GRADUATE THEOLOGICAL FOUNDATION

Student Handbook
2024

Students are bound by the Student Handbook of the year in which they activate their student status, unless deactivation and subsequent reactivation occurs at a later date.

Modifications, corrections, additions and deletions may be made to the Student Handbook following review of policies, rules and regulations. The Graduate Theological Foundation reserves the right to make modifications, corrections, additions and deletions at any time throughout the year. Such changes may affect tuition and fees, degree requirements, elimination or addition of degree programs, policies and other areas which can apply to students of the Graduate Theological Foundation. Every effort is made to make the Student Handbook correct and complete at the time of its publication as an electronic document posted on the GTF's website, but it may include minor errors such as typographical errors or misprints. The Student Handbook is updated at the beginning of each year. In special circumstances, necessary changes may be made throughout the year.

As a 501(c) 3 not-for-profit educational institution, it is the policy of the Graduate Theological Foundation not to discriminate on the basis of sex, race, color, disability, sexual orientation, or national or ethnic origin in its educational programs, student activities, or admissions policies, in the administration of its scholarship program, or in any other GTF-administered program. This policy complies with the requirements of the Internal Revenue Service Procedure 321-1, Title VI of the 1964 Civil Rights Act and Title IX of the 1972 Educational Amendments as amended and enforced by the Department of Education. The Graduate Theological Foundation is a not-for-profit 501(c) 3 corporation as determined by the Internal Revenue Service.

Address all inquiries to:

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	www.gtfeducation.org

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Ministry Defined

The Graduate Theological Foundation defines ministry as "service to the improvement and nurture of society and the world community." Due to the blurred lines between the sacred and secular in contemporary society, ministry professionals are continually crafting their role and the nature of their work, a process which takes into account both personal values-based service and public responsibility. Practitioners involved in ministry are self-reflectively aware of the nurturing quality of that activity, and are found in such fields as education, pastoral care and counseling, chaplaincy, mediation, psychology, health care and counseling, sacred music, religious education and other cognate fields.

Study Options

Visit the GTF website for more details on study options.

Affiliations

The GTF enjoys affiliations with the Oxford University Department for Continuing Education, the Centro Pro Unione in Rome and several P.R.I.M.E. programs. The P.R.I.M.E. affiliation allows students to earn their degree from the GTF by completing most or all required coursework through a designated P.R.I.M.E. institution.

Online courses

Online courses use email as the main mechanism for communication between the student and the GTF faculty. Each course is taught as a one-on-one tutorial between the student and the faculty person offering the course. This curriculum is offered exclusively by our own faculty. The faculty evaluation of student performance will be linked to the degree level of the student. Each online course fulfills one Unit of Study.

Individualized Tutorials

This course format is designed to allow students to pursue an individually directed topic of study, initiated by the student in the form of a tutorial topic proposal. Each tutorial is valued at one Unit of Study.

Independent Study

Any student in any degree program has the right to propose an Independent Study course of his/her own creation. Unlike the Tutorial course wherein the student identifies the tutor and topic, the Independent Study course provides the student with the opportunity to develop the topic of investigation without the necessity of a tutor. The innovative student constructs a plan of study built around pre-established readings selected by the student rather than by a tutor. The Independent Study fulfills one Unit of Study.

Students may only take two of the Individualized tutorials or Independent Study courses as a part of their program of study.

Residential Institutes

The Graduate Theological Foundation periodically provides the opportunity for students to engage in on-site intensive weeks of study at the administrative offices of the GTF through attendance at a GTF Institute. These institutes are offered at varying times through the year and cover a variety of topics relevant to ministry professionals. Each Institute runs for five days (Monday-Friday) on a specific theme consisting of two separate seminars, morning and afternoon. GTF is located in downtown Sarasota, Florida, just two blocks away from the center of the city and the beautiful Sarasota Bayfront. At any time of the year, it offers a perfect setting for our residential courses.

To fulfill the requirements of our residential courses, students will be asked to read the required texts before coming to the residential course, attend and participate in each seminar and write a 12-15-page paper that is due 90 days after the course. Completing these requirements will provide the student with 6 credits of study, equal to 2 online courses.

Degree Programs and Policies

For all degree programs, please refer to the website for a complete degree description.

Master's Programs

Professional Programs

Master of Business Administration
in Pastoral Planning and Church Management (M.B.A.)

Master of Mediation (M.Med.)

Master of Pastoral Counseling (M.P.C.)

Master of Religious Education (M.R.E.)

Master of Sacred Music (M.S.M.)

Academic Programs

Master of Tribunal Studies in Canon Law (M.Tr.S.)

Master of Theology (M.Th.)

Master of Theology in Buddhist Studies (M.Th.)

Master of Theology in Islamic Studies (M.Th.)

Professional Programs

Master of Business Administration
in Pastoral Planning and Church Management
(M.B.A.)

Description

The concentration in Pastoral Planning and Church Management has been designed to provide church leaders, councils and staff members with the foundational skills needed to shape and guide the institutional objectives of their religious organization to achieve its desired pastoral mission. This online learning curriculum will develop an understanding of the core components of organizational planning processes in church settings.

Time Frame and Tuition

This degree is a 30 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF. The acceptance of transfer credit will decrease total program cost.

Total Program Cost $18,020

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Five years of accumulated experience in a cognate field of ministry (lay, religious, ordained)
3. Completion of the application procedure

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are

bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.

2. Completion of seven Units of Study from the Pastoral Planning and Church Management core curriculum.
3. Completion of one elective Unit of Study chosen from any online courses offered by the GTF.
4. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the master's project.
5. Completion and electronic submission of the master's project and Master Project Sign Off form to the GTF office.

Please refer to the website for a complete degree description.

Master of Mediation
(M.Med.)

Description

The Master of Mediation (M.Med.) degree program is a professional master's degree designed for ministry professionals working in the various fields of counseling and mediation such as in schools, parishes, healthcare facilities, judicial systems, police and fire departments, industrial and personnel relations and counseling institutions.

Time Frame and Tuition

This degree is a 30 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF. The acceptance of transfer credit will decrease total program cost.

Total Program Cost $18,020

See the Policies section for complete information.

Admission Requirements

4. Baccalaureate degree or equivalent validated by a transcript
5. Five years of accumulated experience in a cognate field of ministry such as police work, counseling, schools, industrial relations, or parish life
6. Completion of the application procedure

Program Requirements

6. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program.
   Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
7. Completion of eight Units of Study: 4 required from the GTF and 4 taken from the GTF or other approved educational institutions.
8. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the master's project.

9. Completion and electronic submission of the master's project and Master Project Sign Off form to the GTF office.

Please refer to the website for a complete degree description.

Master of Pastoral Counseling
(M.P.C.)

Description

The M.P.C. degree is designed for already credentialed ministry professionals working in the various fields of counseling. Such fields include school, parish, healthcare and counseling institutions. There is a great need in the religious community for leadership and professional oversight. In the faith communities of today, there exists a unique opportunity for the professionally trained counselor to affect the life of the church and society. Individuals must comply with the licensure and/or board certification requirements of the state in which they intend to be engaged in professional counseling.

Time Frame and Tuition

This degree is a 30 credit program that may be completed in no less than eighteen months and no more than three years.
Total Program Cost amounts include all required courses if taken through the GTF.   The acceptance of transfer credit will decrease total program cost.

Total Program Cost $18,020

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Five years of accumulated experience in a cognate field of ministry (lay, religious, ordained)
3. Completion of the application procedure.

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of eight Units of Study: 4 required from the GTF and 4 taken from the GTF or other approved educational institutions.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the master's project.

4. Completion and electronic submission of the master's project and Master Project Sign Off form to the GTF office.

Please refer to the website for a complete degree description.

Master of Religious Education
(M.R.E.)

Description

The Master of Religious Education degree is designed for already credentialed ministry professionals working in the various fields of religious education in venues such as schools, parishes, institutes, and centers for instruction and formation. The religious community is in need of leadership and professional oversight in the fields of catechesis and religious education. There exists in the faith communities of today a unique opportunity for the professionally trained religious educator to affect the life of the church and society.

Time Frame and Tuition

This degree is a 30 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF.   The acceptance of transfer credit will decrease total program cost.
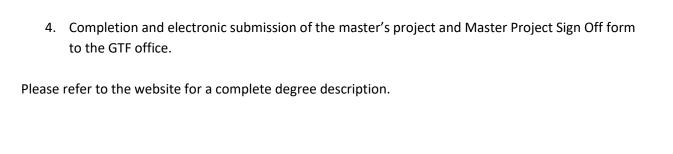
Total Program Cost $18,020

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Five years of accumulated experience in educational ministry (lay, religious, ordained)
3. Completion of the application procedure

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of eight Units of Study: 4 required from the GTF and 4 taken from the GTF or other approved educational institutions.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to

beginning the master's project.

4. Completion and electronic submission of the master's project and Master Project Sign Off form to the GTF office.

5.

Please refer to the website for a complete degree description.

Master of Sacred Music
(M.S.M.)

Description

The Master of Sacred Music has become the standard first professional degree for persons engaged in parish music ministries. Persons serving in any religious tradition as a cantor, director or minister of music, pastoral musician, pastor of worship, organist, etc., and who possess an undergraduate degree in some area of music, are welcome to apply. The degree includes the traditional interdisciplinary studies of a master's degree in this field (sacred music foundation, hymnology, liturgy, parish music literature and administration, applied work, and theological study).

Time Frame and Tuition

This degree is a 30 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF.   The acceptance of transfer credit will decrease total program cost.

Total Program Cost $18,020

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent in some area of music validated by a transcript
2. Five years accumulated experience in music ministry
3. Completion of the application procedure which includes the submission of a performance portfolio detailing the student's musical experiences, including when appropriate, video and/or audio recordings representative of the student's musical skills and performance expertise.

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.

2. Completion of eight Units of Study: 4 required from the GTF and 4 taken from the GTF or other approved educational institutions.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the master's project.
4. Completion and electronic submission of the master's project   and Master Project Sign Off form to the GTF office

Please refer to the website for a complete degree description.

Academic Programs

Master of Tribunal Studies in Canon Law
(M.Tr.S.)

Description

The Master of Tribunal Studies in Canon Law degree is designed for already practicing volunteer or credentialed chancery and tribunal personnel (lay, religious, ordained, or civil lawyers) who wish to foster self-improvement and motivation in the pursuit of canonical education as an end in itself or in preparation for doctoral studies. With its specialized focus on tribunal agenda found in the Code of Canon Law and the practice of the Roman Rota, the M.Tr.S. is ideally suited to the formation and practice of the Assessor (canon 1424), the Auditor (canon 1428), the Advocate (canons 1483,1490), the Notary (canons 483,1567,1568), and other Formal Trial officials, although this training is never a promise of employment. Graduate-level work involves an understanding of doctrine and the formation of skills needed for the various tribunal departments, and preparation for the Master of Tribunal Studies thesis.

(Note: Because the M.Tr.S. requires a thesis rather than a project, it is considered an academic rather than a professional degree.)

Time Frame and Tuition

This degree is a 30 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses.

Total Program Cost $18,020

See the Policies section for complete information.

Admission Requirements

1. Bachelor's degree or equivalent validated by a transcript
2. Five years of professional experience, salaried or volunteer, in tribunal-related work for the diocese verified by a chancery letter
3. Completion of the application process

Program Requirements

1. Completion of six Units of Study: 4 Units of Study must be taken from the Tribunal Studies Curriculum and two Units of Study in Theology, Biblical Studies or another relevant area of study.
2. Participation in the five-day Case-Based Tribunal Studies Practicum
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the master's thesis.
4. Completion and submission of an electronic copy of a master's thesis and Master Thesis Cover Sheet form to the GTF office. Th The thesis (written under the supervision of a faculty member of the GTF in canon law in the Tribunal Studies program) is to be 35,000 to 40,000 words in length (not including bibliography) and is shaped as a written work of case-based applied research in the field of canon law. All academic requirements must be met by March 1 prior to graduation. All financial requirements must be met by April 1 prior to graduation.

Tribunal Studies Practicum

The Practicum is based on case studies and is a five-day experience. The student will participate individually or in a small group of five to ten students (when enrollment exists) or the student will engage one-on-one in a practicum with a Tribunal Studies faculty person in a online format for the five days. There is no fee for this Practicum, but the student is responsible for room and board costs. Hosted by Tribunal Studies faculty, the dates are arranged for the convenience of both students and faculty.

Please refer to the website for a complete degree description.

Master of Theology
(M.Th.)

Description

This degree is designed for already credentialed and practicing ministry professionals (lay, religious, ordained) who wish to foster self-improvement and motivation in the pursuit of theological education as an end in itself or in preparation for doctoral studies. With a specialized focus upon a specific theological agenda, the M.Th. is ideally suited to the ministry professional who desires to update previous ministry training with particular attention to theological refinement.

Time Frame and Tuition

This degree is a 30 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF. The acceptance of transfer credit will decrease total program cost.

Total Program Cost $18,020

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Five years of accumulated experience in a cognate field of ministry (lay, religious, ordained)
3. Completion of the application procedure

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of eight Units of Study: 4 required from the GTF and 4 taken from the GTF or other approved educational institutions.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the master's thesis.

4   Completion and electronic submission of the Master's Thesis of 35,000-40,000 words (not including bibliography) and M.Th. Cover Sheet form to the GTF office.

Master of Theology for Roman Catholic Deacons

An applicant who holds a bachelor's degree and has completed a three year diocesan-approved diaconal training program which has led to ordination as a Roman Catholic deacon may earn the Master of Theology by providing documentation to verify training and ordination, completing two courses, Research Methodology, and submitting a 35,000-40,000 word (not including bibliography) Master's Thesis. Admission requirements are the same as stated above for this program.

Total Program Cost $13,610

Please refer to the website for a complete degree description.

Master of Theology in Buddhist Studies
(M.Th.)

Description

This is a comprehensive degree in Buddhist Theology, covering the mythological origin, archeology, history, scriptures, doctrines, schools and contemporary movements. It is designed for ministry professionals (lay, religious, ordained, secular) who wish to foster self-improvement through the pursuit of theological education as an end in itself or in preparation for doctoral studies. This degree may also serve as preparation for those who are interested in ordained ministry requiring additional training components. This degree program couples graduate-level coursework with the writing of the Master of Theology thesis.

Ministry Licensure: The student must complete 4 additional classes, 2 weekend retreats each year, a senior year Field Ed project and a General Ordination Examination. A final year of supervision with biweekly verbatim and doctrinal presentations completes the preparation for full ordination. (For further information on Buddhist Ministry Licensure, please contact Dr. John Anthony Stultz or the Blue Lotus School of Mindfulness; see website for information.)

Chaplaincy Certification: Those students seeking employment as professional chaplains will be required to complete 4 units of Clinical Pastoral Education or an institutional equivalence.

Time Frame and Tuition

This degree is a 30 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF. The acceptance of transfer credit will decrease total program cost.

Total Program Cost $18,020

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Five years of accumulated experience in a cognate field of ministry (lay, religious, ordained, secular)
3. Completion of the application procedure

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of eight Units of Study from the Buddhist Studies curriculum.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the master's thesis.
4. Completion and electronic submission of the Master's Thesis of 35,000-40,000 words (not including bibliography) and M.Th. Cover Sheet form to the GTF office.

Please refer to the website for a complete degree description.

Master of Theology in Islamic Studies
(M.Th.)

Description

The Master of Theology in Islamic Studies is designed for already credentialed and practicing ministry professionals (lay, religious, ordained) who wish to foster self-improvement and motivation in the pursuit of theological education. This degree may be taken in preparation for doctoral studies. With a focus on a specific theological agenda, the M.Th. in Islamic Studies is ideally suited to the ministry professional who desires to update previous ministry training with particular attention to theological refinement. The written work may be completed in English or Arabic. This degree program is overseen by Dr. Omar Shahin, Director of Islamic Studies.

Time Frame and Tuition

This degree is a 42 credit program that may be completed in no less than twelve months and no more than three years.

Total Program Cost $19,890

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Five years of accumulated experience in ministry within the Muslim community
3. Completion of the application procedure which includes two letters of recommendation

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. A total of 12 courses (36 credit hours) are required for graduation. The GTF will accept as transfer credit up to 8 courses taken at any recognized school in the same field with the approval of the head of the department, Dr. Omar Shahin.
3. Completion and electronic submission of a Master's Thesis (6 credits) of 35,000-40,000 words.

Course Requirements

This program is curriculum-specific and provides an opportunity for the student to work under the direct oversight of Dr. Omar Shahin, Director of Islamic Studies and Professor of Islamic Law at the GTF. It requires Arabic language proficiency. This degree program requires the completion of twelve courses from the specialized curriculum and a research-based thesis for the Master of Theology in Islamic Studies.   Membership in the North American Imams Federation is a requirement.

See the website for the English/Arabic Curriculum of the GTF.

Supervision and Master Thesis Process

Selection of Faculty Thesis Supervisor and Nomination Procedure

Students must select a faculty member of the GTF faculty to serve as Thesis Supervisor. This enables the student to receive helpful and pragmatic evaluative feedback from a member of the faculty in the developmental process of producing the master's thesis. The role of the Thesis Supervisor is responsive and suggestive. The faculty person is encouraged to limit feedback to pragmatically helpful hints and suggestions and not to attempt any censorship of the thesis. The exercise of discretion with respect to time demands is very important for both the student and faculty member. The Thesis Supervisor must give final approval of the student's work by submitting the Thesis Supervisor Report Form.

- The student completes the online Thesis Supervisor Nomination Form.
- Academic Affairs informs the student and faculty member of relationship approval and contact information is provided

Master's Thesis

After completing all coursework, a candidate undertakes the writing of a master's thesis of 35,000-40,000 words (not including bibliography) which is clearly a work of applied scholarship making a contribution to tribunal studies. The master's thesis must include a table of contents and bibliography of a minimum of 20 sources, with annotations for the 10-12 key sources. The thesis must be written in 12 point Times New Roman (or comparable) font, double-spaced and with the appropriate table of contents and bibliography.

The thesis is shaped as a written work of case-based applied research with a demonstrated familiarity with the appropriate scholarly and professional literature. It should be noted that the written form of the thesis is to be in the style of an actual scholarly paper which may be considered suitable for publication. When the thesis in its final form has been reviewed and approved by the student's Thesis Supervisor, it must be submitted, electronically, to the Office of the Registrar for forwarding to the Thesis Evaluation Committee for final review.

Doctoral Programs

Professional Programs

Doctor of Education (Ed.D.)
Doctor of Mediation (D.Med.)
Doctor of Ministry (D.Min.)
Doctor of Psychology (Psy.D.)
Doctor of Sacred Music (D.S.M.)

Academic Programs

Doctor of Theology (Th.D.)
Doctor of Philosophy (Ph.D.)
Doctor of Philosophy (Ph.D.) in Biblical Studies
Doctor of Philosophy (Ph.D.) in Church History
Doctor of Philosophy (Ph.D.) in Clinical Pastoral Psychology
Doctor of Philosophy (Ph.D.) in Clinical Pastoral Psychotherapy
Doctor of Philosophy (Ph.D.) in Islamic Studies
Doctor of Philosophy (Ph.D.) in Pastoral Logotherapy
Doctor of Philosophy (Ph.D.) in Pastoral Psychology
Doctor of Philosophy (Ph.D.) Theological Studies
Doctor of Tribunal Studies in Canon Law (Dr.T.S.)
A.B.D. Doctor of Philosophy

Professional Programs

Doctor of Education
(Ed.D.)

Description

The Doctor of Education degree is designed specifically for those ministry professionals who have pursued both the theoretical and practical study of religious formation for children and adults alike but who now feel the need for further nurture and enrichment of their professional skills and interests. Religious education as conceived in this program is concerned with the educative process on all levels within faith communities: child and adult, continuing education projects for faith communities, and continuing education for ministry professionals.

Time Frame and Tuition

This degree is a 36 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF.   The acceptance of transfer credit will decrease total program cost.

Total Program Cost $21,700

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Master's degree in a cognate field of education such as theology, ministry, pastoral care or administration validated by a transcript
3. Five years of accumulated experience in education
4. Completion of the application procedure

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound

by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of ten Units of Study: 5 required from the GTF and 5 completed through the GTF or through other approved educational institutions.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the doctoral project.
4 Completion and electronic submission of the Doctoral Project and Doctoral Project Sign Off form to the GTF office.
Please refer to the website for a complete degree description.

Doctor of Mediation
(D.Med.)

Description

The Doctor of Mediation degree is designed for professionals actively engaged in mediation and/or conflict resolution within the framework of pastoral care and nurture. As an ecumenical program, the D.Med. will prove valuable to professionals working in various areas of mediation in venues such as the courts, family life programs, childcare and juvenile facilities, health care institutions, professional organizations, chaplaincy programs, and ecclesiastical settings. Professional mediators will find the program designed to enhance their work within the judicial system by elevating their professional status as peers among attorneys, judges, legislative administrators, and other members of the legal profession. Ministry professionals, whether serving in health care, ecclesiastical, judicial, or educational institutions, will find their profile elevated owing to the specialized training offered in this degree program.

Time Frame and Tuition

This degree is a 36 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF.   The acceptance of transfer credit will decrease total program cost.

Total Program Cost $21,700

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Master's degree or equivalent in a cognate field.
3. Five years of accumulated experience in some form of mediation, counseling, or pastoral care
4. Completion of the application procedure

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are

bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.

2. Completion of ten Units of Study: 5 required from the GTF and 5 completed through the GTF or through other approved educational institutions

3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the doctoral project.

4 Completion and electronic submission of the Doctoral Project and Doctoral Project Sign Off form to the GTF office.

Please refer to the website for a complete degree description.

Doctor of Ministry
(D.Min.)

Students may choose from among the degree concentrations on our website or may request to pursue a specialized concentration of their choice relevant to their specific interests.

Description

The degree of Doctor of Ministry has become a nationally accepted terminal professional degree for ministry. The uniqueness of the D.Min. program offered by the Graduate Theological Foundation is found in its exclusive orientation toward ministry as a pastoral ecumenical commitment, through specialized study pursued through the GTF or at other approved education venues selected by degree candidates. The GTF is offering an educational experience designed specifically to address the needs of ministry in an environment which is supportive and nurturing, but appropriately independent of any one ecclesial body.

Time Frame and Tuition

This degree is a 36 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF. Acceptance of transfer credit will decrease total program cost.

Total Program Cost $21,700

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Master's degree in a cognate field of ministry validated by a transcript
3. Five years of accumulated experience in a cognate field of ministry
4. Completion of the application procedure

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound

by the academic and financial requirements of the Handbook in use at the time of their acceptance.

2. Completion of ten Units of Study (with the exception of certain degree concentrations – see website for details)
    5 units required from the GTF and 5 units completed through the GTF or through other approved educational institutions

3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the doctoral project.

4   Completion and electronic submission of the Doctoral Project and Doctoral Project Sign Off form to the GTF office.

Please refer to the website for a complete degree description.

Doctor of Psychology
(Psy.D.)

Description

Increasingly in the professional practice of counseling, the Doctor of Psychology (Psy.D.) is becoming the credential of preference. This emerging emphasis has come about owing to the value and importance of praxis or clinical practical experience placed upon the participant within the degree program. Rather than being a research-oriented degree such as the Ph.D. which is commonly thought of as the required teaching credential, the Psy.D. places fundamental emphasis upon skills training and practical clinical experience within the counseling setting. The Graduate Theological Foundation enters this field owing to the large number of clergy and ministry professionals who have come to seek the Psy.D. because they prefer an educational environment more responsive to their faith awareness needs than is typically exemplified in the secular professional schools of psychology and state university graduate departments.

The Psy.D. requires the academic study of psychology and its clinical practical application to the counseling situation, as well as the role of the ministry professional as representative of the faith community within the counseling setting. By combining academic training and pastoral awareness, the Psy.D. program offers a unique opportunity for ministry professionals. Individuals must comply with the licensure and/or board certification requirements of the state in which they intend to be engaged in professional counseling. the Psy.D. places fundamental emphasis upon skills training and practical clinical experience within the counseling setting.

Time Frame and Tuition

This degree is a 36 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF.   The acceptance of transfer credit will decrease total program cost.

Total Program Cost $21,700

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Master's degree in a cognate field of ministry or counseling validated by a transcript
3. Five years of accumulated experience in full-time professional practice or some form of ministry

4. Completion of the application procedure

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of ten Units of Study: 5 required from the GTF and 5 completed through the GTF or through other approved educational institutions.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the doctoral project.
4. Completion and electronic submission of the Doctoral Project and Doctoral Project Sign Off form to the GTF office.

Please refer to the website for a complete degree description.

Psy.D. in Pastoral Logotherapy

Please see the Graduate Center for Pastoral Logotherapy section of this handbook.

Psy.D. in Clinical Pastoral Psychotherapy

Total Program Cost   **$22,970**

In this clinically based program, the participant will encounter a two-fold emphasis, namely, (1) an unrelenting commitment to the academic study of clinical pastoral psychotherapy as embodied particularly in eight classical schools of psychotherapy, and (2) the clinical pastoral application to the counseling situation. By combining academic training and pastoral awareness, this program offers a unique opportunity for ministry professionals to integrate psychotherapeutic modes of analysis with clinical application in individual and family counseling.

Course Requirements (online courses)

1. The student must take all twelve of the online courses covering the classical schools of psychotherapy. These courses should be taken in the following sequence.

   1. Classical Schools of Psychotherapy
   2. Sigmund Freud and Psychoanalysis
   3. Alfred Adler and Individual Psychology

4. Carl Jung and Analytical Psychology
5. Viktor Frankl and Logotherapy
6. Abraham Maslow and Humanistic Psychology
7. Erik Erikson and Developmental Psychology
8. Carl Rogers and Person-Centered Psychotherapy
9. Harry Stack Sullivan and Interpersonal Psychoanalysis
10. Clinical Pastoral Psychotherapy
11. Clinical Psychopathology and Personality Disorders
12. Geriatric Psychotherapy: Pastoral Care and Nurture of the Elderly

This specialization requires the completion of a set curriculum consisting of twelve courses.

Doctor of Sacred Music
(D.S.M.)

Description

The Doctor of Sacred Music is a second level professional degree for persons engaged in parish music ministries as a cantor, director or minister of music, pastoral musician, pastor of worship, organist, etc., or in other contexts in which the individual serves in a sacred music capacity, such as a music missionary. Persons who possess a master's degree in church, liturgical or sacred music, or who have earned a master's degree in another area of music within which sacred music study was undertaken, are welcome to apply.

Time Frame and Tuition

This degree is a 36 credit program that may be completed in no less than eighteen months and no more than three years.

Total Program Cost amounts include all required courses if taken through the GTF.   The acceptance of transfer credit will decrease total program cost.

Total Program Cost $21,700

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent in some area of music validated by a transcript
2. Master's degree in sacred music or other area validated by a transcript
3. Five years of accumulated experience in music ministry
4. Completion of the application procedure which includes the submission of a performance portfolio detailing the student's musical experiences, including when appropriate, video and/or audio recordings representative of the student's musical skills and performance expertise.

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of ten Units of Study: 5 required from the GTF and 5 completed through the GTF or through other approved educational institutions
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the doctoral project.
4   Completion and electronic submission of the Doctoral Project and Doctoral Project Sign Off form to the GTF office.

Please refer to the website for a complete degree description

Professional Doctoral Committee

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In order to ensure the highest level of academic rigor and to provide constructive and helpful feedback, students enrolled in professional doctoral degrees at the GTF will have a Doctoral Committee assigned to them.

Doctoral Committee for professional doctoral students submitting an Exit Project:

- Doctoral Project Consultant
- Faculty Reader
- Doctoral Committee Chair

To read a full description of the Professional Doctoral Committee, members, roles, procedures, etc., please visit the website.

Academic Programs

Doctor of Theology
(Th.D.)

Denominational Studies

Description

The degree of Doctor of Theology has been designed specifically for those ministry professionals who wish to pursue advanced studies relevant to their own particular denomination including theology, denominational history, liturgy, ecclesiology, polity, hymnody, and spirituality.

Time Frame and Tuition

This degree is a 30 credit program that may be completed in no less than two years and no more than four years.

Program Cost $23,170

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript
2. Master's degree or equivalent validated by a transcript
3. Five years of accumulated experience in a cognate field of ministry or vowed religious order
4. Completion of the application procedure

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of eight Units of Study: four required from the GTF and four completed through the GTF or through other approved educational institutions.

3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the doctoral thesis.
4. Fulfillment of language requirements if such have been determined by the Thesis Supervisor.
5. Completion and Submission of an electronic copy of a doctoral thesis of 45,000-60,000 words (not including bibliography) and required forms (abstract, personal biography, cover sheet) to the GTF office.
6. Successful defense of the thesis before GTF faculty in the GTF offices in Sarasota, FL or through video conferencing.

Doctor of Philosophy
(Ph.D.)

Students in the Ph.D. degree program may choose from a variety of degree concentrations or may request to pursue a concentration relevant to their specific interests. Certain Ph.D. concentrations require the completion of a specific curriculum. (Please see the website, and below, for details.)

Description

The degree of Doctor of Philosophy is the universally accepted terminal academic degree. The degree taken through the GTF allows students to specialize in several fields, including Islam, Judaism, psychology, biblical studies, historical studies, and theological studies. The GTF's program seeks to address concerns in the context of overarching perspectives. Specialties are removed from potential isolation and located in the large-scale dynamics of religious traditions and their ministries. Candidates for GTF degree thus seek a two-fold academic identification: as specialists in various fields and as those who undertake to relate such fields to the multiple dimensions of religion, religious experience, and religious traditions.

Time Frame and Tuition

This degree is a 36-42 credit program (depending on program) that may be completed in no less than two years and no more than four years.

Total Program Cost amounts include all required courses if taken
through the GTF.   The acceptance of transfer credit will decrease total program cost.

Total Program Cost.   Total program cost varies based on degree concentrations and may be found under each concentration. The A.B.D. Doctor of Philosophy Degree Completion Program is a separate degree, not a degree concentration.

See the Policies section for complete information.

Admission Requirements

1. Baccalaureate degree or equivalent validated by a transcript.
2. Graduate degree or equivalent training in an appropriate field validated by documentation.
3. Five years of accumulated experience in a cognate field of ministry.
4. Completion of the application procedure.

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of ten Units of Study: five required from the GTF and five completed through the GTF or through other approved educational institutions.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the doctoral thesis.
4. Fulfillment of language requirements if such have been determined by the Thesis Supervisor.
5. Completion and Submission of an electronic copy of a doctoral thesis of 45,000-60,000 words (not including bibliography) and required forms (abstract, personal biography, cover sheet) to the GTF office.
6. Successful defense of the thesis before GTF at GTF offices or through video conferencing.

Please refer to the website for complete Ph.D. degree descriptions.

Doctor of Philosophy
(Ph.D.)
Biblical Studies

This is a 36 credit program.

Total Program Cost $25,170

This Ph.D. concentration is designed for those interested in the academic and scholarly investigation of the Jewish and Christian scriptures employing a variety of methodologies including hermeneutics, textual and form criticism, historiography, archaeology, linguistics and exegesis. The social sciences are also considered viable tools in Biblical studies particularly as relates to the social matrix of textual formation.

Doctor of Philosophy
(Ph.D.)
Church History

This is a 36 credit program.

Total Program Cost $25,170

This Ph.D. concentration is designed for those interested in the academic and scholarly study of the origins and development of Christianity from the times of the Apostles through to the present with recognition of key time periods such as the Apostolic Church, the Patristics, the Middle Ages, the East/West Schism, the Renaissance, the Reformation, denominational histories, the Vatican Councils, and the contemporary Church.

Doctor of Philosophy
(Ph.D.)
Clinical Pastoral Psychology

This is a 42 credit program.
Total Program Cost: $25,800

This Ph.D. concentration is designed to enhance and strengthen the pastoral care and counseling skills of ministry professionals working in fields such as institutional chaplaincy, pastoral ministry, and private practice. This program is open to those who have been actively engaged in some form of professional ministry (parish, social service, community outreach, chaplaincy, etc.) for at least five years and who meet the Admission Requirements listed for this degree. The applicant must hold one CPE Unit at the time of application. The degree is offered exclusively to the already credentialed ministry professional and is in no sense designed for those seeking to enter the field of counseling. Professional counseling and ministry credentials are viewed as prerequisites to entering this course of study with the GTF.

Course Requirements

The Ph.D. in Clinical Pastoral Psychology may be earned by the student who has one Clinical Pastoral Education Unit and by completing twelve Units of Study.

1. Five required courses:
   - Classical Schools of Psychotherapy
   - Modern Schools of Psychotherapy
   - Pastoral Issues in Clinical Psychology
   - Clinical Psychopathology and Personality Disorders
   - Geriatric Psychotherapy: Pastoral Care and Nurture of the Elderly
2. Five courses chosen from the Pastoral Care and Counseling Psychology courses and two electives from any GTF course offerings.
3. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the doctoral thesis.
4. Completion and Submission of an electronic copy of a doctoral thesis of 45,000-60,000 words (not including bibliography) and required forms (abstract, personal biography, cover sheet) to the GTF office.
5. Successful defense of the thesis before GTF faculty at GTF Offices or through video conferencing.

Individuals seeking licensure must comply with the requirements of the state in which they intend to be

engaged in professional counseling as nomenclature is controlled by State Boards related to the various fields of counseling practice. Visit the State Professional Counselor Licensure Boards and the State Licensure for Pastoral Counselors webpages on the GTF website for licensure details. Students who are seeking to elevate their status within the profession rather than seeking to obtain licensure or certification will benefit from pursuing this Ph.D. in Clinical Pastoral Psychology.

Doctor of Philosophy
(Ph.D.)
Clinical Pastoral Psychotherapy

This is a 42 credit program.

Total Program Cost $25,800

This Ph.D. concentration is designed for those in various forms of counseling ministries who wish to concentrate upon the classical schools of psychotherapy with special attention to the theoretical constructs and therapeutic modalities developed by Freud, Adler, Jung, Frankl, Maslow, Erikson, Rogers, and Sullivan. Whether within the parish context, a private practice, or an instructional setting, Clinical Pastoral Psychotherapy will provide the ministry practitioner with insights and skills developed through a systematic study of these eight classical schools of psychotherapy. Clinical Pastoral Psychotherapy is the study and treatment of dysfunctions in interpersonal relationships within the context of a spiritual worldview and ethos which provides a values-based framework for analysis and therapy.

Course Requirements (online courses)

1. The student must take all twelve of the online courses covering the classical schools of psychotherapy as well as the Research Methodology course. These courses should be taken in the following sequence.

    1. Classical Schools of Psychotherapy
    2. Sigmund Freud and Psychoanalysis
    3. Alfred Adler and Individual Psychology
    4. Carl Jung and Analytical Psychology
    5. Viktor Frankl and Logotherapy
    6. Abraham Maslow and Humanistic Psychology
    7. Erik Erikson and Developmental Psychology
    8. Carl Rogers and Person-Centered Psychotherapy
    9. Harry Stack Sullivan and Interpersonal Psychoanalysis
    10. Clinical Pastoral Psychotherapy
    11. Clinical Psychopathology and Personality Disorders
    12. Geriatric Psychotherapy: Pastoral Care and Nurture of the Elderly
2. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the doctoral thesis.
3. Completion and Submission of an electronic copy of a doctoral thesis of 45,000-60,000 words (not including bibliography) and required forms (abstract, personal biography, cover sheet) to the GTF office.

4. Successful defense of the thesis before GTF faculty at GTF offices or through video conferencing.

Individuals must comply with the licensure and/or board certification requirements of the state in which they intend to be engaged in professional counseling, as nomenclature is controlled by State Boards related to the various fields of counseling practice. Visit the State Professional Counselor Licensure Boards and the State Licensure for Pastoral Counselors webpages on the GTF website for licensure details. Students who are seeking to elevate their status within the profession rather than seeking to obtain licensure or certification will benefit from pursuing the Ph.D. in Clinical Pastoral Psychotherapy.

This program is open to those who have been actively engaged in some form of professional ministry (parish, social service, community outreach, chaplaincy, etc.) for at least five years, hold one Unit of CPE, and who meet the Admission Requirements listed for this degree. The degree is offered exclusively to the already credentialed ministry professional and is in no sense designed for those seeking to enter the field of counseling. Professional counseling and ministry credentials are viewed as prerequisites to entering this course of study with the GTF.

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Doctor of Philosophy
(Ph.D.)
Islamic Studies

Total Program Cost $23,460

The Doctor of Philosophy in Islamic Studies is designed for those in ministry who are engaged in advanced study and research in the academic field of Islamic studies as this reflects the dynamics of analysis, theory and application of the various dimensions of the practice of faith in the Muslim world. The student is required to have a fully functioning use of the Arabic language and must be involved in some form of educational ministry within the faith community of Islam. The GTF particularly encourages the use of Oxford as a mechanism to involve the student in the study of Islam within that scholarly community. In addition to the GTF's special relationship with the Islamic Society of North America, a formal arrangement has been made with the Oxford Centre for Islamic Studies which provides the GTF Muslim doctoral students with the opportunity to take advantage of the Centre's hospitality during their time of study in Oxford. This arrangement provides an opportunity for Muslim students of the GTF to utilize the research library, the place of worship, and a community of fellowship while in England. GTF students in Islamic Studies are welcomed to participate in the life of the Oxford Centre for Islamic Studies in worship, fellowship, and study.

This program is curriculum-specific and provides an opportunity for the student to work under the direct oversight of Dr. Omar Shahin, Director of Islamic Studies and Professor of Islamic Law at the GTF. It requires Arabic language proficiency. This track requires the completion of eight courses from the specialized curriculum and a research-based thesis for the Doctor of Philosophy in Islamic Studies.   Membership in the North American Imams Federation is a requirement.

Visit the website (Islamic Studies Department) to see the details about this program.

Doctor of Philosophy
(Ph.D.)
Pastoral Logotherapy

This is a 42 credit program.

Tuition: $25,790

This concentration is offered through the Graduate Center for Pastoral Logotherapy. For further information please see the section on the Graduate Center for Pastoral Logotherapy beginning on page 74

Doctor of Philosophy
(Ph.D.)
Pastoral Psychology

This is a 36-credit program.

Total Program Cost $25,800.

The Doctor of Philosophy in Pastoral Psychology is designed for those in ministry who are engaged in advanced study and research in the academic field of psychology as this reflects pastoral concerns of individuals and communities. The program involves graduate Units of Study designed to develop overarching perspectives on significant areas of theology and psychology, further graduate coursework in the candidate's specialized interest, a research thesis of creative scholarship, and an oral defense demonstrating professional competence in the chosen specialty.

Individuals must comply with the licensure and/or board certification requirements of the state in which they intend to be engaged in professional counseling as nomenclature is controlled by State Boards related to the various fields of counseling practice. Visit the GTF website for information on State Professional Counselor Licensure Boards and State Licensure for Pastoral Counselors. Students who are seeking to elevate their status within the profession rather than seeking to obtain licensure or certification will benefit from pursuing the Ph.D. in Pastoral Psychology.

This program is open to those who have been actively engaged in some form of professional ministry (parish, social service, community outreach, chaplaincy, etc.) for at least five years and who meet the Admission Requirements listed for this degree. The degree is offered exclusively to the already credentialed ministry professional and is in no sense designed for those seeking to enter the field of counseling. Professional counseling and ministry credentials are viewed as prerequisites to entering this course of study with the GTF.

Doctor of Philosophy
(Ph.D.)
Theological Studies

This is a 36-credit program.

Total Program Cost $25,170

The Doctor of Philosophy in Theological Studies is designed for those in ministry who are engaged in advanced study and research in the academic field of theology as this reflects the dynamics of analysis, theory and application of the various dimensions of religious traditions. The program involves graduate Units of Study designed to develop overarching perspectives on significant areas of theology, further graduate coursework in the candidate's specialized interest, a research thesis of creative scholarship and an oral defense demonstrating professional competence in the chosen specialty.

Doctor of Tribunal Studies in Canon Law
(D.Tr.S.)

Description

The Doctor of Tribunal Studies in Canon Law is designed for chancery and tribunal personnel who are engaged in advanced study and research in the academic field of canonical studies as reflected in the dynamics of analysis, theory, and application of various dimensions of tribunal doctrine and practice as mandated by the Second Vatican Council, the *Code of Canon Law*, current papal teaching, and Roman practice. The program involves graduate Units of Study designed to develop overarching perspectives on significant areas of theology and canon law, further graduate casework in the candidate's specialized interest, a research thesis of creative scholarship, and an oral defense demonstrating professional competence in tribunal studies.

(Note: Because the D.Tr.S. requires a thesis rather than a project, it is considered an academic rather than a professional degree.)

Time Frame and Tuition

This degree is a 42 credit program that may be completed in no less than eighteen months and no more than three years.

Program Cost $25,800

See the Policies section for complete information.

Admission Requirements

1. Bachelor's degree and the M.Tr.S. degree or J.C.L. validated by a transcript. Civil lawyers holding the J.D. and lay persons holding a Masters in theology are exempt from holding the M.Tr.S.
2. Five years of professional experience, salaried or volunteer, in tribunal-related work for the diocese verified by a chancery letter
3. Completion of the application process

Program Requirements
1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are

bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.

2. Completion of ten Units of Study - 7 units from the Tribunal Studies Curriculum, and 3 units from Theology, Biblical Studies or another relevant area of study.

3. Participation in the five-day Case-Based Tribunal Studies Practicum

4. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the doctoral thesis.

5. Completion and Submission of an electronic copy of a doctoral thesis (written under supervision of a faculty member of the GTF in canon law in the Tribunal Studies Program) of 45,000-60,000 words (not including bibliography) and required forms (abstract, personal biography, cover sheet) to the GTF office.

6. Successful defense of the thesis before GTF faculty at GTF offices or through video conferencing.

Tribunal Studies Practicum

The Practicum is based on case studies and is a five-day experience. The student will participate with five to ten other students (when enrollment exists), or the student will engage one-on-one with a Tribunal Studies faculty person in an online format for the five days. There is no fee for this Practicum but the student is responsible for room and board costs when held residentially. Hosted by Tribunal Studies faculty, the dates are arranged for the convenience of both students and faculty.

Please see website for complete degree description

A.B.D. Doctor of Philosophy
Degree Completion Program
(Ph.D.)

Description

The GTF has developed an accelerated completion program designed specifically for those individuals who have reached the All But Dissertation (A.B.D.) level at a graduate school of an accredited seminary or university. All But Dissertation (A.B.D.) indicates incompletion. According to statistical reports of the various state and government agencies monitoring higher education in the United States, there is an inordinately high percentage of individuals who fail to complete their Ph.D. work after having successfully sustained the doctoral qualifying examinations, completed language requirements, and fulfilled residency coursework. The phenomenon is particularly and disturbingly high in the cognate fields of theology and religious studies. The A.B.D. Doctor of Philosophy degree completion program of the GTF is an attempt to address this issue.

Time Frame and Tuition

The degree may be completed in no less than twelve months and no more than three years.

Total Program Cost $14,874

See the Policies section for complete information.

Admission Requirements

The program is built around the integrity of the graduate work completed up to, but not including, the successful defense of the dissertation. Any A.B.D. applicant must meet the following criteria in order to be accepted into the program and defined as a Ph.D. candidate:

1. Appropriate undergraduate and graduate degrees which allow for the pursuit of doctoral work
2. Completion of all residency requirements for the Ph.D. at a graduate school of religious studies, seminary, or university (verified by transcript)
3. Fulfillment of language requirements, if applicable, in compliance with the degree being pursued
4. Passing of any and all Ph.D. qualifying examinations in preparation for the writing of the thesis
5. Demonstration of good standing at previous A.B.D. institution
6. In addition to the application and supporting documents listed on our website, applicants will need to provide a 3-5 page academic writing sample.

Program Requirements

1. Completion of the non-credit course, Research Methodology. This course is a prerequisite to beginning the doctoral thesis.
2. Nomination and approval of a Thesis Supervisor
3. Submission and approval of thesis proposal.
4. Completion and Submission of an electronic copy of a doctoral thesis of 45,000-60,000 words (not including bibliography) and required forms (abstract, personal biography, cover sheet) to the GTF office.

Successful defense of the thesis before GTF faculty at the GTF office or through video conferencing

Please see website for complete degree description

Thesis and Defense Process Information

Research Methodology

The student will complete the non-credit Research Methodology course. The culmination of this course is the Thesis Proposal.

Thesis Proposal

The student will submit a thesis proposal to the GTF. This will be the first working document generated from the relationship between the student and the Thesis Supervisor. The proposal will include a brief description of the proposed thesis, a working title and a brief bibliography.

Language Requirement

In instances where the doctoral thesis topic requires competency in one or more languages (e.g., Latin) as determined by the Thesis Supervisor, the student must produce either a transcript of two academic semesters of language courses or some other means of demonstrated competency to the satisfaction of the Thesis Supervisor and the Office of Academic Affairs.

Thesis

After completing all coursework, the student undertakes the writing of a doctoral thesis of 40,000-60,000 words (not including bibliography). The thesis must be written in 12 point Times New Roman (or comparable) font, double-spaced and with the appropriate table of contents and bibliography.

When the thesis in its final form has been reviewed and approved by the student's Thesis Supervisor, it must be submitted to the GTF for final review. The thesis, abstract, cover sheet and biographical statement must be submitted by email to the Office of the Registrar a minimum of three months prior to the intended date of oral defense.

The thesis is shaped as a written work of case-based applied research with a demonstrated familiarity with the appropriate scholarly and professional literature. It should be noted that the written form of the thesis is to be in the style of an actual scholarly paper suitable for publication.

Thesis Style Statement

There are several internationally recognized dissertation styles acceptable in the academic community. In light of the fact that the GTF has a rather large international student body, the GTF has not adopted a single style form acceptable for thesis writing. The GTF will, rather, accept any of the internationally recognized styles, given that the student consistently employs the same style throughout the writing of the thesis. Those most commonly used but not required include Turabian, MLA, APA, as well as others known and recognized universally.

Selection of Faculty Thesis Supervisor and Nomination Procedure

Students must select a member of the GTF faculty to serve as Thesis Supervisor. This enables the student to receive helpful and pragmatic evaluative feedback from a member of the faculty in the developmental process of producing the doctoral thesis. The role of the faculty Thesis Supervisor is responsive and suggestive. The faculty person is encouraged to limit feedback to pragmatically helpful hints and suggestions and not to attempt any censorship of the thesis. The exercise of discretion with respect to time demands is very important for both the student and faculty member. The faculty Thesis Supervisor must give final approval of the student's work by submitting the Thesis Supervisor Report Form.

- The student completes the online Faculty Thesis Supervisor Nomination form.
- Academic Affairs informs the student and faculty member of relationship approval and contact information is provided.

Academic Doctoral Committee

Every student admitted into an academic doctoral program, either the Ph.D. or the Th.D., will be assigned a Doctoral Committee prior to the scheduling of the doctoral defense. The members of the committee are as follows

- Thesis Supervisor
- Two Defense Panel members
- Defense Chair

These four individuals are not asked to agree with the observations or conclusions drawn by the doctoral candidate in the thesis, but the committee must finally concur that the thesis is worthy of scholarly recognition based on traditional standards of scholarship, research and presentation.

To read a full description of the Academic Doctoral Committee, members, roles, procedures, etc., please visit the website.

Doctoral Oral Defense

The doctoral student will be invited to contact our offices to schedule a doctoral defense after all financial obligations and academic requirements have been met, and once the following have been received by our offices:

- Thesis Proposal
- Thesis Cover Sheet
- Abstract and Biographical Statement
- Thesis Supervisor Report

- One electronic copy of the thesis (PDF or MS Word format) sent to the Office of the Registrar

The doctoral defense will be scheduled no sooner than 90 days from the date that all above mentioned requirements are met and no longer than 180 days from the date of final submission of all paperwork.

Graduate Center
for Pastoral Logotherapy

(meaning-oriented approach to pastoral care & counseling, inclusive of spirituality, ecumenically applicable)

Description

Though there are numerous training centers around the world for those interested in Viktor Frankl's Logotherapy, there is no graduate-level institution focused specifically upon the pastoral character of the theory and practice of logotherapy. The GTF has established the Graduate Center for Pastoral Logotherapy to address this need. The Center offers three degrees in Pastoral Logotherapy with specific training in the theory and practice of logotherapy for ministry professionals working as practitioners in pastoral care and counseling. The Graduate Center for Pastoral Logotherapy of the Graduate Theological Foundation is an accredited Member of the International Association of Logotherapy and Existential Analysis at the Viktor Frankl Institute Vienna.

Director of the Graduate Center
Rev. Jeremiah N. Murasso, Ph.D., Psy.D., Ed.D.
Diplomate of the Viktor Frankl Institute of Logotherapy
Robert C. Leslie Professor of Pastoral Logotherapy

Accreditation

The Graduate Center for Pastoral Logotherapy is an accredited Member of the International Association of Logotherapy and Existential Analysis at the Viktor Frankl Institute in Vienna, Austria.

As an accredited member institute, students who complete their degree work through the Graduate Center for Pastoral Logotherapy at the GTF are qualified to become accredited individual members of the International Association. Students completing work through the Center should be aware that they may enjoy the opportunity to be listed in an international directory of logotherapists active in the various branches of helping and counseling professions that is currently being built by the Viktor Frankl Institute. Other professionals applying logotherapy in their respective fields may also enjoy this opportunity, including ministers, pastoral psychologists, Registered Nurses, coaches, etc. As a member institute, the Graduate Center for Pastoral Logotherapy at the GTF enjoys various benefits, including entry in the institute directory, help with local initiatives, and more. The GTF's accreditation certificate may be viewed on the website.

Degree Programs

Three doctoral degree programs are offered by the GTF in Pastoral Logotherapy. The Doctor of Ministry (D.Min.) and the Doctor of Psychology (Psy.D.) are both professional doctorates concentrating upon the praxis nature of logotherapy as relates to pastoral care and ministry. The D.Min. and Psy.D. degree requirements include a specified number of Units of Study, and attendance at the Practicum in Pastoral Logotherapy. The Doctor of Philosophy (Ph.D.), an academic doctorate, combines the praxis elements of both the D.Min. and the Psy.D. with the requirement of a research-based thesis, which is written under faculty supervision and defended orally by the student before a panel of faculty. The Ph.D. requires a specified number of Units of Study, including a Research Methods course, attendance at the Practicum in Pastoral Logotherapy and the writing and defense of a doctoral thesis.

Through our institutional relationship with the Viktor Frankl Institute of Logotherapy, students may use work completed at that institution as transfer credit to fulfill partial academic requirements of a degree in Pastoral Logotherapy. Students must submit an official transcript or certificates of completion in order to have coursework assessed for credit.

Doctor of Ministry

The Doctor of Ministry (D.Min.) degree requires a total of eight Units of Study. Five Units of Study are specified in the Pastoral Logotherapy core curriculum, while the three additional Units of Study are chosen from the course offerings by the GTF faculty in Pastoral Care and Counseling Psychology. This degree program culminates in attendance at the Practicum in Pastoral Logotherapy.

Doctor of Psychology

The Doctor of Psychology (Psy.D.) degree requires a total of ten Units of Study. Five Units of Study are specified in the Pastoral Logotherapy core curriculum, while the five additional Units of Study are chosen from the course offerings by the GTF faculty in Pastoral Care and Counseling Psychology. This degree program culminates in attendance at the Practicum in Pastoral Logotherapy.

Doctor of Philosophy

The Doctor of Philosophy (Ph.D.) degree requires a total of ten Units of Study. Five Units of Study are specified in the Pastoral Logotherapy core curriculum, while five additional Units of Study are chosen from the course offerings by the GTF faculty in Pastoral Care and Counseling Psychology. Attendance at the Practicum in Pastoral Logotherapy is required. Research Methods is a non-credit required course that must be completed prior to writing the thesis. The research-based doctoral thesis of 45,000 to 60,000 words is written under faculty supervision and defended before a panel of GTF faculty.

Admission Requirements

Doctor of Ministry

1. Hold a bachelors and a master's degree in a relevant field of study
2. Have five years of professional experience in some form of ministry
3. Have one Clinical Pastoral Education Unit of training (or the equivalent of 400 hours of ministry supervision)*

Doctor of Psychology

1. Hold a bachelors and a master's degree in a relevant field of study
2. Have five years of professional experience in some form of ministry
3. Have one Clinical Pastoral Education Unit of training (or the equivalent of 400 hours of ministry supervision)*

Doctor of Philosophy

1. Hold a bachelors and a master's degree in a relevant field of study
2. Have five years of professional experience in some form of ministry
3. Have one Clinical Pastoral Education Unit of training (or the equivalent of 400 hours of ministry supervision)*

*Students who do not meet this admission requirement but would like to be considered for acceptance based on past educational and professional experiences, may contact the Office of Academic Affairs to petition for a waiver of this requirement.

Program Requirements

Doctor of Ministry (30 credit hours)

1. Complete the Pastoral Logotherapy Core Curriculum: Five Units of Study (15 credit hours)
2. Complete three electives from the Pastoral Care and Counseling Psychology curriculum of the GTF. (9 credit hours)
3. Attend the Practicum in Pastoral Logotherapy (6 credits)

Doctor of Psychology (36 credit hours)

1. Complete the Pastoral Logotherapy Core Curriculum: Five Units of Study (15 credit hours)
2. Complete Five Units of Study (15 credit hours) as electives from the Pastoral Care and Counseling Psychology curriculum of the GTF

3. Attend the Practicum in Pastoral Logotherapy (6 credit hours)

Doctor of Philosophy (42 credit hours)

1. Complete the Pastoral Logotherapy Core Curriculum: Five Units of Study (15 credit hours)
2. Complete five Units of Study (15 credit hours) as electives from the Pastoral Care and Counseling Psychology curriculum of the GTF
3. Attend the Practicum in Pastoral Logotherapy (6 credit hours)
4. Complete the non-credit required Research Methodology course
5. Completion and Submission of an electronic copy of a doctoral thesis of 45,000-60,000 words (not including bibliography) and required forms (abstract, personal biography, cover sheet) to the GTF office.
6. Successful defense of the thesis before GTF faculty in GTF offices or through video conferencing.

Tuition

Doctor of Ministry
Total Program Cost $21,700

Doctor of Psychology
Total Program Cost $23,460

Doctor of Philosophy
Total Program Cost $25,800

Degree candidates are bound by the regulations of the Student Handbook of the year in which they are accepted into their program of study. Tuition fees will not change during a student's course of study, providing the student submits payments and papers on schedule and completes the degree program within the prescribed time. If the student does not conform to scheduled payment and/or paper submission deadlines, the student's file will be deactivated. Upon reactivation, the student will be responsible for the tuition and degree requirements which are current at the time of reactivation.

Tuition payment schedule for professional doctorates/masters/bachelors degrees
Activation fee paid within 30 days of acceptance
$1,200 paid at time of registration for each course
Completion fee paid by April 1 of the year of graduation

Tuition payment schedule for Academic Doctorates
Activation fee paid within 0 days of acceptance
$1,200 paid at time of registration for each course
Completion fee paid prior to scheduling of the doctoral defense

Payment Plan Option
Students who are unable to make the initial activation fee may break that initial payment into 3 equal installments.

Please refer to the website for complete degree descriptions.

Undergraduate Programs

The Graduate Theological Foundation's undergraduate degree-completion programs allow students to maintain their professional positions while completing a bachelor's degree in one of three areas: religious education, theology or sacred music. Specialized degree tracks are available for some degree programs to allow focused study in a particular area. A range of study options is also available to help students craft their own educational study plan.

Degree Completion Defined

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"Degree completion" through the GTF means that the applicant brings five years of post-high school, professional-level experience in a social service ministry or faith community for which the student is granted three years of academic credit (90 credits covering the Freshman, Sophomore, and Junior years). The student then completes the final, or Senior, year through the GTF by taking ten courses (30 credits/240 contact hours) to receive the bachelor's degree. The GTF bachelor's degree is based on the national standard of 120 credits.

The Professional Baccalaureate

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Professional baccalaureate degree programs are designed to identify the parameters, and nurture the components, of a professional field of study and training. Rather than building upon a liberal arts core curriculum, the professional degree specifically focuses upon praxis skills needed to function professionally within the chosen field. Whereas a liberal arts education attempts to foster a broad foundation of general studies, the professional degree concentrates on operational skills which address the practical and theoretical demands of the profession being pursued. Ideally, the student coming into a professional degree program will have already been sufficiently exposed to liberal studies such that full attention may be occupied with the professional range of knowledge needed to meet performance expectations within the marketplace. If the interest is in professional skills development, then the professional degree should be pursued.

<u>Degree Programs</u>

Bachelor of Religious Education (B.R.E.)
Bachelor of Sacred Music (Southeast Asia Program) (B.S.M.)
Bachelor of Theology (B.Th.)

Bachelor of Religious Education
(B.R.E.)

Description

The Bachelor of Religious Education degree is of particular value to those involved in faith community educational programs and has been designed especially for experienced Sunday School teachers, CCD teachers, RCIA teachers, catechists, lay ministers, and directors of religious education programs.

Admission Requirements

1. Completion of the Undergraduate Portfolio* to provide evidence of five or more years of post-high school, professional-level paid or volunteer work experience in a social service ministry or faith community
2. High school diploma or G.E.D. Foreign students must hold the equivalent.
3. Completion of the application procedure

* See the Undergraduate Portfolio section for an explanation.

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of 30 credit hours from the B.R.E. online curriculum
3. Completion and submission of senior paper

The Senior Paper

The senior paper is the final academic requirement of all undergraduate students. This paper should consist of the student's personal reflections on his/her ministry or social service work to date. Students should address the following topics in their senior paper:

1. the nature and extent of their experience and current social service/ministry work
2. their plans for furthering their work
3. how their studies and resulting degree from the GTF will benefit them in their service to their community

The format of the senior paper is as follows:

1. 3,500-5,000 words
2. one-inch margins
3. double-spaced
4. typed in Times New Roman 12 point font

Papers are submitted by email to the Office of the Registrar.

Tuition

Total Program Cost $16,550

See the Policies section for complete information.

Bachelor of Theology
(B.Th.)

Description

The Bachelor of Theology degree program is of particular value to those who serve faith communities and intend to pursue graduate studies in theology.

Admission Requirements

1. Completion of the Undergraduate Portfolio* to provide evidence of five or more years of post-high school, professional-level paid or volunteer work experience in a social service ministry or faith community
2. High school diploma or G.E.D. Foreign students must hold the equivalent.
3. Completion of the application procedure.

* See the Undergraduate Portfolio section for an explanation.

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Completion of 10 Units of Study: 5 from Biblical Studies or Theology and Church History curriculum, 5 from GTF course list
3. Completion and submission of senior paper

The Senior Paper

The senior paper is the final academic requirement of all undergraduate students. This paper should consist of the student's personal reflections on his/her ministry or social service work to date. Students should address the following topics in their senior paper:

1. the nature and extent of their experience and current social service/ministry work
2. their plans for furthering their work

3. how their studies and resulting degree from the GTF will benefit them in their service to their community

The format of the senior paper is as follows:

1. 3,500-5,000 words
2. Double-spaced, one-inch margins
3. Typed in New Roman 12 point font
4. Submitted electronically to the Office of the Registrar

Papers are submitted by email to the Office of the Registrar.

Tuition

Total Program Cost $16,550

See the Policies section for complete information.

Bachelor of Theology for Roman Catholic Deacons
(B.Th.)

Description

Roman Catholic Deacons have the opportunity to apply their three-year diaconal training certificate for academic credit toward a bachelor's degree completion program in theology. This program may be completed in no less than six months and no more than eighteen months.

Admission Requirements

1. Completion of the Undergraduate Portfolio* to provide evidence of five or more years of post-high school, professional-level paid or volunteer work experience in a social service ministry or faith community
2. High school diploma or G.E.D. Foreign students must hold the equivalent.
3. Completion of the application procedure.

* See the Undergraduate Portfolio section for an explanation.

Program Requirements

1. Students are expected to thoroughly familiarize themselves with the Student Handbook of the year of their acceptance with particular focus on their own degree program. Students are bound by the academic and financial requirements of the Handbook in use at the time of their acceptance.
2. Verification of diaconal training.
3. Completion of two courses of the student's choice.
4. Completion of senior paper.

The Senior Paper

The senior paper is the final academic requirement of all undergraduate students. This paper should consist of the student's personal reflections on his/her ministry or social service work to date. Students should address the following topics in their senior paper:

1. the nature and extent of their experience and current social service/ministry work
2. their plans for furthering their work
3. how their studies and resulting degree from the GTF will benefit them in their service to their community

The format of the senior paper is as follows:

5. 3,500-5,000 words
6. Double-spaced, one-inch margins
7. Typed in New Roman 12 point font
8. Submitted electronically to the Office of the Registrar

Tuition

Total Program Cost $8,564

Total program cost reflects transfer credit awarded for verified diaconal training.

See the Policies section for complete information.

B.Th in Islamic Studies

Description

The Bachelor of Theology degree may be earned in Islamic Studies with all courses offered in either the English language or the Arabic language. All students applying for this degree must have five years of post-high school, professional-level paid or volunteer work experience in a Muslim religious community. Students taking this degree may go on for graduate study in the Arabic or English language for the Master of Theology or Doctor of Philosophy in Islamic Studies at the Graduate Theological Foundation.

Admission Requirements

1. Completion of the Undergraduate Portfolio* to provide evidence of five or more years of post-high school, professional level paid or volunteer work experience in a social service ministry or faith community
2. High school diploma or G.E.D. Foreign students must hold the equivalent.
3. Completion of the application procedure

Program Requirements

This program is curriculum-specific and provides an opportunity for the student to work under the direct oversight of Dr. Omar Shahin, Director of Islamic Studies and Professor of Islamic Law at the GTF. It requires Arabic language proficiency. This program requires the completion of required courses (30 credits) from the specialized curriculum listed below. Membership in the North American Imams Federation is a requirement. The senior paper is not required.

Credit

Each course is valued at 3 credits based upon 24 contact hours of instruction and guided readings. If a course is valued higher, it is so indicated.

Tutors

Tutors are Imams approved for teaching at the GTF by Imam Dr. Omar Shahin, Director of Islamic Studies and Professor of Islamic Law at the GTF. Students may recommend a tutor to Dr. Shahin for consideration and validation. Any tutor approved by Dr. Shahin may offer core curriculum courses for the GTF. Students may submit a nomination of tutor or venue to Dr. Shahin for approval.

Tuition

Total Program Cost $15,100

See the Policies section for complete information.

Undergraduate Policies

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Academic Credit

The GTF values eight (8) contact hours as one (1) college credit and requires 120 credits for each of the degree programs.

One (1) contact hour is calculated as clock time combined with:

- Study
- Preparation
- Interactive time spent engaged in an educational activity

The GTF awards 90 credits for five+ years of work that is:

- Post-high school
- Professional level
- Paid or volunteer
- Carried out as part of a social service ministry or within a faith community

The final 30 credits of study must be completed by following the GTF's online curriculum for each specific degree program.

Fees are due no later than April 1 of the year of intended graduation.

NOTE: These dates are not postmark dates but are the dates by which all academic work and all fees must be received by the GTF.

Application Process
for All Undergraduate Degrees

1. Download, print and complete an application form. Only those who have been in ministry for at least five years may apply. (See "Ministry Defined" at the beginning of this Student Handbook or on the website.)
2. Complete the Undergraduate Portfolio Requirement. Students must develop and submit an Undergraduate Portfolio with the application form to provide evidence of five or more years of post-high school, professional level paid or volunteer work experience in a social service ministry or faith community.
3. Academic transcripts, educational records, or copy of high school diploma are to be submitted

to the Office of the Registrar upon formal application. Applicants must hold a high school diploma, GED or equivalent for all undergraduate programs.

4. A ministry statement is required of all applicants. This statement should express the applicant's own personal commitment to the program chosen and why the applicant feels it would serve his/her professional or personal needs. Ministry experience should be described in detail as part of this statement.

5. Two letters of recommendation are required for all degree programs. These letters may be from a professional colleague, former teacher, member of the parish, or ministry professional. One or both of the required letters of recommendation must verify five or more years of ministry experience.

6. A non-refundable application fee of $65.00 must accompany the application.

NOTE: A completed application file includes the application form, undergraduate portfolio, ministry statement, two letters of recommendation, highest degree transcript/diploma and application fee.

Applications are accepted throughout the year. Evaluation of applications takes approximately two weeks.

Undergraduate Portfolio

As part of the undergraduate application process, prospective students are required to develop an Undergraduate Portfolio that provides information and documentation of five or more years of post-high school, professional-level experience in a social service ministry or faith community. This experience can include paid employment or volunteer activities. Applicants to the GTF are required to be involved in ministry. Visit the website to read the GTF's definition of ministry.

The GTF recognizes these five or more years of documented experience as equivalent to the first three years of an undergraduate degree program, and awards 90 credits for this work. Visit the website to read the GTF's definition of college credit.

The Undergraduate Portfolio portion of the application process requires you, the applicant, to:

● Reflect upon your professional and personal involvement in your own faith community
● Consider and articulate the value of your activities in the wider context of social service for the benefit of a local or global community

In requiring you to document your involvement in your faith community we hope also to reinforce, in your own estimation, the value of the work that you do.

Applicants are asked to write descriptions and details of their previous activities in social service or in their faith community for assessment by the Admissions Committee. For each activity listed in this Portfolio, the applicant must include some form of documentation. This can include:

- certificates of completion
- transcripts
- letters from administrators
- religious leaders
- references
- contact information for an individual who can verify participation

The Undergraduate Portfolio should consist of the following:

- one or more pages of activity details
- accompanying pages of documentation of each activity

The Portfolio should be submitted with the Application for Admission. The Undergraduate Portfolio is an integral part of the application process, and it is to the benefit of the applicant to provide as much detailed information as possible. (Examples of Undergraduate Portfolio entries may be found on the *Undergraduate Portfolio Requirement* page on the website.)

The Undergraduate Portfolio consists of written descriptions of activities in social service or in your faith community and documents that verify your participation in each activity. Please complete the following:

- Write descriptions of your experiences on a separate piece of paper.
- Gather documents that verify each activity.
- Submit this Undergraduate Portfolio with your application form and other application materials when you apply to the Office of the Registrar.

Please use the format presented in the examples shown on the *Undergraduate Portfolio Requirement* page on the website when describing your activities.

Time Frame

Undergraduate degrees through the GTF take a minimum of 18 months and a maximum of 36 months for completion.

Senior Paper

The senior paper is the final academic requirement of all undergraduate students. This paper should

consist of the student's personal reflections on his/her ministry or social service work to date. Students should address the nature and extent of their experience and current social service/ministry work, their plans for furthering their work, and how their studies and resulting degree will benefit them in their service to their community. The senior paper must be 10-15 pages with one-inch margins, double-spaced, and typed in Times New Roman 12-point font. Papers are submitted by email to the Office of the Registrar.

Degree Program Transfer

Any student wishing to transfer to a different degree program must submit a written request to the Academic Affairs Committee. The student will be assessed a program transfer fee of $200.00.   The student will be subject to the tuition rates, fees, program guidelines and policies of the Student Handbook that is current at the time of transfer. Previously completed coursework will be re-evaluated for applicability to the new degree program.

Graduation and Diplomas

When all academic and financial requirements have been met by the respective deadlines, the student is eligible to receive his/her diploma. Diplomas will be mailed to graduates upon conferral of their degree. These mailings occur four times a year. GTF diplomas reflect the degree earned. Degree concentrations are listed on the student transcript.

Graduates who have completed all academic and financial requirements by April 1 of this year will be honored in an online recognition. Those completing requirements after April 1 will be honored the following year.

Affiliations
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Oxford University
Department for Continuing Education (OUDCE)

Formalized in 1994, this institutional affiliation with Oxford University allows students at the GTF the opportunity to complete part or all of their graduate studies during the Theology Summer School of the OUDCE hosted at Christ Church College, Oxford, one of the 37 colleges that make up the University of Oxford.

Centro Pro Unione, Rome

For the past two decades, the GTF has enjoyed an affiliation with the Centro Pro Unione in Rome, an ecumenical institution engaged in education. The Centro is also the ecumenical repository of all documents generated by the Vatican and the World Council of Churches. The Rev. Fr. James Puglisis, SA, is Director of the Centro Pro Unione. He is also Minister General of the Franciscan Friars of Atonement and teaches at the Angelicum. At the GTF, he is Cardinal Spellman Professor of Catholic Theology.

P.R.I.M.E.
(Partnering Resources in Ministry Education)

This special type of affiliation allows students to earn their degree from the GTF by completing the majority of required coursework through a P.R.I.M.E. affiliate. Institutions designated as "P.R.I.M.E." provide training programs that can be applied toward specializations in specific graduate degree programs. The following institutions and organizations have been invited to participate in the P.R.I.M.E. program. They have been selected on the strength of their educational programs and quality of training faculty. To this distinguished roster of P.R.I.M.E. institutions, other institutions and programs are periodically added based on the ongoing assessment of educational training opportunities relevant to our students.

The uniqueness of the P.R.I.M.E. affiliation is two-fold: Students may do all of their residency and degree requirements at any one of the P.R.I.M.E. affiliated institutions, and those institutions have the advantage, by virtue of their affiliation with the GTF, of offering their training for the GTF's degree programs in their own facilities. More information on P.R.I.M.E. programs is available on the GTF website.

P.R.I.M.E. Affiliated Institutions

Alamance Institute for Pastoral Counseling
Blue Lotus School of Mindfulness Arts

Christian Contemplative Spirituality Institute

Dominican Center at Marywood

The Guild for Spiritual Guidance

Hartford Family Institute

The Institute for Psychodynamic Pastoral Supervision, LLC

Society of Catholic Social Scientists

The Haden Institute

The Spiritual Guidance Training Institute

Tao Fong Shan Christian Centre

West Virginia Institute for Spirituality

Policies of the
Graduate Theological Foundation

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Student Handbook

Degree candidates are bound by the regulations of the Student Handbook of the year in which they are accepted into their program of study. Tuition fees will not change during a student's course of study, providing the student submits payments and papers on schedule and completes the degree program within the prescribed time. If the student does not conform to scheduled payment and/or paper submission deadlines, the student's file will be deactivated. Upon reactivation, the student will be responsible for the tuition and degree requirements which are current at the time of reactivation.

Application Process for All Graduate Degrees

1. Only those who have been in ministry for at least five years may apply. (For a definition of *ministry*, see the website or the front of this handbook.) Applicants must hold a bachelor's degree or equivalent for master's programs and a seminary/graduate degree from an academic or professional institution for all doctoral programs.
2. Academic transcripts or educational records (undergraduate for master's applicants and seminary/graduate for doctoral applicants) are to be sent directly to the Office of the Registrar upon formal application.
3. Applications are accepted and processed throughout the year. Evaluation of applications takes approximately two weeks.
4. A ministry statement is required of all applicants. This statement should express the applicant's own personal commitment to the program chosen and why the applicant feels it would serve his/her professional needs. Ministry experience should be listed as part of this statement. This is the core component of the application.
5. Two letters of recommendation are required for all degree programs. These letters may be from a professional colleague, former professor, lay member of the parish, or ministry professional.
6. Telephone or Zoom interview with Admissions staff.
7. A non-refundable application fee of $65.00 must accompany the application.

NOTE: A completed application file includes the application, ministry statement, two letters of recommendation, highest degree transcript and application fee.

Units of Study and Credits Defined

A Unit of Study is equal to forty (40) contact hours or three (3) graduate credits.

One (1) CPE Unit is equal to one (1) Unit of Study.

Four (4) CEUs are equal to one (1) Unit of Study.

Tuition and Administrative Fees

Total Program Cost amounts include all required courses if taken through the GTF. The acceptance of transfer credit will decrease total program cost.

Students in a P.R.I.M.E. program should refer to the Affiliations section of the GTF website for information on tuition and administrative fees.

Master Degrees

Master of Theology
Total Program Cost $18,020

Master of Theology in Buddhist Studies
Total Program Cost $18,020

Master of Tribunal Studies in Canon Law
Total Program Cost $18,020

Master of Mediation
Total Program Cost $18,020

Master of Pastoral Counseling
Total Program Cost $18,020

Master of Religious Education
Total Program Cost $18,020

Master of Sacred Music
Total Program Cost $18,020

Doctoral Degrees

Doctor of Education
Total Program Cost $21,700

Doctor of Mediation
Total Program Cost $21,700

Doctor of Psychology
Total Program Cost $21,700
(Cost for PsyD in Pastoral Clinical Psychotherapy $22,970)

Doctor of Ministry
Total Program Cost $21,700

Doctor of Sacred Music
Total Program Cost $21,700

Doctor of Theology (Th.D.)
Program Cost $23,170

Doctor of Philosophy (Ph.D.)
Total Program Cost $25,170

(Costs may vary by degree concentrations. Visit the GTF website for information on the total program cost for each concentration.)

Doctor of Tribunal Studies in Canon Law
Program Cost $25,800

Doctor of Philosophy (Ph.D.) All But Dissertation (ABD)
Total Program Cost $14,874

Undergraduate Degrees

Bachelor of Religious Education

Total Program Cost $16,550

Bachelor of Sacred Music

Total Program Cost $16,550

Bachelor of Theology

Total Program Cost $16,550

Transfer Credit

Any student wishing to have previously completed academic work evaluated for possible transfer credit or wishing to complete coursework through a venue other than the Graduate Theological Foundation for use as transfer credit toward a degree, must contact the Office of the Registrar for approval. Students may use transfer credit to fulfill a maximum 50% of their Unit of Study requirements for a degree program (not applicable in certain programs/concentrations). Accepted transfer credit has the potential to decrease the total tuition paid by the student. Requests for acceptance of transfer credit are reviewed on a case-by-case basis.

Degree Timeline Extension

Any student unable to complete degree program requirements within the designated program timeline may request an extension by writing to the Office of Academic Affairs. Extensions are granted in one-year increments. There is a $200 fee for the first one-year extension if approved.

Tuition payment schedule
for Professional Doctorates/Master's/ Bachelor's

- Activation fee paid within 30 days of acceptance
- $1,200 paid at time of registration for each course
- Completion fee paid by April 1 of the year of graduation

Tuition payment schedule
for Academic Doctorates

- Activation fee paid within 30 days of acceptance
- $1,200 paid at time of registration for each course
- Completion fee paid prior to scheduling of the doctoral defense

Payment Plan Option

Students who are unable to make the initial activation fee may break that initial payment into 3 equal installments.

Tuition Payment

Students may make payments by check, money order or credit card. Contact the Bursar's office (bursar@gtfeducation.org) for information on payment.

NOTE: Due to the high rate of processing fees, all students from outside the US must pay via credit card.

NOTE: Degree candidates are bound by the regulations of the Student Handbook of the year in which they are accepted into their program of study. Tuition fees will not change during a student's course of study, providing the student submits payments and papers on schedule and completes the degree program within the prescribed time. If the student does not conform to scheduled payment and/or paper submission deadlines, the student's file will be deactivated. Upon reactivation, the student will be responsible for the tuition and degree requirements which are current at the time of reactivation.

Tuition Reimbursement

Any student choosing to withdraw from a degree program within 90 days of acceptance will receive 80% reimbursement of any portion of tuition paid within those 90 days. After the passage of 90 days, no tuition reimbursement will be given.

Degree Program Transfer/Reactivation

Any student wishing to transfer to a different degree program or reactivate their student status must submit a written request to the Academic Affairs Committee. The student will be assessed a fee of $200.00.   The student will be subject to the tuition rates, fees, program guidelines and policies of the Student Handbook that is current at the time of transfer/reactivation. Previously completed coursework will be re-evaluated for applicability to the new degree program.

Academic Work

All papers written for the following courses must be submitted within the noted time frame or no course credit will be awarded:
- Independent study – 90 days from start date of Study
- GTF Residential Institutes – 90 days of completing the Institute
- Oxford Theology Summer School – 90 days from completion of course
- Centro Pro Unione Summer Course in Rome – 90 days from completion of course

All papers written for the following courses must be submitted within the noted time frame or no course credit will be awarded:
- Online courses – Within the 10-week time frame of the course
- Individualized tutorials – within the 10-week time frame of the course

Documented Use of Sources

Students are held to a high standard of performance at the GTF in the writing of their papers for course requirements. This high standard places the burden of responsibility and accountability upon the student to demonstrate competency in the literature and a capacity to bring critical analysis to the work in hand. If a student has disregarded protocol with respect to primary sources as relates to acceptable documented citations with relevant references, the evaluating faculty has the discretion of returning the work to the student for reworking. No charge of intentional deception is implied in the returning of such work but the student must accept the decision of the evaluating faculty and in turn must resubmit the reworked document for final approval. Failure on the part of the student to rework the document to the evaluating faculty's satisfaction will result in failure to earn credit for the work in hand. Any student wishing to challenge the decision of the evaluating faculty must submit a letter with a detailed explanation of the student's position to the Academic Affairs Committee. Rulings by the AAC are final.

Transcripts

The Office of the Registrar maintains all records. Alumni and current students of the GTF should, when requesting a transcript, identify themselves by name, degree program and year of graduation. All requests for transcripts must be received in writing.

The cost of having a hardcopy transcript generated by the Registrar's Office is $15.00 per copy. The GTF will issue *unofficial transcripts* electronically which are free of charge. No transcript will be issued to third parties without prior written request from the student and payment at the time of request.

Graduation and Diplomas

When all academic and financial requirements have been met by the respective deadlines, the student is eligible to receive his/her diploma. Diplomas will be mailed to graduates upon conferral of their degree. These mailings occur four times a year. GTF diplomas reflect the degree earned. Degree concentrations are listed on the student transcript.

Graduates who have completed all academic and financial requirements by April 1 of this year will be honored in an online recognition. Those completing requirements after April 1 will be honored the following year.

Students needing verification of completion of degree requirements prior to receiving the diploma may request an official transcript by following the transcript request procedure on the GTF website.

Credentials and Titles

Credentials and titles (i.e., Dr.) may only be claimed and used after all academic and financial requirements of a degree program have been met. The premature use of a title and degree owing to a failure to fulfill either academic requirements or financial obligations may result in legal charges brought against the student by the institution or members of the general public.

Students of the GTF may legally claim the degree earned as well as the corresponding title associated with that degree under the following circumstances.

- Th.D. and Ph.D. students, for whom a doctoral oral defense is required, may begin to claim the degree as well as the title of Doctor immediately following their successful doctoral oral defense.
- All other degree students may claim their degree upon receipt of a letter from the Office of the Provost formally acknowledging their degree completion.

Counseling Credentials

Individuals must comply with the licensure and/or board certification requirements of the state in which they intend to be engaged in professional counseling.

Accreditation

The Graduate Theological Foundation is an ecumenical and interreligious non-profit educational foundation chartered by the State of Indiana. This charter provides that the GTF may offer programs and grant degrees in areas of ministry. The GTF also engages in the sponsorship of research, publishing of monographs and awarding of grants and fellowships.

Accrediting agencies such as the Association of Theological Schools (ATS) and the North Central Association of Colleges and Schools (NCACS) do not have a mechanism in place for the evaluation of the educational model of the GTF. The GTF is exempt from the jurisdiction of NCACS and ATS based on the following unique and innovative characteristics of this institution:

1. The GTF is ecumenical and interreligious in program offerings, student body and institutional philosophy and mission. The GTF does not embrace a doctrinal faith statement that would require exclusion of certain faith communities.
2. The GTF utilizes an online research library and holds a growing physical library at the GTF Sarasota offices.
3. The GTF retains U.S.-based and international contract faculty rather than employing residential faculty.

The Graduate Theological Foundation asserts that the academic integrity of an institution can be measured by the credentials of its faculty, the affiliations it holds, and the academic and professional accomplishments of its students and alumni. Information on each of these areas may be found by visiting the following pages:

- Faculty
- Alumni Employment Record
- Alumni and Faculty Publications
- Alumni Careers
- Affiliations
- GTF affiliations with Oxford University and The Centro Pro Unione in Rome
- Online Thesis Library

The GTF has been recognized by the Department of Veterans Affairs as offering a Doctor of Ministry degree which meets the education requirements for employment as a chaplain in the Dept. for Veterans Affairs.

For additional information on accreditation, you can click on the following link which will take you to the U.S. Department of Education's accreditation statement. A quote from this page regarding the Database of Accredited Programs and Institutions is as follows, "The database does not include a number of postsecondary educational institutions and programs that elect not to seek accreditation but nevertheless

may provide a quality postsecondary education. The U.S. Department of Education recommends that the database be used as one source of qualitative information and that additional sources of qualitative information be consulted."

www2.ed.gov/print/admins/finaid/accred/accreditation.html

The State of Indiana and Contract Disclaimer

This Student Handbook is for general information and does not constitute a contract between this institution and the student. The application and interpretation of this Student Handbook is governed by the laws of the State of Indiana affecting the relationship between the institution and the student.

Code of Conduct

Any student conducting himself/herself in such a manner as to cast disparagement or embarrassment upon the GTF is subject to disciplinary action by the Academic Affairs Committee which may result in censorship, suspension, or expulsion from this institution's courses, activities and programs.

Disciplinary and Grievance Procedures

In the event that the Academic Affairs Committee of the institution determines that disciplinary action must be taken against any student, notification of the intended action, the reason why, and its consequences are to be put in writing to the student. The student may appeal the AAC's decision by submitting a letter to the AAC responding to the charges with copies of the letter to the President and Provost. The student may be asked to appear for a hearing before the AAC to answer to the charges and may, at his/her personal discretion, request that the student's Project Consultant, Thesis Supervisor, or a personally chosen member of the faculty to be present at that hearing.

The final decision with regard to the intended action of the AAC must be made by a unanimous vote of the Academic Affairs Committee, the President, the Provost, and where present, the student's representative (Project Consultant, Thesis Supervisor, or Faculty representative). Students may also file a grievance against the GTF by submitting a letter to the Academic Affairs Committee stating specifically the nature of the grievance. By invitation, the AAC may ask the student to appear before it in an attempt to reach a mutually agreed resolution. Failure to reach a resolution will precipitate a further meeting between the student, the AAC, the President, the Provost (or their representatives), and a student-selected member of the faculty. Failure to reach a resolution at such a meeting will necessitate legal consultation with the student and the institution selecting its own lawyers and initiating action as such legal counsel dictates.

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