



# Tennessee Academic Catalog 2014-2015

*This catalog is for informational purposes and does not constitute a contract.*

Central Baptist Theological Seminary is accredited by:

The Association of Theological Schools in the United States and Canada  
10 Summit Park Drive  
Pittsburgh, PA 15275-1022  
412-788-6505  
[www.ats.edu](http://www.ats.edu)

The Higher Learning Commission of the North Central Association of Colleges and Schools  
30 N. LaSalle Street, Suite 2400  
Chicago, IL 60602  
1-800-217-7440  
[www.ncahlc.org](http://www.ncahlc.org)

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## A MESSAGE FROM THE INSTUTIONAL DIRECTOR

Welcome to the Central Baptist Theological Seminary Tennessee:

The mission of Central Baptist Theological Seminary is to “prepare women and men to transform churches and communities by educating and forming them as Christian leaders who are biblically knowledgeable, theologically articulate, spiritually healthy, humanly sensitive and professionally competent.” Our center in middle Tennessee embraces this statement and is committed to providing quality graduate theological education for those who lead the churches and faith communities of our area.

We believe that relational and spiritual vitality are important to any Christian community but especially in the formation of Christian ministers. Because of this we seek to provide not only quality instruction, but a healthy, growing community of students and instructors who support and encourage one another.

The center is made possible through the support of the main campus of Central Baptist Theological Seminary located in Shawnee, Kansas, as well as partnerships with Scarritt-Bennett Center, the Tennessee Cooperative Baptist Fellowship, and the Cooperative Baptist Fellowship. We embrace our Baptist heritage but are open to men and women of all backgrounds and denominations who wish to be part of our ecumenical, learning community. Our diversity and experiences enrich one another and the educational process.

We are privileged to walk alongside you as together we seek to “grow in the grace and knowledge of our Lord and Savior Jesus Christ.”

Sally Holt, Ph.D.  
Site Coordinator

## A MESSAGE FROM OUR PRESIDENT



For over a hundred years Central Baptist Theological Seminary has been offering a hospitable place for study for those called to serve Christ and the church. We believe that God has sustained us for the very purpose of equipping women and men for the ministries of preaching, teaching, leading, caring, and serving. We are a Baptist school by affiliation and tradition, yet we welcome those of other denominations in the Body of Christ. We are both ecumenical and evangelical, believing that in seeking to know and love God truly, we are preparing leaders to form the church as a community of grace.

We delight in the variegated tapestry God is weaving at Central: multicultural, diverse, and free. We seek to "receive all as Christ" and by the Spirit to kindle the spiritual gifts each brings to our common calling. We believe that community shapes identity and calling; thus, we seek to allow our shared life in worship (*leitourgia*), service (*diakonia*), and participation (*koinonia*) to form us after the likeness of the Triune God. We seek to be trinitarian in our shared life at Central. We believe that true identity emerges within the context of mutual respect and self-giving, which is essentially the life of God.

Hospitality, which is God’s welcoming nature, marks our life at Central. God’s triune hospitality is expressed

through human community. The Christian doctrine of the Trinity's distinctive affirmation we make among the monotheistic faiths recognizes a divine communion of persons who cooperate undividedly in all their creative, redemptive, and sanctifying work towards the world. The self-giving of the inner life of God, its *perichoresis*, spills over into all creation. The goal is to bring redeemed creatures into the glorious communing life that they themselves share from all eternity. We are invited to join this dance.

We pray that if you are seeking a way to undertake an intentional process of formation for vocational ministry or to deepen your life of faith that you will consider becoming a part of this community. We are seeking God together and welcome your participation.

Faithfully,  
Dr. Molly T. Marshall

## CONTACT INFORMATION

The contact information for the main campus of Central Baptist Theological Seminary is:

6601 Monticello Road  
Shawnee, KS 66226-3513  
913-667-5700 phone  
913-371-8110 fax

The teaching site for Central Baptist Theological Seminary in Tennessee is:

1008 19<sup>th</sup> Avenue South  
Nashville, TN 37212  
816-674-8245 phone  
913-667-5767 fax

## AUTHORIZATION STATEMENT

Central Baptist Theological Seminary is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

## FACILITIES

The teaching site in Nashville, TN is a classroom space located on the Scarritt-Bennett Center. The center provides a beautiful setting for classwork, study, and reflection. Students may also reserve lodging and meals with Scarritt-Bennett Center for overnight stays. The center is located next to Vanderbilt University and provides easy access to nearby shopping and restaurants.

The center is fitted with wireless internet access. Students are encouraged to bring their laptop computers and other technological devices to contribute to the learning environment.

## MISSION

*“Central prepares women and men for seeking God, shaping church and serving humanity.”*

Central is committed to serving the whole community of faith, which includes persons preparing for vocational ministry as well as those who desire to deepen their understanding of service to Christ in a variety of lay ministries in church and society. As a seminary, we seek to honor diversity of giftedness and callings.

While Central prepares women and men for ministry, we realize that Christian ministry is always linked to congregational life. The seminary prepares the men and women recommended to us by churches, and Central offers back to Christ's church ministers who have been formed by the intentional practices of theological education, study, worship, prayer, hospitality and faithful companionship. This education is practice-oriented, contextual, and reflexive.

The church is an essential partner with the seminary in the work of formation for ministry. Not only do we rely on the church to be the instrument of God in calling out seminarians, but the seminary depends upon congregations to offer ministry contexts in which learners practice their vocation and continue to be formed spiritually. Thus the work and mission of the seminary is inexorably linked to that of the church. Pressing needs for theological education demand that we strengthen our partnership with the church.

As we look to enhance and deepen this vital partnership with the church, Central is researching new and unique ways to make theological education more accessible. Rather than requiring learners to come to the campus in Shawnee, Kansas, for their ministry preparation, Central is now offering classes toward degree and certificate programs at selected sites that can draw a cohort of learners.

Central Baptist Theological Seminary is indeed a Teaching Church Seminary. It is a model built on the mission of the apostles: theological education that is more itinerant with a mobile curriculum. Churches are significant partners in this contextual teaching.

## **AFFILIATION**

Central is a professional graduate school of theology affiliated with the American Baptist Churches U.S.A. and in full support of the Cooperative Baptist Fellowship. The seminary's Institutional Support Program (ISP) allows a close and supportive relationship with the ABC regions.

Churches affiliated with the Cooperative Baptist Fellowship also serve as vital partners in ministry with Central Seminary, providing scholarship support and ministerial placements for some Central students and graduates. In addition, Central Seminary receives support from churches of many other denominations across the United States.

Central Baptist Theological Seminary provides overseas learning programs. Students can spend a semester at Spurgeon's College in London or travel to Southeast Asia for mission experiences or study intensives.

## **HISTORY**

Begun as the dream of Reverend E. B. Meredith, missionary secretary for the then Kansas State Convention, Central Seminary has educated faithful leaders for ministry in the church and the world.

Founded in 1901, Central Baptist Theological Seminary recognized and responded to the need for a distinctively Baptist school to train leaders for Christian work throughout the world and especially

throughout the Midwestern part of the United States. This fervent conviction of the unique and necessary role the seminary should play in the education of church leadership among Baptists has continued for over 100 years.

In response to regional requests for more educational opportunities for pastors and persons preparing for ministry leadership, Central has been extending its offerings outside of the Kansas City area. New sites have been established and online courses made available.

Central Baptist Theological Seminary stands within the Free Church tradition embracing devotion to the redemptive gospel, the evangelistic mission of the Church, and the spirit of intellectual inquiry which encourages open-mindedness to the best insights of biblical and theological studies. The Central community strives to be ecumenical and evangelical. To these commitments, Central Seminary adds vital concern for the continual application of Christian perspectives to the societal and systemic crises confronting our often chaotic and ever-changing world.

Central is committed to a strong emphasis on the classical disciplines of biblical, theological, historical, and ethical studies.

## **SPIRITUAL LIFE**

Spiritual formation is the continuing work of God's Spirit in the life of a believer in the context of Christian community. As Christ is formed within, each Christian is equipped and empowered to fulfill God's call to ministry (*diakonia*), to worship (*leitourgia*) and to participate in community (*koinonia*) which builds up the whole Body of Christ. Spiritual formation is also the task of each Christian and involves a continuing discipleship expressed in those disciplines that encourage personal growth and wholeness, leading to maturity in Christ. Theological education encourages personal transformation.

Because of its importance to the ministry, spiritual formation is the central goal of the seminary community. Added to the daily disciplines of individual study and prayer, regular chapel, table fellowship, and mission experiences are built into the curriculum and extracurricular activities through which persons are formed for ministry.

## **COMMUNITY LIFE**

Students, faculty, and administrators work together on task groups that devise and carry out seminary procedures. Student representatives attend board meetings and some faculty meetings. Campus activities provide opportunities to share experiences and concerns, offer support, and enhance the community life.

Central Student Ministries (CSM), the association of students at Central Seminary, plays an important role in the life of the Seminary. CSM fills its various leadership positions from among the student body and seeks to empower students for service within the immediate and external seminary communities. CSM offers students the chance to dialogue and maintain lines of communication within the seminary community during regularly scheduled meetings, dinners, and support groups. Community meals provide an opportunity for the seminary community to come together around the table. Different groups, such as Women in Ministry and Minority Student Fellowship, provide support and ministry opportunities for members of the seminary community.

Chapels and other times of worship and prayer are scheduled regularly during the academic year. These gatherings provide the seminary community a forum for expressing itself in a variety of worship styles that reflect the rich ecumenical diversity of the student body, faculty, and staff. In Tennessee, students experience worship during their scheduled class meetings.

Various events, including picnics and holiday parties, sponsored by CSM and the Community Life Task Group enhance community fellowship for the Central Seminary community.

## **ADMISSION POLICIES AND PROCEDURES**

### **Preparation for Seminary Study**

The best preparation for theological education is a baccalaureate degree that includes a liberal arts background. Incoming students will find a variety of courses in the humanities, social sciences, and natural sciences to be helpful for seminary preparation, including courses that are reading and writing intensive and cover non-Western and Western culture.

As an integral part of their undergraduate education, students must have proficiency in reading, the use of written and spoken English, and critical thinking. If the seminary discovers that a student lacks sufficient preparation, skills, or understanding in any area, it reserves the right to require additional work before or after admission.

Students should be mentally and emotionally healthy. If assessment of mental or emotional health is deemed necessary by the seminary, applicants may be required to undergo assessment as directed by the seminary.

### **Requirements for Admission**

For the Nashville, TN site, prospective students seeking the M.Div. degree need to have earned a baccalaureate degree or its equivalent from an institution of higher education that is recognized by the Commission on Recognition of Postsecondary Accreditation as an accredited institution of postsecondary education. Normally, a grade point average of 2.3 (C+) or higher on a 4.0 scale is required.

Applicants to the Diploma in Theological Studies program must have a high school diploma or its equivalent. As the Diploma program is for mature persons well beyond the traditional college age, approved applicants are normally a minimum of 35 years old.

A limited number of students meeting specific criteria may be admitted to the M.Div. degree program without an earned baccalaureate degree or its equivalent. Admission to the Diploma in Theological Studies does not require an earned baccalaureate degree.

Each applicant for the Master of Divinity (M.Div.) degree program and the Diploma in Theological Studies program must submit to the Office of Enrollment Services the following items:

- 1) Application for Admission (print or online)
- 2) Official academic transcripts of all undergraduate and graduate work (even if a degree was not earned)

- 3) Three character references - at least one for a pastor, denominational official, or pastoral mentor
- 4) The Church/Denominational Endorsement Form
- 5) Four page spiritual autobiography (parts explained on the application form)
- 6) Ministry License or Certificate of Ordination (if applicable)
- 7) Application Fee - \$50 (non-refundable)

To expedite review of applications, the following deadlines are provided for submission of application materials.

Fall Semester - First Friday in August

January - First Friday in December

Spring Semester - First Friday in January

Summer - First Friday in May

Students must fulfill all requirements for registration and arrange for payment of fees and other financial obligations before matriculation. Students must acknowledge their acceptance of admission by signing the acceptance of admission form and any other required forms before registration is possible. Admitted students who fail to matriculate within two years of admission must re-apply.

## Probationary Admission

The Admission Committee may admit students on probationary status. The Dean may remove probationary status after the student achieves goals outlined by the Admission Committee. Students on probation are not eligible for seminary scholarships or federal loans.

Normally, an undergraduate cumulative grade point below 2.3 (4.0 scale) or 1.8 (3.0 scale) requires admission on academic probation for 21 hours. During those 21 hours, the student must achieve at least a 2.0 grade point in all graduate level courses. If the student demonstrates marked competency at the graduate level by accruing a grade point average of 3.3 or better, the Dean may remove the probation after 9 academic hours.

A limited number of students from undergraduate institutions not accredited by the Council on Postsecondary Accreditation may be granted admission on academic probation for 21 academic hours. If the student demonstrates marked competency at the graduate level accruing a grade point average of 3.3 or better, the Dean may remove probation after 9 academic hours.

## International Students

An international applicant must meet all the requirements for admission, including, but not limited to:

- 1) International Student Application for Admission
- 2) Affidavit of Financial Support showing how a student will pay for his/her education – Attach letter(s) of support from all persons and organizations that pledge support.
- 3) Official transcripts from all educational institutions attended after high school (undergraduate and graduate work)
- 4) Three letters of recommendation (one from a denominational leader or church official)
- 5) Typed four-page spiritual autobiography
- 6) Test of English as a Foreign Language (TOEFL) - If an International student's language skills are not adequate, she/he may be required to complete successfully an English as a Second Language (ESL) course.
- 7) Copies of license to preach or certificate of ordination (if applicable)

If an international student is admitted to Central, the student will need to deposit a designated amount of money into a seminary account that the student can use to pay tuition and fees. International students attending on an F-1 visa are allowed to work no more than 20 hours per week on campus. The remainder of support to pay for school and living expenses must come from personal funds or sponsors. **Please note: the seminary does not have full scholarships or campus housing for international students.** Housing, transportation, and medical insurance will need to be arranged prior to coming to the United States. Central will only issue an I-20 form when an international student has been admitted, met all financial conditions, and made all arrangements.

An international student who is unable to meet his/her financial obligations to the seminary may be denied matriculation. During his/her first and second semester, an international student's course load may be limited to 9 semester hours, at the discretion of the Dean.

## Special Students

A special student at Central Baptist Theological Seminary is one who has completed a baccalaureate degree, is non-degree seeking, and wishes to take courses for graduate level academic credit. A completed application for special student status includes:

- 1) Special student application form
- 2) Official transcripts of undergraduate and graduate work
- 3) Personal statement outlining the reason(s) for requesting special student status
- 4) Other information as requested by the Admission Committee

Special students may apply up to 21 credit hours toward a degree program. Admission as a special student does not guarantee admission to an academic degree program at Central. Students must re-apply to enter a degree program. Those admitted on special student status are not eligible for seminary scholarships or federal loans.

## **Transfer Students**

Students transferring from other theological schools accredited by the Association of Theological Schools (ATS) must meet regular admission requirements.

Students transferring into the M.Div. degree program must complete at least 25 credit hours as a resident student at Central Seminary. Only courses offered at a degree granting site of Central count toward a student's residency requirement. Exceptions to this policy must have approval from the faculty.

## **Transfer Credits**

Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Accreditation of schools does not guarantee transferability. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

Transferring credits into a Central Baptist Theological Seminary academic program is at the discretion of the seminary. Only graduate level courses completed with a grade of C or higher will be considered for transfer credit. To transfer courses, the prospective student must provide an extensive course description or syllabus to the registrar's office. A nonrefundable fee of \$25 will be assessed to a prospective student to evaluate the transcript. If the prospective student applies to Central, is admitted, and registers for classes, the \$25 fee will be credited to his/her account. If the transfer credit evaluation is completed after the admission process, then no additional fee will be charged.

Approved transfer credits will be placed on a student's transcript after the completion of 9 credit hours at Central Seminary.

A transfer credit evaluation does not guarantee admission. Students from other ATS-accredited theological schools applying for the Master of Divinity must meet regular admission requirements.

## **Transferability of Credits**

Central Baptist Theological Seminary is a special purpose institution. That purpose is the preparation of women and men to transform churches and communities by educating and forming them as Christian leaders who are biblically knowledgeable, theologically articulate, spiritually healthy, humanly sensitive and professionally competent. This purpose does not include preparing students for further college study. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is

solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

## **Veterans**

Central Baptist Theological Seminary does participate with the Department of Veteran Affairs in providing educational benefits to Veterans and cooperates with the Armed Forces to provide Tuition Assistance to persons in active service.

It is the responsibility of each student to check their eligibility for benefits. Veterans must apply to the Veterans Administration for approval of benefits and provide a copy of the notice of approval to the school. Active duty members should ensure they are approved for educational benefits prior to enrollment certification.

The Registrar's office completes certification of enrollment to receive benefits.

## **ACADEMIC POLICIES AND PROCEDURES**

### **Academic Year**

Central's academic year begins June 1 and concludes May 31. For internal scholarship purposes, January credit hours are counted as part of the Spring Semester course load and Summer credit hours as part of the Fall Semester course load.

### **Course Schedules**

Courses taught in Nashville, TN during the fall and spring semesters will be intensives that meet over four weekends through the length of the semester. January and summer courses can be scheduled as weekend or one week intensives. Students taking classes in TN will also be able to register for internet-based courses.

Students are notified through their seminary email account when course schedules are available through the seminary website ([www.cbts.edu](http://www.cbts.edu)).

### **Textbooks**

Every course through Central will have required reading from assigned texts. The seminary does not have a bookstore in Nashville, TN. Students will need to purchase course texts through a local bookstore or an online retailer. Students should order their textbooks at least one month before the first class meeting to allow adequate time for delivery and reading.

Cokesbury.com provides textbook services for Central students. Students may go to the Cokesbury website to purchase books which will be shipped directly from Cokesbury. The Cokesbury Bookstores in the metro area also stock Central textbooks.

Students also may choose to use one of the many online retailers to order textbooks. A link to various textbook purchasing options is available on the seminary website ([www.cbts.edu](http://www.cbts.edu)) under "Academics."

Textbook lists can be found on Populi (<http://cbts.populiweb.com>), the seminary's online academic database, or in provided syllabi.

### **New Student Workshop**

Central Baptist Theological Seminary offers a new student workshop at the beginning of each school year and expects participation by new students. Topics covered are academic policies, plagiarism, library resources, theological writing and research. Additional fees apply. (See Tuition and Fees)

New students will need to register for the workshop when registering for their initial fall courses. Students beginning in the spring semester should meet with their academic advisor to address their questions and would benefit from participating in the workshop in the subsequent fall term. Inquiries concerning orientation at Central Seminary may be addressed to the Office of Enrollment Services.

## **Student Assessment**

Assessment is a critical tool in the continual development of Central's educational offerings. Central uses a system of assessment called LiveText ([www.livetext.com](http://www.livetext.com)) to collect and analyze assessment data. Students will be required in certain classes to submit assignments into the LiveText database for use in assessment. Professors will inform students when a document should be submitted in LiveText. Access to LiveText accounts will be provided at the time a new student matriculates. The data is only for the use of Central's faculty and administration in evaluating the effectiveness of the seminary's degree programs.

To help form Christian leaders who are spiritually healthy and humanly sensitive, Central Baptist Theological Seminary requires vocational assessment for all M.Div. students. Assessment normally includes evaluative instruments coordinated through the course, Formation for Christian Ministry (CS501). Additional fees apply. (See Tuition and Fees)

An assessment report of a student may be requested by the Dean, who may provide the assessment report to the student's faculty advisor and any other faculty member with a legitimate educational interest.

The seminary does employ a Counselor and Student Assessment Coordinator who is available to students. Students should contact the Counselor directly and set up a meeting. The Counselor's services are free for the first few sessions.

Central Baptist Theological Seminary may require a student to complete additional assessment(s) or follow-up to clarify and initiate educational and spiritual development. Students are responsible for costs associated with assessments.

## **Faculty Advisors**

All degree and diploma students will be assigned a faculty advisor. Students are encouraged to interact regularly with their faculty advisors to plan their academic program, complete the Senior Chapel requirement (M.Div. and diploma), and reflect on academic and vocational development. Student under Special Status will be advised by the Registrar's Office.

## **Satisfactory Academic Progress**

Students who maintain a 2.0 or higher GPA and keep their enrollment current are defined as making satisfactory academic progress. (NOTE: Students receiving federal loan money should consult.)

## **Receiving Grades**

Students receive their grades through POPULI (<http://cbts.populiweb.com>), Central's web-based academic records system. In POPULI, students can print grade reports, unofficial transcripts, and review their degree progress.

When professors provide course grades to the Registrar's office, the grade is recorded in POPULI and immediately available to the student.

## Course Registration

Registration is the act of submitting via paper form or online form the list of courses a student intends to take in a given term. The seminary business office bills tuition and fees according to the completed registration form.

The official date of registration is defined as the date the Registrar receives the registration form or the date registration is completed through the online student information system. The official date of any change to the initial registration is defined as the date the Registrar receives the change in registration form or the date the change of registration is completed through the online student information system.

It is the student's responsibility to verify that the Registrar has received the student's registration and any changes to their registration. Students may contact the Registrar or the online student information system to verify registration.

Students must register for classes before each semester through the Office of the Registrar. Students are strongly encouraged to meet with their academic advisor as part of their registration process to discuss a plan for program completion.

New students may register after all application requirements have been met and admission has been approved by the Admission Committee.

The registration process includes the completion of financial arrangements with the Business Office.

Students with an outstanding tuition bill from previous semesters will not be allowed to register.

## Course Changes

All class changes must be processed through the Registrar's Office. Course changes require the proper forms be completed and signed by the student, Registrar, and if necessary the professor. The Business Office, academic advisor, and course professor will be notified of any course changes.

## Adding Courses

After completing registration, a student may add classes to their registration under the following guidelines.

One Week Intensives	at least 30 days prior to first class meeting
Weekend Intensives	at least 14 days prior to first class meeting
Weekly Classes	prior to second class meeting
Online Classes	prior to official start date of class

Financial Considerations – Students adding a class will not be subject to any extra fees. The tuition cost will be the same per credit hour rate as any other course in their program.

Specific forms for officially adding courses must be completed and submitted to the Registrar's office.

## Dropping Courses

Dropped classes do not affect GPA and do not appear on a student's academic record. After completing registration, a student may drop classes from their registration under the following guidelines.

One Week Intensives	prior to first class meeting
Weekend Intensives	prior to first class meeting
Weekly Classes	prior to second class meeting
Online Classes	prior to start of second week of classes

Financial Considerations – Students dropping a class are subject to a \$50 fee per dropped class. Students are refunded any tuition paid for dropped classes, minus the drop fee. If the drop deadlines have passed, the must adhere to guidelines for class withdrawal. Regular semester fees are non-refundable.

A student cannot assume that a class is dropped simply by not attending. Specific forms for officially dropping courses must be completed and submitted to the Registrar's office.

## Withdraw from a Course

Students may withdraw from registered classes anytime beyond the drop period until the last day of the class. Withdrawals do not affect GPA but do appear on a student's academic record. Withdrawals will be processed using the following guidelines.

<i>Format</i>	<i>Record</i>	<i>Timeframe</i>
One Week Intensives	W	After first class meeting until 50 percent of class
	WP or WF	50 percent of class until last class meeting
Weekend Intensives	W	After first class meeting until 50 percent of class
	WP or WF	50 percent of class until last class meeting
Weekly Classes	W	After second class meeting until 50 percent of class
	WP or WF	50 percent of class until last class meeting
Online Classes	W	After second week of class until 50 percent of class
	WP or WF	50 percent of class until last class meeting

When the 50 percent mark has been reached for a class, the professor will decide if a WP (Withdraw Passing) or WF (Withdraw Failing) is merited.

The Registrar will calculate the amount of contact hours accumulated prior to the official withdrawal date. The business office will pro-rate tuition owed to the school based on the contact hour calculation tabulated by the Registrar's office.

Any class withdrawal occurring after 50 percent will not be eligible for any refunds or adjustments.

## Withdraw from School

A student cannot assume that they have withdrawn from school simply by not attending. Specific forms for official withdraw from school must be completed and submitted to the Registrar's office.

Students are strongly encouraged to talk with course professors and their academic advisor prior to a withdrawal.

Withdrawal from all classes at Central Seminary is processed through the Registrar and Dean's office.

The student's course professor and academic advisor will be notified of the withdrawal. Policies regarding grades

for dropped courses as part of the student's withdraw from school will still apply.

## **Changing Credit Status for Courses**

Changing from non-credit to credit status or from credit to non-credit must be done through the Registrar's office before the second class meeting. In order to change from non-credit to credit status for a course, students must be admitted currently to a degree program.

## **Registering for Classes at Other Schools**

Courses taken at other schools while still enrolled at Central will go through the transfer credit evaluation process if the student would like the course to transfer into their academic program. Students are encouraged to have such classes evaluated prior to taking the class.

Students will need to contact the other school to learn about admission and registration requirements.

## **Class Attendance and Participation**

Students are expected to attend all classes. Class attendance/participation is integral part of academic success at Central and a part of course grading.

A student may not miss more than 20% of a course's total contact hours and expect to pass. When a student misses a class, they should contact the professor prior to the class meeting. However, a student who is absent frequently cannot expect to earn the highest grades.

Normally, classes will not meet during special services, such as convocation. Any other dismissal will be at the discretion of the professor. Attendance at lectureships is often incorporated into class requirements.

## **Participation in Internet-Based Courses**

Participation in course synchronous class meetings, discussion boards, group projects, and other required online group activities is necessary in order to pass this course.

Central Seminary has attendance requirements for all classes, including those offered online. In a face-to-face class a student who misses more than 20% of a course's contact hours fails the class. The same principle is true for online courses. Our online classroom environment, MOODLE (<http://moodle.cbts.edu>), automatically monitors when you participate, how much you participate, and whether or not you have participated at all in an online assignment. Deciding not to participate in such exercises is not an option.

While it is possible occasionally to miss a group participation activity and still pass the course, failing to participate in more than 20% will result in automatic failure. This means that you must participate, and you must do so on a regular basis.

## **Directed and Independent Studies**

Directed and independent studies are privileges extended by the seminary to Master of Divinity students with special interests or under extenuating circumstances. Directed Studies are for courses listed in the academic catalog, and Independent Studies are for courses not listed in the catalog.

Students who maintain a "B" average may request as many as 9 semester hours of directed study and/or independent study. Additional fees apply (see Tuition & Fees section).

Students will need to complete the Directed Study/Independent Study Request Form (can be obtained from the Registrar) and submit the form to the Dean's office. If the request is approved, the student will follow the syllabus for the course as directed by the assigned faculty member.

The Directed study option should be requested only after all other possible avenues for attending the course have been exhausted. Even then, there is no guarantee that the request will be granted. Doing so is at the discretion of the faculty and is dependent on their willingness and availability to take on this significant and additional teaching responsibility. Directed studies are noted on the registration form and transcript with a "D" after the course number.

Independent studies provide opportunity for highly motivated students interested in pursuing a specific area of learning. The direction of the study is to be developed by the student in consultation with a faculty member who agrees to take on this responsibility. The number of credit hours (one to three) will be assigned to the independent study by the professor. Independent studies are noted on the registration form and transcript with the letters indicating the discipline, followed by the number 599. Like directed studies, independent studies are granted at the discretion of the Dean's Office.

### **Interrupted Status**

Students who matriculate but then interrupt their studies for five or more consecutive years must reapply to the seminary. Students whose programs are interrupted by an absence of two years or more will incur the obligation of meeting the requirements printed in the current catalog at the time they reenter, including changes in degree requirements.

### **Uninterrupted Status**

Students whose program of study continues more than five years are required to meet the degree requirements printed in the current catalog on the fifth anniversary of their entrance to the seminary, which includes any changes in degree requirements.

### **Classification of Students**

A full-time student is one who carries 9 or more credit hours in a semester.

A part-time student is one who carries fewer than 9 credit hours in a semester.

### **Completion of Degree Work**

M.Div. students are encouraged to complete their degree requirements in four years. Diploma students are encouraged to complete their program in three years. All work for degrees at Central Baptist Theological Seminary is to be completed within eight years. Any extension beyond this time requires faculty approval.

### **Earning a Second Degree**

Students who wish to complete a Master of Arts and a Master of Divinity degree must complete a total of 99 credit hours. IMPORTANT: Master of Arts degrees can only be earned at the seminary campus in Shawnee, KS.

### **System of Grading**

Central Seminary operates on a 4.0 grade point scale:

(A)	4.0 grade points
(A-)	3.7 grade points
(B+)	3.3 grade points
(B)	3.0 grade points
(B-)	2.7 grade points
(C+)	2.3 grade points
(C)	2.0 grade points
(C-)	1.7 grade points
(D+)	1.3 grade points
(D)	1.0 grade points
(D-)	0.7 grade points
(F)	0.0 grade points

A student's grade point average (GPA) is calculated as follows: Total Grade points divided by Total Credits Earned (not including courses graded Satisfactory/Unsatisfactory)

Other items concerning grading at Central are as follows:

- 1) A cumulative grade point average (GPA) of 2.0 (C) is required for graduation.
- 2) If a student's GPA drops below 2.0, they will be placed on Academic Probation.
- 3) Classes that are graded "P" (Pass) or "F" (Fail) do not count toward a student's GPA. (Students should consult their individual curriculum to learn which classes are Pass/Fail.
- 4) Cross-registration courses will receive a letter grade and count toward a student's grade point average. Cross-registration classes with a grade lower than a "C" will not count toward degree completion.
- 5) Grades for transfer credits are not recorded on Central's transcripts, nor are they figured in the grade point average. Only Central courses and cross-registration courses are calculated into the cumulative GPA.
- 6) All course work should be completed during the semester in which the student is to receive credit. Under extenuating circumstances, a student may apply for an "Incomplete." Incomplete forms are available from the Registrar. The student and professor will enter into and sign the incomplete agreement by the last day of the semester. This contract between the student and professor then allows for an extension of time, not to exceed six weeks, during which the student must complete the regular requirements for the course. When the work has been completed within the six week extension, the Registrar will record the grade. If work is not completed within the six weeks, the professor will determine the grade at that time.
- 7) When a student's transcript is sent from Central Seminary during a semester in which the student is involved in course work, an "IP" (in progress) notation will be recorded next to all courses in which work is not yet completed.
- 8) A student may retake a course to make a better grade. The improved grade will replace the lower grade in GPA calculation. The lower grade will remain on the transcript, but it will not figure into the GPA. Normal tuition and fees apply.

### **Study Programs outside the United States**

Normally, a student must have satisfactorily completed, with an average grade of B+ or better, half of the M.Div. degree to be eligible for overseas study programs. Living and studying outside the United States will allow Central Seminary students an opportunity to broaden their cultural and educational backgrounds. Persons interested in a study abroad program must begin the application process at least six months prior to departure.

Typically, the study program is to be done in one semester. Students will pay Central's tuition and fee rates. Central students will work with their faculty advisor and the Dean. Exchange students coming to Central will work with a faculty advisor. Other particulars concerning study abroad programs are available from the Office of Enrollment Services.

## **Technology Requirement**

Central Baptist Theological Seminary recognizes the importance of information technology and its impact on teaching/learning and seeks to provide access to technology critical to a successful education. Central's computer resources are provided for academic purposes and may not be used for commercial endeavors or illegal activities.

To participate in the seminary's academic life, each student is expected to have and maintain basic word processing skills and access to a high speed internet connection. A student's computer should meet the following general hardware and software requirements:

- 1) A good quality, up-to-date computer
- 2) Up-to-date operating system
- 3) Up-to-date anti-virus protection
- 4) Up-to-date office document software (ex. Microsoft Office or OpenOffice)
- 5) Adobe PDF Reader
- 6) A web browser (Mozilla Firefox recommended)

## **Student Email Accounts**

Every student will be assigned a Central Baptist Theological Seminary email address and are expected to use this email address when submitting assignments and communicating with faculty and staff.

Email addresses and passwords are provided to students after matriculation. For questions concerning email accounts, contact the Office of Enrollment Services.

## **Probation**

**Academic** - Students whose grade point average falls below 2.0 (C) will be placed on academic probation. They will have 9 semester hours to lift their GPA to that level. If they fail to do so, they may be denied matriculation or dismissed from the seminary. If dismissed from the seminary, the students will be notified by letter indicating if they are able to seek re-admission at a future date.

**Moral** - Conduct inappropriate for a seminarian may result in the faculty taking probationary action. Whenever this becomes necessary, the reason(s) will be fully explained to the student. At the end of one semester, the faculty will review the probation and may choose to remove the probation, extend the probation (no more than two consecutive semesters), or dismiss the student from the seminary.

**Financial** - Students may be placed on probation for failing to meet financial obligations to the seminary. Students on probation are not eligible for any financial aid or scholarships until their probationary status is removed by the Dean.

## **Dismissal**

In extreme cases of academic or moral concern, the Faculty Senate may vote to dismiss a student from the

seminary. In such cases, the student will be notified prior to the vote and be given a chance to address the issue(s) that have led to the vote. Students will be notified via letter of the faculty decision and if they are able to seek re-admission at a future date.

## **Re-Admission**

Students that are able to seek re-admission must wait the period indicated in their dismissal letter. Readmission will require a new application to an academic program along with a letter indicating their academic or moral progress since the dismissal and any other documentation required by the faculty. Re-admission will be a vote of the Faculty Senate.

## **Student Records**

Central Baptist Theological Seminary maintains various records concerning students to document their academic progress. In order to preserve students' rights to privacy, as well as to conform to federal law, the seminary has established certain policies and procedures to govern the handling of student records.

Educational records of students are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended (also known as FERPA or the Buckley Amendment).

Student records are confidential. A student has the right of access to their educational records. Only those faculty, administrators, and employees of Central Baptist Theological Seminary having legitimate educational interest in the student's records or personnel from accrediting organizations and government authorized studies are permitted access. With the exception of the above mentioned persons, confidential educational records will not be released without the written consent of the student involved.

A student may inspect their educational record and may challenge the accuracy of the record or the need for its retention. Students may waive their right to review in the case of letters of recommendation. The character reference waiver policy offers students an opportunity to waive their right of inspection, but does not require any student to do so. Character references of admitted students may be destroyed.

Student academic records are maintained by the Registrar's office. Files of students who withdraw before completion of their program as well as records of graduates are retained for five years after the date of last transcript activity. Files are then destroyed. Only the transcript will be kept.

The following information is considered to be directory information (information that is generally not considered harmful or an invasion of privacy if disclosed by Central): student's name, address, telephone number, e-mail address, spouse's name, previous schools attended, photograph, degree plan, dates of attendance, part-time or full-time status.

## **Grievances**

Students who have grievances regarding a course should communicate their concerns to the course professor first. If the grievance is not resolved, students taking courses in TN should communicate their grievance in writing to the TN Institutional Director (Dr. Sally Holt, 1008 19<sup>th</sup> Avenue South, Nashville, TN 37212, 816-674-8245, [sholt@cbts.edu](mailto:sholt@cbts.edu)) for resolution. If necessary, the Site Administrator will consult with the Dean's office for further discussion and resolution.

Complaints concerning other students outside of class should be submitted in writing to the Site Administrator. (Dr. Sally Holt, 1008 19<sup>th</sup> Avenue South, Nashville, TN 37212, 816-674-8245, [sholt@cbts.edu](mailto:sholt@cbts.edu)) If necessary, the Site Administrator will consult with the Dean's office. The written complaint will initiate discussion, mediation, and hopefully a satisfactory resolution.

Complaints concerning the Institutional Director should be submitted in writing to the Dean's office on the Shawnee, KS campus.

Further detailed information regarding the grievance procedures can be found in the Student Handbook, available online. ([www.cbts.edu](http://www.cbts.edu))

If a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0830, 615-741-5293.

## **Job Placement**

Central Baptist Theological Seminary does not have a job placement office. Students are encouraged to be in communication with their denominational agency or church body regarding their preparation for ministry, path for ordination, and their need for placement after degree completion.

While many students start their seminary education with a ministry placement, other students are looking for temporary placement during their studies. When the seminary receives notice of ministry openings, an announcement of the opening will be sent to students via email.

Students should be aware that a ministry field education placement will be required as part of their coursework in MP502/402 and MP503/403. Field education placement will be coordinated and approved by the course professor and will include a mentor.

## **ACADEMIC PROGRAMS**

Academic programs for students taking courses in Tennessee include the Master of Divinity degree and the Diploma in Theological Studies.

### **Graduation Requirements**

To graduate, M.Div. students must:

- 1) Complete all curriculum requirements for the degree program
- 2) Maintain a cumulative grade point average of 2.0 (C) or higher
- 3) Complete at least 25 credit hours in residence for the M.Div. program
- 4) M.Div. students lead the seminary community in Chapel at least once during their final year
- 5) Pay all financial obligations, including graduation fees and library fines
- 6) Complete any other requirements or assessments designated by the Administration, Faculty, or Board

To graduate, diploma students must:

- 1) Complete all curriculum requirements for the diploma program
- 2) Maintain a cumulative grade point average of 2.0 (C) or higher
- 3) Lead the seminary community in chapel worship during their final year
- 4) Pay all financial obligations, including graduation fees and library fines
- 5) Complete any other requirements or assessment designated by the Administration, Faculty, or Board

## **MASTER OF DIVINITY DEGREE**

### **Goal**

The Master of Divinity is a vocational ministry training degree that unites classical studies oriented toward theological and spiritual formation together with training intended to assist in developing applied ministry skills.

### **Learning Outcomes**

Three major learning outcomes are associated with the goal of theological and spiritual formation:

- 1) become theologically articulate,
- 2) gain the basics of biblical knowledge needed for ministry, and
- 3) demonstrate practices indicative of spiritual health.

Two major learning outcomes are associated with applied ministry skills:

- 1) develop qualities conducive to being humanly sensitive and
- 2) attain essential professional competencies for ministry.

### **Master of Divinity Degree Suggested Order of Study**

The Master of Divinity degree requires the successful completion of 75 credit hours. Students can complete the M.Div. degree in four years with full-time study. To assist students, the faculty has prepared a suggested order of study that begins with Biblical Studies, Spiritual Formation, Christian Heritage, and Theology followed by Proclamation, Pastoral Theology, Ethics, and Ministry Praxis. Students should consult with their Faculty Advisor to develop a plan of study.

### **Cost**

The total cost of the Master of Divinity degree is approximately \$30,900 for tuition, fees, and books. (See "Tuition and Fees" for a cost breakdown)

*\*Tuition and Fees are subject to increase after approval from the Tennessee Higher Education Commission.*

### **Curriculum**

All classes are 3 credit hours

HB501 Hebrew Bible I	Development
HB502 Hebrew Bible II	PR501 Homiletics
NT501 New Testament I	PR502 The Practice of Preaching
NT502 New Testament II	PR503 The Worshiping Church
CH501 Christian Heritage I	PR504 Biblical Exegesis and Hermeneutics
CH502 Christian Heritage II	PT501 Caring Ministries of the Church
TH501 Constructive Theology I	PT502 Counseling Ministries of the Church
TH502 Constructive Theology II	MP501 Basics of Contemporary Christian Witness
ET501 Christian Ethics	MP502 Church's Worship and Rituals
ET502 Ministry Ethics	MP503 Ministry Dynamics <sup>1</sup>
CS501 Formation for Christian Ministry	ELECTIVES <sup>2</sup> (Students must complete 12 credit
CS502 Spiritual Formation and Human	hours from elective courses.)

<sup>1</sup>Students may complete Clinical Pastoral Education (CPE) as a substitute for MP503 Ministry Dynamics. Up to six credits hours may be granted for one unit of CPE. Three credit hours substitute for MP503, and three credit hours granted as elective credit.

<sup>2</sup>Baptist students are strongly encouraged to take CH503 Baptist Denominational Studies, which meets the expectations for ordination in the American Baptist Churches USA and the Cooperative Baptist Fellowship.

## DIPLOMA IN THEOLOGICAL STUDIES

### Purpose

The Diploma in Theological Studies offers a basic program (not an accredited degree) in theological studies for mature persons who have not completed a formal undergraduate degree. Normally, Central Baptist Theological Seminary requires a recommendation from an appropriate denominational official as part of the admission process.

### Objectives

- 1) To increase the student's knowledge of the Christian faith, including its biblical sources, theological articulation, and historical expression
- 2) To enhance the student's ability to communicate ideas and feeling to others

### Requirements

The Diploma in Theological Studies requires the successful completion of 48 semester hours. Students can complete the Diploma in Theological Studies in three years with full-time study (9 hours per semester).

The Diploma program assumes applicant experience in the area of pastoral practice and takes note of their accomplishments.

Each Diploma student must complete a program of assessment through an agency approved by the seminary, as described under Academic Policies and Procedures. Normally, these evaluations will include, but not necessarily be limited to, an initial basic assessment taken while the student is enrolled in CS501

Formation for Christian Ministry. These assessments will help the Dean, faculty advisor, and student develop a plan for the student's professional growth and development.

## Cost

The total cost of the Diploma in Theological Studies is \$19,880 for tuition, fees, and books. (See "Tuition and Fees" for a cost breakdown)

*\*Tuition and Fees are subject to increase after approval from the Tennessee Higher Education Commission.*

## Curriculum

All classes are 3 credit hours.

HB401 Hebrew Bible I	TH402 Constructive Theology II
HB402 Hebrew Bible II	ET401 Christian Ethics
NT401 New Testament I	PR404 Biblical Exegesis and Hermeneutics
NT402 New Testament II	MP401 Basics of Contemporary Christian Witness
CH401 Christian Heritage I	MP402 Church's Worship and Rituals
CH402 Christian Heritage II	MP403 Ministry Dynamics <sup>1</sup>
TH401 Constructive Theology I	

<sup>1</sup>Diploma students may substitute one unit of Clinical Pastoral Education (CPE) for MP403.

These courses are the normal expectation for a person completing the Diploma in Theological Studies. If a student in consultation with her or his advisor would like to adjust the normal requirements, they may petition the faculty for an adjustment. This may be due to more education or experience in some field and/or a desire for greater knowledge and expertise in a particular discipline.

## COURSE DESCRIPTIONS

\*Course numbers for diploma level students will replace the "5" with a "4."

### Hebrew Bible

#### HB501 Hebrew Bible I

This course is a basic introduction to the literature, cultural/historical backgrounds, and basic narrative structure of the Hebrew Bible. Focus will be on understanding biblical Israel's story from its beginnings to its return from exile through close readings of representative biblical texts. Attention will be given to matters of method and interpretation. Introduction to the Hebrew Bible is required before a student can enroll subsequent Hebrew Bible courses.

#### HB502 Hebrew Bible II

As a continuation of HB501 which surveys the prophetic literature, this study will focus on representative prophetic texts with attention to the prophetic role in biblical Israel as well distinctive theologies within the prophetic corpus. This course builds on the content and skills learned in HB501 and provides further opportunities for developing proficiency in exegesis. (Prerequisite: HB501)

## New Testament

### NT501 New Testament I

The first course in New Testament studies is designed to introduce students to the background study of the New Testament and to methodologies for the interpretation of the biblical text. This course will also illustrate these background studies and methods of interpretation with a focus on the Synoptic Gospels.

### NT502 New Testament II

This course surveys the Johannine and Pauline writings in the New Testament. It explores the social, cultural, literary and theological aspects of these writings along with major scholarly issues associated with particular New Testament books. This course also focuses on placing the Johannine and Pauline writings within the context of the church and world. (Recommended: NT501)

### NT503 Johannine Literature

This elective focuses on the Gospel of John and the Johannine Epistles. Attention is given to the community that produced the Gospel and Epistles. This course also explores issues related to Johannine Christology, ecclesiology, and discipleship. The study provides detailed literary and exegetical analysis of the Gospel of John. (Prerequisites: NT501 and NT502)

### NT504 Luke-Acts

The course emphasizes the unique perspective of the author of the Gospel of Luke in shaping the Jesus tradition and in preparing readers for the ministries that would follow in the Acts of the Apostles. This study focuses upon the structural similarities between the two volumes and also the distinctive theological themes within each volume. (Prerequisite: NT501)

### NT505 The Corinthian Correspondence

This course is a study of the setting and specific issues in the house churches that elicited the letters to the Corinthians. This study will examine how Paul dealt with conflicts at Corinth and how he applied his theology of the cross/resurrection. It will also consider the implications and application of 1 and 2 Corinthians in contemporary worship and theology. (Prerequisites: NT501 and NT502)

### NT506 Revelation

This course is a study on Revelation (the Apocalypse) in the context of first-century apocalyptic thought. Revelation is explored by way of literary analysis, historical setting, and cultural analysis. The course also examines the various ways in which Revelation has been appropriated for interpretation. (Prerequisites: NT501 and NT502)

## Biblical Languages

### GK501/GK502 Elementary Greek I and II

This is a study of *Koine* Greek grammar with some guided reading in the Greek New Testament. (Must be taken in sequence.)

### HW501/HW502 Elementary Hebrew I and II

This course is an introduction to the grammar, syntax, and vocabulary of the Hebrew language for purposes of translation and exegetical study, including guided reading in the Hebrew Bible. (Must be taken in sequence.)

## Christian Theology

### TH501 Constructive Theology I

The first course in Constructive Theology introduces the learner to the discipline of theological reflection, its sources and methodology, and to the doctrines of Revelation and the Triune God. The purpose of the course is for the learner to become theologically articulate about the faith by which he or she lives in light of the breadth of Christian tradition. The course will stress the significance of theological formation and practice in the world and the church, for theology is ever concerned with life and ministry. (Prerequisites: 1 HB or NT and 1 CH)

### TH502 Constructive Theology II

The second course in Constructive Theology focuses on the doctrines of Creation, Humanity/Sin, Christ, Spirit, Church/Salvation, and Consummation. The purpose of the course is for the learner to become theologically articulate about the faith by which he or she lives in light of the breadth of Christian tradition. The course will stress the significance of theological formation and practice in the world and the church, for theology is ever concerned with life and ministry. (Prerequisites: 1 HB or NT and 1 CH and TH501)

## Ethics

### ET501 Christian Ethics

This course is an introduction to the philosophical, biblical, and theological bases for Christian personal and social ethics. This introduction gives attention to both theoretical and applied ethics.

The purpose of this course is to enable Christian ministers to engage better the sorts of moral-ethical activities in which all are engaged daily. This course introduces various styles of ethical reflection, analysis, and action, aiming also to enable more discerning and prophetic ministries in our increasingly complex world. (One TH is recommended.)

### ET502 Ministry Ethics

This course is designed for enhancing knowledge of ethics for the purpose of intentional reflection and dialogue concerning ethical issues commonly faced in ministry. Learners are encouraged to apply rigorously ethical theories to practical situations. Pertinent topics to be addressed include: professional boundary issues, responsible sexuality, plagiarism and preaching, pastoral care in bioethical dilemma situations, financial accountability, and ministerial self care. Learners will study particular codes of ministerial ethics and consider various sources of moral authority. All are given opportunity to experience personal and professional moral development in the process of academic studies. (ET501 is recommended.)

### ET503 Peace Building and Conflict Transformation

Based on a model of peace-building developed in South Africa, this course introduces key concepts, methods, and skills of conflict transformation while providing an overview of the mediation process. The intent is to equip individuals to deal constructively with conflict in their own lives, institutions (including, but not limited to, churches), and communities.

### ET504 Environmental Ethics

This course is an examination of the relationship of human activities to the web of life on this planet.

## Christian Heritage

### CH501 Christian Heritage I

This is a survey of the global history of Christianity from the early church to the late Middle Ages.

### CH502 Christian Heritage II

This course is a continuation of CH501 to the present.

### CH503 Baptist Denominational Studies

This is a general study of Baptist history, thought, and polity development from the early seventeenth century to the present. This course is sometimes offered as an Internet course.

### CH504 Denominational Studies

As a general study of Christian denominational and church organizational development from the sixteenth century to the present, this course gives opportunity for each student to focus on his or her own ecclesiastical or denominational tradition. Approved history and polity courses offered by a student's denomination might be substituted for this course.

## Christian Spirituality

### CS501 Formation for Christian Ministry

This is a beginning seminary course in which personal, professional, and spiritual formation for ministry are introduced. Interdisciplinary in nature, it includes peer group experience and assessment instruments.

### CS502 Spiritual Formation and Human Development

In this course, attention will be given to the multifaceted areas of each stage of adult life. Faith, spiritual growth and formation, sexuality, vocation, life tasks, and relational issues will be explored. Consideration will be given to church development so that it can be ready to offer adequate ministry to persons in each stage of adult life development.

### CS503 Introduction to Spiritual Formation

Spiritual formation occurs through study and practice. This course involves the study of historical understandings of spirituality, their theological contributions, and the practice of disciplines conducive to mature Christian discipleship.

### CS504 Benedictine Spirituality

This course is a study of the contours of the Benedictine tradition of spirituality. The purpose of the course is to acquaint learners with the distinctive contributions of this form of monastic spirituality and test its applicability to non-cloistered life. As an immersion course, it follows an action/reflection model. Participants will spend one week in the rhythms of daily prayer, *lectio divina*, study, silence, and community building. The course is to be held on the grounds of Conception Abbey.

## Proclamation

### PR501 Homiletics

This course is an introduction to Christian proclamation with emphasis on the theology and rhetoric of preaching. The course includes both traditional and contemporary approaches to homiletics in an attempt to help students discover their own style of preaching. Students learn not only how to prepare sermons but

are given multiple opportunities to preach both in the classroom setting and in local churches.  
(Prerequisites: HB501, NT501, PR504)

#### PR502 The Practice of Preaching

Designed to help students discover and develop their own gifts of preaching by means of a variety of oral presentations and sermons, this course utilizes both videotape and peer group evaluations. (Prerequisite: PR501)

#### PR503 The Worshiping Church

As a theoretical and practical examination of Christian worship, the course considers the history, theology, and practice of various worshiping traditions, especially within the free church tradition. The course is designed so that students might be better equipped to plan and lead worship. (Prerequisites: HB501, NT501, PR504, TH501, and CH501 or CH502)

#### PR504 Biblical Exegesis and Hermeneutics

This course focuses on the art and science of biblical interpretation. It explores the various methods and presuppositions utilized for understanding and communicating the Bible. It also helps students develop the specific skills needed for interpreting the Bible. The professors of New Testament and Hebrew Bible often team teach this course. (Prerequisites: One HB and one NT course)

#### PR505 Preaching in the African American Tradition

This course provides a general overview of the fundamental administrative tools and skills needed to effectively and efficiently manage the church, with an emphasis on the African American church. Students will examine the traditional images and styles of the African American pastor and laity.

### **Pastoral Theology**

#### PT501 Caring Ministries of the Church

As an introduction to the fundamental concepts of pastoral care, this course will focus on preparing learners for the ministry of pastoral care and for nurturing the faith community in its many ministries of care. It will cover some of the most frequently encountered situations where care is needed (e.g., illness, loss, crisis, etc.).

#### PT502 Counseling Ministries of the Church

The focus of this course will be on learning the basic skills and theory needed to do pastoral counseling within the congregational setting. It will cover counseling approaches most appropriate to this context and will focus on those types of counseling needs commonly encountered by parish pastors.

#### PT503 Self-Care and Stress Management

This course will focus on the principles and strategies of holistic self-care that empower clergy and other caregivers for healthy, vigorous, long-term service.

The course applies converging themes from holistic health studies, stress management and burnout management research, meditation methods, and biblical theology. Attention will be given to the growing literature on embracing these insights in the practice of ministry. Students will learn techniques of reducing and adapting to stress through relaxation, physical exercise, meditation, and the development of other spiritual disciplines.

A disciplined regimen of regular physical exercise is part of the course. Students will either take part in a

lab offered through the Wellness Center of Kansas City Kansas Community College (extra fee) or make arrangements at a wellness center more conveniently located for a particular student.

#### PT504 Crisis Intervention and Care for the Grieving

This course explores theory, thought, and practice as regards two significant topics: Crisis and crisis intervention methodology as they apply to minister and congregation; and, grief, including grief counseling and ministry.

### **Ministry Praxis**

#### MP501 Basics of Contemporary Christian Witness

This course is a brief overview of the most significant aspects of soteriological and ecclesiological understanding as they impact missional ministries. It also includes a survey of missional paradigms, the challenges of contextualization, the specific challenges confronting the postmodern church, and important elements of an “emerging church” paradigm.

#### MP502/503 Ministry Praxis

The purposes of Ministry Praxis courses are to enhance professional competencies in the practices of ministry and to wed theory and practice via contextualization in actual ministry situations. Participants will be engaged as Ministers-in-Training with a Pastoral Mentor at a preapproved practicum site. Individual Learning Covenants will be negotiated and ministerial/pastoral self-identity developed. In addition to the 8-10 hours per week practicum, (120 hrs/sem.), MIT's typically will meet 3 hours per week in integrative class sessions and with peer groups. Peer groups meet primarily for case presentation and theological reflection on their ministry experiences.

#### MP502 Ministry Praxis: The Church's Worship and Rituals

This practicum course is integrative especially of pastoral care, homiletics, and worship with biblical and theological studies. Emphasis falls on the ritual practices of ministry and competencies needed for leading the Church in worship. Case study method will be a primary teaching-learning approach. (Prerequisites: PR501, PR503, and completion of 24 core hours)

#### MP503 Ministry Praxis: Ministry Dynamics

This practicum course is integrative of other disciplines of study and practice, with a particular focus on developing competencies in ministry leadership. Family systems theory will be presented as one means for understanding and leading congregations more effectively. Case study method will be a primary teaching-learning approach.

Enrollment in and successful completion of an approved program of Clinical Pastoral Education (CPE) may serve as a core course substitute for 1503MP. (Prerequisites: PR501, PR503, and completion of 24 core hours)

#### MP504 Clinical Pastoral Education (CPE)

Clinical Pastoral Education provides students an opportunity to practice pastoral ministry in an institutional, clinical, or congregational setting. Students minister under supervision to particular groups of people. Verbatim accounts of critical incidents in ministry are presented for theological reflection and peer review. Critical reflection both on pastoral self-identity and on interpersonal relational skills is a major focus of supervision.

One unit (six semester hours) of CPE requires at least 400 hours of direct involvement in a supervised

ministry setting. Academic credit for CPE may be granted upon verification of successful completion of an approved CPE program. Photocopies of the CPE supervisor's evaluation certifying satisfactory completion must be forwarded to the seminary Registrar and the Office of the Academic Dean.

A maximum of 12 credit hours (2 CPE units) may be taken for academic credit toward the M.Div. degree, and a maximum of 6 credit hours may be taken for credit in the M.A. degree. Admission to an approved CPE program requires: (a) completion of a CPE application; (b) an interview with the CPE supervisor; (c) acceptance into the program; and (d) payment of CPE program fees (which, if required by the CPE program, are unrelated to requisite seminary tuition).

#### MP505 Effective Church Administration

This course is designed to teach students how to successfully manage the day-to-day operation of the 21<sup>st</sup> century church and prepare students for organizational, staffing, and ministry related change that results from the growth of their ministries. Students will be challenged to merge the academic and practical applications of business, professionalism, and spirituality as the administrative foundations of the ministry of administration. Academic emphasis will be placed on students' ability to assess information that is both current and relative to present day church administration.

### Master of Arts

*\*Master of Arts courses are not offered at the Nashville, TN site but may be taken if offered as an internet-based course.*

#### MA501 Living World Religions

This course is an introduction to living religions of the world. It provides students with exposure to and knowledge of the vast range of human religious expression with the goal of appreciating peoples of other religious traditions and developing relationships in which genuine sharing can occur. While this course is required of MA (Theological Studies) degree students, all other students are welcome.

#### MA502 Sociology of Religion

This course provides a general introduction to sociological thinking about religion with attention to major theorists, social sources of religious change, sociological dynamics of religious movements, and issues of commitment to religious organizations. While this course is required of MA (Theological Studies) degree students, all other students are welcome.

#### MA503 Scholarly Practices (Capstone Project)

The MA degree culminates with a capstone course that is focused on a research and writing project to be directed by one of the faculty. MA503 is to be taken in the final semester of one's degree program. Project parameters are sufficiently broad as to accommodate the plethora of interests and contexts that learners bring to this program of graduate theological studies. Individualized projects are carried out in conjunction with classroom didactic sessions. Topics covered include: thesis development and focus, research methods and resources, writing for publication, etc. Learners will present their papers and projects at semester's end for peer review and faculty evaluation. While this course is required of MA (Theological Studies) degree students, all other students are welcome.

#### MA504 Pedagogy

The description for this course is not yet available.

## Missional Church Studies

*\*Missional Church Studies courses are not offered at the Nashville, TN site but may be taken if offered as an internet-based course.*

### MC501 Introduction to the Missional Church

This course is a brief overview of the most significant aspects of soteriological and ecclesiological understanding as they impact missional ministries. It also includes a survey of missional paradigms, the challenges of contextualization, the specific challenges confronting the postmodern church, and important elements of an “emerging church” paradigm.

### MC502 Communications and Relation Building

This study is designed to provide learners with the theoretical framework and practical applications for discovering and developing (1) their individual skills as communicators and (2) public and marketing strategies within the context of the local church to reach the community in which it serves. The first part of the course will facilitate development of the learner’s overall ability to communicate effectively interpersonally, intra-personally, verbally, and nonverbally within both the church and community settings. The second part explores the roles of media technology, church computer usage, and organizational communication in establishing, strengthening, promoting, and sustaining Christian ministries.

### MC503 Personal and Corporate Evangelistic Witness of the Church

The course offers an overview of the theology, motivation, and practices for a church’s corporate and personal witness of evangelistic, prophetic, and transformative outreach to its own community and to the broader world. This course gives special attention to the role of leadership in mobilizing the local faith community for missional engagement through personal and corporate Christian discipleship.

### MC504 Cross Cultural Ministries

As a focused study of the cross-cultural mission and ministry of the global church, this study includes a brief overview of biblical and theological foundations, a survey of the history of Christian cross-cultural ministries, and an overview of philosophies and strategies for cross-cultural ministry, the challenges of contextualization, consideration of the difficulties confronting cross-cultural spiritual, theological, and ministerial formation, and the specific challenges faced by the postmodern church.

### MC505 Transformational Leadership

This course is designed to prepare learners for the kinds of demands that are integral to establishing and facilitating churches committed to being missional. Among the skills this course seeks to enhance are creating a missional vision and vision path, building and motivating teams, implementing positive systemic change, developing effective coaching skills, improving decision-making, identifying and developing new ministries and ministry trends, guiding strategic planning, and utilizing risk-taking.

### MC506 Contextual Analysis and Resourcing

This course helps equip learners with the skills to identify and utilize instruments necessary for quantitative and qualitative field research as it pertains to demographics and community analysis. Conjointly, learners will explore missional principles and methodologies as well as tools for related social, political, and economic analysis for the purpose of understanding current church conditions, future trends, and the most effective methods for addressing these challenges and opportunities.

### MC507 Summative Evaluation Project

An integration/praxis project at the end of the M.A. in Missional Church Studies program that is designed

to enhance the learner's skills and ability to professionally apply knowledge and processes developed during his/her course of study. The project will be planned by the student under the supervision of an M.A. in Missional Church faculty advisor, approved by MAMCS faculty, and carried out with supervision from a mentor or coach approved by MAMCS faculty.

## LIBRARY AND LEARNING RESOURCES

### Library

The library at Central Baptist Theological Seminary is a theological library serving the needs of CBTS students, faculty, and staff. Central Baptist Theological Seminary understands this field of service to include:

- 1) The immediate academic community: students, faculty, and staff
- 2) Alumni/ae of Central Baptist Theological Seminary
- 3) Students from seminaries and other educational institutions in the Kansas City Metropolitan area with which Central maintains academic cooperation
- 4) Members of the Kansas City Library Consortium
- 5) Clergy, Lay Leaders, persons in helping professions, and visiting scholars

The library is a member of consortiums, partnerships, and networks that share resources and expand its collection of resources and research databases for greater accessibility to students in different locations. Access to Research Databases is available online through the seminary website ([www.cbts.edu](http://www.cbts.edu)), and the log in information is the same as the seminary email account. For questions about library services, call 913-422-5789 or email [circ.desk1@cbts.edu](mailto:circ.desk1@cbts.edu).

For students in Nashville, TN, the seminary has a borrowing agreement with the library at Belmont University in Nashville, TN. Students should contact the Tennessee Site Director for further information about library privileges at Belmont University.

### Library Holdings

The library houses over 80,000 volumes and features strong collections in Bible, theology, and Baptist history and practice.

Items in the library are organized according to the Dewey Decimal System of Classification. The library makes available database searching from CDRoms (notably the religion database of the American Theological Library Association) and from online bibliographic and non-bibliographic databases.

### Library History

The Pratt-Journeycake Library is named for 19th century Baptist Missionary John G. Pratt and Delaware Tribe Chief Charles Journeycake. Chief Journeycake's daughter, Nannie, married the son of John G. Pratt. After her husband's death, Nannie married again and during her second marriage she raised money for a library at the Seminary to be named in honor of her father and her first father-in-law.

When the Seminary moved to 741 North 31st Street in Kansas City, Kansas, the library was originally housed in the Administration Building's Herrick Hall. In 1959, a separate library building was built. The ground floor

of that library facility was renovated in 2001 through a generous gift from Edna Shepherd, allowing space for the Kansas Qumran Bibliographic Project, classrooms and a computer lab.

In 2006, the library moved with the seminary to Shawnee, KS. As part of a capital campaign, funds were raised to give the library a new home in the campus' multi-purpose room, with those renovations being completed in 2010.

The seminary library continues to expand its collection of resources and research databases for greater accessibility to students in different locations.

Please check the Seminary's website for more information on the library and for access to the online catalog and its research databases.

## **EXTENDED EDUCATIONAL OPPORTUNITIES**

### **Lifelong Learning**

A limited number of Lifelong Learning students may be admitted to classes. Each applicant in the Lifelong Learning program must submit an application form to the Office of Enrollment Services.

Lifelong Learning students are expected to attend all class sessions, read all assigned materials, and participate in class discussion. They will not be expected to complete papers or tests.

At the successful completion of each class, a certificate of completion will be issued to each student. When four classes as a Lifelong Learning student have been completed, a Certificate in Theological Studies will be awarded to the student.

If the Lifelong Learning student decides, after the completion of the class, to retake the class for credit toward a degree, the student will need to apply for admission into a degree program. Once admitted and enrolled in the same class, the payment as a Lifelong Learning student will be credited toward tuition.

If the instructor approves, the spouse of a degree student may take a course as a Lifelong Learning student at no cost on a space-available basis. The Lifelong Learning student must complete a registration form through the Registrar's Office.

Central Seminary graduates may enroll in Lifelong Learning courses through the Registrar. They will be charged the regular fee for Lifelong Learning courses.

Active and current volunteers and seminary employees may take one course per semester as Lifelong Learners at no charge. They must complete a registration form through the Registrar's Office and be approved for entrance into the class, but no tuition or fees will be assessed.

### **Weekend Intensives**

At Central, classes that meet on Fridays and Saturdays multiple times within a semester are called weekend intensives. These classes typically meet on Friday nights 6:00pm-9:00pm and Saturdays 8:00am-5:00pm at Scarritt-Bennett Center in Nashville, TN. (1008 19<sup>th</sup> Avenue South, Nashville, TN 37212)

Students will be expected to complete initial reading and writing assignments prior to the first class session. Upon registration, course syllabi will be distributed at the discretion of the professor to enrolled students, providing enough time to finish initial assignments. Additionally, completion of assignments will be required between weekends and after the final class session.

Students must have basic computer skills as well as email and internet access.

## **Online Classes**

The seminary does offer online classes every year. Currently, it is not possible to earn a degree strictly through online classes.

Online classes utilize Central's web-based academic environment, MOODLE (<http://moodle.cbts.edu>), to make resources available and to foster class interaction. Students must have basic computer skills to go along with email and internet access.

The amount of online interaction will vary with the standards professors set for their class, but students should expect to spend at least as much time in the online classroom environment as they would in face-to-face classes. Online classes may also incorporate synchronous web meetings, DVD's, and conference calls into the curriculum.

## **Continuing Education Opportunities**

Central Seminary usually sponsors one major lectureship during the academic year. Lectureships are significant opportunities to learn from noted scholars of a particular academic discipline. Churches, clergy, and the general public are invited to participate.

The seminary sponsors Pastor's Day annually as a time for practical learning and ministerial growth for pastors. The public is welcome to participate, but generally the theme is related to the discipline and practice of pastoral ministry.

Registration costs will vary. Some course requisites may include attendance at these educational opportunities.

## **Alumni/ae Association**

The Alumni/ae Association was founded in 1906 for the purpose of fellowship, sharing information, and ongoing support of the seminary.

The objectives of the Alumni/ae Association are: to create experiences of fellowship among alumni and alumnae; to generate financial support for the seminary; to recruit students who are called to the ministry; to pray for the seminary; to represent alumni and alumnae to the seminary's administration and board; and to recognize outstanding achievements in the ministries of former students.

The Alumni/ae Association is led by a team of elected officers (president, vice president, and secretary/treasurer) who work in partnership with the seminary staff and administration. Membership is available in five categories: annual membership, lifetime membership, alumni/ae by choice, associate membership, and honorary membership. Details can be obtained from the association officers. Projects in

which the Alumni/ae Association is actively involved include: scholarships, awards of merit, commencement banquet, mission trips, and other meal events and fellowship functions.

## **FINANCIAL INFORMATION**

Central Seminary is committed to providing scholarship assistance so that persons called to ministry may graduate from seminary with as little educational debt as possible. To that end, the seminary provides financial aid and works with students to assist them in securing other sources of financial aid.

Students must reapply every year for seminary scholarships. For returning students, the application deadline is the last Friday in April. The deadline for new students applying for scholarships is the first Friday in June.

### **Called To Serve Support**

While tuition and fees are significant, they cover only a small part of the actual cost of educating each student. Currently, it costs about \$18,000 per year to educate one student at Central Seminary. Through the Called To Serve Support program, \$12,000 of the educational costs for each student is provided through the generosity of donors.

### **American Baptist Seminarian Support**

In addition to Called To Serve Support, American Baptist students may receive funds through the American Baptist Churches, USA. If an M.Div. or M.A. degree student has been a member of an American Baptist church for the previous year and enrolls in at least two classes per semester, she or he is eligible to receive \$500 in matching funds per semester through the American Baptist Seminarian Support Program.

If an M.Div. or M.A. degree student has been a member of a church in the American Baptist Churches of the Central Region for the previous year and enrolls in at least two classes per semester, he or she is eligible for a \$1000 scholarship each semester.

Students may receive ABC Seminarian Support for one degree only. To receive this support, a student must submit a letter from his/her church verifying membership.

### **Cooperative Baptist Fellowship Scholarship**

Cooperative Baptist students may be eligible to receive scholarship funds. If a degree student has been a member of a Cooperative Baptist Fellowship church for the previous year and enrolls in at least two classes per semester, she or he is eligible to receive \$1000 per semester. In addition, Cooperative Baptist students may be eligible to receive CBF Leadership Scholarships.

### **Native American Scholarship**

Native American students in good standing may receive full tuition scholarships for up to 75 hours of credit. Three scholarships are available per semester. Students must provide proof of Native American nationality at the time of registration.

## Married Students

Married couples, when individually enrolled in a degree or diploma program, are eligible for a tuition discount. The spouse carrying the greater number of credits is charged full tuition, and the other spouse receives a 50% tuition discount.

Spouses of degree or diploma students may take courses for continuing education at no cost.

## Children of Alumni/ae

Children of alumni/ae who have received a degree from Central are eligible for a 50% tuition discount.

## Federal Direct Stafford Loans

Central Seminary participates in the Federal Stafford Student Loan (FSSL) program to help students finance seminary expenses. Students should direct questions about this loan program to the Business Office. Students should contact the lender for deferment information and forms.

## Tuition and Fees

\*Current rates at the time of publishing. Tuition rates and fees may increase.

*\*Tuition and Fees are subject to increase after approval from the Tennessee Higher Education Commission.*

Tuition (per credit hour)	-	-	-	-	-	-	-	\$360.00
Lifelong Learning (per course)	-	-	-	-	-	-	-	\$300.00

Fees:

Registration Fee (per semester; degree or diploma students only)	-	-	-	-	-	-	-	\$250.00
Drop Fee (after class begins)	-	-	-	-	-	-	-	\$15.00
Application Fee	-	-	-	-	-	-	-	\$50.00
Directed Study/Independent Study Fee (per course)	-	-	-	-	-	-	-	\$100.00
Sustaining Fee <sup>1</sup> (per semester)	-	-	-	-	-	-	-	\$125.00
Graduation Fee <sup>2</sup>	-	-	-	-	-	-	-	\$200.00
Official Transcripts <sup>3</sup> (each)	-	-	-	-	-	-	-	\$10.00
Assessment (for course CS501)	-	-	-	-	-	-	-	\$85.00

<sup>1</sup> For students finishing their work at another seminary and requesting graduation from Central

<sup>2</sup> includes cap and gown rental, tassel, diploma and cover, reception, group photo, senior luncheon, 10 invitations

<sup>3</sup> No charge for current students

## Withdrawals and Refunds/Adjustments

The following policies are applicable to students attending classes at Central Baptist Theological Seminary's Nashville, TN Center. The policies govern credits or repayments of unearned tuition, fees, and other institutional charges assessed a student when:

- (a) The student does not register or fails to begin classes for the period of enrollment for which he or she was charged; or
  - (b) The student withdraws, drops out, is expelled from the institution, or otherwise fails to complete the program on or after his or her first day of class of the period of enrollment for which he or she was charged.
- 1) Tuition, fees, and other institutional charges paid or to be paid by student assistance programs, such as governmental or private agencies or organization, including employer provided financial assistance, and the institution, as a condition of establishing eligibility for its students to participate in such programs, are subject to the refund policies prescribed by the sponsor of the student assistance.
  - 2) Tuition and fees paid or to be paid by the student are subject the following refund policies
    - a. If a student withdraws before the first day of classes or fails to begin classes
      - i. 100 percent refund of all amounts paid by the student minus \$100 administrative fee
    - b. If a student withdraws, drops out, is expelled or otherwise fails to attend class after the class begins but before the completion of 10 percent of the class
      - i. 75 percent refund of all amount paid by the student minus \$100 administrative fee
    - c. If a student withdraws, drops out, is expelled or otherwise fails to attend class after the completion of 10 percent of the class but before the completion of 25 percent of the class
      - i. 25 percent refund of all amount paid by the student minus \$100 administrative fee
    - d. If a student withdraws , drops out, is expelled or otherwise fails to attend class after the completion of 25 percent of the class
      - i. No refund is available
  - 3) If the institution discontinues a class during the enrollment period, all tuition and fees paid by the student will be refunded.

The last day of attendance, necessary for calculating refunds, will be determined as follows:

- 1) The date the institution receives the signed drop form for withdrawal from classes
- 2) If the student fails to provide a notice of withdrawal, the institution will use the last day of attendance in class as the official withdrawal date
- 3) The date on the notice of expulsion provided to the student
- 4) Fails to return from an approved Leave of Absence

## Account Payments

**All financial obligations must be met before Central Seminary will issue grades, confer degrees, and release transcripts.** Before attending class, students must meet all financial obligations for the past

semester(s).

All tuition and fees should be paid in full fourteen days prior to the first day of the semester. Students may make payments in thirds according to the following schedule:

- 1) If all tuition and fees are not paid fourteen days prior to the first day of classes, a minimum one-third payment of tuition and fees will be due fourteen days before classes begin.
- 2) A second one-third payment of tuition and fee will be due thirty days after classes begin.
- 3) The third one-third payment of tuition and fees will be due sixty days after classes begin.

Those who choose to make payments in thirds will be assessed a fee of \$30.00 for each one-third payment. Central Seminary may allow delayed or time payments by advance arrangement with the Business Office.

The Business Office will notify the Registrar of any student who is late with any of the above payments. The Registrar will then notify the student, the faculty advisor, and the Dean. Students will be allowed to remain in class; however, academic credit will not be given for the semester and the student will not be allowed to register for the next semester's classes until the balance is paid in full.

## **Insurance**

Central Seminary recommends that all students and their families have health and accident coverage. Central Seminary requires all international students and their families to have health and accident insurance. For those students who do not have coverage, information about a health insurance plan is available through the Office of Enrollment Services.

## TN ADMINISTRATION & FACULTY



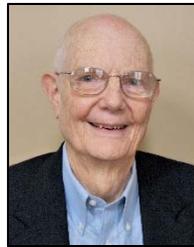
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M.Div., The Southern Baptist  
Theological Seminary  
Ph.D., Vanderbilt University



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Theological Seminary  
D.Min., Asbury Theological Seminary



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Ed.D., Southwestern Baptist  
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M.Div., Vanderbilt University  
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**LARRY TAYLOR**  
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M.Div., Southwestern Baptist  
Theological Seminary  
Th.D., Southwestern Baptist  
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**STEVEN GILLESPIE**  
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M.Div., Southeastern Baptist  
Theological Seminary  
ABD, Trevecca Nazarene University

## SEMINARY WIDE ADMINISTRATION & FACULTY



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**HEATHER ENTREKIN**  
 Des Peres Associate Professor in  
 Congregational Health  
 Director of DMin Program  
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 M.Div., Central Baptist Theological  
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 Theological Center  
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M.A., Lutheran School of Theology  
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S.T.M., Boston University  
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B.A., Hanyang University

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Debra Sermons – Director of Recruitment and Urban Core Initiative Coordinator

## OFFICE DIRECTORY

To reach Dr. Sally Holt, the Institutional Director in Nashville, TN, call 816-674-8245.

The Shawnee, KS campus number is 913-667-5700. Use the following extensions for information.

Office of the President (ext. 121)  
Office of the Dean (ext. 107)  
Enrollment (ext. 107)  
Academic Information Services (ext. 107)  
Office Assistant (ext. 103)  
Recruitment (ext. 111)  
Urban Core Initiative Coordinator (ext. 111)  
Student Registration (ext. 107)  
Library (913-422-5789)  
Office of Institutional Advancement (ext. 121)  
Seminary Relations (ext. 108)  
Business Office (ext. 110)  
Facilities/Maintenance (ext. 133)

## ACADEMIC CALENDAR

*NOTE: Dates for dropping and adding classes depend on the type of class. Consult the dropping and adding courses section of the catalog to determine your eligibility for dropping or adding classes. Or contact the Registrar's office.*

2014-2015	
June 2 – July 25	Summer Session
July 25	Syllabi for Fall Term Due to Registrar
August 1	New Student Application for Admission Deadline (Fall semester)
August 18	Fall Semester Begins
September 1	Labor Day – Seminary Closed
October 6-10	Fall Break (8 <sup>th</sup> week)
November 27-28	Thanksgiving Break Seminary Closed
December 1	Faculty Syllabi for January and Spring Term Due to Registrar
December 1	Financial Aid Application Due (January term and Spring semester)
December 1	New Student Application for Admission Deadline (January term)
December 1-8	Final Exams
Dec. 24-Jan. 1	Christmas Break – Seminary Closed
December 22	Final Grades for Fall Term Due to Registrar
January 5-23	January Session
January 5	New Student Application for Admission Deadline (Spring semester)
January 19	Martin Luther King Day Seminary Closed
January 26	Spring Semester Begins
February 6	Final Grades for January Term Due to Registrar
March 16-20	Spring Break (8 <sup>th</sup> week)
March 19-20	Seminary closed (main offices in Shawnee, KS)
April 3	Good Friday – Seminary Closed
April 13	2014-2015 Registration begins (First week – seniors only)
April 27	Returning Student Financial Aid Application Deadline
April 27	Faculty Syllabi for Summer Term Due to Registrar
May 5	Senior Work to Professors
May 4	New Student Application for Admission Deadline (Summer term)
May 4	New Student Application for Admission Deadline (Summer term)
May 11	Senior Grades to Registrar
May 11-15	Final Exams
May 16	Commencement
May 18	Commencement Holiday - Seminary Closed
May 29	Final Grades for Spring Term Due to Registrar
May 25	Memorial Day Seminary Closed