Emory Course of Study School
Student Handbook

Advanced, Summer, Saturday & Florida Satellite

The information included in this Student Handbook can be found on our website, and you will see links below to take you to each of those sites. If you have questions please email or call the COS Office at 404.727.4587 or michelle.levan@emory.edu.

Emory COS Websites

All program information can be accessed at: http://www.candler.emory.edu/programs/cos/index.cfm
- Summer School Policies and Procedures
  http://www.candler.emory.edu/programs/cos/policiesandprocedures.cfm
- Summer Schedule and Precourse Work
  http://www.candler.emory.edu/programs/cos/precourse-summer.cfm
- Saturday and Florida Satellite Policies and Procedures
  http://www.candler.emory.edu/programs/cos/saturday-cos.cfm
- Saturday School and Weekend Intensive Precourse Work
  http://www.candler.emory.edu/programs/cos/precourse-saturday.cfm
- Florida Satellite Precourse Work
  http://candler.emory.edu/programs/cos/extensions.cfm#Florida
- Advanced COS Program Information, Policies, and Precourse Work
  http://www.candler.emory.edu/programs/cos/acos.cfm

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Course of Study School

The Course of Study School (COS) educates and trains local pastors in The United Methodist Church. To be admitted, students must be certified candidates for ordained ministry, have completed the requirements for license as a local pastor, have been tested in language skills proficiency through a process determined by the annual conference, and received endorsement of the annual conference Board of Ordained Ministry.

The Course of Study School at Emory is sponsored by The United Methodist Church Board of Higher Education and Ministry, the Southeastern Jurisdictional Administrative Council, and Candler School of Theology.

Curriculum

The Five-Year Course of Study is a year-round experiential and classroom learning process. This process assumes cooperation between the instructors in the Course of Study Schools and clergy mentors in the annual conferences. Each Regional Course of Study School shall offer all 20 courses of the Five-Year COS following the objectives and guidelines established by the Division of Ordained Ministry. The Course of Study shall seek to meet the needs of both full-time and part-time local pastors and may be offered in languages other than English.

Courses are to be taken in the sequence prescribed by the COS curriculum. At a minimum, students are expected to take first year courses in the first year of study and fifth year courses in the final year of study. Students will be more successful in the Course of Study by working through each year versus taking courses out of sequence.

Courses are available by correspondence through the Division of Ministry. Students who wish to apply for associate or provisional membership in the annual conference may only take four (4) courses by correspondence or online.

Five-Year Course Descriptions

The titles, descriptions, and objectives that follow were formulated by the directors of the Course of Study schools in conjunction with staff from the General Board of Higher Education and Ministry of The United Methodist Church. These titles, descriptions, and objectives were then reviewed by faculty who teach these courses and by board members who oversee these programs. Subsequently they were revised by those who initially wrote them. The titles represent the twenty courses that comprise the five-year program of the Course of Study schools. Each year includes four courses, two of which are foundational (Bible and theology courses) and two of which are functional (Congregational Life and Pastoral Identity). These courses are designed to relate to each other within a given year, as well as in sequence through
the years. The first year is introductory, the second through fourth years are developmental, and the fifth year is both integrative and serves as a bridge to continuing education.

The course descriptions and outcomes represent the focus of the subject matter and the areas that receive attention in both the teaching and the taking of the course. The descriptions summarize the overall thrust while the learning outcomes delineate particular concerns that shape the parameters of the course.

**FIRST YEAR**

**COS 121 – Bible I: Introduction**

This course introduces biblical interpretation. Attention is given to the inspiration, formation, and function of the canon and to the development of a methodology of interpretation consistent with the nature of scripture. The importance of the Bible as a witness to the life and faith of ancient Israel and earliest Christianity will be emphasized.

*Students will be able to:*

1. Articulate the place of scripture in the life of the congregation and the role of the pastor in interpretation.
2. Understand the inspiration and formation of the canon and its authority within the community of faith.
3. Understand and apply historical, literary, and theological approaches to various types of literature in scripture using Genesis, Hosea, Amos, Mark, and Philippians.
4. Develop a method of exegesis consistent with the nature and authority of the Bible.

**COS 122 – Theological Heritage I: Introduction**

This course introduces the student to theological reflection in the Wesleyan tradition. Basic terms, tasks, and methods of Christian theology will be introduced. Representative classical themes will be defined and illustrated. The course provides a foundation for further historical and theological study.

*Students will be able to:*

1. Examine their understanding of faith, sin, salvation, grace, and the place of doctrine in the life of the Church.
2. Use and understand classical theological terms and themes.
3. Critically consider the sources of theological reflection, including scripture, tradition, experience and reason.
4. Reflect theologically as a resource for pastoral ministry.
**COS 123 – Formation and Discipleship**
This course grounds the student in the theology and core practices of personal and congregational formation and discipleship.

_Students will be able to:_
1. Articulate a theological basis for the Wesleyan emphasis on spiritual disciplines and practice them as means of grace.
2. Explain and implement the General Rules and the practices of small groups in a congregation.
3. Educate and resource a congregation in the disciplines of Christian formation.
4. Organize congregations to help people discern their callings and gifts for ministry.

**COS 124 – Transformative Leadership**
This course forms the student’s identity as pastoral leader and change agent in congregations, The United Methodist Church, and the world.

_Students will be able to:_
1. Identify and understand the attributes of good leaders, biblically and theologically.
2. Evaluate and strengthen their own identities and skills as pastoral leaders.
3. Explain and reflect on the nature of change in the local congregation and wider society.
4. Implement visioning, strategizing, and planning processes in their local congregations.

**SECOND YEAR**

**COS 221 – Bible II: Torah, and Israel’s History**
This course interprets the critical events, developing institutions, and traditions of Israel. Attention is given to the earliest Covenants, to the Exodus, to the rise of the monarchy, and to other events up to the eighth century prophets.

_Students will be able to:_
1. Articulate a historical overview of the experience and faith of ancient Israel.
2. Exegete selected passages that illustrate crucial turning points in the history of Israel.
3. Apply exegesis to preaching, other pastoral responsibilities, and issues of the present day.
**COS 222 – Theological Heritage II: Early Church**
This course focuses on the history and theology of the Church through the first five centuries. Using primary sources, students will reflect on significant individuals, events, and the articulation of the Christian faith during this period.

*Students will be able to:*
1. Understand and articulate the doctrine of the Trinity, and the historical debates in the early Church around the person and nature of Christ.
2. Understand and articulate a doctrine of salvation in light of the controversies of the early church.
3. Understand the history and significance of the creeds and ecumenical councils.
4. Appropriate historical theology for pastoral ministry.

**COS 223 – Worship and Sacraments**
This course examines worship within The United Methodist Church including liturgy, sacraments, and special services. Attention will be given to the pastor’s role as leader in worship.

*Students will be able to:*
1. Articulate a theology of worship consistent with the Wesleyan tradition, including reflection on the theology and rhythm of the Christian year.
2. Articulate a Wesleyan theology of the sacraments and be competent in their administration.
3. Interpret theologically the rites of Christian marriage, and of Death and Resurrection, and be able to lead such services well.
4. Construct a worship service, and reflect theologically on the use of hymns, media, contemporary music, and lay leadership.

**COS 224 – Polity and Administration**
This course focuses on developing the student’s competency as an administrator in a United Methodist congregation.

*Students will be able to:*
1. Articulate a biblical and theological understanding of polity.
2. Understand and explain the polity of The United Methodist Church, including conferencing, oversight, and discipline.
3. Articulate the nature of stewardship biblically and theologically.
4. Identify techniques and develop skills as effective administrators of local churches, including financial management.
THIRD YEAR

COS 321 – Bible III: Gospels
This course focuses on the content and message of the Gospels, as well as the theological perspectives of the Gospel writers. The practice of exegesis will be emphasized.

Students will be able to:
1. Understand the origin, message, and purpose of each Gospel.
2. Exegete this form of literature.
3. Apply exegesis to preaching, other pastoral responsibilities, and issues of the present day.

COS 322 – Theological Heritage III: Medieval through the Reformation
This course focuses on major movements and events beginning with the split between Eastern and Western forms of Christianity and continuing through the Reformation. Using primary sources, students will reflect on individuals, decisive events, and theological developments.

Students will be able to:
1. Understand major theological developments in medieval Christianity leading up to the reformation.
2. Distinguish the theological characteristics of Luther, Zwingli, the Anabaptists, Calvin, the English Reformation, and Puritanism.
3. Understand and articulate reformation era debates around justification, sanctification, the sacraments, and church unity.

COS 323 – Congregational Care
This course introduces students to practices of congregational care and the pastor’s responsibility in caregiving.

Students will be able to:
1. Implement and oversee appropriate types of care in varieties of settings, including prisons, hospitals, nursing facilities, and homes.
2. Organize caring ministries within the congregation.
3. Discern and implement appropriate boundaries, knowing when and to whom to refer people, and when and when not to share information.
4. Reflect on and practice skills of sensitive caregiving, using role-play and analysis of case studies.
COS 324 – Preaching
This course focuses on preaching the gospel from the Old and New Testaments.

Students will be able to:
1. Articulate a theology of proclamation.
2. Exegete a variety of biblical passages for preaching.
3. Evaluate sermons for biblical integrity, theological soundness, internal logic, and delivery, and appropriate insights gained from the evaluation of their own sermons.
4. Develop plans for ordering and delivering sermons in their congregational and communal context.

FOURTH YEAR
COS 421 – Bible IV: Prophets, Psalms, and Wisdom Literature
This course examines God’s Word as expressed through Israel’s prophets, selected Psalms, and selected passages from Wisdom literature.

Students will be able to:
1. Understand the origin, history, and use of these forms of biblical literature among God’s people.
2. Exegete these forms of biblical literature.
3. Apply exegesis to preaching, other pastoral responsibilities, and issues of the present day.

COS 422 – Theological Heritage IV: Wesleyan Movement
This course covers the significant individuals, decisive events, and theology of the Methodist movement. Utilizing categories of grace, faith, and holiness, the student will appropriate the Wesleyan heritage.

Students will be able to:
1. Understand and reflect on the movements, major figures, and events that led to the eighteenth century revivals, especially the lives and ministries of John and Charles Wesley.
2. Understand and articulate the vision of holiness and the theology of grace as it shaped the Wesleys, and the structures of the Methodist movement.
3. Identify and discuss significant theological and historical developments in American Methodism, including ordination and episcopacy.
4. Reflect theologically on their Wesleyan heritage and identity.
**COS 423 – Mission**

This course introduces the theology and scope of mission, and the pastor’s role in leading congregations in their mission as agents of God’s transforming redemption.

*Students will be able to:*

1. Articulate a biblical and theological framework for Christian mission.
2. Explain the Wesleyan relationship of personal piety and social holiness.
3. Examine and reflect on unjust social realities and the response of the church locally and globally.
4. Analyze their ministry context and develop strategies for transforming mission.

**COS 424 – Ethics**

This course introduces the biblical and theological bases for Christian behavior, emphasizing the pastoral skills needed for moral leadership in the congregation and community.

*Students will be able to:*

1. Articulate a biblical and theological basis for ethical thinking and moral behavior, and distinguish major approaches to ethical reasoning.
2. Comprehend the relationship between their personal stories, pastoral vocation, local contexts, and responsibility as moral leaders.
3. Develop a Christian framework for moral reason and action, and apply it to the use of power and the setting of boundaries in ministry.
4. Demonstrate familiarity with and make use of the Social Principles of The United Methodist Church as a resource for ethical reflection and action.

**FIFTH YEAR**

**COS 521 – Bible V: Acts, Epistles, and Revelation**

This course focuses on the content and context of these writings, and the theological emphases of their writers. In addition to Acts and Revelation, Romans, 1 Corinthians, Hebrews, James, and 1 John will receive special attention. Students will articulate a theology of scripture.

*Students will be able to:*

1. Distinguish these genres of biblical literature, and understand the major theological themes in these writings.
2. Faithfully exegete these forms of biblical literature.
3. Apply exegesis to preaching, other pastoral responsibilities, and issues of the present day.
4. Articulate the unity and authority of Scripture as a whole.
**COS 522 – Theology in the Contemporary Church**
This course covers significant individuals, movements, events, and theological developments from the nineteenth century to the present. Students will read selected primary sources.

*Students will be able to:*
1. Understand the origins and theological tenets of liberalism from the early 19th century to the present, including its influence on ecumenism and process theology.
2. Understand and distinguish reactions to liberalism, including Fundamentalism, Neo-Orthodoxy, and Evangelicalism.
3. Understand the historical development and theology of the Holiness Movement, Pentecostalism, and the Charismatic Movement.
4. Understand the origins and tenets of Liberation and Contextual theologies.

**COS 523 – Evangelism**
This course introduces students to the theology and practices of evangelism as an expression of the mission of God.

*Students will be able to:*
1. Reflect on and articulate the meaning of the Gospel and an understanding of the Church as bearers of God’s Word to the world.
2. Ground a theology of evangelism in scripture, the Gospel, and the mission of God.
3. Interpret of the Wesleyan heritage of evangelism.
4. Reflect on and implement strategies and models for evangelism by the congregation.

**COS 524 – Theological Reflection on the Practice of Ministry**
This course is the capstone to the student’s basic course of study. Its focus is the integration of the biblical, theological, and practical aspects of ministry.

*Students will be able to:*
1. Articulate a Trinitarian theology for the practice of ministry.
2. State clearly the nature and mission of the Church and its relation to pastoral ministry.
3. Demonstrate the ability to reflect theologically.
4. Develop a plan for lifelong theological reading, reflection, and growth.
Policies Applicable to all COS and ACOS programs

The following policies and procedures apply to all Course of Study and Advanced Course of Study programs at Candler School of Theology, Emory University. There are additional policy and procedure sections that apply to Summer, Saturday, Florida Satellite, and ACOS specifically. Please review all the policies and procedures that are applicable to the program(s) in which you are a participant.

Cancellation Policy

In the event that you cannot attend the COS or ACOS classes as planned, you must contact the Course of Study School office at least 5 business days before the summer session you are registered to attend. Students must attend the entire two weeks of each summer school session course to complete the course and be eligible to receive credit.

If you are attending a Weekend ACOS, or Saturday/Weekend Intensive COS you must contact the COS office at least 48 hours before the first class meeting. Saturday school requires you attend all three Saturdays to receive credit and Weekend Intensive requires the entire weekend for both basic and advanced students. Weekend ACOS requires the participation in all three weekend sessions (Fridays and Saturdays) to complete the course.

All registration fees are non-refundable and non-transferable. Annual conferences will be charged the entire course fee for any student who begins a course, even if they do not complete the course. Conferences will not be charged for students who register and cancel prior to the start of class. No credit hours will be earned for cancelled or withdrawn classes.

Transcript Requests

The academic records of all Course of Study Schools are kept by the Director under the guidelines developed by the Division of Elders and Local Pastors and the General Council of Finance and Administration. A report of the progress of each student shall be sent to the Division of Elders and Local Pastors, where grades will be recorded on the student’s permanent record. Copies of this permanent record will be sent to the Boards of Ordained Ministry by the Division of Elders and Local Pastors. Grade reports will also be sent to the appropriate Annual Conferences and to the students by the COS School. If you need a transcript of all your academic work, you will need to contact the General Board of Higher Education and Ministry at 615.340.7416.
Program Costs

The registration fees vary for each program and are listed on the appropriate registration form however; here is a quick summary of all programs and fees.

### Summer COS

<table>
<thead>
<tr>
<th>Registration Fees</th>
<th>Late Registration Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 10/1-3/31</td>
<td>$150 for One Session</td>
</tr>
<tr>
<td>Between 4/1-6/20</td>
<td>$200 for One Session</td>
</tr>
<tr>
<td>Between 10/1-3/31</td>
<td>$300 for Two Sessions</td>
</tr>
<tr>
<td>Between 4/1-6/20</td>
<td>$400 for Two Sessions</td>
</tr>
</tbody>
</table>

**Course Fees**

For students attending summer school your course fee balance will be $1000 for four classes/three weeks, or $500 for two classes/one and half weeks. Any amount of the $100/$500 that is not paid by your annual conference scholarship will be the responsibility of the student, and is due at housing check-in.

### Housing Information for COS Summer School Students

<table>
<thead>
<tr>
<th>Housing Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Students stay in the university graduate apartments located on the <a href="#">Clairmont Campus</a>)</td>
</tr>
</tbody>
</table>

- Students commuting or staying in shared housing and completing two courses per-session will have no additional housing fees. Students taking less will have the following housing fees.
  - Two Sessions/three classes $110
  - Two Sessions/two classes $220
  - One Session/one class $110
  - Two Sessions/three classes commuting $50
  - Two Sessions/two classes commuting $75
  - One Session/one class commuting $50

- Students requesting private or family housing will be charged a housing fee no matter the number of classes attended per-session: $300 for four weeks or $150 for two weeks.

### Advanced Course of Study

<table>
<thead>
<tr>
<th>Course Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500 per-course, all courses all formats</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registration Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200 Friday/Saturday Courses</td>
</tr>
<tr>
<td>$350 One Week Summer Session</td>
</tr>
<tr>
<td>$325 Two Week Summer Session</td>
</tr>
<tr>
<td>$400 Three Week Summer Session</td>
</tr>
<tr>
<td>$25 per course fee for registering after the deadline applies to all formats</td>
</tr>
</tbody>
</table>

Friday/Saturday courses meet in conjunction with the COS Saturday School program. A student can take between one and four courses during summer school, but the registration fees are based on the number of weeks on campus not the course taken.

### Housing Information for ACOS Summer School Students

<table>
<thead>
<tr>
<th>Housing Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Students stay in the university graduate apartments located on the <a href="#">Clairmont Campus</a>)</td>
</tr>
</tbody>
</table>

- Students commuting or staying in shared housing and will have no additional housing fees.

- Students requesting private or family housing will be charged a housing fee of $125 per-week ($125, $250, $323)
### Saturday School

<table>
<thead>
<tr>
<th>Saturday/Summer Weekend</th>
<th>Winter/Fall Saturday School &amp; Summer Weekend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fees</td>
<td>$65 per-session (winter/summer/fall)</td>
</tr>
<tr>
<td>Late Registration Fees</td>
<td>$85 per-session if registering after the deadline</td>
</tr>
<tr>
<td>Weekend Intensive Registration Fees</td>
<td>$100: The Intensive Weekends or $120 if registering after the deadline</td>
</tr>
<tr>
<td>Course Fees</td>
<td>$250 per-class</td>
</tr>
<tr>
<td></td>
<td>The Annual Conferences are invoiced for the course fee or the maximum the scholarship they offer if it is less than $250 fee. Any outstanding balance will be the responsibility of the student.</td>
</tr>
</tbody>
</table>

### Florida Satellite

<table>
<thead>
<tr>
<th>Weekend Sessions</th>
<th>Winter/Spring/Fall Saturday Friday/Saturdays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fees</td>
<td>$65 per-session (winter/spring/fall)</td>
</tr>
<tr>
<td>Late Registration Fees</td>
<td>$85 per-session if registering after the deadline</td>
</tr>
<tr>
<td>Course Fees</td>
<td>$275 per-class</td>
</tr>
<tr>
<td></td>
<td>The Annual Conferences are invoiced for the course fee or the maximum the scholarship they offer if it is less than $250 fee. Any outstanding balance will be the responsibility of the student.</td>
</tr>
</tbody>
</table>

## Attendance Policy

Each student is expected to attend every class session. All absences require an emailed excuse to the COS Office and the faculty member. Students are responsible for the materials covered and make up work may be assigned at the discretion of the instructor. Unexcused absences may lead to loss of credit or dismissal from the school. A student who misses more than twenty (20%) percent of the classroom work shall not receive a grade for that class.

## Incomplete Policy

An incomplete may be granted to students who, because of special circumstances, are not able to complete the required work during a given session. To receive an incomplete, the student must submit the appropriate form (available from the COS office) and receive written permission from both the faculty member and the assistant director of the Emory COS School before the end of the session for which the incomplete is being requested. *The completed work must be sent to and received by the instructor no later than 30 days after the last class.* The instructor
will send the grade and completed work to the assistant director. If the work is not received within 30 days of the last class session, the incomplete will automatically be changed to an "F".

**Grading Policy**

Grades reflect a professor’s evaluation of the quality and comprehension of a student’s work in a course. Grades give feedback to the student and to the organizations to which the student and professor are accountable.

Faculty members have the freedom to design assignments in a variety of ways in order to better “capture” an understanding of a student’s growing competence. Faculty members also have the freedom to assign numerical scales in line with the type of assignment (such as an exam) and desired outcomes of the course.

Course of Study grades are reported to the General Board of Higher Education and Ministry, to the student’s conference local pastor registrar, and to the student. They are used by conferences, in combination with other factors, to determine “appointability” of a local pastor. To our knowledge, no annual conference in the Southeast Jurisdiction gives credit for a grade less than a “C” (meaning they do not accept a “C–”) toward the completion of the Course of Study. Please check with your annual conference to verify the accepted grading policy. If a COS student decides to attend Candler School of Theology, up to nine credits worth of courses in which a student has made a B or higher, are transferable as elective credit (although assigned an “S” rather than transferring the grade).

Assignments to be graded are designed to lead students toward the comprehension and accomplishment of specific outcomes. The General Board of Higher Education and Ministry establishes these outcomes for each course in the Course of Study.

If following a course a student is not satisfied with the grade received, she or he may submit in writing a formal request to the COS Assistant Director for the grade to be reviewed. This request should include detailed reasons and copies of any graded materials returned to the student. The COS Assistant Director will set a meeting of the Academic Review Committee and the course materials submitted and the grade issued will be reviewed in consultation with the faculty member. Once the committee has reached a decision the Assistant Director will inform the student in writing of the decision. If the grade is to be changed the Assistant Director will also notify the General Board of Higher Education and Ministry and the Annual Conference of grade change.
**Grading Rubric**

The Candler School of Theology Course of Study and Advanced Course of Study faculty members have established the following grading parameters.

<table>
<thead>
<tr>
<th>Grade</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehension</td>
<td>Superior</td>
<td>High</td>
<td>Good</td>
<td>Evidence of exposure</td>
<td>Gives no evidence of exposure or understanding material</td>
</tr>
<tr>
<td>Ability to Interpret Material</td>
<td>Consistently excellent and creative; superior ability to interpret material</td>
<td>Good, but less evidence of ability to interpret</td>
<td>Mix of strengths and weaknesses; moderate level of analysis and interpretation</td>
<td>Inability to interpret material</td>
<td>Incomprehensible</td>
</tr>
<tr>
<td>Written and Oral Assignments</td>
<td>Strong and interesting; able to interpret theses and points of view of others in his or her own words.</td>
<td>Interesting, exhibiting a high level of analysis and interpretation; theses are predictable or too broad; may not be fully supported</td>
<td>These are too obvious or vague; introductions, conclusions are not very effective; grammar, word choice, and spelling errors present.</td>
<td>Has not followed directions or has failed to present what has been asked for. Unclear or lacking thesis, arguments, and/or evidence. Extremely &quot;quote dependent&quot;</td>
<td>Unreadable, unrecognizable or missing. Evidence of Plagiarism</td>
</tr>
<tr>
<td>Grammar, Spelling</td>
<td>Clear, without errors in grammar, spelling, and diction</td>
<td>Clear, without errors in grammar, spelling, and diction</td>
<td>Contains some errors in grammar, word choice, and spelling</td>
<td>Contains many errors in grammar, word choice, and spelling</td>
<td>Indecipherable</td>
</tr>
<tr>
<td>Class Participation</td>
<td>Contributes significantly and appropriately to growth and learning of whole class</td>
<td>Contributes somewhat to the growth and learning of the whole class</td>
<td>Speaks up in class occasionally, but contributes little to growth and learning of the class</td>
<td>Student is present but does not participate</td>
<td>Inappropriate, incomprehensible, or absent</td>
</tr>
</tbody>
</table>

**Student Honor and Conduct Code**

Candler School of Theology is a professional school of Emory University that seeks to educate men and women for professional competence in ministry and the theological disciplines. In keeping with its mission, Candler expects all members of its community to maintain academic integrity and to conduct themselves in a manner appropriate to the professional character of the ministry and consistent with the standards of Emory University.

**Student Academic Honor**

Candler School of Theology, Course of Study School requires that all material submitted by a student in fulfilling his or her academic requirements be the original work of the student. Violations of academic honor include any action by a student indicating dishonesty or a lack of integrity in academic ethics. Violations in this category include but are not limited to cheating, plagiarism, or knowingly misrepresenting another’s work as one’s own. Cheating includes...
seeking, acquiring, receiving, or passing information about the content of an examination prior to its authorized release or during its administration. Cheating also includes seeking, using, giving, or obtaining unauthorized assistance in any academic assignment or examination.

Plagiarism is the act of presenting as one’s own work the work of another person, whether published or unpublished (including the work of another student). A writer’s work should be regarded as his or her own property. Any person who knowingly uses a writer’s distinctive work without proper acknowledgment is guilty of plagiarism. In addition, papers, or portions of papers, submitted for academic credit in one course cannot be submitted for credit in another course without the express permission of the instructors of both courses.

Student Conduct

Candler School of Theology requires all members of its community to conduct themselves with dignity and integrity and in conformity with the established policies and standards of Emory University and Candler School of Theology.

Professional Integrity

Professional integrity for theological students is defined by the standards of integrity common to all professions and is further specified by those virtues of character required by Christian ministry. A person of integrity acts in a way that is congruent with what is professed in words and intended in thought, displays especially the virtues of truth and fairness, exhibits a consistent character over time, and takes responsibility for his or her actions.

Violations of Academic Honor Code

Instances involving an alleged violation of academic honor (including plagiarism) should be reported to the COS assistant director, who will conduct a preliminary investigation of the alleged violation. The assistant director will decide if the case has sufficient merit for a possible honor code violation, whether the case should be resolved using the informal process, or if the case is of sufficient gravity to proceed directly to the formal process.

Informal Process

The assistant director, associate dean of Methodist Studies, faculty involved, and whomever the assistant director deems appropriate will review the facts of the offense. In the case of a first offense, they may recommend any of the following penalties depending on the severity of the offense:

• warning
• require the work to be done again
• a grade of D or F for the assignment
• a grade of F for the course
Formal Process

The case will be heard by Academic Honor Code Committee comprised of the following: assistant director of Course of Study, associate dean of Methodist Studies, three faculty members, and one person not directly connected to COS. The assistant director will be a nonvoting member of the committee. The associate dean of Methodist Studies will serve as the chair of this committee. After thorough review of the case, a majority vote of the committee will suffice for a finding of guilt. If the person is found guilty, the committee may decide one or more of the following actions or such other action as the committee deems appropriate:

- a grade of F for the course
- suspension for the remainder of the term
- dismissal from the Emory Course of Study School

If the student is guilty of a prior offense, the penalty will be much more severe. Upon review of the committee’s recommendations, the assistant director and associate dean will notify the student of the committee’s decision. For both the informal and form process and for each offense, a letter will be sent to the student’s District Superintendent and Board of Ministry Representative alerting them to the Academic Honor Code violation.

Appeal

A student who wishes to appeal the decision of the committee must make such a request in writing to the associate dean of Methodist Studies. The appeal must be made within ten days of the assistant director and associate dean’s notification to the student. In the letter to the associate dean, the student must indicate the reasons for the appeal and supply any relevant documents supporting the appeal.

After reviewing the request for appeal, the associate dean may deny the request for an appeal, may render a new decision in the case, or may increase or decrease the severity of the action taken. The associate dean will render a final decision on the appeal and inform the student of his or her decision.

Student Conduct Violations

Student conduct violations consist of but are not limited to the following actions.

- Dishonesty through misrepresentation or withholding of pertinent factual information in a student’s personal dealings with other students, faculty, or staff of the University or organizations or agencies of the University. This also includes falsification of information for the purpose of registration to the Course of Study School or admission to the Advanced Course of Study program.
- Infractions of rules and regulations established by any appropriate University authority for the purpose of protecting the interests of the University community.
- Infractions of public law. Conduct that is the basis for an allegation or charge of violation of public law may also subject a student to an allegation of a student
conduct violation. Candler School of Theology reserves the right to proceed with
deciding the matter of such an alleged student conduct violation without awaiting
the disposition of any criminal charges by a court of law.

- Actions contrary to the standards of Candler School of Theology and Emory
  University, including actions that are deliberately demeaning to other human beings
  or that violate the dignity and integrity of other members of the University.

**Procedures for Student Conduct Code Violations**

Alleged breaches in non-academic student conduct should be reported to the assistant
director of the Course of Study School, who will conduct a preliminary investigation. The
assistant director may then appoint an ad hoc committee consisting of faculty and students and
chaired by the associate dean of Methodist Studies. If such a committee is appointed, the
chairperson will inform the accused person in writing of the charges against him/her, the
name(s) of those who reported the charges, and the date, time, and place of the hearing on these
charges. The accused will be allowed a reasonable time to prepare a defense and will be granted
the privilege of an adviser to be chosen by the student from the Course of Study faculty. The
adviser shall assist the student in the process.

In all hearings, the accused will have the right to be present at all times during the hearing
except when the committee retires to deliberate and makes its decision. Evidence shall be
admitted without regard to the rules of evidence in courts of law. The accused student may
present evidence to the committee. After thorough review of the case, the committee will decide
whether the accused is guilty or not guilty of the charges. A majority vote of the committee will
suffice for a finding of guilt. If the person is found guilty, the committee may recommend one
or more of the following actions or such other action as the committee deems appropriate:

- Issue the student a warning.
- Place the student on probation.
- Suspend the student for the remainder of the term.
- Dismiss the student from school. Upon review of the committee’s recommendations,
  the associate dean will take such action as may be deemed appropriate, will notify
  the student of such action, and may notify University authorities of that action.

**Appeal of Decisions Regarding Conduct Violations**

A student who wishes to appeal the decision of the ad hoc committee must make such a
request in writing to the associate dean of Methodist Studies. The appeal must be made within
ten days of the associate dean’s notification to the student. In the letter to the associate dean of
the school, the student must indicate the reasons for the appeal and supply any relevant
documents supporting the appeal.

After reviewing the request for appeal, the associate dean of the school may deny the
request for an appeal, may render a new decision in the case, or may increase or decrease the
severity of the action taken. The associate dean of the school will render a final decision on the appeal and inform the student of his or her decision.

**Emory University Discrimination Policy**

Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any factor that is a prohibited consideration under applicable law. Emory University does not discriminate in admissions, educational programs, or employment on the basis of any factor outlined above or prohibited under applicable law. Students, faculty, and staff are assured of participation in University programs and in the use of facilities without such discrimination.

Emory University complies with all applicable equal employment opportunity laws and regulations, and follows the principles outlined above in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training.

For issues or questions regarding Emory’s non-discrimination policy, contact the Office of Equal Opportunity Programs, 201 Dowman Drive, Administration Bldg., Suite 305, Atlanta, GA 30322-4250; phone: 404.727.9867; web: http://www.eop.emory.edu/index.html

**Sexual Harassment Policy**

Students, faculty and employees of the Course of Study come under the jurisdiction of their own annual conference policies on sexual harassment. However, while the person is at the Course of Study School the following policy shall also apply.

The Course of Study School is committed by Christian faith to justice for all persons and does not tolerate any behavior, verbal or physical, by any person associated with the school, which constitutes sexual harassment against any other person associated with the school. Any person of the Course of Study School community who believes that he or she has been subjected to sexual harassment should immediately report the situation to the assistant director of the Course of Study School. When reporting a complaint, the individual should be prepared to furnish accurate information (i.e., date, name and facts). All such complaints will be treated in a confidential manner to the extent feasible, while permitting the school to investigate the complaint thoroughly and to take appropriate action.

The school expects the cooperation of all members of the school community with respect to avoiding such harassment. The school will investigate all complaints. If it is determined after an investigation that a member of the school community has violated this policy, he or she will be subject to appropriate disciplinary action up to and including suspension or termination from the school. In addition, a full report will be made to that person’s annual conference or judicatory body.
**Definition of sexual harassment:**

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made, either explicitly or implicitly, a term of condition of an individual’s employment or academic standing; or
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic standing decisions affecting such an individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual’s work or study performance or creating an intimidating, hostile, or offensive working or studying environment.

**Racial Harassment Policy**

Persons enrolled in the Course of Study come under the jurisdiction of their own annual conference policies on racial harassment. However, while the person is in the Course of Study School the following policy shall also apply.

The Course of Study School is committed by Christian faith for justice for all persons and does not tolerate any behavior, verbal or physical, by any person associated with the school, which constitutes racial harassment against any other person associated with the school. Any person of the Course of Study School community who believes that he or she has been subjected to racial harassment should immediately report the situation to the Director of the Course of Study School. When reporting a complaint, the individual should be prepared to furnish accurate information (i.e., date, name and facts). All such complaints will be treated in a confidential manner to the extent feasible, while permitting the school to investigate the complaint thoroughly and to take appropriate action.

The school expects the cooperation of all members of the school community with respect to avoiding such harassment. The school will investigate all complaints. If it is determined after an investigation that a member of the school community has violated this policy, he or she will be subject to appropriate disciplinary action up to an including suspension or termination from the school. In addition, a full report will be made to that person’s annual conference or judicatory body.

**Definition of Racial Harassment**

Any conduct directed against a person with the effect of insulting, degrading or abusing him/her because of his/her racial background.

**Allegations Procedures**

The Course of Study School is committed to using the process outlined below to deal with allegations of sexual and racial harassment within the school community. A sexual or racial harassment allegation may be resolved on an informal basis. Any member of the school
community who wishes to make a formal complaint must submit a written description of the incident to the Director.

Allegations are thoroughly investigated by a Sexual or Racial Harassment Committee composed of the Director and two members of the faculty. The investigation shall include a meeting with the person alleged to have engaged in the harassment. The accused and/or the complainant may bring a trusted colleague (other than an attorney), committed to maintaining confidentiality, with him/her to such a meeting.

If the Sexual or Racial Harassment Committee decides inappropriate behavior has occurred, after completing the investigation, the Director takes appropriate disciplinary and/or other action related to the accused person’s participation in the Course of Study School on that campus. In addition, the Director will inform the accused person’s annual conference or judicatory body of the action taken.

The Course of Study School takes steps to ensure that a person against whom such a complaint is brought is treated appropriately and has adequate opportunity to respond to such accusations.

The complainant and the person complained against are notified of the disposition of the complaint. If the disposition involves any ongoing process, the Director keeps the complainant informed until the process is complete.

**Appeal Process**

If the accuser or the accused is not satisfied with the action taken by the Course of Study School, s/he may express such dissatisfaction, in writing to the Director of Board of Ordained Ministry Relations, Division of Ordained Ministry, General Board of Higher Education and Ministry, within 15 days after receiving notification of the disposition of the complaint.

**Confidentiality**

Every effort will be made to ensure confidentiality to the extent feasible, while permitting the school to investigate the complaint thoroughly and to take appropriate action. The school will not tolerate retaliation against any member of the school community who complains of sexual or racial harassment.

**Explanatory Notes**

If the person alleged to have engaged in sexual or racial harassment is the Director, then the person bringing the complaint shall notify one or two faculty members who serve on the Sexual or Racial Harassment Committee. The two faculty members shall ask the president of the seminary at the host school to appoint an administrative officer to serve as chairperson of the Sexual or Racial Harassment Committee and to function as the Director in the process outlined above.
Emory University Tobacco Policy

Emory University recognizes the serious health implications of both direct use of tobacco products and indirect exposure to the use of tobacco products. In order to create an atmosphere that is consistent with Emory’s mission and commitment to improve the health and wellness of members of the Emory community, Emory University and Emory Healthcare (collectively “Emory”) prohibit the use or sale of tobacco products in or on Emory owned or Emory leased property effective January 1, 2012. The entire policy can be found at: http://policies.emory.edu/4.113

Compliance with this policy is the responsibility of all members of the Emory community (faculty, administrators, management, staff, and students). Repeated violations of this policy may result in disciplinary action under the Student Code of Conduct, Emory Human Resources Policies and Procedures, or other applicable Emory regulations or policies. Emory visitors are expected to comply with Emory’s tobacco free environment.

Pitts Theology Library

Pitts Theology Library is one of the premier theology libraries in North America. It contains a carefully cultivated collection of theological materials, providing rich historical resources, as well as training on the latest digital and online offerings. Among its 589,000 volumes are more than 126,000 rare items. These include the Richard C. Kessler Reformation Collection of imprints and manuscripts, and the English and American Hymnody and Psalmody Collection with about 15,000 items dating from the 16th to the 20th century. The library also administers an online digital image archive of 42,000 rare illustrations, which opens up the some of the finest aspects of the Pitts’ collections to the world.

Blackboard

Blackboard is licensed by Emory University to be its official internet-based learning environment. The Blackboard Learning System is a course management system that provides online elements (such as downloadable readings, discussion boards, uploadable assignments, virtual tests, etc.) for courses that are traditionally face-to-face.

Within Candler School of Theology’s COS program, Blackboard is typically used in two ways. First, every enrolled student and faculty has access to the general Blackboard site. This is where you can download general information, forms, and even podcasts pertinent to registration and navigating the COS program. Second, some COS courses use Blackboard as an easy tool for students to download articles, handouts, lectures, and other course elements from wherever they are and whenever they like. The purpose is to make course materials readily available to students. This is simply a supplemental resource for the course to make the exchange of information easier, ongoing, and paperless.
Guidelines for Written Assignments

• All papers should be typed, double-spaced, on 8 ½” by 11” paper, unless the instructor has asked for a different format specifically within the precourse work. Font should be Times New Roman or something similar and no larger than size 12. Margins are to be 1” on all four sides of each page.
• All papers must include a page number and the last name of the student in either the header or footer of every page.
• You should note the question you are answering at the beginning of each new section of materials.
• All papers should provide citations for all quoted material. You may use MLA, Turabian, APA or Chicago Style.
• Punctuation should be consistent; clarity of meaning is the primary purpose of punctuation. Edit and retype material as needed and check spelling in a standard dictionary.
• All papers should attempt to eliminate discriminatory language—for example: racism, ageism, sexism, classism, and prejudicial usage concerning handicapping conditions.

Citation Information and Guidelines

A critical component of the Course of Study Program is an explicit prohibition against plagiarism. Therefore, students are expected to follow the guidelines of one of the four major citation styles: MLA, Turabian, APA, or Chicago Style.

Citations are the means of giving credit to the sources of your information. It is the way you disclose where your knowledge and thoughts come from and reveal who is informing your thinking, understanding, and the facts you are using. If you are reading a book, article, essay, chapter, etcetera and you quote, allude to, paraphrase, or simply re-use an idea in your own papers, you MUST cite the source. You are required to tell your reader where that idea, information, or statement originated.

Below is a brief overview of these four different citation types. No one is better than the other. The different styles are all viable options. Some faculty prefer you use one specific citation, while others have no preference. The key to citations is consistency. Pick one of the four approved citation styles and stick to it.

We also strongly encourage all new and returning students to review the citation and plagiarism podcasts available on the general Course of Study Blackboard site.

MLA Citations (Parenthetical Citations and Works Cited Page)

MLA Citation style stands for the Modern Language Association. It is the standard citation form for many humanities and social science fields. It is known for its two-part parenthetical system, in which “in-text” parenthetical citations points to an alphabetized Works Cited list (located at the end of your paper). If you have a parenthetical citation in your paper, then you MUST have a Works Cited page at the end of your paper that documents the full bibliographic information of your source according to the MLA guidelines.
This information included within the body of your paper that is included within parenthesis is:
(1) Author’s last name; and, (2) page number. The Works Cited page includes the complete bibliographic information. For more examples and instructions, see this website: http://www.library.cornell.edu/resrch/citmanage/mla

Book Parenthetical Citation

Example: “One of the major goals in the book is to explore the religious theological dimensions of the New Testament writings” (Holladay 2).

Book Works Cited Reference

*(Basic Format is: Last Name, First Name. Title of Book. Place of Publication: Publisher, Year of Publication. Medium of Publication.)

Article Parenthetical Citation

Example: One provocative statement that describes biblical exegesis is: “The task of the exegete is, first and foremost, an historical one” (Malherbe 169).

Article Works Cited Reference


Bible Parenthetical Citation

*(In your first scriptural citation, you want to make sure to indicate which Bible version you are using. If you continue to use the same version throughout, there is no need to indicate again the Bible version. Just indicate the book, chapter, and verse in parenthesis for other passages.)
Example: Leviticus reminds its readers to the importance of caring for the foreigner when it says, “The alien living with you must be treated as one of your native-born. Love him as yourself, for you were aliens in Egypt. I am the LORD your God” (*New International Version*, Lev. 19:34).

Bible Works Cited Reference


Chicago and Turabian Citations (Note and Bibliography Citations)

Although often referred to as either the Chicago style or Turabian style, these two formatting styles are one and the same. The humanities field often follows the Chicago/Turabian format. Within religious studies, this is often the format of choice. The Chicago/Turabian style is typically thought of as a note and bibliography system. It places citations at either the bottom of a page (known as endnotes) or at the end of the paper (known as footnotes). The footnote or endnote is indicated in the body of the paper at the end of the sentence after the final punctuation, with a superscript number. The superscript corresponds to the footnote/endnote reference that gives the full bibliographic information. Note, there is a slight difference between the format of the footnote/endnote reference and its appearance in your bibliography. Although you have the information in the endnote or footnote, you are still required to at least include a full bibliography that lists all the sources referenced or consulted during the creation of the assignment. For more examples and instructions, see this website: http://www.chicagomanualofstyle.org/tools_citationguide.html

Book Footnote/Endnote Citation (Chicago/Turabian)

Example: “One of the major goals in the book is to explore the religious theological dimensions of the New Testament writings.”


Book Bibliography (Chicago/Turabian)


Article Footnote/Endnote Citation (Chicago/Turabian)

Example: One provocative statement that describes biblical exegesis is: “The task of the exegete is, first and foremost, an historical one.”


Article Bibliography (Chicago/Turabian)

APA Citations (Parenthetical Citations and Reference Page)
The APA style stands for American Psychological Association citation format. Therefore, it is primarily used in the social sciences field, such as in psychology or sociology courses. It is another parenthetical system, which means the citations appear in the body of your text and the full citation on the reference page. The parenthetical citation always includes the author’s last name and work’s date of publication. The third piece of information, the page number, only appears in a citation to a direct quote.

For more examples and instructions, see this website:

Book Parenthetical Citation (APA)
Example: “One of the major goals in the book is to explore the religious theological dimensions of the New Testament writings” (Holladay, 2005, 2).

Book Reference (APA)

Article Parenthetical Citation (APA)
Example: One provocative statement that describes biblical exegesis is: “The task of the exegete is, first and foremost, an historical one” (Malherbe, 1961, 169).

Article Reference (APA)
Directions to Candler School of Theology

You can visit the following link for a campus map
http://www.map.emory.edu/mappdf/gis_map/MainCampus_Name.pdf to assist you in your travels to campus. Candler School of Theology is number 2043 and the Peavine Visitor Lot is number 3262. Parking is free on Saturdays even though the gate entrance requires you to take a ticket, and you will need that ticket to exit the lot. There are a number of parking spaces directly across from the Candler building, these are labeled ‘Faculty/Staff Parking’ and you can park there on Saturdays only. However, please reserve those for the folks who really need a closer parking space, as there are only 2 accessible parking spaces by the building. Again, if you can make the walk from the Peavine Visitor Lot, please consider parking there and leaving the spaces in front of the Candler Theology School for those who need accessibility parking. Only park in those spaces that are truly parking spaces, do not park in the service vehicle or reserved spaces, as you are subject to a ticket by the Emory Parking Police. They will ticket for fire lane and service vehicle violations on Saturdays.

From Interstate 20 Eastbound

Take exit 60-B, the Moreland Avenue exit. Turn right on Moreland and follow it approximately 3 miles. Moreland will change to Briarcliff Road once it crosses Ponce de Leon Avenue. Continue straight on Briarcliff approximately 2 miles to North Decatur Road. Turn right and follow North Decatur one mile, passing through one roundabout; at the second roundabout take the fourth exit which is Oxford Road. Follow Oxford to the first street on the right, Eagle Row and turn Right onto Eagle. At the second stop sign you will find the Peavine Visitor Lot (27 Eagle Row, Atlanta, GA 30322) on your Left and Dickey Drive to your right. The Candler School of Theology is located at 1531 Dickey Drive, or the third building on the right from the stop sign.

From Interstate 20 Westbound

Take exit 60, the Moreland Avenue North exit. Turn right on Moreland and follow it approximately 3 miles. Moreland will change to Briarcliff Road once it crosses Ponce de Leon Avenue. Continue straight on Briarcliff approximately 2 miles to North Decatur Road. Turn right and follow North Decatur one mile, passing through one roundabout; at the second roundabout take the fourth exit which is Oxford Road. Follow Oxford to the first street on the right, Eagle Row and turn Right onto Eagle. At the second stop sign you will find the Peavine Visitor Lot (27 Eagle Row, Atlanta, GA 30322) on your Left and Dickey Drive to your right. The Candler School of Theology is located at 1531 Dickey Drive, or the third building on the right from the stop sign.
From Interstate 75 North or South
Take exit 248-C, the Freedom Parkway exit. Cross Boulevard; continue on Freedom Parkway; veer left at split; continue until it ends at Ponce de Leon Avenue; then turn right. Off Ponce, turn left on Briarcliff Road. Go approximately 2 miles to North Decatur Road. Turn right and follow North Decatur one mile, passing through one roundabout; at the second roundabout take the fourth exit which is Oxford Road. Follow Oxford to the first street on the right, Eagle Row and turn Right onto Eagle. At the second stop sign you will find the Peavine Visitor Lot (27 Eagle Row, Atlanta, GA 30322) on your Left and Dickey Drive to your right. The Candler School of Theology is located at 1531 Dickey Drive, or the third building on the right from the stop sign.

From Interstate 85 North and Hartsfield-Jackson Atlanta International Airport
The airport is located in the southwest section of the city, approximately 25 minutes from the Emory University campus. Visitors driving from the airport should take I-85 North. To Emory from Interstate 85 North, take exit 248-C, the Freedom Parkway exit. Cross Boulevard; continue on Freedom Parkway; veer left at split; continue until it ends at Ponce de Leon Avenue; then turn right. Off Ponce, turn left on Briarcliff Road. Go approximately 2 miles to North Decatur Road. Turn right and follow North Decatur one mile, passing through one roundabout; at the second roundabout take the fourth exit which is Oxford Road. Follow Oxford to the first street on the right, Eagle Row and turn Right onto Eagle. At the second stop sign you will find the Peavine Visitor Lot (27 Eagle Row, Atlanta, GA 30322) on your Left and Dickey Drive to your right. The Candler School of Theology is located at 1531 Dickey Drive, or the third building on the right from the stop sign.

From Interstate 85 South
Take exit 91, the Clairmont Road exit. Turn left (east) on Clairmont and follow it approximately 3 miles to North Decatur Road. Turn right and follow North Decatur approximately one mile to the Emory campus and the Oxford Road roundabout. Take second exit which is Oxford Road. Follow Oxford to the first street on the right, Eagle Row and turn Right onto Eagle. At the second stop sign you will find the Peavine Visitor Lot (27 Eagle Row, Atlanta, GA 30322) on your Left and Dickey Drive to your right. The Candler School of Theology is located at 1531 Dickey Drive, or the third building on the right from the stop sign.
University Shuttle System

Cliff Shuttles

Emory's Cliff shuttle system serves the University's main campus, Emory University Hospital and clinics, and the Clifton Corridor.

The fleet is 100% alternatively-fueled, fully accessible, and equipped with bicycle racks.

See the list of routes below.

Campus Routes

- **A route** - Woodruff Circle / Wesley Woods
- **B route** - Woodruff Circle / Briarcliff campus / Campus Crossing apts.
- **C route** - Clairmont campus / Woodruff Circle
- **D route** - Woodruff Circle / main campus loop / Peavine decks
- **DX route** - Express service between Peavine decks and Woodruff Circle
- **E route** - Clairmont campus / Lowergate decks / Law School
- **Loop** - Clairmont campus / Law School Clinic Bldg B / main campus loop / Peavine deck / Eagle Row / Woodruff Circle / Uppergate
- **M route** - Michael Street deck / Rollins campus / Law School / Lowergate decks
- **NightOwl** - Expanded late night service: Clairmont campus / main campus / Peavine decks / Woodruff Circle / Michael Street deck
- **1525-VA route** - Clairmont campus / Uppergate / 1525 Clifton (Student Health Center) / Woodruff Circle / Clairmont campus / VA Medical Ctr

Commuter Routes

- **CCTMA** - Clifton Corridor / Decatur MARTA Station
- **Executive Park** - Clifton Corridor / Briarcliff Rd / Executive Park Medical Offices
- **North DeKalb Mall**
- **South DeKalb Mall**

Other routes

- **Emory Publix** - weekday evenings
- **Toco Hill Shopping Center** - Sat-Sun only

Emory University Campus Map Locator

University Maps can be located at [http://map.emory.edu/PrintableMaps.html](http://map.emory.edu/PrintableMaps.html) as well as on pages 32 and 33 of this handbook.

Directions to the Clairmont Campus – Summer Housing Complex

Please visit our Blackboard Site for directions and maps or review the following maps containing directions from each major direction to the Clairmont Campus on pages 33 through 46.
Intentionally blank
Augusta, GA

1. **Head northeast on Hickman Rd toward Summer Ridge Dr**
   - go 463 ft
total 463 ft

2. **Sharp left onto Walton Way**
   - go 0.2 mi
   - About 1 min
total 0.3 mi

3. **Take the 1st right onto Milledge Rd**
   - go 1.0 mi
   - About 2 mins
total 1.3 mi

4. **Turn left onto Broad St**
   - go 0.3 mi
   - About 2 mins
total 1.6 mi

5. **Take the ramp onto Washington Rd**
   - go 2.6 mi
   - About 4 mins
total 4.3 mi

6. **Slight right to merge onto I-20 W toward Atlanta**
   - go 140 mi
   - About 2 hours 20 mins
total 144 mi

7. **Take exit 60 for US-23/Moreland Ave**
   - go 0.2 mi
   - total 144 mi

8. **Turn right onto US-23 N/Moreland Ave SE**
   - go 1.9 mi
   - About 4 mins
total 146 mi

9. **Turn right onto Ponce De Leon Ave NE**
    - go 2.2 mi
    - About 5 mins
total 148 mi

10. **Continue onto Scott Blvd**
    - go 1.0 mi
    - About 1 min
total 149 mi

11. **Turn left onto GA-155 N/US-23 N/Clairemont Ave**
    - go 1.1 mi
    - Continue to follow GA-155 N/US-23 N
    - About 3 mins
total 150 mi

12. **Turn left onto Starvine Way**
    - go 154 ft
    - About 1 min
total 150 mi

13. **Turn right onto Dooley Dr**
    - go 7 ft
    - Destination will be on the left
total 150 mi

2445 Dooley Dr, Decatur, GA 30033

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2012 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.
Directions to 2445 Dooley Dr, Decatur, GA 30033
2.3 mi – about 8 mins
Dickey Dr, Druid Hills, GA

1. Head **west** on **Dickey Dr** toward **Eagle Row**
   
2. Turn left onto **Eagle Row**
   
3. Turn left onto **Oxford Rd NE**
   
4. At the traffic circle, take the 3rd exit onto **N Decatur Rd**
   About 3 mins
   
5. Turn left onto **Clairmont Rd**
   About 2 mins
   
6. Turn left onto **Starvine Way**
   About 1 min
   
7. Turn right onto **Dooley Dr**
   Destination will be on the left
   
2445 Dooley Dr, Decatur, GA 30033

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2012 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.
Directions to 2445 Dooley Dr, Decatur, GA 30033
154 mi – about 2 hours 45 mins
**Birmingham, AL**

1. **Head southeast on 24th St N toward 4th Ave N**
   - go 0.3 mi
   - total 0.3 mi

2. **Tum left onto 1st Ave N**
   - About 5 mins
   - go 3.7 mi
   - total 4.0 mi

3. **Tum right onto 61st St S**
   - go 0.1 mi
   - total 4.1 mi

4. **Tum left onto 1st Ave S**
   - go 0.1 mi
   - total 4.2 mi

5. **Take the ramp onto Interstate 20 E**
   - Entering Georgia
   - About 2 hours 23 mins
   - go 144 mi
   - total 148 mi

6. **Take exit 60B for US-23 N/Moreland Ave**
   - go 0.2 mi
   - total 148 mi

7. **Merge onto US-23 N/Moreland Ave SE**
   - About 4 mins
   - go 2.0 mi
   - total 150 mi

8. **Tum right onto Ponce De Leon Ave NE**
   - About 5 mins
   - go 2.2 mi
   - total 152 mi

9. **Continue onto Scott Blvd**
   - About 1 min
   - go 1.0 mi
   - total 153 mi

10. **Tum left onto GA-155 N/US-23 N/Clairemont Ave**
    - Continue to follow GA-155 N/US-23 N
    - About 3 mins
    - go 1.1 mi
    - total 154 mi

11. **Tum left onto Starvine Way**
    - About 1 min
    - go 154 ft
    - total 154 mi

12. **Tum right onto Dooley Dr**
    - Destination will be on the left
    - go 7 ft
    - total 154 mi

---

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2012 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.
Directions to 2445 Dooley Dr, Decatur, GA 30033
123 mi – about 2 hours 14 mins
Chattanooga, TN

1. Head **east** on **E M L King Blvd** toward **Market St**
   - go 75 ft
   - total 75 ft

2. Take the 1st right onto **Market St**
   - About 4 mins
   - go 1.2 mi
   - total 7.5 mi

3. Take the ramp onto **I-24 E**
   - About 8 mins
   - go 6.3 mi
   - total 13.8 mi

4. Take exit **185A** to merge onto **I-75 S** toward **Atlanta**
   - Entering Georgia
   - About 1 hour 49 mins
   - go 106 mi
   - total 113 mi

5. Take exit **251** on the left for **I-85 N** toward **Greenville**
   - go 0.2 mi
   - total 113 mi

6. Keep right at the fork, follow signs for **Interstate 85** and merge onto **I-85 N**
   - About 7 mins
   - go 5.8 mi
   - total 119 mi

7. Take exit **91** toward **US-23/GA-155/Clairmont Rd/Decatur**
   - go 0.2 mi
   - total 119 mi

8. Merge onto **I-85 Access Rd NE**
   - go 374 ft
   - total 119 mi

   - About 5 mins
   - go 3.1 mi
   - total 123 mi

10. Turn right onto **Starvine Way**
    - go 154 ft
    - total 123 mi

11. Turn right onto **Dooley Dr**
    - Destination will be on the left
    - go 7 ft
    - total 123 mi

2445 Dooley Dr, Decatur, GA 30033

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2012 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.
<table>
<thead>
<tr>
<th>Step</th>
<th>Direction</th>
<th>Destination</th>
<th>Distance</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Head northeast on N Church St toward E Elford St</td>
<td>go 0.2 mi</td>
<td>total 0.2 mi</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Turn right onto N Academy St</td>
<td>go 0.2 mi</td>
<td>total 0.4 mi</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Turn right onto East North Street</td>
<td>go 469 ft</td>
<td>total 0.5 mi</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Slight right onto Beattie Pl</td>
<td>go 0.1 mi</td>
<td>total 0.7 mi</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Take the 1st left onto N Church St&lt;br&gt;About 3 mins</td>
<td>go 1.5 mi</td>
<td>total 2.2 mi</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Continue onto US-29 S/Mills Ave&lt;br&gt;About 1 min</td>
<td>go 1.0 mi</td>
<td>total 3.2 mi</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Continue onto I-185 S&lt;br&gt;About 3 mins</td>
<td>go 2.5 mi</td>
<td>total 5.7 mi</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Take exit 14B to merge onto I-85 S/US-29 S toward Atlanta&lt;br&gt;Continue to follow I-85 S&lt;br&gt;Entering Georgia&lt;br&gt;About 2 hours 6 mins</td>
<td>go 130 mi</td>
<td>total 136 mi</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Take exit 91 toward Clairmont Rd/US-23/GA-155/Decatur</td>
<td>go 0.1 mi</td>
<td>total 136 mi</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Merge onto I-85 Frontage Rd</td>
<td>go 335 ft</td>
<td>total 136 mi</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Slight right to stay on I-85 Frontage Rd</td>
<td>go 466 ft</td>
<td>total 136 mi</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Take the 1st left onto GA-155 S/US-23 S/Clairmont Rd&lt;br&gt;About 7 mins</td>
<td>go 3.2 mi</td>
<td>total 139 mi</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Turn right onto Starvine Way</td>
<td>go 154 ft</td>
<td>total 139 mi</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Turn right onto Dooley Dr&lt;br&gt;Destination will be on the left</td>
<td>go 7 ft</td>
<td>total 139 mi</td>
<td></td>
</tr>
</tbody>
</table>

2445 Dooley Dr, Decatur, GA 30033

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Map data ©2012 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.
Directions to 2445 Dooley Dr, Decatur, GA 30033
91.3 mi – about 1 hour 38 mins
1. Head north on Mulberry St toward Walnut St Ln  
go 312 ft  
total 312 ft

2. Continue onto Spring St  
About 2 mins  
go 0.4 mi  
total 0.5 mi

3. Slight right onto the Interstate 16 W ramp  
go 0.3 mi  
total 0.8 mi

4. Merge onto I-16 W  
About 1 min  
go 0.8 mi  
total 1.6 mi

5. Keep right at the fork, follow signs for I-75 N/Atlanta and merge onto I-75 N  
About 1 hour 18 mins  
go 82.8 mi  
total 84.4 mi

6. Take exit 248C to merge onto Freedom Pkwy toward GA-10 E/Carter Center  
About 4 mins  
go 2.1 mi  
total 86.4 mi

7. Turn right onto Ponce De Leon Ave NE  
About 7 mins  
go 2.8 mi  
total 89.2 mi

8. Continue onto Scott Blvd  
About 1 min  
go 1.0 mi  
total 90.2 mi

9. Turn left onto GA-155 N/US-23 N/Clairemont Ave  
Continue to follow GA-155 N/US-23 N  
About 3 mins  
go 1.1 mi  
total 91.3 mi

10. Turn left onto Starvine Way  
About 1 min  
go 154 ft  
total 91.3 mi

11. Turn right onto Dooley Dr  
Destination will be on the left  
go 7 ft  
total 91.3 mi

2445 Dooley Dr, Decatur, GA 30033

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2012 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.
1. Head **north** on S Union St toward Nicrosi St
   - go 167 ft
   - total 167 ft

2. Turn right to merge onto I-85 N
   - go 161 mi
   - total 161 mi

3. Take exit **248C** to merge onto Freedom Pkwy toward GA-10 E/Carter Center
   - go 1.3 mi
   - total 162 mi

4. Take the exit toward Georgia 42 E
   - go 0.2 mi
   - total 162 mi

5. Merge onto Freedom Pkwy
   - go 0.6 mi
   - total 163 mi

6. Turn left onto Moreland Ave NE
   - go 0.3 mi
   - total 163 mi

7. Turn right onto Ponce De Leon Ave NE
   - go 2.2 mi
   - total 165 mi

8. Continue onto Scott Blvd
   - go 1.0 mi
   - total 166 mi

9. Turn left onto GA-155 N/US-23 N/Clairemont Ave
   - go 1.1 mi
   - total 167 mi

10. Turn left onto Starvine Way
    - go 154 ft
    - total 167 ft

11. Turn right onto Dooley Dr
    - go 7 ft
    - total 167 mi

2445 Dooley Dr, Decatur, GA 30033

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2012 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.
Summer COS Policies

The five-year Course of Study School is conducted in two, one and half week modules each summer for part-time and full-time pastors. Successful completion of both modules fulfills one year of study. After completion of this program, students are eligible to apply for the Advanced Course of Study School.

Classes meet Monday through Friday from 8:00am-11:00am and 1:00pm-4:00pm with a break for worship and lunch. The daily worship services provide opportunities for students to participate in music, altar designs, as liturgist, as preacher, or the rarely experienced worship participant. There are activities and workshops sponsored by the Student Fellowship or the COS Office throughout the summer. Each student can participate as much or as desired in the activities beyond class, but we encourage all students to develop collegial relationships that will help nurture them through their ministry, and to take advantage of the resources that are available while on campus.

Registration Policy

After completing the appropriate registration form, obtain the signatures of your District Superintendent and the Board of Ministry Local Pastor Registrar for your Annual Conference. Both signatures are necessary and required for registration and financial assistance. Mail your completed registration form (with the signatures), and payment to the Course of Study Office. You will officially be enrolled in COS when the registration paperwork and fees ($150 one session or $300 two sessions) have been submitted and processed by the COS Office. The registration date is always March 31st for Summer School, and precourse work is always due May 1st. If you register after March 31st deadline late fees charges will be applied to your registration costs, please include the appropriate amount ($200 one session or $400 two session). Precourse work is always due May 1st no matter the date of registration.

Course Load

The maximum number of courses a student may take in the Course of Study School, regardless of the school(s) attended is four courses per year. Under unusual circumstances, students may be granted permission to take additional courses with the combined approval of the Board of Ordained Ministry, the Director of the Course of Study School, and by the Assistant General Secretary of the General Board of Higher Education and Ministry.

Orientation for New Students

All students attending summer Session A and B or just Session A for the first time will need to attend the New Student Orientation. Orientation meets on the Sunday before classes begin, at 9:30am outside of the H-Space. Orientation includes attending Glenn Memorial United Methodist Church for worship and lunch. A variety of speakers will share information
and opportunities for student involvement during summer school. The time will conclude with a campus tour.

For those attending only Session B, there will be an Orientation session at 11:00am on the Wednesday classes begin for Session B.

All new summer students are assigned to a ‘Shepherd’. COS Shepherds are returning students who volunteer to serve as orientation leaders. New Students will be assigned a Shepherd during the Spring, and they can expect to hear from the Shepherd several times before Orientation.

**The Emory Course of Study School Fellowship**

The purpose of the Fellowship is to promote the development of a more effective ministry through fellowship and education. All who enroll in the Emory Course of Study School are welcome to attend meetings, to vote on all issues, to participate in all activities, and to seek and hold office. The Fellowship holds weekly meetings, usually prior to the Wednesday evening chapel services. The fellowship conducts a special offering the first week of both Course of Study sessions to be used for classmates with emergency needs. Requests for emergency funds are made through your Conference Representative.

The fellowship hopes to make the Emory Course of Study School as full an experience as possible. The Fellowship will coordinate the weekend life at Emory for those staying on campus by supplying the names and locations of ministries in the Atlanta area where one can volunteer service—in prison ministry, soup kitchens, or a local shelter. Offices in the Student Government include President, First Vice President, Second Vice President, Treasurer, Secretary, and Parliamentarian.

**Precourse Policy**

Reading and written assignments are required of all students for each course. Some of these assignments may be done in cooperation with an Annual Conference mentor. Assignments will include textbook work as well as practical experience in pastoral ministry. It is important that precourse assignment sheets for the current session be used, and only the ones for the course you have registered to attend. Faculty and assignments change from year to year and consequently, assignment sheets from previous years will be invalid, as well as assignment sheets from different sessions. Appropriate assignment sheets will be sent to you as soon as your registration forms and fees are received, or you can download them in advance from our website at [www.candler.emory.edu/programs/cos/precourse-saturday.cfm](http://www.candler.emory.edu/programs/cos/precourse-saturday.cfm).

**Summer**

This policy has been made effective for the 2010 and all following sessions of the Course of Study Summer School at Emory. In fairness to all students, the following policy will apply to all SUMMER PRECOURSE assignments:
• All precourse work must be submitted to the Course of Study Office via email no later than May 1st.
• Late work will be accepted only until June 20th, but there will be the following penalties:
  o Assignments received between May 2nd and June 1st will receive a one letter grade deduction.
  o Assignments received between June 2nd and June 20th will receive two letter grade deduction.
• No precourse assignments will be accepted after June 20th for students attending either Session A or B. Students will not be able to check-in if precourse assignments were not submitted by June 20th deadline. Students will be dropped from any course for which assignments have not been received. For students attending ONLY Session B, again no precourse materials will be accepted after June 20th.
• In cases where the student has registered late the same precourse policy applies.

Directions to Email Precourse Assignments

Please read all the directions below before emailing your assignments to the COS Office. Any emails received that do not follow the directions below will not be accepted. You will receive an email confirmation of receipt or, if your email is not submitted correctly, an email indicating you will need to resend your assignments.

1. Email only michelle.levan@emory.edu; do not email instructors.
2. Email must be received no later than 11:59pm on the deadline of May 1st.
   a. Please note that the cut off time is EASTERN STANDARD TIME zone, so email your assignments accordingly.
   b. Any precourse work received after May 1st at 11:59pm will be subject to a late penalty.
      1. Precourse work received between May 2 – June 1 is 1 letter grade deduction.
      2. Precourse work received between June 2 – June 20 is 2 letter grade deductions.
      3. You will be drop from any course for which precourse work has not been received after June 20th. No precourse work will be accepted at check-in.
3. The course number and the phrase “precourse work” should be the subject of your email:
   Example - Precourse Work 223
   a. You will need to send a separate email for each course you are registered to attend.
4. Precourse work must be sent as an attached document and not in the body of the email.
   a. Any version of Microsoft Word will be accepted; PDF, Word Perfect, and Mac-Pages documents will not be accepted. If you are using another type of word processing program, please convert your document to a version of Microsoft Word before submitting.
b. All assignments for each course must be in one document; multiple documents are not accepted, and zip files are also not accepted. You should send only one attachment with all your course assignments; emails sent with multiple documents will not be accepted.

5. Your FULL name, phone number and email, should all be clearly included at the beginning of your email. Example: Michelle Levan
   404.727.4587
   michelle.levan@emory.edu

6. Plagiarism Policy and Plagiarism Defined
   The plagiarism Policy and Defined paragraphs below must be included in the body of your email (both are below), not within your precourse work. The inclusion of the policy and definition in the body of the email, verifies that you agree to it and your email will represent your signature (which is a requirement). If the email does not include the plagiarism policy and definition it will not be accepted. Your email with the plagiarism policy and definition will be printed and used as the cover sheet for your precourse assignments, because it has the verification of date and time received, and your agreement to the plagiarism policy and definition.
   **Plagiarism Policy** - I have read the plagiarism definition below and verify that this assignment represents my own work, except where credit is given.
   **Plagiarism Defined**: “You plagiarize when, intentionally or not, you use someone else’s words or ideas but fail to credit that person, leading your readers to think that those words are yours. In all fields, you plagiarize when you use a source’s words or ideas without citing that source. In most fields, you plagiarize even when you do credit the source but use its exact words without using quotation marks or block indentation” (201-202). Booth, Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research, Second Edition*. Chicago, IL: University of Chicago Press, 2003.

7. If you do not follow the procedure your precourse work WILL NOT BE ACCEPTED!

On Campus Resources

- **Pitts Theology Library**: open Monday through Friday, 7:30am-5:00pm and Closed weekends during the summer. To check their year round hours call 404.727.4166. Located on the main level of the Pitts Theological Library is an array of computers with Microsoft Office, Bible for Windows, Bible Works, and Eagle Services, which includes Internet Explorer, and Euclid (for library information). There are also printers for use at minimal cost.
- **Photocopies Copies**: Photocopy machines are available to students in Pitts Theology Library. Please do not ask the COS office staff or any other Candler staff person to make
copies for you. Kinko’s is another photocopying option located at 2088 N Decatur Road and is open 24-hours a day. The phone number is 404.321.3990.

- **Woodruff University Library**: open Monday-Thursday 8am–10pm, Friday 8am–6pm, Saturday 9am–6pm, Sunday 1pm–10pm; 404-727-6868
- **The Michael C. Carlos Museum**: located on the main quadrangle. Open Tuesday, Wednesday, Friday, and Saturday 10am–5pm, Sunday 12pm–5pm.
- **Student Activities & Athletics Center**: The “SAAC,” located on the Clairmont Campus, has facilities for swimming, tennis, basketball, volleyball, and strength & conditioning. In addition, the Center is equipped with state-of-the-art classrooms and a café. For more info, please see [http://www.emory.edu/HOUSING/CLAIRMONT/saac_fac.html](http://www.emory.edu/HOUSING/CLAIRMONT/saac_fac.html). General Hours: Monday-Friday 6:30am–10pm, Saturday 7:30am-10pm; Sunday 9am–10pm. Outdoor Pool Hours: Monday, Wednesday, Thursday 10am–9pm, Tuesday, Friday 12pm–9pm; Saturday and Sunday 12pm–8pm
- **Woodruff Physical Education Center**: The “Woodpec,” located on the main campus, includes tennis, badminton, racquetball, basketball courts, indoor and outdoor running tracks, an Olympic size swimming pool, weight room, combative room, and dance studio. Center hours, policies, court reservation procedures, locker rental, and other information may be obtained online at [http://www.wpec.emory.edu/](http://www.wpec.emory.edu/). General Hours: Monday-Thursday 6:30am–9pm, Friday 6:30am–7:30pm, Saturday-Sunday 9am–6pm.
- **Emergency Numbers**:
  - University Police, 404-727-6111
  - DeKalb County Police, 9+911
  - Non-emergency, 404-294-2000
  - Emory University Hospital, 404-712-2000
  - Egleston Children’s Hospital, 404-325-6000
  - DeKalb Medical Center, 404-501-1000
- **Information Centers**:
  - Campus Information, 404-727-INFO (7-INFO when on campus)
  - Atlanta Convention and Visitor’s Bureau, 404-521-6688
  - DeKalb Convention and Visitor’s Bureau, 770-492-5000
**Things To Do And See In and Around Atlanta**

*Students may purchase reduced priced tickets for movies, zoo admission, and other events at the Ticket Office located in the Dobbs University Center (DUC), and for more information call 404.727.8425.*

- Visit the Georgia Aquarium [www.georgiaaquarium.org](http://www.georgiaaquarium.org)
- Tour The King Center [www.thekingcenter.com](http://www.thekingcenter.com)
- Stroll the Atlanta Botanical Garden [www.atlantabotanicalgarden.org](http://www.atlantabotanicalgarden.org)
- Visit Centennial Park [www.centennialpark.com](http://www.centennialpark.com)
- Eat at the Varsity [www.thevarsity.com](http://www.thevarsity.com)
- Catch a Show at the Fox Theater [www.foxtheather.com](http://www.foxtheather.com)
- Tour the Herndon Home [www.herndonhome.org](http://www.herndonhome.org)
- Stop by the Wren’s Nest [www.beentheresawthat.com](http://www.beentheresawthat.com)
- Picnic at Zoo Atlanta in Grant Park [www.zooatlanta.org](http://www.zooatlanta.org)
- Visit Stone Mountain [www.stonemountainpark.com](http://www.stonemountainpark.com)
- See your Imagination at the Children’s Museum [www.imagineit-cma.org](http://www.imagineit-cma.org)
- Laugh at the Center for Puppetry Arts [www.puppet.org](http://www.puppet.org)
- Visit Fernbank Museum [www.fse.fernbank.edu](http://www.fse.fernbank.edu)
- Eat doughnuts at Krispy Kreme [www.krispykreme.com](http://www.krispykreme.com)
- Visit the Carter Center for Leadership [www.cartercenter.org](http://www.cartercenter.org)
- Visit the Jimmy Carter Library [www.jimmycarterlibrary.org](http://www.jimmycarterlibrary.org)
- Visit the World of Coke [www.wocatlanta.com](http://www.wocatlanta.com)
- Visit Underground Atlanta [www.atlanta.citysearch.com/undergroundatlanta](http://www.atlanta.citysearch.com/undergroundatlanta)
- Experience Virginia Highlands [www.virginiahighland.com](http://www.virginiahighland.com)
- Visit the High Museum [www.high.org](http://www.high.org)
- Enjoy the Alliance Theater [www.alliancetheater.org](http://www.alliancetheater.org)
- Explore Mary Mac’s Tea Room [www.123atlanta.net/dining/mary-mac-tea-room.html](http://www.123atlanta.net/dining/mary-mac-tea-room.html)
- For more information on things to do in Atlanta see: [www.accessatlanta.com](http://www.accessatlanta.com)
- Callaway Gardens (approximately 1.5 hours) [www.callawaygardens.com](http://www.callawaygardens.com)
- Tennessee Aquarium (approximately 2 hours) [www.tnaqua.org](http://www.tnaqua.org)
- Helen, Georgia [www.discoverourtown.com/GA/helen](http://www.discoverourtown.com/GA/helen)
- Wild Adventures (3.5 hours) [www.savannahgeorgia.com](http://www.savannahgeorgia.com)
- Fort Discovery in August, GA [www.nationalsciencecenter.org](http://www.nationalsciencecenter.org)
- Augusta Riverwalk (2.5 hours) [www.augustaga.gov/departments/riverwalk](http://www.augustaga.gov/departments/riverwalk)
Saturday School and Florida Satellite Policies

EMORY Saturday School courses are designed for the part-time local pastors only and meet in three different models: Saturday only, Summer Weekend, and the Spring Intensive. All courses meet for a required 20 classroom contact hours and student must attend the entire time to fulfill these hours. All the courses meet at the Candler School of Theology, Rita Anne Rollins Building located at 1531 Dickey Drive, Atlanta, Georgia 30322.

**Saturday School** meets three times from 9:00am – 5:00 pm over a six week period. Lunch is provided for all students the first Saturday of session, and there is the option to order lunches for the second and third at the student’s expense. Coffee and tea along with other light breakfast items are provided each Saturday morning and afternoon. We do not offer on campus housing but will gladly provide some local hotel information upon request. Worship is a vital part of our time together, so we will begin with Worship at 9:00am on the first Saturday. On the third Saturday together we will gather as a whole community for Holy Communion at 1:00pm followed by class, which will dismiss at 5:00pm. When we have students who are completing their COS or ACOS we celebrate those graduates during worship and often they are our preachers or worship leaders for the services.

**Summer Weekend** meets in conjunction with the summer program and meets two times from 3:00pm – 8:00pm on Friday and 9:00am-4:00pm on Saturday. Dinner is provided both Friday evenings and boxed lunches are available for purchase each Saturday. Coffee and tea along with other light breakfast items are provided each Saturday morning and afternoon. We do not offer on campus housing to those only attending the weekend but will gladly provide some local hotel information upon request. Those attending the weekend and the summer school session it surrounds will be able to check into their on-campus housing on the first Friday.

**The Weekend Intensive** is a three consecutive day program in which students can complete one course during the weekend. The registration fees for the intensive is slightly higher than for Saturday School as breakfast, lunch and afternoon snacks are provided for everyone. This format is three long days of intense class, and there is a significant amount of precourse work, and a post course assignment.

**The Florida Satellite** is conducted in a two-weekend model that includes class sessions on Friday evenings from 5:00pm-9:00pm and Saturdays from 8:00am-5:00pm. Students must attend all four sessions to receive credit for the course. Snacks and lunch on Saturdays will be provided for all students. Classes will be offered in the northern Florida area during the Winter and Spring, and in Lakeland during the Fall session. Supply Pastors and those eligible for but not currently under appointment may attend if endorsed by the District Superintendent and the
Annual Conference. Those serving as full-time Local Pastors must attend one of the eight Regional School programs located at a United Methodist School of Theology. Worship is an important part of our time, thus we will begin with worship on the first weekend of each session and worship together again on the second Saturday at 1:00 pm, then return to class until 5:00pm. Registration will begin at 5:00pm on the first Friday of each session, followed by worship at 5:30pm.

**Registration Policy – Saturday/Summer Weekend/Weekend Intensive**

After completing the registration form, including obtaining the signatures of your District Superintendent and the Board of Ministry Local Pastor Registrar, mail your registration form and payment to the Course of Study Office. You will officially be enrolled in COS when *all registration materials and course fees* have been submitted and processed by the COS Office. You will receive a confirmation via email once your registration is received and processed. The deadlines for Saturday COS are as follows: Winter–December 15th; Spring–April 15th, Summer–May 15th; Fall–August 15th.

There is a nonrefundable and non-transferable $65 registration fee per course that you pay initially. Payment must be sent with the completed registration form to Emory by the appropriate registration deadlines. After that deadline, a late fee of $20 will be charged.

*The registration and late fees are not refundable for any reason.* The tuition fee for COS is $250. The signatures of the District Superintendent and the BOM Local Pastor Registrar ensure that you will receive your Annual Conference scholarship. *This scholarship can cover the entire cost of tuition depending on how much your annual conference contributes.*

**Registration Policy Florida Satellite**

After completing the registration form, including obtaining the signatures of your District Superintendent and the Board of Ministry Local Pastor Registrar, mail your registration form and payment to the Course of Study Office. You will officially be enrolled in COS when *all registration materials and course fees* have been submitted and processed by the COS Office. You will receive a confirmation via email once your registration is received and processed. The deadlines: Winter–December 15th; Spring–April 1st, Fall–August 15th.

There is a nonrefundable and non-transferable $65 registration fee per course that you pay initially. Payment must be sent with the completed registration form to Emory by the appropriate registration deadlines. After that deadline, a late fee of $20 will be charged.

*The registration and late fees are not refundable for any reason.* The tuition fee for Florida Satellite COS is $275. The signatures of the District Superintendent and the BOM Local Pastor Registrar ensure that you will receive your Annual Conference scholarship. *This scholarship can cover the entire cost of tuition depending on how much your annual conference contributes.*
Course Load

The maximum number of courses a student may take in the Course of Study School, regardless of the school(s) attended is four courses per year. Under unusual circumstances, students may be granted permission to take additional courses with the combined approval of the Board of Ordained Ministry, the Director of the Course of Study School, and by the Assistant General Secretary of the General Board of Higher Education and Ministry. Advanced Course of Study does not have a yearly limit.

Precourse Policy

Reading and written assignments are required of all students for each course. Some of these assignments may be done in cooperation with an Annual Conference mentor. Assignments will include textbook work as well as practical experience in pastoral ministry. It is important that precourse assignment sheets for the current session be used, and only the ones for the course you have registered to attend. Faculty and assignments change from year to year and consequently, assignment sheets from previous years will be invalid, as well as assignment sheets from different sessions. Appropriate assignment sheets will be sent to you as soon as your registration forms and fees are received, or you can download them in advance from our website at www.candler.emory.edu/programs/cos/precourse-saturday.cfm.

Precourse Work

The Precourse deadline is the two Mondays prior to the first day. Work submitted between the due date and the first day of class is subject to letter grade deductions. EMAIL your precourse assignments to the COS Office by using the process included on the precourse assignment sheet or found on the website. All the assignments will be compiled together and distribute to the faculty, so it is extremely important that you send your materials directly to the assistant director, and not to the instructor! You will receive an email confirmation once your assignments are received.

Directions to Email Precourse Assignments

Please read all the directions below before emailing your assignments to the COS Office, any emails received that do not follow the directions below will not be accepted. You will receive an email confirmation of receipt and if your email is not submitted correctly an email indicating you will need to resend your assignments.

Saturday/Weekend/Intensive/Florida Satellite follows the same directions for emailing assignments but the due dates are different and the penalty dates for late papers are set differently. These are included on each applicable precourse assignment sheet.
Winter Saturday Precourse Deadline
• Email must be received no later than 11:59pm on the deadline of January 12, 2015.
  o Please note that the cut off time is EASTERN STANDARD TIME zone, so email your assignments accordingly.
  o Any precourse work received after January 12th at 11:59pm will be subject to a late penalty.
    ▪ Precourse work received between Jan. 13th–Jan. 18th is 1 letter grade deduction.
    ▪ Precourse work received between Jan. 19th–Jan. 24th is 2 letter grade deductions.
    ▪ If you do not submit your precourse work by the beginning of class on the 24th you will be withdrawn from the course.

Spring Intensive Precourse Deadline
• Email must be received no later than 11:59pm on the deadline of May 4, 2015.
  o Please note that the cut off time is EASTERN STANDARD TIME zone, so email your assignments accordingly.
  o Any precourse work received after May 4th at 11:59pm will be subject to a late penalty.
    ▪ Precourse work received between May 5th – May is 10th is a letter grade deduction.
    ▪ Precourse work received between May 11th– May 14th is 2 letter grade deductions.
    ▪ All students will be drop from any course for which precourse work has not been received by May 14th. No precourse work will be accepted at check-in.

Summer Weekend Precourse Deadline (if a student is attending the week-long summer program then all their precourse work is due May 1st)
• Email must be received no later than 11:59pm on the deadline of June 20, 2015.
  o Please note it is EASTERN STANDARD TIME zone, email your assignments accordingly.
  o Precourse work will not be accepted after June 20th at 11:59pm.
    ▪ You will be drop from any course for which precourse work has not been received by June 20, 2015.

Florida Satellite Precourse Deadline
• Email must be received no later than 11:59pm on the deadline:
  o Please note it is EASTERN STANDARD TIME zone, email your assignments accordingly.
  o Winter: January 12th due date
    ▪ Precourse work received between Jan. 13th – Jan 18th is a letter grade deduction.
    ▪ Precourse work received between Jan 19th – Jan 24th is 2 letter grade deductions.
  o Spring: April 20th due date
    ▪ Precourse work received between April 21st – April 26th is a letter grade deduction.
    ▪ Precourse work received between April 27th – May 1st is 2 letter grade deductions.
  o Fall: September 14th due date
    ▪ Precourse work received between Sept. 15th – Sept. 20th is a letter grade deduction.
    ▪ Precourse work received between Sept. 21st – Sept. 25th is 2 letter grade deductions
  o If you do not submit your precourse work by the beginning of the first class session you will be withdrawn from the course.
All programs use the following directions

- The course number and the phrase “precourse work” should be the subject of your email:
  Example - Precourse Work 223
  - You will need to send a separate email for each course you are registered to attend.
- Precourse work must be sent as an attached document and not in the body of the email.
  - Any version of Microsoft Word will be accepted; PDF, Word Perfect, and Mac-Pages documents will not be accepted. If you are using another type of word processing program please convert your document to a version of Microsoft Word before submitting.
  - All assignments for each course must be in one document, multiple documents are not accepted, and zip files are also not accepted. You should send only one attachment with all your course assignments; emails sent with multiple documents will not be accepted.
- Your FULL name, phone number and email, should all be clearly included at the beginning of your email. Example: Michelle Levan
  404.727.4587
  michelle.levan@emory.edu
- Plagiarism Policy and Plagiarism Defined
  The plagiarism Policy and Defined paragraphs below must be included in the body of your email (both are below), not within your precourse work. The inclusion of the policy and definition in the body of the email, verifies that you agree to it and your email will represent your signature (which is a requirement). If the email does not include the plagiarism policy and definition it will not be accepted. Your email with the plagiarism policy and definition will be printed and used as the cover sheet for your precourse assignments, because it has the verification of date and time received, and your agreement to the plagiarism policy and definition.
  **Plagiarism Policy** - I have read the plagiarism definition below and verify that this assignment represents my own work, except where credit is given.
  **Plagiarism Defined**: “You plagiarize when, intentionally or not, you use someone else’s words or ideas but fail to credit that person, leading your readers to think that those words are yours. In all fields, you plagiarize when you use a source’s words or ideas without citing that source. In most fields, you plagiarize even when you do credit the source but use its exact words without using quotation marks or block indentation” (201-202). Booth, Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research, Second Edition*. Chicago, IL: University of Chicago Press, 2003.
- If you do not follow the procedure your precourse work WILL NOT BE ACCEPTED!
Advanced Course of Study

The Advanced Course of Study is a curriculum which will enable a local pastor to meet the educational requirements for provisional membership, full conference membership, and ordination as an elder in The United Methodist Church. It consists of 32 semester hours of graduate theological study or its equivalent as determined by General Board of Higher Education and Ministry (GBHEM) (see ¶ 324.6 of the 2012 Book of Discipline). There are other guidelines regarding Advanced Course of Study, and it is important to seek this information from the Annual Conference and GBHEM, Section of Elders and Local Pastors.

Provisional Membership requirements:

Local Pastors may fulfill the requirements for probationary 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 evangelism and United Methodist history, doctrine, and polity.

Application and Registration Procedure for Advanced Course of Study

- Complete the application for Admission to the ACOS program. This can be found on our website or request a copy by calling our office 404.727.4587.
- Admission requirements include
  - A completed application and application fee by the appropriate deadline.
  - Autobiographical statement
    A two–three paged typed, double-spaced autobiographical statement is a critical element in the evaluation of your application. Please consider your response carefully, attending to content, style, grammatical correctness, and organization of the essay. The statement is a way to introduce yourself to our Review Committee. With this in mind, write a reflective essay about your life that addresses the following topics.
      - Significant life experiences that have affected your view of self, God, and the world. Include references to family members and significant others, courses, and experiences in previous education, church, serviced-related activities, and employment.
      - Your plans following completion of Advanced Course of Study.
o Church history statement
   Our Review Committee would like to know more about your church journey. Please give a detailed list of appointments you have served since becoming a United Methodist Local Pastor. If you transferred to the UMC from another denomination please include a list of churches you served and what denomination those appointments were with. This outline should include:
   ▪ Appointment name, location, and conference
   ▪ Dates served
   ▪ Position (Associate, Sr. Pastor, Youth Minister, Etc.)
   ▪ One thing that really challenged you at each appointment
o COS Transcripts
   o ACOS Transcript (if you have already received credits toward ACOS)
      • Once all materials are received, they will be reviewed for admission to the program. Once accepted, you will be registered for courses you have requested, and emailed precourse assignments.
      • After admitted you will need to complete the Registration Form for each session you plan to attend (the application is only applicable for the first course), and obtain the appropriate signatures.

Guideline for Advanced Course of Study by GBHEM

   A minimum of six semester hours of credit in United Methodist history, doctrine, and polity are required for this curriculum. These courses are available through correspondence with the General Board of Higher Education and Ministry, a University Senate approved seminary and some COS schools. All other specific course requirements listed in the Book of Disciple are met in the Basic Five-Year Course of Study.

   Advanced Course of Study courses will not duplicate those included in the Basic Five-Year Course of Study Curriculum.

   Course selected shall include both foundational and functional studies appropriate to each candidate. Foundational courses include studies in the area of theology, church history, biblical study, or church in society. Functional courses include advanced work in counseling, church administration, evangelism, preaching, teaching, or worship.

   Graduate studies not taken in a theological school, which parallel courses offered for advanced studies, may be approved by GBHEM up to a maximum of nine (9) semester hours. Such studies must have been taken within the last 10 years.

   One basic unit of Clinical Pastoral Education may be recognized as the equivalent of six (6) semester hours in Advanced Course of Study.

   Students may complete no more than ten (10) hours of online or correspondence courses within the Advanced COS.
**Precourse Policy**

Reading and written assignments are required of all students for each course. Some of these assignments may be done in cooperation with an Annual Conference mentor. Assignments will include textbook work as well as practical experience in pastoral ministry. It is important that precourse assignment sheets for the current session be used, and only the ones for the course you have registered to attend. Faculty and assignments change from year to year and consequently, assignment sheets from previous years will be invalid, as well as assignment sheets from different sessions. Appropriate assignment sheets will be sent to you as soon as your registration forms and fees are received, or you can download them in advance from our website at www.candler.emory.edu/programs/cos/precourse-saturday.cfm.

**Directions to Email Precourse Assignments**

Please read all the directions below before emailing your assignments to the COS Office, any emails received that do not follow the directions below will not be accepted. You will receive an email confirmation of receipt and if your email is not submitted correctly an email indicating you will need to resend your assignments.

**Summer ACOS assignments are due by June 20th each year.** The Weekend ACOS assignment due dates vary; please check the precourse assignment sheet for exact dates. Both follow the same process for submission.

- Email must be received no later than 11:59pm on the deadline date.
  - Please note that the cut off time is EASTERN STANDARD TIME zone, so email your assignments accordingly.
  - You will be drop from any Summer course for which precourse work has not been received by June 20th. No precourse work will be accepted at check-in.
  - For weekend classes you may submit it until the first day of class; however, grading penalties will apply. Typically work is due two Mondays prior to the start of class, thus Tuesday-Sunday is one grade deduction, and Monday-Friday is a second.

- The course number and the phrase “precourse work” should be the subject of your email:
  - Example - Precourse Work ACOS
  - You will need to send a separate email for each course you are registered to attend.

- Precourse work must be sent as an attached document and not in the body of the email.
  - Any version of Microsoft Word will be accepted; PDF, Word Perfect, and Mac-Pages documents will not be accepted. If you are using another type of word processing program please convert your document to a version of Microsoft Word before submitting.
All assignments for each course must be in one document; multiple documents are not accepted, and zip files are also not accepted. You should send only one attachment with all your course assignments; emails sent with multiple documents will not be accepted.

- Your FULL name, phone number and email, should all be clearly included at the beginning of your email. Example: Michelle Levan
  404.727.4587
  michelle.levan@emory.edu

- **Plagiarism Policy and Plagiarism Defined**
  The plagiarism Policy and Defined paragraphs below must be included in the body of your email (both are below), not within your precourse work. The inclusion of the policy and definition in the body of the email, verifies that you agree to it and your email will represent your signature (which is a requirement). If the email does not include the plagiarism policy and definition it will not be accepted. Your email with the plagiarism policy and definition will be printed and used as the cover sheet for your precourse assignments, because it has the verification of date and time received, and your agreement to the plagiarism policy and definition.

  **Plagiarism Policy** - I have read the plagiarism definition below and verify that this assignment represents my own work, except where credit is given.

  **Plagiarism Defined**: “You plagiarize when, intentionally or not, you use someone else’s words or ideas but fail to credit that person, leading your readers to think that those words are yours. In all fields, you plagiarize when you use a source’s words or ideas without citing that source. In most fields, you plagiarize even when you do credit the source but use its exact words without using quotation marks or block indentation” (201-202). Booth, Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research, Second Edition*. Chicago, IL: University of Chicago Press, 2003.

- If you do not follow the procedure your precourse work WILL NOT BE ACCEPTED!
Course of Study Contact Information

Course of Study Staff
Anne Burkholder, Associate Dean of Methodist Studies: anne.burkholder@emory.edu
D. Michelle Levan, Assistant Director, Course of Study: michelle.levan@emory.edu

Mailing Address:
  Candler School of Theology, Course of Study School
  1531 Dickey Drive
  Atlanta, GA 30322
Telephone: 404.727.4587
Fax: 404.727.2494
Website: http://www.candler.emory.edu/programs/cos/index.cfm

Summer School student can receive mail and packages while they are on campus by using the following mailing address:
  Course of Study, Student’s Name
  1531 Dickey Drive
  Atlanta, GA 30322
The Course of Study Office will daily notify students who receive mail and packages.