

Garrett-Evangelical Theological Seminary

Course of Study

Program Handbook

School Year 2022

Regional Director

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Coordinator

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This handbook contains the official policies and procedures relating to the Garrett-Evangelical Theological Seminary Regional Course of Study (COS). These policies guide and govern the program.

In addition to this handbook, several documents relate to specific parts of the degree programs and should be consulted, including:

The Academic Handbook contains the official academic policies and procedures for the degree programs offered at Garrett-Evangelical. The most recent version of the handbook is available online (https://mygets.garrett.edu/ICS/Registrar_and_Advising/Academic_and_Program_Handbooks/).

The class schedule, course information, and registration information are available on the **Garrett-Evangelical Course of Study website** (<https://www.garrett.edu/cos>). Student account information is available on **MyGETS** (<https://mygets.garrett.edu/>).

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Purpose

The Garrett-Evangelical Theological Seminary Regional Course of Study exists to support those called by God to minister as Licensed Local Pastors in The United Methodist Church.

Garrett-Evangelical COS and GBHEM

The Garrett-Evangelical COS works in partnership with the General Board of Higher Education and Ministry (GBHEM). The COS curriculum is prescribed by GBHEM's Division of Ordained Ministry, and it includes licensing school and the Basic Five-Year Course of Study consisting of twenty courses. Garrett's COS offers a rotation of these courses as well as licensing school in Spanish. The full list of courses is on the table below.

Licensed Local Pastors in full-time appointments must complete **four courses** each year and part-time local pastors must complete **two courses** each year in order to be eligible for reappointment. The Course of Study School at Garrett-Evangelical offers all 20 courses each year.

Focus	Year One	Year Two	Year Three	Year Four	Year Five
Bible	121: Bible I: Introduction	221: Bible II: Torah & Israel's History	321: Bible III: Gospels	421: Bible IV: Prophets, Psalms & Wisdom Lit	521: Bible V: Acts, Epistles & Revelation
Theology	122: Theological Heritage I: Introduction	222: Theological Heritage II: Early Church	322: Theological Heritage III: Medieval- Reformation	422: Theological Heritage IV: Wesleyan Movement	522: Theology in the Contemporary Church
Congregational Life	123: Formation & Discipleship	223: Worship & Sacraments	323: Congregational Care	423: Mission	523: Evangelism
Pastoral Identity	124: Transformative Leadership	224: Administration & Polity	324: Preaching	424: Ethics	524: Theological Reflection: Practice of Ministry

For more information on the requirements set by GBHEM for COS, please consult the GBHEM website: <http://www.gbhem.org/education/licensing-and-course-study>.

Language Tracks

Garrett-Evangelical COS offers courses in both English and Spanish. English courses are referred to as ECOS (English Course of Study) and Spanish courses are referred to as ECE (Escuela Curso de Estudio). As part of ECE, Garrett-Evangelical hosts the Spanish Licensing School on even-numbered years.

Both ECOS and ECE courses are equivalent in rigor and expectations, following the same requirements established by GBHEM. Garrett-Evangelical COS will provide faculty who are fluent in the appropriate language and who have the academic background needed to teach the courses. Insofar as possible, the seminary will also provide administrative support in the preferred language of the students. However, students should expect that some interaction with the seminary will require using English.

Structure of Garrett COS

Garrett-Evangelical COS offers all of its courses in hybrid (synchronous and asynchronous) sessions. Through May 2022, sessions will remain online due to the Covid Pandemic. Beginning in June 2022, course will resume being both residential and asynchronous. In 2022, there are four English Course of Study and 2 Spanish Course of Study sessions. The dates of the sessions for 2022 are in the tables below.

English Course of Study:

Session/Dates	Synchronous (Spring 5 hours per weekend, Summer and Fall 10 hours per weekend)	Asynchronous (5 hours per week)	Courses
Spring (Online) March 4-19	March 4-5 March 18-19	March 7-11 March 14-17	121, 221, 321, 421, 523
Summer 1 June 10-24	June 10-11	June 13-17 June 20-24	122, 222, 322, 422, 522
Summer 2 July 15-29	July 15-16	July 18-22 July 25-29	123, 223, 323, 423, 521
Fall October 7-21	October 7-8	October 10-14 October 17-21	124, 224, 324, 424, 524

Spanish Course of Study:

Sesiones Fechas	Synchronous (10 horas por semana)	Asynchronous (5 horas por semana)	Cursos	Cierre de Inscripciones
Verano 1 Junio 9-24	Junio 9-11	Junio 13-17 Junio 20-24	Mañana: 121, 321, 521 Tarde: 122, 322, 522	Mayo 6, 2022

Verano 2 Julio 14-29	Julio 14-16	Julio 18-22 Julio 25-29	Mañana: 123, 323, 523 Tarde: 124, 324, 524	Mayo 6, 2022
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Within each of the sessions, the courses will be taught both asynchronously and synchronously. Ten hours will be spent learning asynchronously using course material provided to you by the instructor and ten hours spent synchronously with your instructor and other students.

Asynchronous Learning

The asynchronous learning schedule is determined by the faculty member (see course schedule later in the syllabus). This will include deadlines for activities during each week but cannot require students to log in (in the case of Spring online courses) or be in person at a particular time during the two weeks.

Asynchronous sessions may use a combination of Microsoft Teams and Moodle, both provided by Garrett-Evangelical. These sessions should be clearly linked to the readings, other content materials, and clearly defined forms of accountability/assessment for those materials and focused on making certain students can clearly define, describe, and understand the material. These relate to the knowledge-based learning objectives set by GBHEM.

Assignments designed to assess the knowledge-based GBHEM learning objectives may be connected to the synchronous sessions. Possible assignments might include: short (1-2 page) papers about the readings and shared with the instructor and one another, quizzes about the readings that provide substantial instructor feedback to students, or discussion forums through which the students and faculty interact with each other around specific items in the course texts. The specific learning objective(s) being addressed by each assignment needs to be named in the syllabus.

The most important thing to remember is that the asynchronous sessions are still be interactive! This means that the instructor must construct the five hours/week in a way that allows the instructor and students to interact with each other through assignments and activities. This can be through regular feedback to students on Moodle, emails, or any other means of communicating with students regularly throughout the asynchronous sessions.

Synchronous Learning

English Course of Study

Online:

Fridays: 5:00 p.m. – 6:00 p.m., 6:30 p.m. – 7:30 p.m.

Saturdays: 9:00 a.m. – 10:30 a.m., 11 a.m. – 12:30 p.m.

In Person:

Fridays: 1:00pm – 5:00pm

Saturdays: 9:00am-12:00pm, 1:00pm-4:00pm

Spanish Course of Study:

Morning Courses: Thursday-Friday 8:30am-12:00pm, Saturday 8:30am-11:30am

Afternoon Courses: Thursday-Friday 1:30pm-5:00pm, Saturday 1:00pm-4:00pm

The synchronous sessions will be held via videoconferencing software for the Spring 2022 Session and in person for the Summer 1 and 2 and Fall Sessions. Instructors should structure this time to help students think critically about the material being covered through a combination of lecture, course discussions, and live interactive activities. Since asynchronous sessions will be primarily linked to the reading and other forms of content delivery, the synchronous sessions should be used to help students move to higher levels of thinking in which they integrate, synthesize and evaluate material for application in their ministry settings. These relate to the practice-based learning objectives set by GBHEM.

Assignments designed to assess the practice-based GBHEM learning objectives may be connected to the synchronous sessions. For example, students could be asked to prepare individual or group presentations that they would offer during part of the synchronous sessions. The specific learning objective(s) being addressed by each assignment needs to be named in the syllabus.

Attendance at synchronous sessions is mandatory.

Due to the COVID-19 pandemic, Garrett-Evangelical is offering all of its Spring session courses on line. GBHEM is requiring in person/hybrid courses beginning June 2022.

Technology Requirements

Students at the Garrett-Evangelical COS use a substantial amount of technology for their courses. Minimally, you will receive credentials from the seminary to log into MyGETS (the student portal), Moodle (the primary website where your courses are located), and Microsoft Office 365 (for email as well as access to Word, Excel, PowerPoint, and other applications). To prepare for this, please go to the website and tap the purple banner “Technology Requirements” (<https://www.garrett.edu/cos>). Be sure to keep your login credentials safe and accessible for all these applications.

Garrett-Evangelical has a fully staffed IT Department that can help you with technology difficulties. If you run into problems, please contact them by emailing technology.support@garrett.edu.

Garrett-Evangelical COS Academic Policies

All students are required to abide by the following academic policies, adapted from the Garrett Academic Handbook for the current academic year. The following policies are of particular importance to the successful completion of one’s coursework:

Writing

- **Academic integrity and plagiarism:** All professors are required to respond to all suspected incidents of academic dishonesty, especially plagiarism. Repeated incidents of plagiarism or academic dishonesty may result in dismissal from the COS program. (20-21 Handbook, 12, 78-85)
- **Writing and citations:** The Turabian Manual for Writers and the Chicago Manual of Style footnote/bibliography format provide the standard formats for all courses. Basic information on these formats is available at the Styberg Library website:

<https://mygets.garrett.edu/ICS/icsfs/Formatting_Style_Citation_Guide_081320.pdf?target=0fb24947-668f-4e2a-9d3c-e1475f95bf2e>. (20-21 Handbook, 81, #5)

Attendance and Class Participation

- **Inclusivity/Diversity:** The basic commitments of the seminary to mutual love and searching for the truth in Christ lead to a principle that in the classroom and in course assignments, persons are always to be respected and ideas are to be freely discussed.... All participants in the teaching-learning process have an obligation to honor and respect varying perspectives on relevant issues. (20-21 Handbook, 9-10)
- **Attendance and lateness policies:** A student is expected to attend every class session. Unexcused absences may be cause for loss of credit or dismissal from the school. A student missing twenty percent (20%) or more of the assigned work shall not receive credit for those classes. (2013, GBHEM Administrative Policies of Course of Study for Licensed and Ordained Ministry and Advanced Course of Study, 3)
- Some faculty may limit on the usage of electronic devices such as cell phones during class. At the least, all cell phones should be silenced during the whole of a class session.

Academic Accommodations

- Student accommodations for documented conditions should be developed and requested before the beginning of the semester. See the Accessibility, Special Needs, and Disabilities policy and process set out in the Academic Handbook. Such accommodations are developed in consultation with the Registrar. (20-21 Handbook, 12)
- **Extensions:** For COS students, extensions can only be granted by the professor with approval of the COS Director. Extensions cannot extend beyond four weeks from the final date of the COS course for which the assignment is due.

Registration

Grading

The Grading Scale is set by GBHEM

90-100 = A 80-89 = B 70-79 = C 60-69 = D/No Credit 0-59 = F/No Credit

(2013, GBHEM Administrative Policies of Course of Study for Licensed and Ordained Ministry and Advanced Course of Study, 4)

Your instructors will use letter grades A, B, C, D, or F/No Credit as prescribed by the scale. The COS Office will send official grade reports (for students with no financial holds) to the Division of Ordained Ministry.

Transcripts

Official grade transcripts can only be obtained by contacting the GBHEM COS registrar at cosregistrar@gbhem.org or 615-340-7416. Students may request unofficial grade reports from the Garrett Course of Study Office at cos@garrett.edu. Students are individually responsible for

ensuring that grade reports are then sent to the relevant individuals or boards required by their Annual Conference. An F/No Credit grade will remain on the transcript even if the course is taken again.

Courses Taken at Other COS Schools

Students may take COS courses at schools other than the Garrett-Evangelical COS. Since transcripts are maintained by GBHEM, not by the individual schools, it is the student's responsibility to notify Garrett-Evangelical of all courses taken at other schools. This is the only way that Garrett-Evangelical will have complete registration information for each student and will be able to track their progress to graduation.

Extension Schools

Garrett-Evangelical runs a Regional Course of Study School. It is related to three Extension Course of Study schools: Illinois Great Rivers, Indiana, and Upper Midwest. These schools offer the COS curriculum for Part Time Local Pastors, who may take no more than two courses per year.

Garrett-Evangelical receives and tracks grade information from each of the Extension Schools and coordinates with them about course offerings.

While Full Time Licensed Local Pastors should attend the Garrett-Evangelical Course of Study and Part Time Licensed Local Pastors should attend the Extension Schools, students may take courses from each when course offerings and schedules do not allow for them to stay in their usual school. In this case, students must notify the Directors of both schools to coordinate the sharing of grades and registration information properly.

Admission and Costs

Application for admission is connected to registration for courses. Each time a student registers for courses, the student applies through the online portal at www.garrett.edu/cos.

Registration requires furnishing all appropriate information as well as documentation of appointment as a Licensed Local Pastor and approval from your District Superintendent. All the necessary forms are found as part of the registration process.

Tuition and Fees

1. A non-refundable registration fee of \$50/course is assessed at the time of registration.
2. Basic Course of Study courses cost \$300 per course (or \$350 per course for Non-Local Pastors). You may take up to 4 courses per year.
3. A \$45 activity fee that covers online access is assessed once per session.

Fee Payment

The two methods of payment are: check or credit card. Checks should be made payable to Garrett-Evangelical Theological Seminary and have the student's name and Garrett ID number (if applicable). Payment can also be made by credit card on the electronic application form.

Registration fees and housing deposits (if applicable) are due at the time of registration. Tuition and other fees (student activity fee, housing fees) are due prior to the start of the course. A signed payment commitment from an annual conference or letter from whoever is paying for fees will be accepted. It is the students responsibly to find/ask for the payee's information – address, email address, and phone number.

Please mail all checks to:

Garrett-Evangelical Theological Seminary
Student Financial Services
ATTN: Mary Greenwood
2121 Sheridan Rd.
Evanston, IL 60201

Please include COS, your name and Garrett student ID in the memo line.

Referrals

Current G-ETS COS students may refer new students to the program for a referral incentive of \$25/student. Each student may receive up to \$100 in credit to go towards paying for tuition for the year.

Student Accounts on MyGETS

Students can check their financial account by going to the MyGets online portal (<https://mygets.garrett.edu/ics>). Sign into the portal, then click on the large button with the picture of a calculator on it that is labeled "Student Account." This will allow students to view their account balance and make payments.

Library Access

The Styberg Library has a wide array of services that available to students online. To access these, please go to the Styberg Library website: <http://library.garrett.edu/>. To access a live librarian to chat with electronically during library hours, tap the "Ask a librarian" button at the top of the webpage.

Completing Course of Study

A student completes Course of Study after completing all twenty required courses and after having all holds lifted.

Graduation Ceremony

Students who have completed the basic Course of Study and the Advanced Course of Study are recognized during a special worship service. Family and friends of the graduates are invited to attend.

Seminary Credit

Students who complete the entire Course of Study program at Garrett-Evangelical COS with either an A or B in each class can receive up to 27 hours of credit toward the Master of Divinity (M.Div.) degree program at Garrett-Evangelical Theological Seminary. Students may request a transfer review from the seminary registrar.

Advanced Course of Study

Those who have finished the Basic Course of Study School may choose to enroll in the Advanced Course of Study School at Garrett-Evangelical, where they will take seminary level courses for credit. To do so, students apply for admission as a special student through the Garrett-Evangelical Admissions Office by completing the online Advanced Course of Study Application. If admitted, students register for courses through Garrett-Evangelical's Registrar's Office.

Courses completed for the Advanced Course of Study at Garrett-Evangelical are graduate credits that may be applied towards a Masters program at Garrett-Evangelical. The total prior credit that can be applied to a degree program is up to half of the degree credits (currently up to 40 hours for the MDiv). This includes credit for both Basic and Advanced Course of Study. Please see the seminary registrar for more information.

Other course work may qualify toward the Advanced Course of Study requirements of The United Methodist Church. Questions about qualifications should be directed to the GBHEM COS registrar at cosregistrar@gbhem.org or 615-340-7416.

Governance

Garrett-Evangelical COS operates under the Academic Affairs Department at Garrett-Evangelical, which is overseen by the Academic Dean/Vice President for Academic Affairs.

The Academic Dean/Vice President for Academic Affairs appoints a Director to oversee the operations of COS. The Director will act in accord with the requirements and job description presented in the GBHEM Administrative Policies of Course of Study for Licensed and Ordained Ministry and Advanced Course of Study (pub. 2013, pages 5-6):

The Director of a Regional Course of Study School shall be a United Methodist. The Director shall be a member of the faculty or administrative staff of the sponsoring seminary. The Director of a Regional Course of Study School is recommended by the seminary and approved by the Division of Ordained Ministry.

The director shall be responsible for:

1. registering students, maintaining student and faculty records, reporting grades to the Division on Ministry, and reporting student assessments to the appropriate boards of ordained ministry as required;
2. assuming administrative responsibility for establishing a budget, caring for expenses and insurance, and for ensuring an annual auditing process;
3. selecting and evaluating faculty for the regional school and consulting with extension school directors on the selection and evaluation of extension school faculty;
4. supervising administrative and program staff;
5. supervising special programs such as language tracks, cultural activities or extension schools;
6. consulting with annual conferences and other bodies and oversee the development of proposals for extension schools;
7. developing a collegial community between students and faculty in the school;
8. giving attention to the spiritual life and formation of the Course of Study community;
9. presiding over faculty meetings;
10. drafting and submitting of annual reports to the Division of Ordained Ministry;
11. participating in meetings of the Council of Directors developing curriculum, policies, and budgets for the Division of Ordained Ministry;
12. serving as a liaison with the host seminary;
13. convening and chairing an annual meeting of the board of advisors;
14. ensuring compliance with the administrative and academic policies of the General Board of Higher Education and Ministry and the host seminary.

The Regional School Director shall meet annually with Directors of Extension Schools in his or her region. The meeting shall include but not be limited by the following:

1. Faculty vita review
2. Prior approval of faculty to be used in the extension program
3. Evaluation of the Extension School's program
4. Sharing of syllabi and book lists

Periodic site visits of Extension Schools shall be conducted by the Regional Director and a Division of Ordained Ministry representative to meet with faculty and students in order to assist in the evaluation process.

Regional Board of Advisors

Garrett-Evangelical COS maintains a Board of Advisors, which follows the requirements of the GBHEM Administrative Policies of Course of Study for Licensed and Ordained Ministry and Advanced Course of Study (pub. 2013, page 6):

Each Regional Basic Five-Year Course of Study School shall have a Board of Advisors.

- The Board of Advisors shall be composed of at least one representative from the conference Boards of Ordained Ministry enrolling the majority of students

in the school, the COS Director and a representative from the Division of Ordained Ministry. The COS Director shall convene and chair the Board of Advisors. The Board of Advisors shall also include other administrators, faculty and students.

- The conference representative(s) to the Board of Advisors shall conduct annual site visits to evaluate the effectiveness of the school. Findings may be submitted in writing or presented to a meeting of the board. The board shall meet with the Director at least annually and review the program and needs of the school. The board shall seek to promote support of the school through its constituent boards of ordained ministry. Supplementary financial support for the school may be given through boards of ordained ministry for the sake of maintaining the quality of the educational process.
- The Advisory Board shall consult with the seminary and Division of Ordained Ministry concerning the choice of a new Director whenever a change in that position is appropriate or necessary.

In addition to the required representatives, the Garrett-Evangelical COS shall also include representation from all language tracks offered.

Student Council

There is a Student Council that works with the COS office to provide communication between the COS staff and the students, and which may plan student activities. The Student Council is made up of one representative from each class. The class representatives are usually elected during the first week of the first session each year.

The Student Council is in abeyance for 2021 because of the online modality of COS due to the pandemic.

Scholarships

Garrett-Evangelical COS offers three scholarships per year. These are open for application and are applied to the student's account directly.

Applications are available through the COS office. Please review the scholarships to determine if you are eligible to apply. Students who do not meet the basic eligibility will not be considered.

Raquel Dulzaides Scholarship Fund

The following requirements must be met to apply for this scholarship:

1. The student is enrolled in the Spanish Course of Study (ECE) at Garrett-Evangelical Theological Seminary.
2. Students from the first to the fifth year will be a priority for obtaining the grant.
3. Students in the Advanced Courses will not be a priority with the exception of those who come from another country and have no sufficient resources.

4. Students in the Introductory year (Spanish Licensing School) will not be considered for the scholarship because there is not a guarantee that they will continue with the Course of Study or that they will do so at Garrett.
5. The person is committed to his/her preparation for ministry.
6. The person will use the scholarship wisely.
7. The person's financial situation deserves a scholarship.
8. The person has no support group or available resources.
9. The person comes from another country and has no sufficient resources

A faculty subcommittee elected by the ECE faculty will determine the person(s) to be awarded in collaboration with the ECE Director.

Eugene Chamberlain Endowed Scholarship

The following requirements must be met to apply for this scholarship:

1. Enrolled in the Garrett-Evangelical Escuela Curso de Estudio and have taken at least half of their total coursework to that point in their studies at Garrett-Evangelical.
2. Completed at least the following courses: Introductory Year or License to Pastoral Ministry, First Year, and Second Year. They must be preparing to take Third Year, Fourth Year, or Fifth Year courses. Persons who are graduating from the Basic Escuela Curso de Estudio can also be considered, but they must return to Garrett-Evangelical to take at least one Curso Avanzado in the year following their graduation from the Basic Escuela Curso de Estudio.
3. Maintained a B+ average in ECE.
4. Demonstrated financial need will be a consideration.

Awards will be determined by a committee composed of the ECE Director (or equivalent) and at least one other ECE faculty named by the ECE Director (or equivalent) and will be made within the framework of the financial aid policies of the seminary. Awards will be granted by the end of the annual residential session for the Course of Study and placed on the student account for the following year's studies.

J. Philip Klinger Endowed Scholarship

All persons who have been admitted to Garrett-Evangelical Course of Study are eligible for consideration for aid from this fund.

1. Demonstrated need will be a major consideration.
2. Preference will be given to students from the Indiana area.

Awards will be determined by the Director of the Course of Study.

Sexual Harassment Policy

In accordance with the GBHEM Administrative Policies for Course of Study (pub. 2013, pages 16-18), Garrett-Evangelical Theological Seminary is committed by Christian faith to justice for all persons and will not tolerate any behavior, verbal or physical, by any person associated with the Seminary, which constitutes sexual harassment against any other person associated with the seminary.

The Garrett-Evangelical Sexual Harassment policy, which includes information on how to lodge complaints and how complaints will be addressed is available at:

<https://www.garrett.edu/sites/default/files/assets/AboutUs/Documents/2019-20%20Sexual%20Misconduct%20Policy.pdf>.

Plagiarism

A documented case of academic dishonesty, especially plagiarism, requires a conference with the student, faculty member, and the Course of Study Regional Director. The professor is required to submit any suspected instances. Following the conference, the faculty member and COS Regional Director will determine the appropriate level of grade deduction and required follow-up work from the student. A second instance of documented academic dishonesty may be cause for the student's automatic dismissal from the COS program. See further information about plagiarism below. **Please note that some faculty use plagiarism detection software to assist in checking submitted work.**

To avoid plagiarism, please consult a document developed by the Garrett-Evangelical Writing Center: <https://mygets.garrett.edu/ICS/icsfs/Plagiarism - rev 2016.11.10.pdf?target=6864cf47-fa9a-4570-9054-6070c975db33>

Campus Safety

Garrett-Evangelical takes the safety of everyone on its campus seriously. Our annual campus safety report is available at:

<https://www.garrett.edu/sites/default/files/assets/AboutUs/Documents/2020%20Annual%20Security%20and%20Fire%20Safety%20Report.pdf>