

THE MASTER OF ARTS IN THEOLOGY AND MINISTRY

Drew University Theological School
2022 - 2023



Purpose of the Handbook

This handbook is a guide for the Master of Theology and Ministry degree of the Drew Theological School. It provides information and structure to facilitate moving through the program without excessive technical distractions. A handbook is issued annually to ensure that students have up-to-date information. If there is any contradiction between this handbook and the academic catalog of the Theological School published on the Registrar's website, the catalog dated to the student's semester of entrance takes precedence.

Whether your calling is inside or outside the Church community, the Master of Arts in Theology and Ministry equips you with the education and skills to answer it. The degree emphasizes faith and service and equips people for living and leadership that is grounded in theological and spiritual maturity and wisdom.

This handbook provides:

- A quick view of key Master of Theology and Ministry student expectations;
- Requirements for the program;
- Review of academic policies and processes most relevant to M.A.T.M. students.

In Seminary Hall and in virtual Drew learning spaces, you are invited to linger in the Forest even as you are always engaging contexts beyond Drew. The Theological School is a diverse, ecumenical, and open community that dares to pursue the love, wisdom, and justice at the heart of the gospel of Jesus Christ. It is our hope that this handbook will clarify your pathway to graduation and free your mind, body, and spirit for the deeply transformative work of theological education.

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A Quick View of Student Expectations

√ Use your Drew email

Always use your Drew email account or set it to auto-forward to the email address that you access most frequently. Staff and faculty will send important official notices only to your Drew University email account.

√ Pay attention to Drew's deadlines and policies

Although you will work closely with your professors and fellow students, the responsibility for your degree progress rests with you. All students are expected to work within Drew policies and procedures. Familiarize yourself with the academic calendar and the deadlines related to withdrawals, grade extensions, and academic petitions. Information can be found on the Registrar's office webpage.

√ Steward your time and priorities

M.A.T.M. students often have work, ministry, and family obligations. Be mindful of your time and priorities. Courses require time for study outside of class in addition to time in class. Consider your travel time and your need for self-care and Sabbath. Prioritize your learning as much as you are able and plan your schedule accordingly.

√ Stay in communication

Stay in communication with Drew. Respond to requests from professors or the administration in a timely fashion, especially as you are working to select your courses or making plans for your internship year. If you are wrestling with new ideas, talk things over with colleagues or a friend outside school. If you are struggling to meet course expectations, be in touch with your professor right away. Direct questions about registration, finances, and academics to the appropriate Drew offices.

A Quick View of M.A.T.M. Requirements

DEGREE REQUIREMENTS (See Academic Catalog for more details)	Number of Credits
I. Required Courses	14 credits
THEO 501 – Transforming Theologies	3
VOCF 503 – Identity, Spirituality, and Vocation	3
BBCL 501 – Bible and Its Interpreters	3
INTF 501 – Global Faiths and the Earth	3
VOCF 900A - Mentored Portfolio A	.5
VOCF 900B - Mentored Portfolio B	.5
Capstone Portfolio (select between A or B) A. VOCF 900C – Mentored Portfolio C and VOCF 900D – Mentored Portfolio D B. CRW 690 MATM Final Portfolio	
Immersive Learning for Leadership (select between A or B)	3-6 credits
A. Year-Long Vocational Internship <ul style="list-style-type: none"> ○ VOCF 601 – Leadership Seminar I ○ VOCF 602 – Leadership Seminar II And ○ VOCF 875A – Vocational Internship I ○ VOCF 875B – Vocational Internship II ○ Or ○ VOCF 878EX – Clinical Practical Education – Extended Unit 	

A Quick View of M.A.T.M. Requirements

<p>B. Practicum (3 credits) Choose one of the following:</p> <ul style="list-style-type: none"> ● VOCF 873 – Vocational Apprenticeship ● VOCF 632 - Justice Ministry Education ● VOCF 878FT – Clinical Practical Education – Full-Time Unit ● VOCF 878EX – Clinical Practical Education – Extended Unit 	3
Learning Enrichments	No additional credits
1 Problem-Based Learning course (PBL)	
II. Electives	10-13 credits
10-14 credits from Theological School or approved Caspersen Graduate School listings	10-13
III. Optional Concentration	
<p>Four courses from one of the following categories:</p> <ul style="list-style-type: none"> ● Africana and African American Religion (AFAM) ● Religion and Ecology (ECO) ● Religion and Social Justice (SJA) ● Women’s and Gender Studies (WSTT) ● Conflict Resolution (CRES) 	
IV. Vocational Pathway (see below)	12
TOTAL CREDITS	42

A Quick View of M.A.T.M. Requirements

Students choose one of six Vocational Pathways	
A. Ecology and Religion	12 credits
12 credits from Ecology and Religion offerings (ECO)	
B. Pastoral Care	12 credits
12 credits from Pastoral Care and Counseling offerings (PCC or RPSY)	
C. Social Justice Advocacy	12 credits
12 credits in Social Justice Advocacy offerings (SJA)	
Note: in this pathway, one course should be a PREP course (no additional credit)	
D. Theology and Ministry	12 credits
12 credits from Theological School or approved Caspersen Graduate School offerings	
E. Worship, Music, and the Arts	12 credits
12 credits from Worship, Music, and the Arts offerings (WOR, TMUS, ARTS)	

Completing the Master of Arts in Theology and Ministry Program

The Master of Arts in Theology and Ministry (M.A.T.M.) prepares students for specialized ministries within and beyond religious institutions. The program consists of an integrated core curriculum, a vocational pathway, and a professionally relevant internship or practicum.

The First Semesters

The required courses of the M.A.T.M. lay the groundwork for the degree. Transforming Theologies and Bible and Its Interpreters ground students with an interdisciplinary and integrated approach to Christian traditions, practices, and values.

In the first fall semester of the M.A.T.M. degree, all students take the following required courses:

- THEO 501 – Transforming Theologies (3 credits)
- VOCF 503 – Identity, Spirituality, and Vocation (3 credits)
- VOCF 900A – Mentored Portfolio A (.5 credits)

These courses are offered in multiple modalities, including a self-paced option.

Students may then add up to 9 additional credits, choosing among the following:

- One problem-based learning course: These courses are marked in the registration materials with the attribute PBL. Students are encouraged to take their required PBL course on their first or second semester. PBL courses develop leadership skills for responding to pressing questions faced in ministry, in particular vocational locations, and in the world.
- A vocational pathway course or electives according to your interests.
- A communication, research, and writing course:
 - If English is not your primary language, you are expected to take CRW 541 – Language and Learning in Theological Education in your first semester.
 - If you are returning to school after a long time out or you know you need to practice academic writing, consider: CRW 550 – Theological Research and Writing Skills
- Participate in the community: TMUS 800 – Seminary Choir; or VOCF 806 – Chapel Practicum; or VOCF 805 – Community Garden Practicum (as offered).

Completing the Master of Arts in Theology and Ministry Program

After completing the first semester required courses, all M.A.T.M. students take the following required courses:

- BBCL 501 – Bible and Its Interpreters (3 credits)
- INTF 501 – Global Faiths and the Earth (3 credits)
- VOCF 900B – Mentored Portfolio B (.5 credits)

Students may then add up to 9 additional credits, choosing among the following:

- Vocational pathway course or electives according to your interests.
- A communication, research, and writing course:
 - If you are returning to school after a long time out or know you need to practice academic writing, consider: CRW 550 – Theological Research and Writing Skills
- Participate in the community: TMUS 800 – Seminary Choir; or VOCF 806 – Chapel Practicum; or VOCF 805 – Community Garden Practicum (as offered).

Courses are offered in every January term and in the two summer terms. Students who wish to graduate in 2 years should plan to complete 21 credits in their first academic year (Fall, January, Spring, Summer). If students complete fewer than 15 credits in their first academic year, it is likely to take more than 2 years to complete the degree.

Students who enter the M.A.T.M. in a spring semester take a first semester of elective courses before beginning the required course sequence in the fall semester. Students are not allowed to take more than 12 credits (over spring and summer) before beginning the required course sequence.

The Vocational Pathway

At the beginning of the program, each student chooses a vocational pathway that shapes elective course selection and internship placement. The available vocational pathways are:

- Ecology and Religion: Understand analyze the intersections of religion, ecology, and justice. Students explore how to promote faith-based environmental justice work both within and outside the larger church.

Completing the Master of Arts in Theology and Ministry Program

- Pastoral Care: Study the theory and practices of pastoral care, emphasizing themes—such as trauma, addiction, and family—in multicultural contexts.
- Social Justice Advocacy: Explore methods of organizing and advocating for and with socially marginalized communities within church and society and develop gospel-based practices for the transformation of systemic forms of injustice.
- Theology and Ministry: Pursue general study across several subject areas in the regular Theological School curriculum.
- Worship, Music, and the Arts: Develop competencies in the fields of church music, worship, and the arts, with emphasis on theological depth and liturgical creativity and innovation, and an understanding of the deep connections between social transformation and the arts.

Students complete the vocational pathway by selecting courses that meet the requirements outlined above and detailed in the Theological School academic catalog on the Registrar's webpage. Students can track the courses that complete their pathway on their Treehouse Ladder.

Immersive Learning for Leadership

After completing the first phase of required courses, students may begin a year-long, 300-hour mentored internship accompanied by a leadership seminar, or they may plan to complete a vocationally-relevant three credit practicum.

As appropriate to their vocational goals, students in the year-long internship work in a teaching parish, chaplaincy location, public advocacy non-profit agency, or congregational leadership role for an academic year. Students are expected to serve in their internship placement sites for 12-15 hours per week.

In order to prepare for and complete this learning experience, students follow these steps:

- Complete the vocational interview with the Office of Vocation and Formation in spring of the first year to discuss an internship placement aligned with your M.A.T.M. pathway;
- Complete a healthy boundaries/sexual ethics training provided by the Office of Vocation and Formation;

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- Meet with site mentor to determine opportunities and responsibilities for the internship;
- Complete the Learning/Serving Agreement and submit to your eportfolio and the Office of Vocation and Formation;
- Register for VO CF 601, VO CF 875A, and VO CF 900C in the fall of the internship year;
- Register for VO CF 602, VO CF 875B, and VO CF 900D in the spring of the internship year.

In the internship and leadership seminar, students think reflectively and critically about their practice of religious leadership as they are doing it. Student interns are challenged to gain skills of self-awareness and theological reflection, and to build tools for public religious leadership, as well as consider and discern potential vocational goals and opportunities with their mentors and seminar facilitators.

To assist students in the process of vocational discernment that is central to this experiential learning program, the Learning/Serving Agreement is developed in such a way that students are exposed to the multiplicity of tasks and opportunities available in their internship placement. Administration and budget planning; preaching or public proclamation; pastoral care; education; worship; outreach ministry; community organizing; and spiritual formation are some areas in which students gain experience and insight and deepen their capacities for leadership.

In the second semester of the internship year, students develop an internship project designed to integrate resources and materials encountered in the leadership seminars, as well as in required courses.

Students who choose to do a three-credit practicum should work with their M.A.T.M. advisor and the Associate Dean for Vocation and Formation to identify an experience that will be vocationally valuable for them. Students who do the practicum instead of the internship should also complete CRW 690 MATM Final Portfolio to reflect on your work and complete the degree.

For placement opportunities, forms, and timelines, see the Theological School's Resources for Current Theo Students webpage.

Completing the Master of Arts in Theology and Ministry Program

Learning Enrichments

Ministry is always in motion. A M.A.T.M. degree at Drew emphasizes adaptability, creativity, and resilience. Thus all M.A.T.M. students complete at least one Problem-based Learning course to continue to develop leadership skills for responding to pressing questions faced in ministry, particular vocational locations, and in the world. This PBL course can fulfill a requirement in the Vocational Pathway or can be used as an elective.

Ordination Requirements

The Theology and Ministry pathway can be used to prepare for ordination as a Deacon in the United Methodist Church. Students who wish to pursue ordination as a United Methodist Elder or for pastoral ministry in most denominations should take the Master of Divinity degree. Each denomination has particular requirements for ordination determined by local and national judicatories. Students should stay in close conversation with the leadership in their denominations for detailed processes.

Optional Concentrations

M.A.T.M. students may use electives to complete one concentration of four courses from one of the following course designations:

- Africana and African American Religions and Cultures (AFAM)
- Religion and Ecology (ECO)
- Religion and Social Justice (SJA)
- Women's and Gender Studies (WSTT)
- Conflict Resolution (CRES)

To have a concentration added to the transcript, a student submits the Add or Change Concentration or Pathway form on the Resources for Current Theo Students webpage.

Graduate Certificates

During their time at Drew, students in the M.A.T.M. program may pursue a graduate certificate offered by the Theological School or the Caspersen School of Graduate Studies concurrently with their degree program. Certificate programs available for concurrent enrollment include:

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- Certificate in Interfaith Peacebuilding
- Certificate in Restorative Justice and Prison Ministry
- Certificate in Conflict Resolution and Leadership
- Certificate in Medical Humanities

Please see the Theological School and Caspersen School catalogs for complete certificate requirements and further information.

Graduation

Students may complete the M.A.T.M. degree in August, January, or May of each year. Commencement exercises are held in May of each year for all students who have completed their degrees in the August or January prior to each Commencement.

Program Timeline

Regular semester courses are offered in multiple modalities in Fall and Spring. Courses are also offered in January and summer terms.

This sample timeline provides an overview for completing the entire program. *To reduce the credits in any semester, add intensive or online pathway/elective credits in any January or summer terms. To shorten the time to graduation, add pathway/elective credits in semester, January, and summer terms.*

Year One: 25 credits			
FALL SEMESTER 12.5 credits	January	SPRING SEMESTER 12.5 credits	Summer
THEO 501 VOCF 503 VOCF 900A 6 credits of Pathway/electives		BBCL 501 INTF 501 VOCF 900B 6 credits of Pathway/electives	
Year Two: 17 credits completed plus Immersive Learning for Leadership			
FALL SEMESTER 9 credits			
VOCF 601*** VOCF 875A*** VOCF 900C *** 6 credits of Pathway/electives		VOCF 602*** VOCF 875B*** VOCF 900D *** 5 credits of Pathway/electives	

*** Students may elect to complete a practicum and the M.A.T.M. final portfolio in a single semester, rather than complete the year-long internship.

Certifications, Special Programs, and Opportunities

Certification Programs (CPE, JME, CPSP)

Certification programs offered by approved organizations provide valuable opportunities for intensive contextual and practical training and reflection. Drew grants three credits for the completion of approved certification programs.

Clinical Pastoral Education (CPE)

Clinical Pastoral Education (CPE) is interfaith professional education for ministry. It brings theological students and ministers of all faiths (pastors, priests, rabbis, imams, and others) into supervised encounters with persons in crisis, most often in hospital settings. CPE can serve as part of one's preparation for parish ministry, chaplaincy, lay ministry, teaching, and counseling. CPE programs follow a set of curriculum with an expectation of completing 300 hours of clinical practical work during the course of the program. Students apply directly to approved locations, paying a standard fee to the CPE location. Sites approved by the Association of Clinical Pastoral Education can be found online at the ACPE website.

Students may take CPE over a summer term or extended over a year, that is, over the Fall and Spring semesters. To do so, register for VO CF 878FT – Clinical Practical Education (Full-Time Unit) or VO CF 878EX – Clinical Practical Education (Extended Unit) to receive three elective credits upon completion of the program.

Many denominations require CPE for ordination. Students can consult the ordination requirements guidelines on the Theological School Resources for Current Students webpage, and should also be familiar with their own ordination committee or board's requirements.

Justice Ministry Education (JME)

Justice Ministry Education is equal parts direct experiential learning, 150 hours of field work, and facilitated learning in small groups. Individually, and within local movements, JME cultivates leadership across five areas of learning, growth, and practice:

- Faith-rootedness;
- The practice of justice work;
- Role discernment and knowledge of self;
- Self-care and communal care;
- Accountability and relationship building.

Certifications, Special Programs, and Opportunities

JME is offered beginning in a spring term. Students work with Drew faculty and do field work at Drew and in local sites.

College of Pastoral Supervision & Psychotherapy (CPSP)

A growing area of opportunity for those interested in chaplaincy and pastoral care is in the field of psychiatric care. The College of Pastoral Supervision and Psychotherapy, Inc. (CPSP) offers programs in clinical pastoral education/training (CPE/CPT), pastoral psychotherapy, pastoral counseling, and clinical chaplaincy as a unique form of ministry education, most often in psychiatric care settings.

Drew Theological School has an ongoing partnership with Greystone State Psychiatric Hospital in Randolph, New Jersey. Students interested in doing a psychiatric CPE unit, can also locate other sites online through the CPSP website.

As with CPE, Drew students apply directly to the training program and pay the program fee to the training institution. Upon completion of the training, students may receive three Drew credits, as well as certification from the training institution. Students register for VOCF 878FT – Clinical Practical Education (Full-Time Unit) or VOCF 878EX – Clinical Practical Education (Extended Unit) to receive three elective credits upon completion of the program.

Some denominations will accept CPSP training as a substitute for CPE to fulfill ordination requirements. Students can consult the ordination requirements guidelines on the Theological School Resources for Current Students webpage, and should also be familiar with their own ordination committee or board's requirements.

Partnership for Religion and Education in Prisons (PREP)

In this flagship program, Drew Theological School students learn together with students who are incarcerated. There is usually one PREP course on the course list each fall, spring, and summer.

PREP courses are taken for credit and can be used to fulfill pathway and elective requirements. PREP courses also fulfill the Off-Camps Learning (OCL) enrichment requirement. Students in the Social Justice Advocacy pathway are required to fulfill their Off-Campus Learning enrichment requirement with a PREP course.

Certifications, Special Programs, and Opportunities

Chapel

At the center of Drew's worshipping and learning community is the historic Craig Chapel, located on the second floor of Seminary Hall. Weekly services, vespers, lectures, special ceremonies, and many more events bring the Drew community together for worship, learning, and celebration. Regular services are offered two times per week: Tuesdays and Thursdays at noon. The service is held in person and is livestreamed. Attendance and participation in leading worship is encouraged for all Theological School students and faculty. Students can plan and participate in chapel for up to 3 credits toward the M.Div. degree (TMUS 800 – Seminary Choir, or VOCF 806 – Chapel Practicum).

Community Garden

At the Theological School Community Garden students, professors, and staffers plant, harvest, and eat organic food. Harvests are shared and also donated to local food pantries. Students can take VOCF 805 – Garden Practicum for 1 elective credit.

The Community Garden is a space for learning and thinking theologically about the interconnection of God's creation. As a founding member of the Green Seminary Initiative, Drew's commitment to ecological wellbeing is demonstrated across the Theological School community in recycling, reusing, and reviving our environment through a culture of awareness and activism.

Caspersen School Graduate Courses

Courses offered in the Caspersen School of Graduate Studies by the Drew Faculty of Arts and Sciences are available to Theological School students. Courses in Education, Conflict Resolution, History, Arts, Literature, and Medical and Health Humanities may be taken for elective credit towards the Master of Divinity. Students may petition for a course to fulfill a pathway or learning enrichment requirement by completing a Petition to the Graduate Academic Standing Committee on the Resources for Current Students webpage.

Certifications, Special Programs, and Opportunities

Student-Directed Immersive Learning

Apprenticeships

Students are encouraged to do an apprenticeship in their program (VOCF 873 – Vocational Apprenticeship). An apprenticeship with a church or other community organization focuses on a specific skill set or capacity in a distinct role in a vocational setting. Contact the Associate Dean of Vocation and Formation for more information and advising.

Internship

Students are encouraged to do internships in their program beyond the internship year. An internship with a church or other community organization offers a general, broad introduction to the responsibilities, programs, and roles of an internship placement context. Contact the Associate Dean of Vocation and Formation for more information and advising.

Off-Campus Learning

Students are encouraged to develop off-campus experiences that will deepen the learning in their program. These are usually in remote location, participating in various ways in learning, ministry, and leadership including chaplaincies, camping ministry, conferences, community projects, etc. Drew credit can be received for these experiences by building a curriculum mentored by a faculty member with a final project, reflection paper, or public demonstration/presentation. The tutorial petition is found on the Resources for Current Theo Students webpage.

Frequently Asked Questions

The Theological School Academic Policies are published annually in Drew University's Theological School catalog. This document can be accessed in its entirety from the Registrar's webpage. If there is any contradiction between this catalog and the FAQs below, the catalog dated to the student's semester of entrance takes precedence.

Can I change my vocational pathway

Yes. The pathways and electives are flexible enough that within the first year students can make changes to their learning plans. Discuss changes with your advisor. To change pathways, submit the Change of Pathway or Concentration form on the Theological School's Resources for Current Theo Students webpage.

Can I cross-register at Union, NYTS, or General to meet degree requirements?

Drew students may cross-register for up to 3 credits at Union, New York Theological Seminary, and/or General Theological Seminary with their advisor's approval and using the appropriate form on the Registrar's webpage. Cross-registered courses counter automatically as electives toward the M.A.T.M. and can be proposed to meet pathway or enrichment requirements using the Petition to the Graduate Academic Standing Committee form on the Resources for Current Theo Students webpage. Non-Drew courses cannot be substituted for required courses in the degree, including for the Vocational Internship and Leadership Seminar.

How long do I have to complete the program?

The M.A.T.M. degree is designed to be completed in two years of study. January and summer term intensive and online courses provide opportunities for half-time students to make steady progress toward completion of the degree. All academic requirements for the M.A.T.M. must be completed within five years from the date of initial matriculation. Leaves of absence are not included in the total time available to complete the degree (see the Registration Status section below).

How many credits should I take each semester?

M.A.T.M. students in Drew housing need to carry 9 credits per semester. Otherwise, the number of credits that you take depends on your other commitments. In general, you should plan for 2-3 hours of work outside of class for each credit hour. Here is a good general measure:

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- 15.5 credits: maximum credits for master's students
- 11-12 credits: most common course load for master's students with part-time employment
- 9 credits: a regular load for master's students to accompany employment of 25 hours per week
- 3-6 credits: a regular load for part-time master's students

How do I share a concern or grievance?

Drew University is committed to creating a positive environment for all students. The institution has established policies and procedures to foster such an environment. Information about raising concerns can be found in the Academic Catalog under Complaint Process.

How do I get accommodations for a disability?

Students who require accommodations should contact the Office of Accessibility Resources (OAR), in Brothers College, 973-408-3962, for a private, confidential appointment. Accommodation Request Letters are issued to students after documentation, written by a qualified professional, is reviewed and accommodations are approved by OAR. For more information, please review the Office of Accessibility Resources page on the Drew University website.

Accommodations are implemented by faculty only after the student presents the Accommodation Request Letter issued by OAR. Letters should be presented to the faculty at least one week before the accommodation is needed. Students' requests for accommodations thus should be submitted to OAR within the first two weeks of a course. Returning students with previously approved accommodations should make letter requests for the current semester to Accessibility Resources within the first two weeks of class.

Am I expected to use inclusive language in my work for this program?

The Drew University Theological School affirms the full equality of all persons in God's all-inclusive love, regardless of gender, race, nation, class, age, ability, religion, or sexual orientation (Galatians 3:28). This theological conviction finds social expression in spoken and written language. In order to live out a crucial practical dimension of our equality in Christ and to avoid marginalizing members of our community, the Theological School expects students to use non-discriminatory and mindfully inclusive language for humanity both in the classroom (that is, in

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writing assignments, presentations, and classroom discussions) and in the chapel liturgy (that is, in prayers and sermons). Students are also encouraged to use a variety of metaphors when referring to God. While students will not receive grade deductions on specific assignments, they will be evaluated on their overall efforts to engage the theological and social problems of discriminatory and exclusive language. This policy thus encourages students to work to integrate a theology of God's love and justice with the everyday practice of leadership.

Registration Status

Students in the Master of Arts in Theology and Ministry are expected to maintain communication and connection with Drew throughout the entire program. Different registration statuses indicate your progress through the program.

Active

Students who are consistently registered for classes will maintain “active” status with Drew. This status allows students access to all academic, support, and student life services at the University. Students who fail to register in any fall or spring semester will have their status revised to “inactive.” Students not registered for two consecutive semesters (fall-spring or spring-fall) will be automatically withdrawn from the program and will have to petition for re-entry through the Registrar’s webpage.

Leave of Absence

Unexpected life events or personal challenges can interrupt a student’s ability to make progress in the degree. At times like this, students might reduce the number of credits they plan to take or consider a complete leave of absence. This status stops the clock on your allowed time to completion of your degree. Students are allowed two semesters of official leave from the program. As a leave of absence is intended to provide time away from the work of the degree, students do not have access to academic, support, and student life services at the University.

Students may apply for a leave of absence at any time during the program. To obtain a leave of absence from the program—whether for medical, financial, or personal reasons—students must file a leave of absence application online. This form is found on the Registrar’s web page. Any leave of absence that is approved becomes effective as of the date it is processed and is not applied retroactively.

Students who take the leave during a semester should be aware of the grading and refund policies of the university. A leave of absence does not exempt a student from receiving grades for courses they have been registered for nor does it guarantee a refund of tuition paid. The date a leave is requested determines the amount of tuition refund (if any). For example, a leave of absence requested and received in the middle or at the end of a semester will not be effective from the beginning of the semester. If you are considering a leave of absence, please review the leave policies and deadlines found on the Register and Business Office webpages.

Registration Status

RE-ENTRY FOLLOWING LEAVE OF ABSENCE: When a student plans to return to the program following a leave of absence, they must submit a Re-Entry form, which can be found on the Registrar's webpage. If a student does not return from a leave of absence in the semester following the leave, the student's status will be revised to "inactive." If the student is inactive for two semesters, they will be withdrawn from the program by the University.

Medical Withdrawal from a Semester

Students with personal emergencies that occur after the drop/add dates have passed may apply for a medical withdrawal from an entire semester. The student must provide documentation of the medical situation. Upon approval by the Associate Dean for the Theological School, the student will be put on leave of absence and receive "Ws" for all courses in the semester. Regular tuition refund policies apply to medical withdrawals as to leaves of absence.

Voluntary Withdrawal from the Program

If for any reason a student finds it necessary to withdraw from the program, it is important that this decision be discussed with the Associate Dean for the Theological School beforehand and that an appropriate and timely written notice is given to the Associate Dean and the University. In order to withdraw from the program, a student completes a Withdrawal form on the Registrar's page. Any notice of withdrawal from the program becomes official as of the date it is received. A student who has withdrawn from the program has no access to academic, support, and student life services at the University. A student wishing to re-enter a program after withdrawing must apply again to the program through the Graduate Admissions office.

All withdrawals are subject to the Drew University refund and grading policies and deadlines. Students are encouraged to review these policies with the Coordinator of Graduate Academic Services, the Registrar, and the Business Office before submitting an application for withdrawal.

Academic Standing

In addition to regular course grading and assessments, students are evaluated each semester according to the standards of academic achievement and progress. The Graduate Academic Standing Committee reviews each student's academic performance after each semester and may revise student standing based on this review.

Good Standing

Students are expected to do excellent work ("B" level) and exceptional work ("A" level). The successful Master of Arts in Theology and Ministry student must complete coursework with an overall average of 2.0 or better.

Warning or Probation

Students who do not achieve a 2.0 GPA in any semester will be placed on warning or probation based on the criteria outlined in the Theological School academic catalog posted on the Registrar's webpage. Students placed on academic probation are returned to good standing if they achieve an overall 2.0 GPA average or better at the next time of review.

Required Withdrawal

A student may be withdrawn from the program by the University for any of the following:

- Receiving all "F" grades in any one semester;
- Being on probation and not returning to Good Standing at the end of the probationary semester;
- Having two or more non-consecutive semesters on Warning or Probation;
- A violation of the University's Academic Integrity or Human Rights policies.

Under exceptional circumstances only, a student on Required Withdrawal may appeal to the Graduate Academic Standing Committee to be re-admitted in the next term. If the appeal is approved, the student will be reinstated and placed on Probation. Such re-admissions are granted only in unusual cases, and in no cases may a student be re-admitted twice.

Standards of Academic Integrity

Drew University Standards

Drew University has established standards of academic integrity and procedures. These basic standards apply to all work done at Drew. Students are expected to study and comply with these principles. You can find the Academic Integrity policy for the Theological School in the academic catalog on the Registrar's webpage.

The standards of academic integrity apply to information that is presented orally, in writing, or via the computer, in any format ranging from the most informal comment to a formal research paper or the writing of the final paper in reference to the project. These standards apply to source material gathered from other people, from written texts, from computer programs, from the Internet, or from any other location.

The following are examples of academic dishonesty, as defined in this policy:

Duplicate Submission – Submitting one's work in identical or similar form to fulfill more than one requirement without prior approval of the relevant faculty members is a breach of academic integrity. This includes using a paper for more than one course or submitting material previously used to meet another requirement.

False Citation – Listing an author, title, or page reference as the source for obtained material, when the material actually came from another source or from another location within that source, is a breach of academic integrity. See the *Turabian Manual of Style* (latest edition and/or online quick guide) for how to cite quotations within the body of another author.

Plagiarism – Plagiarism is the act of appropriating or imitating the language, ideas, or thoughts of another and presenting them as one's own or without proper acknowledgement. This includes submitting as one's own a thesis, a paper, or part of a paper written by another person, whether that material was stolen, purchased, or shared freely. It also includes submitting a paper containing insufficient citation or misuse of source material. When in doubt, err on the side of referencing material. Note that each syllabus will outline clearly the Drew University policy.

Sanctions – Sanctions are imposed for demonstrated breaches of academic honesty or scholarly integrity. See the section of the catalog on procedures for dealing with allegations of academic dishonesty. If dishonesty is determined, the sanctions may range from requiring that an assignment be redone to an automatic failure of a course to dismissal from the Theological School.