that is scientifically or medically believed to cause a disease, disorder, or syndrome, if the information is obtained from a genetic test.
  - (14) **“Political affiliation,”** which means the state of belonging to or endorsing any political party.
  - (15) **“Matriculation,”** which means the condition of being enrolled in a college, or university; or in a business, nursing, professional, secretarial, technical or vocational school; or in an adult education program.
  - (16) **“Source of income,”** which means the origin of a person’s finances.

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- (17) **“Credit information,”** which means any written, verbal, or other communication of information bearing on an employee’s creditworthiness, credit standing, credit capacity or credit history.
  - (18) **“Place of residence or business,”** which means the geographical location of a person’s home or work.
  - (19) **“Status as a victim of intrafamily offense,”** which means status as person who was subjected to domestic violence, sexual assault, or stalking.
  - (20) **“Status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking,”** which means status as a person or a family member of a person who has experienced domestic violence, a sexual offense, or stalking.
  - (21) **“Status as a veteran,”** which means status as a person who serves or served on active duty in the armed forces of the United States and includes without limitation disabled veterans.

## **B. Prohibited Conduct**

The following acts by a member of the Seminary community occurring in connection with Seminary education programs and activities constitute **“Prohibited Conduct”** under this Policy:

- (1) **“Discrimination,”** which occurs when an individual or a group is subjected to adverse action, based on a Protected Characteristic. With respect to certain Protected Characteristics, including but not limited to a disability, discrimination also occurs when an employer or educational institution fails to provide reasonable accommodations to that person.
- (2) **“Discriminatory Harassment,”** which is unwelcome conduct toward another person, including but not limited to conduct (including online conduct) that denigrates or shows hostility toward that person, based on an actual or perceived Protected Characteristic of that person and that to a reasonable person (a) has the purpose or effect of creating an intimidating, hostile, or offensive work or educational environment, (b) has the purpose or effect of unreasonably interfering with an individual’s work or educational performance; or (c) otherwise adversely affects an individual’s employment or educational opportunities.
- (3) **“Retaliation,”** which means any attempt to intimidate, threaten, coerce, or discriminate against an individual (a) for the purpose of interfering with that individual’s rights under this Policy or under any nondiscrimination law; or (b) because the individual has made a Report under this Policy or under any nondiscrimination law, or has testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy, the Complaint Procedures, or under any nondiscrimination law.
- (4) **“Sexual Harassment,”** which is a form of discriminatory harassment against a person based on that person’s sex. Sexual harassment can occur regardless of the sex, gender

identity, or sexual orientation of the persons involved. As used in this Policy and in applicable nondiscrimination laws, the term “Sexual Harassment” broadly encompasses the following types of sexual misconduct:

- (a) **“Hostile environment sexual harassment,”** which includes unwelcome conduct on the basis of sex, determined by a reasonable person to be so severe, pervasive, or objectively offensive that it effectively denies a person equal access to Wesley’s education programs or activities. Such conduct may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal, nonverbal, or physical acts.
- (b) **“Quid pro quo sexual harassment,”** which occurs when (i) a Wesley employee, (ii) conditions the provision of an aid, benefit, or service provided by Wesley, (iii) on an individual’s participation in unwelcome sexual conduct.
- (c) **“Sexual assault,”** which includes any sexual act directed against another person without that person’s consent, including instances where the victim is incapable of giving consent.
  - **“Consent”** is an affirmative, knowing, unambiguous, conscious, and voluntary decision by each participant to engage in mutually agreed-upon sexual activity, given by clear actions and/or words.
  - Consent may not be inferred from silence, passivity, lack of resistance or lack of an active response alone.
  - A person cannot consent if they are under the threat of violence, bodily injury, or other forms of coercion. Consent must be given with rational and reasonable judgment; thus, if a person is physically incapacitated from the consumption of alcohol or drugs, unconsciousness, or any other inability preventing them from acting with reasonable judgment, consent cannot be given or obtained.
  - Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Sexual assault includes the following offenses:

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory rape:** Sexual intercourse with a person who is under the statutory age of consent.

- (d) **“Domestic violence,”** which includes crimes of violence committed against an individual:
  - i. by a current or former spouse or intimate partner of the victim,
  - ii. by a person with whom the victim shares a child in common,
  - iii. by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
  - iv. by a person similarly situated to a spouse of the victim, or
  - v. by any other person against an adult or youth victim who is protected from that person’s acts under District of Columbia or applicable state domestic or family violence laws.
- (e) **“Dating violence,”** which refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- (f) **“Stalking,”** which occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.
- (g) **“Sexual exploitation,”** which occurs when a person takes non-consensual, unjust or abusive sexual advantage of another person for their own benefit or for the benefit of anyone other than the person being exploited and which conduct does not otherwise constitute sexual harassment or assault under this policy. Examples of sexual exploitation include but are not limited to non-consensual video/audio taping of sexual activity by any electronic device; non-consensual sharing of a consensually made video/audio tape of sexual activity; prostituting another individual; going beyond the boundaries of consent given, such as by secretly allowing others to watch consensual sex; or voyeurism of a sexual nature.
- (5) **“Title IX Sexual Harassment,”** which is specific discriminatory behavior defined and prohibited by Title IX of the U.S. Education Amendments of 1972. Title IX Sexual Harassment includes (with certain modifications) those prohibited behaviors defined in sections (4)(a) – (4)(f) above when (a) occurring against a person in the United States; (b) by a Seminary employee, student, or other member of the Seminary community; (c) in



connection with a Seminary education program or activity, which includes locations, events, or circumstances where the Seminary exercises substantial control over both the Respondent and the context in which the harassment, discrimination, and/or retaliation occurs. As addressed below, Formal Complaints alleging Title IX Sexual Harassment are subject to procedures specific to such claims.

- (6) **“Violation of Supportive Measures or Remedies,”** which means a violation of Supportive Measures or Remedies (such as a “no contact” directive) put in place under this Policy or under the Complaint Procedures.

### **III. REPORTING OPTIONS AND PROCEDURES**

#### **A. Reporting to Law Enforcement**

The Seminary encourages all individuals to report all conduct that may be criminal in nature (including but not limited to sexual assault) to appropriate law enforcement authorities. The District of Columbia Metropolitan Police Department (“**MPD**”) advises citizens to call 911 (a) if the incident involves a violent crime, an intra-family incident or offense, a weapon, or serious injuries; (b) if the suspect is on the scene or in the immediate vicinity; or (c) in the event of an emergency, or if an individual needs immediate assistance. Reports of criminal conduct can also be made by calling 311 or in person at an MPD station. Certain property-related crimes such as theft can also be reported online at the MPD website, <https://mpd.dc.gov>.

#### **B. Confidential Support**

Confidential support is available to victims of Prohibited Conduct.

Within the Seminary, the Program Coordinator for Student Care serves as a confidential support resource for Wesley students. The Program Coordinator for Student Care will maintain the confidentiality of all communications with a victim of Prohibited Conduct except in the situations where (a) the conduct involves abuse of a minor, elder, or person with a disability; (b) there appears to exist an immediate threat or risk of harm to the physical safety of an individual; or (c) as required by law or a court order. Contact information for the Program Coordinator for Student Care is:

Dr. Lisa C. Banks-Williams, D.Min., M.Div., MSN, PMHCNS-BC  
Program Coordinator for Student Care  
Straughn Hall SG33  
[lbwilliams@wesleyseminary.edu](mailto:lbwilliams@wesleyseminary.edu)  
202-885-8626

Because the Program Coordinator for Student Care serves as a confidential support resource, communications with the Program Coordinator for Student Care do not constitute a “Report” and do not serve to put the Seminary on notice of an allegation of Prohibited Conduct.

Under arrangements with American University, Wesley employees and students may seek confidential support from ordained clergy at American University's Kay Spiritual Life Center.

Contact and other information regarding the Kay Spiritual Life Center is available at <https://www.american.edu/ocl/kay/>.

Several organizations outside the Seminary provide confidential support for victims of sexual harassment (including victims of sexual assault, domestic violence, dating violence, sexual exploitation, and stalking). Such organizations have no obligation to report what they learn to the Seminary. Victims of sexual harassment who may benefit from this support are encouraged to contact one or more of the following:

**DC Victim Hotline**

Call or text: 1-844-443-5732 (24/7 hotline)

Chat online: <https://chat.victimsofcrime.org/dcvictim/>

*(Sexual assault survivors in DC looking to access a medical forensic exam, including free Uber to hospital for Medical Forensic Exam, and/or advocate)*

**Network for Victim Recovery of DC (NVRDC)**

<https://www.nvrdc.org/>

*(Advocacy, case management and legal services to victims of all types of crime regardless of income)*

**DC Rape Crisis Center**

<http://www.drapecrisiscenter.org>

(202) 333-RAPE (24/7 hotline)

Tools for Survivor Page: <http://dcrcc.org/counseling/no-straight-path/tools-for-survivors/>

**ASK DC (Assault Services. Knowledge)**

<http://www.uaskdc.org>

*(Comprehensive listing of all assault support hotlines and services in DC; app also available)*

**RAINN: Rape, Abuse, and Incest National Network**

<http://www.rainn.org> (Online chat)

1-800-656-HOPE (24/7 hotline)

*(App also available)*

**The Women's Center**

<https://thewomenscenter.org/>

*(Free therapy for adult sexual assault survivors who live in or were assaulted in D.C.)*

### C. Confidential Reporting

An individual who wishes to report Prohibited Conduct on a confidential basis may do so by calling the Campus Conduct Hotline (866-943-5787), which is operated by an organization independent of Wesley. Individuals who call the Campus Conduct Hotline may make Reports on an anonymous basis. Trained personnel will provide the caller with a randomly generated case number, interview the caller, take notes of the call (calls are not recorded), and forward a summary of the interview to the Seminary for appropriate action. Callers who wish to provide their name and contact number will receive an update call back from the Hotline, which may include a request for additional information. Callers who wish to remain anonymous may receive update information by calling the Hotline and providing the assigned case number.

The Campus Conduct Hotline may also be used to report misconduct not covered by this Policy that is harmful, unethical, questionable, or causes injury. Types of activity or behavior not covered by this Policy appropriate for reporting to the Campus Conduct Hotline include crime; fraud, including fraudulent financial or business practices; safety or facility risk issues; security and internet policy abuses; code of conduct violations; workplace hostility; and any other questionable behavior.

### D. Reporting Prohibited Conduct to Seminary Officials

To ensure that the Seminary is aware of and able to address a Report alleging Prohibited Conduct, it is important the Seminary have “**Actual Notice**” of that Report. Actual Notice occurs only when a Report has been made, orally or in writing, to one of the Seminary employees listed below, each of whom will take steps so that the Report is forwarded to the appropriate Responsible Official. Actual Notice triggers the Seminary’s obligation to respond to the Report in accordance with this Policy and the related Complaint Procedures.

- (1) Title IX Coordinator, Karen Santiago.
- (2) Director of Human Resources, Maggie Ayers.
- (3) Associate Dean of Community Life, W. Antoni Sinkfield.
- (4) Academic Dean, Philip Wingeier-Rayo.
- (5) Vice President for Finance and Administration, Jeffrey C. Straits.
- (6) President of the Seminary, David McAllister-Wilson.
- (7) Solely with respect to Reports alleging employment discrimination, any Seminary employee who supervises other employees or contractors.

Actual Notice has not occurred if a Report is submitted to a Seminary employee other than one of the individuals listed above. In addition, Actual Notice has not occurred if the only Seminary official who receives a Report is the named Respondent.

Although notice to any of the officials listed above will be sufficient to trigger the Seminary's response to a Report, members of the Seminary community are requested to submit Reports in the first instance to the relevant Responsible Official as described in Section I, above.

The Seminary presumes that Reports alleging Prohibited Conduct are made in good faith. A finding at the conclusion of a Formal Complaint process that the allegations are erroneous or that the conduct alleged does not violate this Policy does not mean that the Report was filed in bad faith. However, knowingly submitting a false Report, or knowingly making false statements or submitting false information to a Seminary official or representative in connection with a Report, is a violation of this Policy and may result in sanctions imposed by the Seminary up to and including dismissal as an employee or expulsion as a student. This prohibition applies to any Party or witnesses who knowingly provides false testimony or information.

#### **E. Required Reporting by Wesley Personnel**

All Seminary employees (including student employees) other than the Program Coordinator for Student Care (who serves as a confidential resource) are required to report Prohibited Conduct that becomes known to them. This applies without regard to whether the employee is an ordained clergy member, since information that becomes known to such an employee regarding Prohibited Conduct is deemed to come to them in their capacity as a Seminary employee. Reports should be made to the Title IX Coordinator, the Director of Human Resources, or the Associate Dean of Community Life, in accordance with Section I, above.

As required by the Seminary's Sexual Abuse of Minors Policy, any member of the Seminary community who knows, or has reasonable cause to believe, that a Protected Person (as defined in that policy) has been a victim of sexual abuse during or as the result of activity covered by the Policy shall immediately report such knowledge or belief to Wesley's Title IX Coordinator, or if the Title IX Coordinator is not available to the Seminary's President, Dean, Associate Dean for Community Life, Director of Human Resources, or other Seminary administrative official.

#### **IV. CONFIDENTIALITY**

The Seminary seeks to handle Reports submitted under this Policy with dignity toward all concerned, with discretion, and in such a manner as to protect the confidentiality of the process to the extent reasonably possible. Wesley employees (and any outside professionals retained by Wesley) who serve as investigators or decision-makers or who otherwise participate in the process on the Seminary's behalf shall treat all information obtained through the process as confidential. All other participants in the process, including the Complainant, the Respondent, advisors to the Complainant or Respondent, and witnesses, are encouraged to treat the process and any information they learn through the process as confidential, and to discuss the matter only with other individuals who have a genuine need to know.

While Wesley seeks to maintain confidentiality throughout the handling of a Report, complete confidentiality cannot be guaranteed. Situations where information regarding the allegations made

or regarding the process of handling a Report may be disclosed by the Seminary include, for example:

- (1) Where disclosure is needed to conduct an effective investigation or to conduct an adequate and fair hearing.
- (2) Where confidentiality concerns are outweighed, in the Seminary's judgment, by the need to protect the safety or rights of other persons or to protect the interests of the Seminary.
- (3) Where disclosure is required by law.

## **V. PROCEDURES FOR ADDRESSING REPORTS ALLEGING PROHIBITED CONDUCT**

### **A. Initial Assessment of Reports of Prohibited Conduct**

All Reports alleging Prohibited Conduct will be addressed by the Seminary. Upon receipt of a Report, either directly from the person making the Report or from another Seminary official to whom the Report was made, the appropriate Responsible Official will promptly contact the Complainant to offer Supportive Measures (if applicable) under Section VI of this Policy, to inform the Complainant that the availability of Supportive Measures does not require the filing of a Formal Complaint, and to consider the Complainant's wishes with respect to Supportive Measures. The Responsible Official will also explain the potential availability of an informal resolution of the matters raised in the Report and the process for filing a Formal Complaint if the Complainant has not already done so, address whether the Complainant wishes to file a Formal Complaint and assist the Complainant in preparing the Formal Complaint if requested. If circumstances warrant, the Responsible Officer will also consider whether the Seminary should place an employee Respondent on leave or whether a non-employee Respondent should be subject to emergency removal under Section VII of this Policy.

A Complainant who initially decides not to file a Formal Complaint may do so at a later date. If the Complainant does not wish to file a Formal Complaint because they do not wish for their identity to be disclosed to the Respondent or do not wish for the Seminary to investigate the alleged Prohibited Conduct, the Responsible Official will honor this request unless the Responsible Official concludes that an investigation is necessary to protect the safety or rights of persons other than the Complainant or the interests of the Seminary, or is required by law. If such circumstances exist, the Responsible Official may prepare and sign a Formal Complaint, with or without the Complainant's consent, so that the Seminary may proceed to investigate and potentially to adjudicate the allegations of Prohibited Conduct. A Complainant is not required to participate in the investigation or adjudication process where a Formal Complaint not filed by the Complainant alleges Title IX Sexual Harassment. A decision by a Responsible Official to institute a Formal Complaint does not make the Responsible Official or the Seminary the Complainant and is not a determination that the allegations of Prohibited Conduct are true.

## **B. Informal Resolution of Reports**

In appropriate circumstances for cases that do not involve a claim that a Seminary employee committed Title IX Sexual Harassment against a Seminary student, a Report other than a Formal Complaint may be addressed through an informal process coordinated by the appropriate Responsible Official.

In some instances, a Report alleging Prohibited Conduct may be resolved solely by providing Supportive Measures (described in Section VI, below) to the Complainant. In general, this occurs only where (a) in the opinion of both the Complainant and the Responsible Officer Supportive Measures alone are sufficient to provide all necessary relief, or (b) where the Complainant does not wish to file a Formal Complaint or otherwise to pursue a resolution with the Respondent and the Responsible Official does not decide that it is necessary for the Seminary to institute a Formal Complaint. In this latter circumstance the Seminary recognizes that Supportive Measures may not provide complete relief to the Complainant but honors the Complainant's desire not to pursue additional measures to address the alleged Prohibited Conduct.

In other instances where a Report has been made but the Complainant does not wish to file a Formal Complaint the Responsible Official will, where they deem appropriate, offer an informal resolution of the matter through mediation, facilitated dialogue, or another alternative resolution process between the Parties that typically does not include a full investigation. The Seminary will facilitate a mediation or other alternative resolution process if both Parties agree voluntarily in writing to participate in such a process and the Seminary determines that undertaking such a process is appropriate in the circumstances. There is no requirement that a Party agree to participate in any alternative resolution process and no pressure will be placed on a Party to do so. A Party who chooses to participate in an alternate resolution process may withdraw from that process, and commence or resume formal proceedings, at any time before an agreed written resolution has been reached in that alternative process.

Where the Parties and the Seminary agree to pursue an alternative resolution, the Responsible Official or their designee will serve as the facilitator for the process. The facilitator is expected to bring any informal resolution process to a close within 21 days after commencement of the process unless the Parties wish to continue the process and the facilitator concludes that doing so may be useful. If the Parties reach an agreed resolution through an informal resolution process, this fact shall be memorialized in a written agreement signed by both Parties, which shall include any agreed Supportive Measures, remedies, or sanctions. Once the Parties have both signed an agreed resolution of the allegations in the Report, this resolution is final and binding.

## **C. Resolution of Formal Complaints**

Formal Complaints alleging Prohibited Conduct other than Title IX Sexual Harassment are handled under the Seminary's Prohibited Conduct Complaint Procedures. Depending upon the nature of the alleged Prohibited Conduct and the identity of the Respondent, the Title IX Coordinator, the Director of Human Resources, or the Associate Dean for Community Life will serve as the Responsible Official coordinating the Seminary's handling of the Formal Complaint.



Formal Complaints alleging Title IX Sexual Harassment are handled under the Seminary’s Title IX Sexual Harassment Complaint Procedures, with the Title IX Coordinator as the Responsible Official. As explained in those procedures, if the Title IX Coordinator determines that a Formal Complaint initially assessed under those procedures does not allege facts that, if true, would constitute Title IX Sexual Harassment, the Formal Complaint may be referred for further action under the Prohibited Conduct Complaint Procedures.

As set forth in the Complaint Procedures, Formal Complaints are addressed through a formal resolution process unless both parties agree to an alternative resolution process and that alternative process is successful in reaching an agreed resolution. The formal resolution process generally includes:

- (1) An investigation conducted by the Responsible Official or another trained investigator.
- (2) Completion of an investigative report.
- (3) Written submissions by the Parties in response to the investigative report.
- (4) Under the Title IX Sexual Harassment Complaint procedures only, a live hearing.
- (5) A written Decision rendered by a trained decision-maker, who will be neither the Responsible Official nor the investigator. The Decision will include a determination, using a preponderance of the evidence standard, whether the Respondent has violated the Policy by engaging in Prohibited Conduct. If so, the Decision will also include a determination of what remedies and/or sanctions are appropriate in the circumstances.
- (6) An opportunity for either Party to appeal the Decision, and if an appeal takes place a written Appeal Decision rendered by a trained appeal officer, who will be neither the Responsible Official, the investigator, nor the decision-maker.

## **VI. SUPPORTIVE MEASURES**

“**Supportive Measures**” are non-disciplinary, non-punitive individualized assistance services offered by the Seminary without fee or charge in response to the submission of a Report. Such measures may be offered to a Complainant, a Respondent, or a witness. Supportive Measures are designed to restore or preserve equal access to the Seminary’s education programs and activities, protect the safety of all parties and the Seminary’s educational environment, and/or deter Prohibited Conduct. Supportive Measures are not intended to be punitive in nature or to unreasonably burden any individual.

The Responsible Official handling a Report will determine what Supportive Measure(s) are appropriate after discussion with the affected individuals and based on an individualized assessment of the relevant facts and circumstances. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, or other measures. The Seminary will maintain as confidential any

Supportive Measures provided to the extent that doing so would not impair the Seminary’s ability to provide such Supportive Measures.

## **VII. ADMINISTRATIVE LEAVE AND EMERGENCY REMOVAL**

Wesley has an overriding interest in maintaining a safe and collegial employment and educational environment for employees and students. In certain circumstances the Seminary may, in response to receipt of a Report alleging Prohibited Conduct, place an employee on administrative leave or remove a student or other member of the Seminary community in whole or in part from the Seminary’s campus and/or educational programs or activities on an emergency basis to protect the Seminary community.

### **A. Administrative Leave for an Employee**

The Seminary may place an employee on administrative leave pending resolution of a Report alleging that the employee engaged in Prohibited Conduct. The Seminary will determine, based on the circumstances and in the Seminary’s discretion, whether the leave shall be imposed with or without pay and/or benefits. Where the employee is alleged to have engaged in Title IX Sexual Harassment, administrative leave may be imposed only if a Formal Complaint has been filed against the employee.

### **B. Emergency Removal of a Student**

If the Seminary determines following receipt of a Report alleging Prohibited Conduct by a student that an immediate threat exists to the physical health or safety of any individual, the Seminary may remove the student in part or entirely from the Seminary’s campus and/or educational programs. Such a step will be taken only after the Seminary performs an individualized safety and risk analysis with respect to the situation. If the Seminary takes such action, the student will be provided with notice and an opportunity to challenge the decision immediately following the removal.

### **C. Emergency Removal of Other Individual**

If the Seminary determines following receipt of a Report alleging Prohibited Conduct by an individual other than an employee or a student (such as a non-Wesley student dormitory resident, a contractor, or a visitor) that an immediate threat exists to the physical health or safety of any individual, the Seminary may remove and/or bar that individual in part or entirely from the Seminary’s campus and/or educational programs.

## **VIII. COMPLIANCE WITH SUPPORTIVE MEASURES, PROTECTIVE MEASURES, REMEDIES, AND SANCTIONS**

Members of the Seminary community are required to comply with (a) Supportive Measures put in place by the Seminary under Section VI, above; (b) protective measures including administrative leave for an employee or emergency removal of another individual directed by the Seminary under Section VII, above; (c) agreed Supportive Measures, remedies, or sanctions included in a written resolution reached after an informal resolution process; and (d) remedies and/or sanctions included

in a final Decision or Appeal Decision reached under the Complaint Procedures. Failure to do so may result in additional sanctions or other actions potentially including suspension, expulsion, or termination of employment.



## PROHIBITED CONDUCT COMPLAINT PROCEDURES

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**WESLEY THEOLOGICAL SEMINARY  
PROHIBITED CONDUCT  
COMPLAINT PROCEDURES**

**I. OVERVIEW**

Wesley Theological Seminary (“**Wesley**” or “**the Seminary**”) is committed to complying fully with all applicable federal and District of Columbia nondiscrimination laws. As addressed in the Seminary’s Policy on Prohibited Discrimination, Harassment, and Retaliation (“**Policy**”), Wesley prohibits all forms of illegal discrimination in employment and in the provision of educational opportunities. These Prohibited Conduct Complaint Procedures should be read in conjunction with the Policy, which includes definitions for certain terms used in these procedures.

These procedures apply to Formal Complaints alleging Prohibited Conduct (as defined in the Policy) other than Title IX Sexual Harassment. Formal Complaints alleging Title IX Sexual Harassment will be addressed under the Seminary’s Title IX Sexual Harassment Complaint Procedures. As used in these Prohibited Conduct Complaint Procedures, “**Prohibited Conduct**” refers to Prohibited Conduct other than Title IX Sexual Harassment.

The Seminary’s Title IX Coordinator has primary responsibility for coordinating the Seminary’s response under these procedures to Formal Complaints alleging sex discrimination other than Title IX Sexual Harassment. Contact information for the Title IX Coordinator:

Karen Santiago  
Title IX Coordinator  
Wesley Theological Seminary  
Room S-134  
4500 Massachusetts Ave., N.W.  
Washington, D.C. 20016  
(202) 664-5683  
[ksantiago@wesleyseminary.edu](mailto:ksantiago@wesleyseminary.edu)

The Seminary’s Director of Human Resources has primary responsibility for coordinating the Seminary’s response under these procedures to Formal Complaints alleging Prohibited Conduct committed by an employee or by any other member of the Seminary community except a Wesley student. Contact information for the Director of Human Resources:

Maggie Ayers  
Director of Human Resources  
Wesley Theological Seminary  
Room TG-06  
4500 Massachusetts Ave., N.W.  
Washington, DC 20016

(202) 664-5682  
[mayres@wesleyseminary.edu](mailto:mayres@wesleyseminary.edu)

The Seminary's Associate Dean of Community Life has primary responsibility for coordinating the Seminary's response under these procedures to Formal Complaints alleging Prohibited Conduct committed by a Wesley student. Contact information for the Associate Dean of Community Life:

Rev. W. Antoni Sinkfield, Ph.D.  
Associate Dean of Community Life  
Wesley Theological Seminary  
Room T-105  
4500 Massachusetts Ave., N.W.  
Washington, DC 20016  
(202) 885-8614  
[wsinkfield@wesleyseminary.edu](mailto:wsinkfield@wesleyseminary.edu)

Members of the Seminary community are encouraged to contact these individuals for assistance in understanding and initiating action under the Policy and these Prohibited Conduct Complaint Procedures.

## **II. DEFINITIONS**

Definitions for the following terms used in these procedures are set forth in the Policy:

- |                      |                     |                              |
|----------------------|---------------------|------------------------------|
| • Complainant        | • Report            | • Title IX Sexual Harassment |
| • Respondent         | • Formal Complaint  | • Supportive Measures        |
| • Party              | • Sexual Harassment |                              |
| • Prohibited Conduct |                     |                              |

Where an investigation, hearing, or other proceeding under these procedures involves more than one Complainant or more than one Respondent, references in these procedures to the singular "Complainant," "Respondent," or "Party" include the plural, as applicable.

## **III. IMPARTIALITY AND FAIRNESS OF THE PROCESS**

Formal Complaints alleging Prohibited Conduct will be handled and resolved in an impartial, fair, and respectful manner. To ensure the impartiality and fairness of the process:

- (1) The Seminary's Responsible Officials, as well as any investigator, decision-maker, appeal officer, or person designated to facilitate an informal resolution process, will not have a conflict of interest or bias for or against Complainants or Respondents generally or against any individual Complainant or Respondent.



- 
- (2) The Seminary's Responsible Officials, investigators, decision-makers, appeal officers, and any person who facilitates an informal resolution process will receive training, as applicable to that person's role or roles, on the topics relevant to their roles under the Policy and these procedures.
  - (3) Consideration of any Formal Complaint will include a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.

These Prohibited Conduct Complaint Procedures include anticipated time frames for each stage of the Formal Complaint resolution process. To ensure fairness, the Seminary may allow for a temporary delay of the complaint process or for a limited extension of time frames for good cause, with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include, but is not limited to, the absence of a Party, a Party's advisor, a witness, an investigator, a decision-maker, or an appeal officer; additional time needed by an investigator or a Party to collect evidence; concurrent law enforcement activity; delays caused by holidays or Seminary breaks; or the need for language assistance or accommodation of disabilities.

#### **IV. INITIAL STEPS UPON SUBMISSION OF A FORMAL COMPLAINT**

##### **A. Assessment Whether the Formal Complaint Alleges Prohibited Conduct**

Upon receipt of a Formal Complaint that appears to allege Prohibited Conduct the Responsible Official will first make an assessment whether the factual allegations in the complaint, if true, would constitute Prohibited Conduct. If the complaint is not sufficiently clear or complete for this assessment to be made, the Responsible Official will so advise the Complainant and provide an opportunity for the Formal Complaint to be revised with sufficient additional information for the Responsible Official to undertake this initial assessment.

The Responsible Official may also prepare and sign a Formal Complaint alleging Prohibited Conduct, with or without the Complainant's consent, where the Responsible Official concludes that an investigation is necessary to protect the safety or rights of persons other than the Complainant or to protect the interests of the Seminary, or is required by law. A decision by a Responsible Official to institute a Formal Complaint does not make the Responsible Official or the Seminary the Complainant and is not a determination that the allegations of Prohibited Conduct are true.

If the Responsible Official determines that the factual allegations in the Formal Complaint, if true, would constitute Prohibited Conduct, and that sufficient reason exists for a reasonable person to believe that further inquiry is warranted into whether Prohibited Conduct occurred, the Responsible Official will issue an initial notice to both the Complainant and Respondent in accordance with Section IV(B), below.

If the Responsible Official determines that the factual allegations in the Formal Complaint, if true, would not constitute Prohibited Conduct or determines that sufficient reason does not exist for a

reasonable person to believe that further inquiry is warranted into whether Prohibited Conduct occurred, the Responsible Official will dismiss the complaint under these Procedures. The Responsible Official will then determine either (a) that the matters raised in the Formal Complaint should be addressed under other applicable policies or procedures, or (b) that no further action should be taken. In either event, the Responsible Official will notify the Complainant and Respondent in writing of the decision reached.

The Responsible Official is expected to complete their initial assessment and provide the appropriate notice to the Parties within 14 days of receipt of a Formal Complaint.

## **B. Notices to Complainant and Respondent**

Upon a determination that a Formal Complaint alleges Prohibited Conduct, the Responsible Official will send to both the Complainant and Respondent a written notice that includes the following:

- (1) Copies of the Policy and these Prohibited Conduct Complaint Procedures.
- (2) Notice of the allegations potentially constituting Prohibited Conduct, including sufficient detail to the extent known at the time so that the Respondent may prepare a response before any initial interview.
- (3) A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process.
- (4) Notice (a) that the Parties may have an advisor of their choice, who may be but is not required to be an attorney; and (b) that a Party may be accompanied by their advisor at any meeting or proceeding the Party attends in connection with the Formal Complaint.
- (5) Notice that the Parties and their advisors may review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including (a) evidence upon which the Seminary does not intend to rely in reaching a determination regarding responsibility, and (b) inculpatory or exculpatory evidence whether obtained from a Party or other source, so that each Party can meaningfully respond to the evidence prior to the conclusion of the investigation.
- (6) Notice that the Policy prohibits knowingly making false statements or knowingly submitting false information in connection with a Report covered by the Policy, including in connection with a Formal Complaint, and the consequences for the same.

If during an investigation the Seminary decides to investigate allegations about the Complainant or Respondent that are not included in the notice, the Seminary will provide notice of the additional allegations to the Parties.

### **C. Potential Consolidation of Related Formal Complaints**

Where deemed appropriate by the Responsible Official, the Seminary may consolidate Formal Complaints alleging Prohibited Conduct filed under these procedures (a) against more than one Respondent; (b) by more than one Complainant against one or more Respondents; or (c) by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. In addition, where deemed appropriate by the Title IX Coordinator and the other relevant Responsible Official(s), the Seminary likewise may consolidate Formal Complaints alleging both Title IX Sexual Harassment and other types of Prohibited Conduct (a) against more than one Respondent; (b) by more than one Complainant against one or more Respondents; or (c) by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances, subject to following the potentially differing procedures applicable to each type of claim.

### **D. Dismissal of a Formal Complaint**

As stated above, if the Responsible Official determines that the factual allegations in a Formal Complaint, if true, would not constitute Prohibited Conduct, the Responsible Official will dismiss the Complaint under these Procedures. A Formal Complaint may also be dismissed at the discretion of the Responsible Official, where otherwise permitted by applicable law, in the following additional circumstances:

- (1) The Complainant notifies the Responsible Official in writing that they wish to withdraw the Formal Complaint or any allegations therein.
- (2) The Complainant is not, or ceases to be, participating or attempting to participate (such as by seeking employment or admission) in the Seminary's education program and activities.
- (3) The Respondent is not, or ceases to be, employed or enrolled at the Seminary.
- (4) Specific circumstances prevent the Seminary from gathering evidence sufficient to reach a determination as to the Formal Complaint or the allegations therein.
- (5) The Responsible Official concludes at any point during the initial assessment or the investigation of the Formal Complaint that sufficient evidence does not exist to allege that the Respondent engaged in Prohibited Conduct. Evidence is sufficient if a reasonable person would believe, given that evidence, that further inquiry is warranted into whether Prohibited Conduct occurred.

In the event of such a dismissal the Responsible Official will promptly send written notice of the dismissal and the reason(s) therefore simultaneously to the Parties.

## **V. RIGHT TO AND ROLE OF ADVISORS**

The Complainant and Respondent may each have an advisor of their choice to accompanying them to interviews, other meetings, and any hearing. The advisor may be, but is not required to be, an attorney. A Party is expected to advise the Responsible Official of the identity and contact information for an advisor at least two business days before the advisor is to appear with the Party at any interview, other meeting, or a hearing. A Party is not required to use the same advisor throughout the process of resolving a Formal Complaint and may change their advisor at any time upon notice to the Responsible Official. Where a Party has identified and provided email contact information for an advisor, that advisor will be copied on communications to the Party if the Party so requests.

A Party's advisor may be present during any interview, other meeting, or hearing attended by that Party, including as part of an alternative resolution process. Except as the decision-maker may permit at a hearing, an advisor does not have a speaking role but may confer with a Party quietly at appropriate times and in such a way as not to interrupt or interfere with the interview or other meeting. An advisor may not present evidence, present argument, or otherwise advocate for the Party during an interview, other meeting, or hearing.

Advisors must act in an appropriate and respectful manner and must abide by the limitations on their role. An advisor who does not do so will be cautioned, and if the advisor repeatedly fails to conduct themselves in accordance with their limited role they will be required to leave the interview, other meeting, or hearing. Depending upon the nature of the advisor's conduct, the Seminary may also limit or bar the advisor's participation in future interviews, other meetings, or the hearing.

## **VI. ALTERNATIVE RESOLUTION PROCESS**

In certain situations, it may benefit both Parties to seek resolution of a Formal Complaint through mediation, facilitated dialogue, or another alternative resolution process that does not include a full investigation and hearing. The Seminary will facilitate a mediation or other alternative resolution process if both Parties agree voluntarily in writing to participate in such a process and the Seminary determines that undertaking such a process is appropriate in the circumstances. There is no requirement that a Party agree to participate in any alternative resolution process and no pressure will be placed on a Party to do so. A Party who chooses to participate in an alternate resolution process may withdraw from that process, and commence or resume formal proceedings, at any time before an agreed written resolution has been reached in that alternative process.

Where the Parties and the Seminary agree to pursue an alternative resolution, the Responsible Official or their designee will serve as the facilitator for the process. The facilitator is expected to bring any informal resolution process to a close within 21 days after commencement of the process unless the Parties wish to continue the process and the facilitator concludes that doing so may be useful. If the Parties reach an agreed resolution through an informal resolution process, this fact shall be memorialized in a written agreement signed by both Parties, which shall include any agreed Supportive Measures, remedies, or sanctions. Once the Parties have both signed an agreed resolution of the Formal Complaint, this resolution is final and binding.

## **VII. FORMAL RESOLUTION PROCESS**

The formal resolution process set forth below will be followed by the Seminary in addressing a Formal Complaint alleging Prohibited Conduct unless all Parties agree to undertake an alternative resolution process and a resolution is reached through that process as described above.

### **A. Investigation**

At the commencement of the formal resolution process the Responsible Official will designate either themselves or another individual to investigate the allegations made in a Formal Complaint. The investigator is responsible for gathering and evaluating relevant evidence and may in their discretion prepare an investigative report at the conclusion of the investigation. The investigator may utilize other Seminary personnel or outside resources to assist with the investigation but shall retain ultimate responsibility for the fairness and outcome of the investigation.

The investigator has discretion to determine the best means of conducting the investigation depending upon the circumstances so long as the process is fair to both Parties. Typically, the investigator will interview the Complainant, the Respondent, and other known witnesses. Where deemed necessary, the same individual may be interviewed more than once. The investigator will also seek to gather other relevant evidence including emails, texts, other documents, photographs, or videos.

During the investigation both Parties will be given an equal opportunity to identify witnesses for interviews, including fact and expert witnesses, and to present other inculpatory and exculpatory evidence. Parties are expected to share relevant information with the investigator, including providing any relevant information requested by the investigator.

During the investigation both Parties (including their advisors, if any) will be given an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. This includes inculpatory or exculpatory evidence whether obtained from a party or other source and includes evidence upon which the Seminary does not intend to rely in reaching a determination regarding responsibility.

Prior to completion of the investigative report the investigator will make the evidence subject to inspection and review available to each Party. The investigator also may (but is not required to) send a draft investigative report to the Parties. The Parties will be given at least 10 calendar days after communication of the evidence subject to review and inspection (and draft investigative report, if supplied) within which to submit a written response to the information supplied by the investigator, and any such response will promptly be forwarded by the investigator to the other Party. The investigator will consider any written responses received in preparing the final investigative report.

## **B. Investigative Report**

After completing the investigation, the investigator will prepare a written investigative report which shall fairly summarize the evidence relevant to the allegations in the Formal Complaint. The investigator may but is not required to include in the draft investigative report a recommended Determination, reached based upon a preponderance of the evidence standard. The investigator is expected to issue the investigative report within 20 calendar days after receipt of the Parties' written responses provided for above (or within 20 days after they were due, if none were submitted). The investigative report will be provided to the Parties and their advisors. The Parties will then be given at least 10 calendar days after receipt of the investigative report within which to submit a written response to the investigative report should they choose to do so. Any such response shall be submitted to the Responsible Official, who will promptly forward copies to the other Party and to the decision-maker.

## **C. Determination Regarding Responsibility, Remedies, and Sanctions**

The Seminary will appoint a trained decision-maker to reach a Determination regarding the Formal Complaint, or in the Seminary's discretion appoint a panel of three trained decision-makers to fulfill this function (in which case references in these procedures to "decision-maker" shall apply to the panel). Neither the Responsible Official nor the investigator may serve as a decision-maker.

In general, the record upon which a Determination will be based is considered complete and closed after the Parties have submitted any responses to the final investigative report. Should the decision-maker conclude, however, that additional evidence or further written submissions would be helpful in reaching the Determination, the Responsible Official will so advise the Parties and an opportunity will be provided for this additional information to be submitted and included in the record.

Once the record is closed, the decision-maker will consider all relevant evidence and reach a determination, using a preponderance of the evidence standard, whether the Respondent has violated the Policy. A preponderance of the evidence standard is met when, based on the record before the decision-maker, it is more probable than not (that is, over 50% likelihood) that the Respondent engaged in the alleged Prohibited Conduct.

If the decision-maker determines that the Respondent engaged in Prohibited Conduct, the decision-maker will next determine what remedies and/or sanctions are appropriate in the circumstances.

Remedies shall be designed to continue or restore equal access to Seminary educational programs and activities. Remedies may include continued or further Supportive Measures but need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. Remedies may include but are not limited to the following:

- (1) Referral to counseling or other health services.
- (2) Extensions of deadlines or other course-related adjustments.



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- (3) Temporary or permanent modifications of work or class schedules.
  - (4) Temporary or permanent changes in work or housing locations.
  - (5) Temporary or permanent mutual restrictions on contact between the parties.
  - (6) Modifications to Seminary policies, additional training, and/or additional education to the Seminary community.
  - (7) Leaves of absence.

The Seminary will maintain as confidential any remedies provided to the extent that doing so would not impair the Seminary's ability to provide such remedies.

Sanctions imposed upon a student Respondent may include but are not limited to the following:

- (1) A formal warning or admonishment.
- (2) Required mental health assessment, mental health treatment, counseling, educational programs related to Prohibited Conduct, and/or community service.
- (3) Prohibition or restrictions on contact with the Complainant and/or other specified individuals.
- (4) Temporary or permanent restrictions on participation in Seminary education programs or activities.
- (5) Disciplinary probation, suspension, or expulsion.

Sanctions imposed upon an employee Respondent may include but are not limited to the following:

- (1) A formal letter of reprimand.
- (2) Required mental health assessment, mental health treatment, counseling, and/or educational programs related to Prohibited Conduct.
- (3) Prohibition or restrictions on contact with the Complainant and/or other specified individuals.
- (4) Temporary or permanent restrictions on participation in Seminary education programs or activities.
- (5) Reassignment to another employment position at the Seminary.
- (6) Temporary or permanent reduction in pay and/or the loss or reduction of merit or other pay raises.

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- (7) Disciplinary probation, suspension, or termination of employment.

In determining remedies and/or sanctions the decision-maker may consult with the Associate Dean of Community Life, the Director of Human Resources, or other appropriate Seminary officials.

#### **D. Issuance of a Written Decision**

After the decision-maker has reached a determination regarding responsibility and (if applicable) regarding appropriate remedies and/or sanctions, the Seminary will provide the Parties with a written decision (the “**Decision**”) explaining the basis for the decision-maker’s determination and setting forth any remedies and/or sanctions the decision-maker has determined are appropriate. The Decision shall also explain the Seminary’s procedures and permissible bases for the Complainant and Respondent to appeal the Decision. The Decision is expected to be issued within 20 days after the record is complete and will be provided to the Parties simultaneously.

#### **E. Appeal Procedures**

Both the Complainant and Respondent have a right to appeal a dismissal of all or any portion of a Formal Complaint or to appeal a Decision. A Party who wishes to appeal must submit a written notice of appeal to the Responsible Official within 10 calendar days after delivery of the dismissal or the Decision. The Responsible Official will promptly provide copies of any appeal notice to the other Party. If a timely appeal is filed, the Seminary may still move forward with Supportive Measures provided for in the Decision but any sanctions will be stayed until the appeal is decided. If no appeal is submitted within the 10-day time frame, the Decision becomes final.

Grounds for an appeal are limited to the following:

- (1) A procedural irregularity that affected the outcome of the matter.
- (2) New evidence that was not reasonably available at the time the dismissal or Decision was made, that could affect the outcome of the matter.
- (3) The Responsible Official, the investigator, or the decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent, that affected the outcome of the matter.
- (4) The dismissal or Decision involved a clear error of law that affected the outcome of the matter.
- (5) The Decision is against the manifest weight of the evidence. Meeting this standard requires a showing on appeal that the Decision is obviously erroneous and unsupported by the evidence and that an opposite conclusion is clearly evident.

The Seminary will appoint a trained appeal officer to handle the appeal and render a written decision (the “**Appeal Decision**”) at the conclusion of the appeal process. Neither the Responsible Official, the investigator, nor the decision-maker may serve as the appeal officer.

The appeal officer has discretion to determine the best means of conducting the appeal so long as both Parties are treated equally during the process. The appeal officer will set a date, in most instances between 10 and 30 days after all Parties have been provided with the notice(s) of appeal, by which each Party may submit a written statement challenging or supporting the dismissal or Decision. The appeal officer may, in their discretion, also permit the Parties to submit written responses to each other’s initial written statements and may schedule a meeting at which the Parties or (in the appeal officer’s discretion, if the appeal officer determines that permitting this will be fair to both parties and will aid the appeal officer in reaching a decision) their advisors may make an oral presentation of the Party’s position.

At the conclusion of the appeal process the appeal officer will issue an Appeal Decision describing the result of the appeal and the rationale for the result. The Appeal Decision will be provided simultaneously to both Parties and is final at that time.

## **VIII. RECORDKEEPING**

The Seminary will maintain records regarding proceedings under these Prohibited Conduct Complaint Procedures for a period of seven years.



**TITLE IX SEXUAL HARASSMENT  
COMPLAINT PROCEDURES**

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**WESLEY THEOLOGICAL SEMINARY  
TITLE IX SEXUAL HARASSMENT  
COMPLAINT PROCEDURES**

**I. OVERVIEW**

Wesley Theological Seminary (“**Wesley**” or “**the Seminary**”) is committed to complying fully with all applicable federal and District of Columbia nondiscrimination laws. As addressed in the Seminary’s Policy on Prohibited Discrimination, Harassment, and Retaliation (“**Policy**”), Wesley prohibits all forms of illegal discrimination, harassment, and retaliation in connection with Seminary education program and activities. These Title IX Sexual Harassment Complaint Procedures (“**Title IX Complaint Procedures**”) should be read in conjunction with the Policy, which includes definitions for certain terms used in these procedures.

These procedures apply only to Formal Complaints alleging Sexual Harassment covered by Title IX of the Education Amendments of 1972 (“**Title IX Sexual Harassment**”). Formal Complaints alleging Prohibited Conduct other than Title IX Sexual Harassment will be addressed under the Seminary’s general Prohibited Conduct Complaint Procedures.

As defined in detail in the Policy, “**Sexual Harassment**” is a form of discriminatory harassment against a person based on that person’s sex. “**Title IX Sexual Harassment**” is Sexual Harassment (other than sexual exploitation) (a) committed by a Seminary employee, student, or other member of the Seminary community, (b) against a person in the United States who is participating or attempting to participate (such as by seeking employment or admission) in the Seminary’s education program and activities, (c) in connection with a Seminary education program or activity.

The Seminary’s Title IX Coordinator is tasked with coordinating the Seminary’s response under these procedures to Formal Complaints alleging Title IX Sexual Harassment. Contact information for the Title IX Coordinator:

Karen Santiago  
Title IX Coordinator  
Wesley Theological Seminary  
Room S-134  
4500 Massachusetts Ave., N.W.  
Washington, D.C. 20016  
(202) 664-5683  
[ksantiago@wesleyseminary.edu](mailto:ksantiago@wesleyseminary.edu)

Members of the Seminary community are encouraged to contact the Title IX Coordinator for assistance in understanding and initiating action under the Policy and these Title IX Complaint Procedures.

## II. DEFINITIONS

Definitions for the following terms used in these procedures are set forth in the Policy:

- |                      |                     |                              |
|----------------------|---------------------|------------------------------|
| • Complainant        | • Report            | • Title IX Sexual Harassment |
| • Respondent         | • Formal Complaint  | • Supportive Measures        |
| • Party              | • Sexual Harassment |                              |
| • Prohibited Conduct |                     |                              |

Where an investigation, hearing, or other proceeding under these procedures involves more than one Complainant or more than one Respondent, references in these procedures to the singular “Complainant,” “Respondent,” or “Party” include the plural, as applicable.

## III. IMPARTIALITY AND FAIRNESS OF THE PROCESS

Formal Complaints alleging Title IX Sexual Harassment will be handled and resolved in an impartial, fair, and respectful manner. To ensure the impartiality and fairness of the process:

- (1) The Seminary’s Title IX Coordinator, as well as any investigator, decision-maker, appeal officer, or person designated to facilitate an informal resolution process, will not have a conflict of interest or bias for or against Complainants or Respondents generally or against any individual Complainant or Respondent.
- (2) The Title IX Coordinator, investigators, decision-makers, appeal officers, and any person who facilitates an informal resolution process will receive training, as applicable to that person’s role or roles, on the following topics:
  - (a) How to serve impartially, including by avoiding conflicts of interest, prejudgment of the facts at issue, reliance on sex stereotypes, and bias.
  - (b) The definitions of Sexual Harassment and Title IX Sexual Harassment.
  - (c) The scope of the Seminary’s education programs and activities.
  - (d) How to conduct an informal resolution process, an investigation, a formal resolution process, a hearing, and an appeal.
  - (e) How to create an investigative report that fairly summarizes relevant evidence.
  - (f) Any technology to be used in interviews or at a live hearing.
  - (g) The relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.



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- (3) Consideration of any Formal Complaint will include a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.

These Title IX Complaint Procedures include anticipated time frames for each stage of the Formal Complaint resolution process. To ensure fairness, the Seminary may allow for a temporary delay of the complaint process or for a limited extension of time frames for good cause, with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include, but is not limited to, the absence of a Party, a Party's advisor, a witness, an investigator, a decision-maker, or an appeal officer; additional time needed by an investigator or a Party to collect evidence; concurrent law enforcement activity; delays caused by holidays or Seminary breaks; or the need for language assistance or accommodation of disabilities.

#### **IV. INITIAL STEPS UPON SUBMISSION OF A FORMAL COMPLAINT**

##### **A. Assessment Whether the Formal Complaint Alleges Title IX Sexual Harassment**

Upon receipt of a Formal Complaint that appears to allege Sexual Harassment the Title IX Coordinator will first make an assessment whether the factual allegations in the complaint, if true, would constitute Title IX Sexual Harassment. If the complaint is not sufficiently clear or complete for this assessment to be made, the Title IX Coordinator will so advise the Complainant and provide an opportunity for the Formal Complaint to be revised with sufficient additional information for the Title IX Coordinator to undertake this initial assessment.

The Title IX Coordinator may also prepare and sign a Formal Complaint alleging Title IX Discrimination, with or without the Complainant's consent, where the Title IX Coordinator concludes that an investigation is necessary to protect the safety or rights of persons other than the Complainant or the interests of the Seminary, or is required by law. In these circumstances, however, the Complainant is not required to participate in the investigation or adjudication process with respect to the Formal Complaint. A decision by a Responsible Official to institute a Formal Complaint does not make the Responsible Official or the Seminary the Complainant and is not a determination that the allegations of Prohibited Conduct are true.

If the Title IX Coordinator determines that the factual allegations in the Formal Complaint, if true, would constitute Title IX Sexual Harassment, the Title IX Coordinator will issue an initial notice to both the Complainant and Respondent in accordance with Section IV(B), below.

If the Title IX Coordinator determines that the factual allegations in the Formal Complaint, if true, would not constitute Title IX Sexual Harassment, the Title IX Coordinator will dismiss the complaint under these Title IX Procedures. Such a dismissal is only a determination that the allegations in the Complaint do not fall within the scope of these Title IX Procedures, not a determination that the allegations are false or meritless. The Title IX Coordinator will then determine either (a) that the complaint should be referred to the Director of Human Resources (in the case of an employee respondent) or to the Associate Dean for Community Life (in the case of a student respondent) for further action under the Prohibited Conduct Complaint Procedures or other applicable policies or procedures; or (b) that no further action should be taken. In either

event, the Title IX Coordinator will notify the Complainant and Respondent of the referral or other decision reached.

The Title IX Coordinator is expected to complete their initial assessment and provide the appropriate notice to the Parties within 14 days of receipt of a Formal Complaint, unless unusual or complex circumstances exist.

### **B. Notices to Complainant and Respondent**

Upon a determination that a Formal Complaint alleges a claim of Title IX Sexual Harassment, the Title IX Coordinator will send to both the Complainant and Respondent a written notice that includes the following:

- (1) Copies of the Policy and these Title IX Complaint Procedures.
- (2) Notice of the allegations potentially constituting Title IX Sexual Harassment, including sufficient detail known at the time for the Respondent to prepare a response before any initial interview. Sufficient detail includes (a) the identities of the parties involved in the incident, if known; (b) the conduct allegedly constituting Title IX Sexual Harassment; and (c) the date(s) and location(s) of the alleged incident(s), if known.
- (3) A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the process.
- (4) Notice (a) that the Parties may have an advisor of their choice, who may be but is not required to be an attorney; and (b) that a Party may be accompanied by their advisor at any meeting or proceeding the Party attends in connection with the Formal Complaint.
- (5) Notice that the Parties and their advisors may review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including (a) evidence upon which the Seminary does not intend to rely in reaching a determination regarding responsibility, and (b) inculpatory or exculpatory evidence whether obtained from a Party or other source, so that each Party can meaningfully respond to the evidence prior to the conclusion of the investigation. This evidence will be provided in accordance with timelines and process set forth in these Title IX Complaint Procedures.
- (6) Notice that the Policy prohibits knowingly making false statements or knowingly submitting false information in connection with a Report covered by the Policy, including in connection with a Formal Complaint, and the consequences for the same.

If during an investigation the Seminary decides to investigate allegations about the Complainant or Respondent that are not included in the notice, the Seminary will provide notice of the additional allegations to the Parties.

### **C. Potential Consolidation of Related Formal Complaints**

Where deemed appropriate by the Title IX Coordinator, the Seminary may consolidate Formal Complaints alleging Title IX Sexual Harassment (a) against more than one Respondent; (b) by more than one Complainant against one or more Respondents; or (c) by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. In addition, where deemed appropriate by the Title IX Coordinator and the other relevant Responsible Official(s), the Seminary likewise may consolidate Formal Complaints alleging both Title IX Sexual Harassment and other types of Prohibited Conduct (a) against more than one Respondent; (b) by more than one Complainant against one or more Respondents; or (c) by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances, subject to following the potentially differing procedures applicable to each type of claim.

### **D. Dismissal of a Formal Complaint**

As stated above, if the Title IX Coordinator determines that the factual allegations in a Formal Complaint, if true, would not constitute Title IX Sexual Harassment, the Title IX Coordinator shall dismiss the Complaint under these Title IX Procedures. A Formal Complaint may also be dismissed at the discretion of the Title IX Coordinator in the following additional circumstances:

- (1) The Complainant notifies the Title IX Coordinator in writing that they wish to withdraw the Formal Complaint or any allegations therein.
- (2) The Complainant is not, or ceases to be, participating or attempting to participate (such as by seeking employment or admission) in the Seminary's education program and activities.
- (3) The Respondent is not, or ceases to be, employed or enrolled at the Seminary.
- (4) Specific circumstances prevent the Seminary from gathering evidence sufficient to reach a determination as to the Formal Complaint or the allegations therein.

In the event of such a dismissal the Title IX Coordinator will promptly send written notice of the dismissal and the reason(s) therefore simultaneously to the Parties. The Title IX Coordinator will also advise the Parties whether the allegations in the Formal Complaint may still be pursued under the Seminary's general Prohibited Conduct Complaint Procedures or other policies.

## **V. RIGHT TO AND ROLE OF ADVISORS**

The Complainant and Respondent may each have an advisor of their choice to accompany them to interviews, other meetings, and the hearing. The advisor may be, but is not required to be, an attorney. A Party is expected to advise the Title IX Coordinator of the identity and contact information for an advisor at least two business days before the advisor is to appear with the Party at any interview, other meeting, or a hearing. A Party is not required to use the same advisor

throughout the process of resolving a Formal Complaint and may change their advisor at any time upon notice to the Title IX Coordinator. Where a Party has identified and provided email contact information for an advisor, that advisor will be copied on communications to the Party if the Party so requests and a FERPA waiver has been executed.

A Party's advisor may be present during any interview, other meeting, or hearing attended by that Party, including as part of an alternative resolution process. Except at a hearing, an advisor does not have a speaking role but may confer with a Party quietly at appropriate times and in such a way as not to interrupt or interfere with the interview or other meeting. An advisor may not present evidence, present argument, or otherwise advocate for the Party during an interview or other meeting.

At a hearing, an advisor has the limited responsibility of conducting cross-examination of witnesses on behalf of a Party. If a Party does not have an Advisor present at a hearing the Seminary will provide the Party with an advisor, without fee or charge to that Party, to conduct cross-examination on behalf of that Party during the hearing. An advisor does not otherwise have a speaking role at a hearing but may confer with a Party quietly at appropriate times and in such a way as not to interrupt or interfere with the hearing. An advisor may not present evidence, present argument, or otherwise advocate for the Party during the hearing, apart from conducting cross-examination.

Advisors must act in an appropriate and respectful manner and must abide by the limitations on their role. An advisor who does not do so will be cautioned, and if the advisor repeatedly fails to conduct themselves in accordance with their limited role they will be required to leave the interview, other meeting, or hearing. Depending upon the nature of the advisor's conduct, the Seminary may also limit or bar the advisor's participation in future interviews, other meetings, or the hearing.

## **VI. ALTERNATIVE RESOLUTION PROCESS**

In certain situations, it may benefit both Parties to seek resolution of a Formal Complaint through mediation, facilitated dialogue, or another alternative resolution process that does not include a full investigation and hearing. Except with respect to an allegation that a Seminary employee sexually harassed a student, in which case the Formal Complaint process must be followed, the Seminary will facilitate a mediation or other alternative resolution process if both Parties agree voluntarily in writing to participate in such a process and the Seminary determines that undertaking such a process is appropriate in the circumstances. There is no requirement that a Party agree to participate in any alternative resolution process and no pressure will be placed on a Party to do so. A Party who chooses to participate in an alternate resolution process may withdraw from that process, and commence or resume formal proceedings, at any time before an agreed written resolution has been reached in that alternative process.

Where the Parties and the Seminary agree to pursue an alternative resolution after a Formal Complaint has been filed, the Title IX Coordinator will appoint a facilitator for the process. After initial discussions with the Parties regarding potential alternative resolution approaches, the facilitator will provide the Parties with a written notice that includes:

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- (1) A summary of the allegations in the Formal Complaint.
  - (2) The steps and requirements of a proposed alternative resolution process the facilitator considers appropriate and potentially beneficial to both Parties.
  - (3) Disclosure of the fact that should the Parties reach an agreed written resolution, signed by both Parties, in this alternative process, this resolution shall be final and binding.
  - (4) Disclosure of any consequences that may result from participating in the alternative resolution process, including the records that will be maintained or could be shared.

The facilitator is expected to bring any informal resolution process to a close within 21 days after commencement of the process unless the Parties wish to continue the process and the facilitator concludes that doing so may be useful. If the Parties reach an agreed resolution through an informal resolution process, this fact shall be memorialized in a written agreement signed by both Parties, which shall include any agreed Supportive Measures, remedies, or sanctions. Once the Parties have both signed an agreed resolution of the Formal Complaint and the Seminary has notified the Parties that it considers the agreed resolution sufficient to resolve the matter, this resolution is final and binding. In the event the Seminary concludes that the agreed resolution is not sufficient to resolve the matter it shall provide the Parties in writing with the reasons for this conclusion and the Parties shall be given an opportunity to seek an alternative agreed resolution should they wish to do so,

## **VII. FORMAL RESOLUTION PROCESS**

The formal resolution process set forth below will be followed by the Seminary in addressing a Formal Complaint alleging Title IX Sexual Harassment unless all Parties agree to undertake an alternative resolution process and a resolution is reached through that process as described above.

### **A. Investigation**

At the commencement of the formal resolution process the Title IX Coordinator will designate either themselves or another individual to investigate the allegations made in a Formal Complaint. The investigator is responsible for gathering and evaluating relevant evidence and for preparing an investigative report at the conclusion of the investigation. The investigator may utilize other Seminary personnel or outside resources to assist with the investigation but shall retain ultimate responsibility for the fairness and outcome of the investigation.

The investigator has discretion to determine the best means of conducting the investigation depending upon the circumstances so long as both Parties are treated equally during the investigation. Typically, the investigator will interview the Complainant, the Respondent, and other known witnesses. Where deemed necessary, the same individual may be interviewed more than once. The investigator will also seek to gather other relevant evidence including emails, texts, other documents, photographs, or videos.

During the investigation both Parties will be given an equal opportunity to identify witnesses for interviews, including fact and expert witnesses, and to present other inculpatory and exculpatory evidence. Parties are expected to share relevant information with the investigator, including providing any relevant information requested by the investigator.

During the investigation, as set forth below in the evidentiary review process, both Parties (including their advisors, if any) will also be given an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. This includes inculpatory or exculpatory evidence whether obtained from a party or other source and includes evidence upon which the Seminary does not intend to rely in reaching a determination regarding responsibility.

Prior to completion of the investigative report the investigator will send to each Party the evidence subject to inspection and review in electronic format or hard copy. The investigator also may (but is not required to) send a draft investigative report to the Parties. The Parties will be given at least 10 calendar days after communication of the evidence subject to review and inspection (and draft investigative report, if supplied) within which to submit a written response to the information supplied by the investigator, and any such response will promptly be forwarded by the investigator to the other Party. The investigator will consider any written responses received in preparing the final investigative report.

## **B. Investigative Report**

After completing the investigation, the investigator will prepare a written investigative report which shall fairly summarize the evidence relevant to the allegations in the Formal Complaint. The investigator is expected to issue the investigative report within 20 calendar days after receipt of the Parties' written responses provided for above (or within 20 days after they were due, if none were submitted). The investigative report will be provided to the Parties and their advisors at least 10 calendar days before the date set for a hearing. The Parties may but are not required to submit a written response to the investigative report in advance of the hearing date. Any such response shall be submitted to the Title IX Coordinator, who will promptly forward copies to the other Party and to the decision-maker(s).

## **C. Hearing Procedures**

Complainants and Respondents are entitled to a live hearing before any determination is reached regarding an allegation of Title IX Sexual Harassment. The Seminary will appoint a trained decision-maker who will conduct the hearing and reach a Determination regarding the Formal Complaint, or in the Seminary's discretion appoint a panel of three trained decision-makers to fulfill this function (in which case references in these procedures to "decision-maker" shall apply to the panel). Neither the Title IX Coordinator nor any person designated as the investigator may serve as a decision-maker.

The decision-maker has discretion to determine the best means of conducting the hearing, so long as both Parties are treated equally during the hearing and the hearing comports with applicable



legal requirements under Title IX. Without limiting the foregoing, the decision-maker may, in their discretion, determine whether the Parties shall be permitted to make opening and/or closing statements and whether further written submissions will be accepted from the Parties as part of the hearing process. The decision-maker may also permit advisors to have a greater role in the hearing beyond cross-examining witnesses if (a) both Parties agree; (b) the advisors for both Parties are subject to the same opportunities and restrictions; and (c) the decision-maker determines, in their discretion, that permitting this will be fair to both parties and will aid the decision-maker in reaching a Determination. The decision-maker will provide reasonable notice to the Parties regarding such matters.

In most circumstances hearings will be scheduled to take place between 10 and 30 calendar days after delivery of the final investigative report. Notice of the date, time, and location of the hearing, and of the identity and contact information for the decision-maker, will be provided to the Parties and their advisors at least 10 calendars before the date set for the hearing.

The following procedures shall apply in any hearing:

- (1) At the request of either party, the Seminary will provide for the hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker and Parties to simultaneously see and hear the Party or the witness answering questions. A Party who wishes for the hearing to occur with the Parties located in separate rooms must make this request at least five calendar days before the scheduled hearing date.
- (2) Subject to the foregoing, hearings may be conducted with all Parties physically present in the same geographic location or, at the decision-maker's discretion, any or all Parties, witnesses, and other participants may appear at the hearing virtually, with technology enabling participants simultaneously to see and hear each other.
- (3) The decision-maker may ask relevant questions of any Party or other witness who testifies at the hearing.
- (4) The decision-maker will permit each Party's advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination must be conducted directly, orally, and in real time by the Party's advisor. A Party may not cross-examination witnesses. The decision-maker may ask questions of any Party or witness.
- (5) Only relevant questions may be asked of a Party or witness, including on cross-examination. Before a Party or witness answers a question, the decision-maker will first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

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- (6) The decision-maker may, in their discretion, exclude witnesses or testimony the decision-maker determines to be irrelevant or duplicative. The decision-maker may, in their discretion, exclude witnesses or testimony where the decision-maker concludes that the Party offering such evidence was aware of the evidence at the time of the investigation but failed to disclose the evidence to the investigator, or subsequently became aware of such information and did not promptly disclose it to the Title IX Coordinator, investigator, or decision-maker. In the event a Party offers evidence not disclosed in the investigation, the decision-maker may also postpone the hearing or take other steps to avoid undue prejudice to the other Party.
  - (7) The Seminary will create an audio or audiovisual recording, or transcript, of the hearing and make it available to the Parties for inspection and review. No other audio or visual recording may be made at the hearing. The decision-maker may preclude participants in the hearing from possessing or utilizing electronic devices (laptops, tablets, cell phones, etc.) capable of capturing an audio or video recording of the hearing.

If a Party or witness chooses not to participate in a hearing, chooses not to testify at a hearing, or chooses not to answer one or more questions that the decision-maker has determined are relevant and appropriate, the decision-maker will not draw an inference solely because of that fact. The decision-maker may, however, take this fact into account in determining what weight, if any, to give to statements by that individual, including testimony at the hearing and/or prior statements that are part of the hearing record.

#### **D. Determination Regarding Responsibility, Remedies, and Sanctions**

Following the hearing, the decision-maker will consider all relevant evidence and reach a determination, using a preponderance of the evidence standard, whether the Respondent has violated the Policy. A preponderance of the evidence standard is met when, based on the record before the decision-maker, it is more probable than not (that is, over 50% likelihood) that the Respondent engaged in Title IX Sexual Harassment.

If the decision-maker determines that the Respondent engaged in Title IX Sexual Harassment, the decision-maker will next determine what remedies and/or sanctions are appropriate in the circumstances.

Remedies shall be designed to continue or restore equal access to Seminary educational programs and activities. Remedies may include continued or further Supportive Measures but need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. Remedies may include but are not limited to the following:

- (1) Referral to counseling or other health services.
- (2) Extensions of deadlines or other course-related adjustments.
- (3) Temporary or permanent modifications of work or class schedules.

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- (4) Temporary or permanent changes in work or housing locations.
  - (5) Temporary or permanent mutual restrictions on contact between the parties.
  - (6) Modifications to Seminary policies, additional training, and/or additional education to the Seminary community.
  - (7) Leaves of absence.

The Seminary will maintain as confidential any remedies provided to the extent that doing so would not impair the Seminary's ability to provide such remedies.

Sanctions imposed upon a student Respondent may include but are not limited to the following:

- (1) A formal warning or admonishment.
- (2) Required mental health assessment, mental health treatment, counseling, educational programs related to Prohibited Conduct, and/or community service.
- (3) Prohibition or restrictions on contact with the Complainant and/or other specified individuals.
- (4) Temporary or permanent restrictions on participation in Seminary education programs or activities.
- (5) Disciplinary probation, suspension, or expulsion.

Sanctions imposed upon an employee Respondent may include but are not limited to the following:

- (1) A formal letter of reprimand.
- (2) Required mental health assessment, mental health treatment, counseling, and/or educational programs related to Prohibited Conduct.
- (3) Prohibition or restrictions on contact with the Complainant and/or other specified individuals.
- (4) Temporary or permanent restrictions on participation in Seminary education programs or activities.
- (5) Reassignment to another employment position at the Seminary.
- (6) Temporary or permanent reduction in pay and/or the loss or reduction of merit or other pay raises.

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- (7) Disciplinary probation, suspension, or termination of employment.

In determining remedies and/or sanctions the decision-maker may consult with the Associate Dean of Community Life, the Director of Human Resources, or other appropriate Seminary officials.

#### **E. Issuance of a Written Decision**

After the decision-maker has reached a determination regarding responsibility and (if applicable) regarding appropriate remedies and/or sanctions, the Seminary will provide the Parties with a written decision (the “**Decision**”) that will include:

- (1) Identification of the allegations potentially constituting Title IX Sexual Harassment.
- (2) A description of the procedural steps taken from receipt of the Formal Complaint through the issuance of the Decision, including any notifications to the Parties, interviews with Parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
- (3) Findings of fact supporting the determination of responsibility.
- (4) Conclusions regarding the application of the Policy to the facts.
- (5) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any sanctions the Seminary imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the Seminary’s education program or activity will be provided to the Complainant.
- (6) The Seminary’s procedures and permissible bases for the Complainant and Respondent to appeal the Decision.

The Decision is expected to be issued within 20 days after the conclusion of the hearing, unless unusual or complex circumstances exist, and will be provided to the Parties simultaneously.

#### **F. Appeal Procedures**

Both the Complainant and Respondent have a right to appeal a dismissal of all or any portion of a Formal Complaint or to appeal a Decision. A Party who wishes to appeal must submit a written notice of appeal to the Title IX Coordinator within 10 calendar days after delivery of the dismissal or the Decision. The Title IX Coordinator will promptly provide copies of any appeal notice to the other Party. If a timely appeal is filed, the Seminary may still move forward with Supportive Measures provided for in the Decision but any sanctions will be stayed until the appeal is decided. If no appeal is submitted within the 10-day time frame, the Decision becomes final.

Grounds for an appeal are limited to the following:

- (1) A procedural irregularity that affected the outcome of the matter.

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- (2) New evidence that was not reasonably available at the time the dismissal or Decision was made, that could affect the outcome of the matter.
  - (3) The Title IX Coordinator, the investigator, or the decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent, that affected the outcome of the matter.
  - (4) The dismissal or Decision involved a clear error of law that affected the outcome of the matter.
  - (5) The Decision is against the manifest weight of the evidence. Meeting this standard requires a showing on appeal that the Decision is obviously erroneous and unsupported by the evidence and that an opposite conclusion is clearly evident.

The Seminary will appoint a trained appeal officer to handle the appeal and render a written decision (the “**Appeal Decision**”) at the conclusion of the appeal process. Neither the Title IX Coordinator, the investigator, nor the decision-maker may serve as the appeal officer.

The appeal officer has discretion to determine the best means of conducting the appeal so long as both Parties are treated equally during the process. The appeal officer will set a date, in most instances between 10 and 30 days after all Parties have been provided with the notice(s) of appeal, by which each Party may submit a written statement challenging or supporting the dismissal or Decision. The appeal officer may, in their discretion, also permit the Parties to submit written responses to each other’s initial written statements and may schedule a meeting at which the Parties or (in the appeal officer’s discretion, if the appeal officer determines that permitting this will be fair to both parties and will aid the appeal officer in reaching a decision) their advisors may make an oral presentation of the Party’s position.

At the conclusion of the appeal process the appeal officer will issue an Appeal Decision describing the result of the appeal and the rationale for the result. The Appeal Decision will be provided simultaneously to both Parties and is final at that time.

## **VIII. RECORDKEEPING**

The Seminary will maintain records regarding proceedings under these Title IX Procedures for a period of seven years in accordance with 34 CFR §106.45(b)(10).