

## Advanced Course of Study at Perkins School of Theology:

### Policy and Procedures

Advanced Course of Study classes are designed for local pastors who have completed the 5-year Basic Course of Study and wish to seek probationary membership in an annual conference and commissioning toward ordained ministry. Advanced Course of Study classes are not required to serve as a local pastor. The purpose of Advanced Course of Study classes is to fulfill requirements for both probationary and membership in an annual conference (where an annual conference permits a non-seminary route). See the requirements from the 2012 *United Methodist Book of Discipline* ¶ 324.6

Local Pastors may fulfill the requirements for provisional membership and commissioning when they have:

- Reached 40 years of age;
- Satisfied all requirements of Sections 1-3 and 7-14 of ¶ 324
- Completed the 5 year Course of Study for ordained ministry, of which no more than four courses may be taken by correspondence or Internet; and
- [Completed] an Advanced Course of Study consisting of 32 semester hours of graduate theological study or its equivalent as determined by the General Board of Higher Education and Ministry that shall include the areas of United Methodist history, doctrine, and polity.

Advanced Course of Study classes are taught at graduate level but students do not receive graduate credit on an SMU transcript unless one enrolls as master's student and pays full tuition. Rather the Advanced Course of Study student will enroll as a non-degree seeking, non-credit student and grades are handled by the Course of Study Office and the General Board of Higher Education and Ministry. Advanced Course of Study students are expected to be able to do satisfactory work at the graduate level of the seminary and will complete all the reading and assignments as students enrolled for master's credit. See admission requirements below.

In order to provide an opportunity for local pastors to obtain the 32 credit hours of Advanced Course of Study credit Perkins has instituted the following enrollment process. Perkins opens up its master's level courses for Advanced Course of Study students with the permission of the Associate Dean for Academic Affairs as space permits. Students must apply before the first day of class or academic term in order to be considered. If you are interested in enrolling, fill out the Advanced Course of Study application ([available here](#)) and send it to Jose De Haro, Assistant Director of the Course of Study at [jdeharo@smu.edu](mailto:jdeharo@smu.edu) to begin the enrollment process. He may be reached at 214.768.2265 or via [email](#) if you have further questions.

Once the interested student has contacted the Assistant Director for the Course of Study the application will be forwarded to the Associate Dean for Academic Affairs for approval based on availability. Then the Associate Dean will forward the student's application to the registrar to enroll the student in the class. At this time the student will be notified to clear any holds that are on the student's account. If the student has an SMU email address it is important to use it as the primary address. It is important that the student monitor one's SMU email address (or the email address provided to our office in your registration form) for official communication during the enrollment process. (If you do not remember your SMU email address or your password please call the university IT office at 214-768-HELP.) Applicants should not assume that one is enrolled in the class until all the above process is complete and one has been informed of enrollment in writing (email is sufficient).

If the student is attempting to enroll in an immersion class then the student must take the additional step of requesting permission from the Director of the Global Theological Education Program, Dr. Robert Hunt at 214.768.1374 or [roberth@smu.edu](mailto:roberth@smu.edu)

### Admissions Requirements

To be admitted into the Advanced Course of Study program at Perkins School of Theology, the applicant must:

1. Have completed the five-year Basic Course of Study program;
2. be under appointment by a bishop to a congregation; and
3. have completed 90 hours of undergraduate study or have a bachelor's degree from an accredited college, earning a 2.5/4.00 grade point average; and
4. have an official undergraduate or graduate transcript on file.

### **Cost**

The registration fee for Advanced Classes in English in the Course of Study format is \$400 per course. Instructional costs are paid by Perkins School of Theology. Textbooks, room and board are the responsibility of the students. Students may wish to check with their Conference office regarding financial assistance.

### **Other Guidelines for the Advanced Course of Study**

Courses selected by students should supplement, rather than duplicate, work done in the basic five year Ministerial Course of Study and shall include both foundational and functional studies appropriate to each candidate. Foundational courses include studies in the areas of theology, church history, biblical study, or church in society. Functional courses include advanced work in counseling, church administration, preaching or teaching. No introductory level course can be accepted as part of the advanced curriculum. Courses taken in the advanced studies must include courses in United Methodist history, doctrine and polity, as well as in evangelism. Each conference may have additional requirements. Graduate studies not taken in a theological school, which parallel courses offered for advanced studies, may be approved by the Division of Ordained Ministry to a maximum of nine credit hours. One basic unit of Clinical Pastoral Education may be recognized as the equivalent of six credit hours for advanced credit.

### **Process to enroll**

1. Begin by viewing class schedule of seminary courses offered at Perkins School of Theology:  
<http://www.smu.edu/Perkins/FacultyAcademics/AcademicServices.aspx>
2. Download and fill out application for Advanced Studies available on our website at:  
<http://www.smu.edu/~media/Site/Perkins/PDF/COSS/Advanced%20COS%20APPLICATION.ashx?la=en>
3. Send application to District Superintendent and Local Pastor Registrar for signature.
4. Once the application form is completed and with signatures, email to [jdeharo@smu.edu](mailto:jdeharo@smu.edu).
5. The application will be forwarded to the Associate Dean for Academic Affairs for approval based on availability.
6. If permission to take the course has been granted by the Associate Dean, their office will forward the student's application to the Perkins registrar, (Joe Monroy) to enroll the student in the class.
7. Clear any holds related to the enrollment process.
8. Once permission is granted to attend the class, it is the student's responsibility to contact the instructor for a syllabus and any other class information.
9. If the student is attempting to enroll in an immersion class then the student must take the additional step of requesting permission from the Director of the Global Theological Education Program, Dr. Robert Hunt at 214.768.1374 or [roberth@smu.edu](mailto:roberth@smu.edu)