

THE MASTER OF ARTS IN RELIGION

Drew University Theological School

2019 – 2020



Purpose of the Handbook

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

Whether you want to apply for doctoral programs or deepen your understanding of a field of study, the Drew Master of Arts in Religion (M.A.R.) degree provides an intensive period of training to achieve your goals. The degree features seminars in scholarly skills and communication, a focused area of study, and an capstone project experience.

This handbook provides:

- A Quick View of key Master of Arts in Religion student expectations
- Requirements and timelines for the program
- Review of academic policies and processes most relevant to M.A.R. students
- A program planning checklist

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

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A Quick View of Student Expectations

√ Pay attention to Drew's deadlines and policies

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

√ Be conversant in academic writing styles

The M.A.R. is an master's degree that prioritizes engagement with scholarship and academic contexts. You should be familiar with the forms and formats of writing academic essays and research papers. In order to work continuously on your writing, take advantage of the Theological School's reference librarian, and the resources of the Center for Academic Excellence and the Theological Language and Learning Center.

√ Plan for your Capstone Project early

Integrative capstone projects support individual academic and professional goals through extended academic research, mentored teaching, a problem-solving project, or a professionally-relevant apprenticeship. If you elect to do a thesis project, this major research project is usually undertaken in your third or fourth semester. Due to the brevity of the program, it is important to start planning for your capstone project early. Begin conversations with faculty as soon as possible so that you can produce your best work.

√ Take Time for Professional Reflection

For many students, the M.A.R. program provides an opportunity to discern next steps on their academic and/or vocational path. Some M.A.R. students prepare to apply to doctoral programs, whether a Ph.D. or Doctor of Ministry. Some want to enhance their professional competency in a particular field. Others pursue an area of study based on their curiosity or for a range of professional and personal reasons. As you go through the M.A.R. program, take advantage of opportunities to discuss options and develop skills that will move you toward your goals.

A Quick View of M.A.R. Program Requirements

DEGREE REQUIREMENTS (See Academic Catalog for more details)	Number of Credits
Required Courses	7 credits
REL 530 Studying Religion and Theology	1
REL 531 Research Methods in a Digital Age	1
REL 532 Critical Pedagogy and Religion	1
REL 533 Public Writing and Media Communication	1
One Interdisciplinary Seminar (see catalog for options)	3
Area of Study (see below)	15 credits
Electives	18 credits
Capstone Experience	
CRW 692 MAR Capstone	3 credits
OR	
THES 690 M.A. Thesis Tutorial (This option reduces electives by 3 credits)	6 credits
Optional Concentration (see below)	no additional credits
TOTAL CREDITS	43 credits

Students choose one of five Areas of Study	
General Studies	15 credits
Fifteen credits distributed across at least three subject areas in the Theological School offerings	

Bible and Cultures	15 credits
Fifteen credits from BBCL and BBST offerings in consultation with advisor (3 credits can be used for biblical languages)	
Theology and Philosophy	15 credits
Fifteen credits from THEO and TPHL offerings in consultation with advisor	
Religion and Society	15 credits
Fifteen credits from CSOC, RLSC, ETH, RPSY, ARCR, SJA offerings in consultation with advisor	
Self-Declared Interdisciplinary	15 credits
Fifteen credits from courses with one of the following attributes: <ul style="list-style-type: none"> • Africana and African American Religion and Culture (AFAM) • Ecology and Religion (ECO) • Women's and Gender Studies (WSTT) • Wesleyan/Methodist Studies (WESM) 	

Optional Concentration:

An optional concentration may be added to the degree by completing nine credits in any of the areas of study listed above (including the interdisciplinary areas) or by completing courses in the Caspersen School of Graduate Studies for concentrations in Liberal Studies, Teaching and Learning, or Conflict Resolution. For more information, please see the catalog.

Completing the Master of Arts in Religion Program

The Master of Arts in Religion (M.A.R.) provides advanced study in the disciplines of religion and theology and the interdisciplinary conversations they engage. The program consists of scholarly communication seminars, disciplinary and interdisciplinary study, and an integrative capstone project. Throughout the program, M.A.R. students study and practice written and oral scholarly communication and skills in multiple modes. Integrative capstone projects support individual academic and professional goals through extended academic research, mentored teaching, a problem-solving project, or a professionally-relevant apprenticeship.

Coursework

The M.A.R. degree is usually completed in two years. In four semesters, full-time students select courses based on their interests and goals. As the degree is relatively brief, course selections should be strategic and focused.

The required online seminars of the M.A.R. provide students with scholarly skills in critical research, writing, and pedagogy. Students register for one of the four required seminars (REL 530, 531, 532, and 533) in each of their four semesters. These courses are 100% online and only one is offered in each semester. The interdisciplinary seminar may be taken in any semester, however, these courses are offered on a rotating basis. You should plan to take the seminar you are interested in as soon as you see it offered so as not to miss it.

At least five of the courses (15 credits total) should have a subject or thematic coherence. These courses serve as an area of study in the degree (see below). The remaining 18 credits of coursework are reserved for electives. M.A.R. students choose primarily from master's level electives (500 and 600-level) and may take appropriate doctoral seminars on a case-by-case basis.

The Area of Study

Each M.A.R. student selects one primary area of study:

General Studies: Pursue general study across several subject areas in the regular Theological School curriculum.

Bible and Cultures: Explore the Bible's rhetoric, material and political contexts, interpretation, and ethics within diverse cultures and theoretical frameworks.

Theology and Philosophy: Study philosophical, constructive, pluralist, comparative, and systematic approaches to theology and theological themes.

Religion and Society: Examine the role of religion and Christianities in relation to social processes and meaning, structures of oppression, and struggles for liberation and wholeness for individuals, communities, and the natural environment.

Self-Declared Interdisciplinary: A student-selected interdisciplinary area of study based in one of the following fields:

Africana and African American Religion and Culture: Study the histories, cultures, religions, philosophies, aspirations, and achievements of African Americans and peoples of African descent in regions of the world that share a history of specific kinds of colonialism.

Ecology and Religion: Study the historical, philosophical, socio-political, and theological influences that have shaped the current planetary context and the array of contemporary global religious ecological voices and emerging eco-theologies.

Women's and Gender Studies: Examine the diversity of women's experiences as they are informed by gender, class, race/ethnicity, sexuality, age, ability, social location, and cultural and national identity. Engage theoretical and methodological insights of feminist thought and gender and queer scholarship.

Wesleyan/Methodist Studies: Study U.S. and global Wesleyan/Methodist history, theology, practices, and organization.

Optional Concentrations

M.A.R Students can add an additional concentration from the list above or from the Caspersen School of Graduate Studies:

Liberal Studies: Engage fields of humanistic inquiry foundational to the liberal arts such as history, literature, and fine arts. Concentrators draw on courses offered primarily in the Arts and Letters program of the Caspersen School.

Teaching and Learning: Study human development, pedagogy, instructional design, and assessment alongside students in the Master of Education and Master of Arts in Teaching degree programs.

Conflict Resolution: Explore theories and topics of global peace and conflict resolution and practices of mediation and peacebuilding. The curriculum for courses in this concentration is built on three pillars: cultural awareness, contextual understanding, and conflict resolution.

Capstone Experience

Capstone projects are multi-dimensional culminating academic and intellectual experiences that students use to demonstrate capacities developed during their course of study. Modes of demonstration are indicated below. Each mode is intended to exhibit masteries of and expertise in research, analysis, assessments, and articulation of interdisciplinary concepts and their application to identified academic and intellectual problems.

Each M.A.R. student completes a capstone experience (3 or 6 credits). Students may select from the following options:

- A three credit research paper or substantial extension of a paper written for another course (CRW 692 MAR Capstone)
- A six credit thesis (THES 690 MA Thesis)
- A substantial project developed in a problem-based learning course (with a PBL attribute);
- An internship in teaching, librarianship, archival research, or journalism (CRW 692 MAR Capstone).

Students should discuss the options and their plans with the program convener in the first year of the program.

Graduation

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

Program Timeline

Regular semester courses are offered in weekly (day and evening, Tuesday through Thursday), intensive, and online formats in Fall and Spring. Intensive, travel, and online courses are offered in January and summer terms.

This sample timeline provides an overview for completing the entire program.

To reduce the credits in any semester add intensive or online area of study/elective credits in any January or summer terms. To shorten the time to graduation, add area of study/elective credits in semester, January, and summer terms.

Year One: 22 credits			
Fall Semester** 10-12 credits	January	Spring Semester** 10-12 credits	Summer
1 credit required course 6-12 credits of Area/electives		1 credit required course 6-12 credits of Area/electives	
Year Two: 21 credits			
Fall Semester ** 10-12 credits	January	Spring Semester** 10 credits	Summer
1 credit required course 6-12 credits of Area/electives		1 credit required course Capstone Experience (3 or 6 credits) 3-9 credits of Area/electives	

**The interdisciplinary seminar may be taken in any semester

Special Programs and Opportunities

Caspersen School Graduate Courses

Courses offered in the Caspersen School of Graduate Studies by the Drew Faculty of Arts and Sciences are available to Theological School students. Courses in Education, Conflict Resolution, History, Arts, Literature, and Medical Humanities may be taken for elective credit toward the M.A.R. Students may petition for a course to fulfill an area of study requirement by completing a Petition to the Graduate Academic Standing Committee on for Resources for Current Students [webpage](#).

Partnership for Religion and Education in Prisons (PREP)

In this flagship program, Drew Theological School students learn together with students who are incarcerated at two state prisons – Northern State Men’s Correctional Facility in Newark, New Jersey and Edna Mahan Women’s Correctional Facility in Clinton, New Jersey. One course in each prison is offered every semester. Male students take PREP courses for credit at Northern State and female students take PREP at Edna Mahan.

PREP courses are taken for credit and can be used to fulfill area of study and elective requirements.

For more information and to apply for current courses, see the Resources for Current Students [webpage](#).

Chapel

At the center of Drew’s worshipping and learning community is the historic Craig Chapel, located on the second floor of Seminary Hall. Weekly services, vespers, lectures, special ceremonies, and many more events bring the Drew community together for worship, learning, and celebration. Regular services are offered three times per week: Tuesdays at noon, Wednesdays at 6:10 pm, and Thursdays at noon. Attendance and participation in leading worship is encouraged of all Theological School students and faculty. Students can plan and participate in chapel for up to 3 credits toward the M.A.R. degree (TMUS 800 - Seminary Choir, or VOCF 806 - Chapel Practicum).

Community Garden

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

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

Student-Directed Immersive Learning

Apprenticeships

Students are encouraged to do an apprenticeship in their program (VOCF 610 - Vocational Apprenticeship). An apprenticeship with a church or other community organization focuses on a specific skill set or capacity in a distinct role in a vocational setting. Contact the Office of Vocation and Formation at tsdeanvocform@drew.edu or 973-408-3418 for more information and advising.

Internship

Students are encouraged to do internships in their program (INTT 690 - Masters Level Internship). An internship with a church or other community organization offers a general, broad introduction to the responsibilities, programs, and roles of an internship placement context. Contact the Office of Vocation and Formation at tsdeanvocform@drew.edu or 973-408-3418 for more information and advising.

Off-Campus Learning

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

Frequently Asked Questions

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

How long do I have to complete the program?

Full-time students ordinarily complete the degree in four semesters. Full-time students register for a minimum of nine hours per academic term and a maximum of fifteen. Drew's financial aid awards are limited to a total of six semesters. All academic requirements for the M.A.R. must be completed within five years from the date of initial matriculation.

Who is my advisor?

Convener: Dr. Althea Spencer-Miller (aspencer@drew.edu)

The Convener is the academic advisor for all M.A.R. students. Your meetings with your advisor typically center on course selection, vocational goals, and capstone planning. The Convener's approval is needed for M.A.R. forms as well as for registration. Each semester the Convener will provide you with a PIN that you will use to register for courses online.

Although you cannot officially change your advisor, you are encouraged to make additional informal mentoring connections with faculty across the areas of your academic and vocational interests.

How best can I use the M.A.R. to prepare for submitting Ph.D. applications?

Students planning to apply for Ph.D. programs should begin preparation in their first year and apply in the fall of their second year. Students need time for the following work: identifying schools they would like to apply to, developing their personal statement, taking the G.R.E., and taking courses with professors from whom they might request recommendations. The paper produced in the M.A.R. Thesis course is usually too long to serve as a writing sample for applications. Thus, students should work with professors to develop a paper for this purpose from your second or third semester courses. Students should consult the M.A.R. Convener about plans and support available for M.A.R. students seeking to make December advanced degree applications.

Can I transfer credits into my degree?

It is possible to transfer credits into the M.A.R. degree under certain circumstances. Please consult the Academic Catalog on the Registrar's [webpage](#).

Can I complete the degree part-time and receive financial aid?

Yes. You can take as reduced a number of credits as you wish in a semester (fall, January, spring, and summer). Students work with advisors to ensure progress toward degree. You need six credits to be eligible for federal financial aid. You need nine credits if you are in the U.S. on a visa.

Does financial aid apply to January or Summer Term courses?

Yes. Drew scholarships apply to both terms. Federal aid is only available in Summer term for 6 credits or more.

How is the program billed?

Tuition for the Master of Arts in Religion program is billable by the credit hour and payable each semester. Current rates and fees can be found on the Drew Business Office webpage:

<http://www.drew.edu/fba/students-parents/tuition-and-fees-schedules/tuition-fees-schedule/>

Failure to make timely tuition payments, or having a balance over \$2500 at the time of registration, results in a hold on the student's account. Refunds are determined by the University Policy covering students not receiving state or federal aid. Prorated charges are based upon the date of actual withdrawal. See <http://www.drew.edu/fba/students-parents/institutional-refund-policies/>

I have an unpaid bill. Can I attend a course without registering?

Students are required to register for courses prior to attending them. Those who are not properly registered are not permitted to attend classes and cannot receive a grade. Student accounts must be current at the beginning of each semester. Registration requests received after the Registrar's deadlines are subject to a late registration fee.

How many credits should I take each semester?

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

- **15 credits:** maximum credits for master's students
- **11-12 credits:** most common course load for master's students with part-time

- employment
- **9 credits:** a regular load for master's students to accompany employment of 25 hours per week
- **3 - 6 credits:** a regular load for part-time master's students

See the sample timelines for planning your time to completion.

What happens if I miss class?

Students should stay in close contact with professors in the case of medical or other situations. Students are responsible for class attendance and for completing all assigned work. Faculty members are not obligated to review class material, give makeup examinations, or make special arrangements to accommodate absences. Faculty may indicate in the syllabus a maximum number of absences that are allowed before a student fails a course. Attendance via remote technologies (Zoom, facetime, etc.) is not equivalent to in person attendance. Attendance for classes scheduled to meet on campus should be in person. Watching a class recording does not substitute for attendance in either a synchronous online class or a class that has on campus and online components. Any exceptions must be proposed or approved by the instructor.

What happens if bad weather prevents me from getting to class?

Students are expected to attend class when the University is open. Long-distance commuting students should stay in close contact with the Professor in cases of inclement weather. The decision to cancel classes due to weather will be made by the University. To sign up for the University's emergency notification system or to view policies regarding snow closings, visit: <https://www.drew.edu/emergency/>. When the University is closed, all on campus classes are cancelled. Synchronous online classes (e.g. via Zoom) will be held unless announced otherwise by the instructor.

What should I do if I cannot complete a course?

In extenuating circumstances, a student may request and be granted an extension of time in which to complete a course. Before the course ends, speak with your professor and submit a petition for an incomplete through the Graduate Academic Standing petition on the Registrar's [webpage](#).

How do I get accommodations for a disability?

Students who require accommodations should contact the Office of Accessibility Resources (OAR), in Brothers College, 973-408-3962, for a private, confidential appointment. Accommodation Request Letters are issued to students after documentation, written by a qualified professional, is reviewed and accommodations are approved by OAR. For more information, see: <http://www.drew.edu/academic-services/disabilityservices>. Accommodations are implemented by faculty only after the student presents the Accommodation Request Letter issued by OAR. Letters should be presented to the faculty at least one week before the

accommodation is needed. Students' requests for accommodations thus should be submitted to OAR within the first two weeks of a course. Returning students with previously approved accommodations should make letter requests for the current semester to Accessibility Resources within the first two weeks of class.

What resources are available to help me with my writing?

Located in the Vivian A. Bull Academic Commons in the Library, the [University Writing Center](#) (UWC), under the umbrella of the [Center for Academic Excellence](#) (CAE), provide services for students, faculty, and staff to strengthen their writing skills. While walk-in visits are welcome, appointments are encouraged and can be made to provide concentrated and intentional assistance. Appointments can be made by visiting <https://drew.mywconline.com/>. First time users will need to create a registration account to set up an appointment, preferably using their Drew email to sign up.

The UWC, in particular, is committed to helping students with their academic and professional writing in a friendly and respectful manner. It offers individual tutoring for writing, languages, and ELL; free writing and grammar workshops; thesis and dissertation support; and faculty writing support. The center strives to create an academic community of independent writers who are able to recognize strategies in order to improve their own writing.

ESOL international students are supported by the Theological Language and Learning Center located on the lower level of Seminary Hall. Students work with Professor Katherine Brown (kgbrown@drew.edu) as well as with ESOL writing tutors. All students whose primary language is not English are expected to attend the summer language program (CRW 540) and complete CRW 541 - Language and Learning in Theological Education during a fall or spring semester of the first year.

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

The Drew University Theological School affirms the full equality of all persons in God's all-inclusive love, regardless of gender, race, nation, class, age, ability, religion, or sexual orientation (Galatians 3:28). This theological conviction finds social expression in spoken and written language. In order to live out a crucial practical dimension of our equality in Christ and to avoid marginalizing members of our community, the Theological School expects students to use non-discriminatory and mindfully inclusive language for humanity both in the classroom (that is, in writing assignments, presentations, and classroom discussions) and in the chapel liturgy (that is, in prayers and sermons). Students are also encouraged to use a variety of metaphors when referring to God. While students will not receive grade deductions on specific assignments, they will be evaluated on their overall efforts to engage the theological and social problems of discriminatory and exclusive language. This policy thus encourages students to work to integrate a theology of God's love and justice with the everyday practice of leadership.

Registration Status

M.A.R. students are expected to maintain communication and connection with Drew throughout the entire program. Different registration statuses indicate your progress through the program.

Active

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

Leave of Absence

Unexpected life events or personal challenges can interrupt a student’s ability to make progress in the degree. At times like this, students might reduce the number of credits they plan to take or consider a complete leave of absence. This status stops the clock on your allowed time to completion of your degree. In addition to the 5 years allowed to complete the degree, students are allowed two semesters of official leave from the program. As a leave of absence is intended to provide time away from the work of the degree, students do not have access to academic, support, and student life services at the University.

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

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

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

Medical Withdrawal from a Semester

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

Voluntary Withdrawal from the Program

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

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

Academic Standing

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

Good Standing

M.A.R. degree students must maintain a minimum 3.00 G.P.A.

Warning or Probation

Students who do not achieve a 3.0 GPA in any semester will be placed on warning or probation based on the criteria outlined in the Theological School Academic Catalog posted on the Registrar's [webpage](#). Students placed on academic probation are returned to Good Standing if they achieve an overall 3.0 GPA average or better at the next time of review.

Required Withdrawal

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

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

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

Standards of Academic Integrity

Drew University Standards

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

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

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

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

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

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

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

Optional Concentration: _____ **Total Credits:** _____

* See Program Requirements Chart and catalog for number of credits and particular courses required for each optional concentration

CONCENTRATION COURSES	SEMESTER TAKEN	CREDITS

Drew University Offices

Center for Academic Excellence

Rose Library, Vivian A. Bull Academic Commons (First Floor)

<https://www.drew.edu/center-academic-excellence/>

Campus Life and Student Affairs

Ehinger Center, Room 147

(973) 408-3390

stuaff@drew.edu

Financial Aid Office

Brother's College, Lower Level

(973) 408-3112

finaid@drew.edu

Student Accounts

Brother's College, Lower Level

(973) 408-3114

studentaccounts@drew.edu

Office of the Registrar

Brother's College, Lower Level

(973) 408-3025

regist@drew.edu

Graduate Academic Services

Seminary Hall, Room 29

Soren M. Hessler, Director

(973) 408-3410

shessler@drew.edu

Theological School Dean's Office

Seminary Hall, First Floor

Maxine Beach Suite, Room 102

(973) 408-3419

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