

Advanced Course of Study Program Guide

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Purpose and Guidelines

The Advanced Course of Study is a curriculum that enables a local pastor to meet the educational requirements for probationary membership, full conference membership, and ordination as an elder in The United Methodist Church. Local Pastors who have completed the five-year basic Course of Study and are at least 40 years of age may be eligible for ordination as an elder in full connection with the completion of a minimum of 32 hours of graduate theological study.

From the *Book of Discipline*, 2012 (§324):

6. Local pastors may fulfill the requirements for provisional membership when they have:
 - a) reached 40 years of age;
 - b) satisfied all requirements of Sections 1-3 and 7-14 of this paragraph [§324, *Book of Discipline*, 2012];
 - c) completed the five-year Course of Study for ordained ministry, of which no more than one-half may be taken by correspondence or Internet...; and
 - d) an Advanced Course of Study consisting of thirty-two semester hours of graduate theological study offered by a seminary recognized by the University Senate or its equivalent as determined by the General Board of Higher Education and Ministry that shall include United Methodist history, doctrine and polity. (GBHEM currently expects Advanced Course of Study students to complete the 27 hours of Basic Graduate Theological Studies as outlined in the Book of Discipline plus 5 additional hours.)

Garrett-Evangelical Advanced Course of Study Certificate

Through coordination with the General Board of Higher Education and Ministry, Garrett-Evangelical Theological Seminary has developed a certificate program designed to meet the requirements of the Advanced Course of Study curriculum. Students study in classes alongside Master of Divinity and Master of Arts students in completing their coursework. Through this program, Advanced Course of Study students complete 33 hours of graduate level work. These 33 hours include both foundational and functional studies designed to expand students' knowledge in each of these areas and covers the basic graduate theological studies requirements as outlined in the *Book of Discipline*.

Per GBHEM guidelines, one unit of Clinical Pastoral Education (CPE) can be completed for up to six semester hours of credit towards the Advanced Course of Study requirements.

Students are eligible to transfer no more 3 courses (9 hours) from another approved seminary towards the completion of the Advanced Course of Study requirements.

Students may complete a maximum of 10 hours of work towards the Advanced Course of Study through online courses.

Garrett-Evangelical offers a mix of both English and Spanish-language courses to assist students in completing the Advanced Course of Study curriculum.

Students completing the full 33 hours certificate are recognized and invited to participate in Garrett-Evangelical's annual Commencement celebrations.

Garrett-Evangelical Advanced Course of Study Certificate Requirements – 33 semester hours total

11-xxx (Old Testament course)	3
12-xxx (New Testament course)	3
13-xxx (Church History course)	3
21-xxx (Theology course)	3
Mission of the Church in the World (the following or other approved course):	
21-514 Introduction to Global Christianity <i>or</i>	
22-504 Church and Community	3
Worship/Liturgy (the following or other approved course):	
31-511 Christian Public Worship <i>or</i>	
31-542 United Methodist Worship: Theory and Practice	3
Evangelism (the following or other approved course):	
34-537 Empowering Congregations for Evangelism <i>or</i>	
34/21-628 Theology of Evangelism	3
<i>United Methodist History, Doctrine, & Polity (6 semester hours total; choose on campus or online option)</i>	
<i>On campus option:</i>	
40-673 United Methodist Studies: 20 th Century to Present	3
40-674 United Methodist Studies: Wesley and the 19 th Century	3
<i>OR</i>	
<i>Online option:</i>	
40-676X United Methodist History	2
40-677X United Methodist Doctrine	2
40-678X United Methodist Polity	2
<i>Courses in Practice of Ministry (6 semester hours total; choose 6 hours from the following)</i>	
<i>On campus option:</i>	
31-5xx (Preaching course)	3
32-xxx (Pastoral Care course)	3
33-xxx (Christian Education course)	3
32-621 Clinical Pastoral Education (CPE)	6

Process

Local Pastors interested in completing the Advanced Course of Study certificate may apply to Garrett-Evangelical as a graduate student once they have completed the five-year Basic Course of Study program. An online application can be found on [the Admissions page](#).

Once admitted, students will receive information about course registration from the Garrett-Evangelical registrar's office. Information about upcoming course offerings is available on the [Office of the Registrar portal page](#). Students can contact the registrar's office with any questions at 847.866.3905 or registrar@garrett.edu.

Garrett-Evangelical currently offers graduate courses in both English and Spanish that meet the Advanced Course of Study requirements. English-language courses are offered in every term. Two Spanish-language courses are offered every summer in an intensive format.

Academic Policies

Advanced Course of Study students are expected to comply with the academic policies and procedures of Garrett-Evangelical while taking Garrett-Evangelical courses. An electronic version of the Academic Handbook can be found on the [Office of the Registrar portal page](#).

Transcripts for courses completed for the Advanced Course of Study are available from Garrett-Evangelical. (GBHEM is the transcript authority for the five-year Basic program.) Additional information is available on the [Garrett-Evangelical Transcript page](#).

Plagiarism and Academic Integrity

Garrett-Evangelical takes the question of academic integrity and plagiarism very seriously. All incoming students are required to complete an online tutorial designed to help them identify and avoid plagiarism. Garrett-Evangelical makes use of the online plagiarism tutorial developed and hosted by the Indiana University. Incoming students must successfully complete the graduate-level tutorial before the end of their first term. (See the Academic Handbook, Appendix: Plagiarism for additional information)

Additional information and a link to the plagiarism tutorial can be found on the Office of the Registrar [Plagiarism and Academic Integrity page](#).

Resources

Garrett-Evangelical offers several resources designed to support student learning and successful completion of all programs.

The United Library is the academic library of Garrett-Evangelical and Bexley Seabury. The United Library's primary mission is to support your research and learning so that you can prepare yourself to be a highly regarded and bold Christian leader for the church, academy and world. As one of the largest theological libraries in the nation, we hold about 400,000 volumes, subscribe to more than 500 periodicals, and provide access to numerous electronic resources in partnership with the Northwestern University Library. To assist your research the library offers a few different research options as well as assistance with properly citing your resources. Additional information can be found on the [United Library webpage](#).

Dr. Diane Capitani serves as director of the Writing Center. She teaches courses designed to assist students in developing the skills needed for theological research and writing and holds office hours to meet with individual students to help them improve their writing. Contact information and office hours are available on the [Writing Center myGETS page](#).

The Student Proofreaders offer free proofreading to any current Garrett-Evangelical student for required coursework and degree-work (theses, dissertations, mid-point reflections, etc.). They can assist with punctuation, word choices, spelling, basic sentence structure, and citations. To have your paper proofread, please send it to: garrett-proofreaders@googlegroups.com. One of the proofreaders will assist you with your paper. Additional information can be found on the [Proofreaders myGETS page](#).

Tuition and Fees

Tuition is charged for each course based on the number of hours enrolled. Advanced Course of Study students are considered master's level students and are therefore charged at the current master's rate. Current fees can be found on the [Affording Your Education page](#) on the main Garrett-Evangelical website.

Students can pay with a credit card either online through the Garrett-Evangelical myGETS portal or by calling the Garrett-Evangelical cashier (847.866.3917). Payments may also be made by check. Failure to pay before the term begins will result in a business hold. Students who are placed on hold will not be able to take further courses at Garrett-Evangelical and will not receive grades until the hold is cleared.

While Garrett-Evangelical does not provide scholarships for students completing the Advanced Course of Study, the General Board of Higher Education and Ministry has scholarships available for part-time students completing the Advanced Course of Study. Students can complete the United Methodist Studies Scholarship for Part-Time Students Application (Form 116) available from GBHEM or Garrett-Evangelical. The form is submitted to Garrett-Evangelical for confirmation and processing. In addition, many Conferences provide educational funds for candidates attending seminary.

For questions about financial aid, please contact our financial aid office at 847.866.3987.

Housing and Food Service

If students will require housing and/or a meal plan on Garrett-Evangelical's campus, they can contact the office of residential ministries at 847.866.3950.

Students can also find additional information about [housing on the Garrett-Evangelical website](#). Students will need to complete a housing application regardless of which term they will be attending.

For those traveling to Garrett-Evangelical, you can find directions and travel information on our [Directions and Maps page](#).

Contact Information

Garrett-Evangelical Theological Seminary – 847.866.3900 or 800.SEMINARY

General questions about Advanced Course of Study, registration, courses, seminary policies:

Registrar – 847.866.3905 or registrar@garrett.edu

Questions about admissions process or completing an application:

Admissions – 847.866.3945 or getadmitted@garrett.edu

Questions about scholarships and financial aid:

Financial Aid – 847.866.3987 or jason.gill@garrett.edu

To request campus housing during stay or to inquire about a meal plan:

Residential Ministries – 847.866.3950 or katherine.fahey@garrett.edu

Writing assistance:

Writing Center – 847.866.3975 or diane.capitani@garrett.edu

Student Proofreaders – 847.866.3903 or garrett-proofreaders@googlegroups.com