

Handbook and Policies
Upper Midwest Extension Course of Study School
Morningside College, Sioux City, Iowa

(Revised 10-13-2010)

Overview

The Course of Study School offers licensed local pastors the opportunity to fulfill The United Methodist Church's educational requirements for local pastors through a 5-year program of theological study that promotes biblical knowledge and pastoral leadership. Courses build upon one another during the 5-year program. Full-time local pastors have 8 years in which to complete the 20 courses; part-time local pastors have 12 years. Persons who have some theological education or academic coursework in religion may apply for advanced standing in the COS program.

The Upper Midwest Extension Course of Study School (UMECOSS) is sponsored by the Board of Ordained Ministry of the Iowa Annual Conference to enable part-time Local Pastors in Iowa, Minnesota, the Dakotas, and elsewhere in the upper Midwest to engage in the course of study in a format that fits their needs. Courses are offered in two sessions, fall and spring. Classes are held on two weekends, with 4 – 6 weeks separating each class to be used for study, reflection and preparation. To view the schedule of course offerings, go to the UMECOSS page on the Iowa Annual Conference website: www.iaumc.org.

We are grateful to the administration of Morningside College in Sioux City, Iowa, for offering their facilities for use by UMECOSS. Classes will be held on campus, with meals offered in their student center. Information about Morningside, including a campus map, can be found at www.morningside.edu. Students arrange their own housing; a list of recommended motels is available upon registration.

The Upper Midwest Extension COSS operates under the oversight of the director of the regional COSS at Garrett-Evangelical Theological Seminary, with final accountability to the Section on Elders and Local Pastors of the Division of Ordained Ministry of the General Board of Higher Education and Ministry. Governance is by a Board of Managers, including representatives of the Boards of Ordained Ministry of those Annual Conferences served by the school.

Personnel:

Director:

Rev. Ed Kail – 1201 E 7th Street, Suite 300, Atlantic, IA 50022; ed.kail@iaumc.org
712-243-8573

Registrar:

Rev. Cathy Van Gundy - 2711 130th Street, Bagley, IA 50026: vangunder@netins.net
641-427-5258

Regional Director:

Mary Ann Moman – 2121 Sheridan Road, Evanston Illinois 60201;
maryann.moman@garrett.edu; 317-370-4700

Morningside College Contact:

Rev. Kathy Martin – 1501 Morningside Ave., Sioux City, IA 51106; martink@morningside.edu
1-800-831-0806, ext. 5148

Registration

To register for the UMECOSS, part-time local pastors may contact the registrar (see above) by mail, email or telephone, or they may download a registration form from the UMECOSS page on the Iowa Annual Conference website: www.iaumc.org. Because of the requirement to submit advance assignments at least a month before the first class of a session, registrations must be received at least two months prior to the first class.

For a registration form to be considered, it must be fully completed, and display the signatures of the student, the student's district superintendent, and the registrar of their annual conference's Board of Ordained Ministry; and a check for the non-refundable registration fee must accompany the application. Questions may be directed to either the registrar or the director of the extension school.

Admission

The Upper Midwest Extension Course of Study School is for the education and training of **part-time** local pastors in The United Methodist Church. Such students, like all those admitted to the Basic Five-Year COS program shall have:

- 1) Been certified as candidates for ordained ministry
- 2) Completed the requirements for license for pastoral ministry
- 3) Received the endorsement of the annual conference Board of Ordained Ministry
- 4) Be under appointment in The United Methodist Church, exceptions to be made with the approval of the conference Board of Ordained Ministry for a period not to exceed one year

Other students, including auditors and students from other denominations may, at the discretion of the Director, be admitted to the program. These other students are to be admitted at their own expense including an agreed upon amount for tuition. A report on the number of such special students shall be included in the Director's report to the Division of Ordained Ministry at the conclusion of school.

Tuition and Fees

Tuition for the UMECOSS through Spring, 2011 is \$275 per course, which includes a non-refundable registration fee of \$75. Effective July, 2011, the tuition fee will be \$300 per course, including the non-refundable registration fee of \$75. The registration fee should be sent to the registrar with the student's registration form after it is signed by the required persons. The

unpaid balance is due 6 weeks prior to first class session. Checks should be made out to: Iowa Annual Conference.

The tuition and fees covers instructional costs, refreshment breaks, a lunch in the campus center during class, and administrative services. Expenses for books, travel, housing and incidentals are the responsibility of the student.

Curriculum

The curriculum of the Course of Study for Ordained Ministry is established by the General Board of Higher Education and Ministry. Descriptions of the 20 courses in the program can be found on their website: www.gbhem.org/ls-cos/fiveyear.asp . Courses in the 100 sequence should be taken first. Courses in the 200, 300, and 400 sequences can be taken in the order offered. The 500 course sequence should be taken last.

Advance Preparation

Advance preparation is required of all students. Some of this advance preparation is to be done in conjunction with a clergy mentor. Assignments will include material related to classroom studies, as well as reflection on experience in pastoral ministry. Each school will determine the nature of the advance preparation required for students. The deadline for the submission of advance work is found on the school registration form.

Class Hours

The standard number of class hours for each of the basic courses is a minimum of twenty (20) hours. At the UMECOSS, the format for classes will follow this pattern for each weekend:

Friday: 6:00 p.m. – Assembly
6:30 – 9:30 – Instruction

Saturday: 8:00 a.m. – Noon – Instruction
12:00 – 1:00 p.m. – Lunch break
1:00 – 4:00 p.m. - Instruction

Class Attendance

A student is expected to attend every class session. Unexcused absences may be cause for loss of credit or dismissal from the school. A student missing twenty percent (20%) or more of the class room work will receive an F for the course. This grade will be changed when the course is successfully completed. Excused absences must be negotiated with the Extension School director in advance.

Grades and Evaluation

Course of Study Schools use letter grades A, B, C, D, F or No Credit for grading. Grade reports will be sent to the Regional COS Director and to the Division of Ordained Ministry. They will indicate whether the student is a part-time or a full-time local pastor. The

deadline for grades will be 90 days after the completion of class sessions. A grade of F will remain on the transcript even if the course is retaken and passed.

Students who wish to have grade reports sent to undergraduate schools for purposes of receiving external degree credit for this work should apply to the Division of Ordained Ministry for a resource packet of material and an official Course of Study transcript describing the work that has been done, the learning goals for the courses, and a description of the Course of Study program of The United Methodist Church. Course of Study credit should only be applied to the undergraduate degree for those students who have completed the Course of Study, sixty semester hours of undergraduate studies at an approved school, and are seeking enrollment in an M.Div. program at a University Senate approved seminary in order to pursue ordination as an elder, or by those who are not seeking ordination in The United Methodist Church but would like to have an undergraduate degree.

The maximum number of courses a student can take in the Basic Five-Year Course of Study is four courses per calendar year. In unusual circumstances, students may be granted permission to take additional courses with the approval of the Board of Ordained Ministry, the Regional Director of the Course of Study School, the Director of the Extension COS and the Division of Ordained Ministry. A written request, with the endorsement of the student's district superintendent, should be sent to the chair of the Board of Ordained Ministry, and to the Director of the Extension COS, to initiate the process of seeking permission.

Weather Cancellation

Weather in Iowa can be severe, particularly in winter months, making it dangerous to travel. The Upper Midwest Extension Course of Study School is committed to the safety of its students and faculty who must travel to teach or attend classes. In case of threatening weather, the following procedure will be followed to determine and implement a cancellation of classes:

1. During the week preceding scheduled classes, the director will monitor National Weather Service data to assess predicted weather events as to whether holding classes is in question.
2. If potentially dangerous conditions are forecast, on Thursday afternoon preceding a weekend with scheduled classes the director will consult by telephone with the faculty who are contracted to teach, to discuss the question of cancellation.
3. A mutual decision will be made. If the choice is to cancel classes for the weekend, the director will notify the registrar, who will contact all students via email (or by telephone if needed). The goal is to have all students notified by 8 a.m. on Friday morning.
4. The director will also notify the campus liaison person for Morningside College, so that appropriate contacts can be made on campus.
5. With the help of the registrar, the instructor(s) for the course(s) will contact students to propose a means for making up the class. Options may include:
 - a) Extending the time on any remaining weekends scheduled;

- b) Designating an alternative weekend that is feasible for all parties;
- c) Extending the course for another month, or a designated period.

6. If a student judges that local conditions make it dangerous for her/him to travel, even though the class is proceeding as scheduled, the student is responsible for informing the director, prior to the beginning of the class, of her/his decision not to attend.

SEXUAL HARASSMENT POLICY

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

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

The school expects the cooperation of all members of the school community with respect to avoiding such harassment.

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

Definition of sexual harassment¹:

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

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

¹The U.S. Equal Employment Opportunity Commission Section 1604.11 of Title 29. Italicized words are added for the academic environment at the Course of Study School.

Procedures

The Course of Study School is committed to using the process outlined below to deal with allegations of sexual harassment within the school community. A sexual harassment allegation may be resolved on an informal basis.

Any member of the school community who wishes to make a formal complaint, must submit a written description of the incident to the Director.

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

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

Those called to investigate the allegations take appropriate steps to ensure that a person who in good faith brings forth a complaint of sexual harassment will not be subjected to retaliation. The Course of Study School also takes steps to ensure that a person against whom such a complaint is brought is treated appropriately and has adequate opportunity to respond to such accusations. The complainant and the person complained against are notified of the disposition of the complaint. If the disposition involves any ongoing process, the Director keeps the complainant informed until the process is completed.

Appeal Process

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

Confidentiality

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

Explanatory Notes

If a person alleged to have engaged in sexual harassment is the Director, then the person bringing the complaint shall notify either one or both faculty members who serve on the Sexual Harassment Committee. The two faculty members shall ask the president of the seminary at the

host school to appoint an administrative officer to serve as chairperson of the Sexual Harassment Committee and to function as the Director in the process outlined above.

RACIAL HARASSMENT POLICY

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

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

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

Definition of Racial Harassment

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

Procedures

The Course of Study School is committed to using the process outlined below to deal with allegations of racial harassment within the school community. A racial harassment allegation may be resolved on an informal basis

Any member of the school community who wishes to make a formal complaint, must submit a written description of the incident to the Director.

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

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

The Course of Study School takes steps to ensure that a person against whom such a complaint is brought is treated appropriately and has adequate opportunity to respond to such accusations. The complainant and the person complained against are notified of the disposition of the complaint. If the disposition involves any ongoing process the Director keeps the complainant informed until the process is complete.

Appeal Process

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

Confidentiality

Every effort will be made to ensure confidentiality to the extent feasible, while permitting the school to investigate the complaint thoroughly and to take appropriate action.

The school will not tolerate retaliation against any member of the school community who complains of racial harassment.

Explanatory Notes

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

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