

Bloy House, The Episcopal Theological School at Claremont
1325 North College Avenue, Claremont, CA 91711
(909) 621-2419 bloyhouse@est.edu

General Information for the 2011-2012 Academic Year

Who We Are

Students at Bloy House, ETSC fall into several different categories:

- 1) Students working towards degrees, diplomas or certificates enroll in courses following the progression of the Bloy House, ETSC curriculum. At the end of two years of study, a student who is not continuing at Bloy House, ETSC may receive a Certificate in Theology. A Diploma in Theology is awarded upon completion of the four-year Bloy House, ETSC program. Students in Diaconal Studies receive a Diploma of Diaconal Studies upon completion of their coursework.
- 2) Students who are not seeking academic credit for their work may elect to take one or more courses per semester as their interest dictates and as the logical progression of courses allows. We welcome students who wish to join us for this limited study to "test the waters" of theological education as part of their discernment for ministry or to strengthen the ministries in which they are engaged.

Academic Standards

Courses at Bloy House, ETSC are taught at the graduate level. They require in-depth reading of primary and secondary sources, active participation in class discussions, and the writing of papers and examinations.

While there is much in the academic enterprise which may be accomplished communally, students are honor-bound to turn in work of their own composition, with supporting scholarly apparatus, as each professor requires. The use of spell-checkers and grammar-checkers on computers is acceptable; however, submitting one's work to another person (family member, fellow student, etc.) for extensive rewrites and editing prior to submission to a professor is not permitted. Matters of substance and style are to be the student's own.

Plagiarism is the stealing of the words or ideas of others without proper attribution, allowing the reader to believe they are the student's own. Plagiarism is a serious offense which will result in academic discipline and may result in expulsion. Professors who suspect that material has been plagiarized from published or unpublished sources will discuss the matter immediately with the student and will report it to the Dean.

The grading scale of A-B-C-D-F is used at Bloy House, ETSC, converted to the 4-point scale for computation of a student's grade point average. Students whose grade point

average falls below 2.25 will be placed on academic probation. Students must earn a GPA of 2.25 or above by the end of the following semester (if enrolled in nine units) or the end of the second semester following (if enrolled in up to eighteen units across the two semesters) or face academic dismissal.

All students are strongly advised to keep electronic copies of every paper or other assignments they turn in to a professor. It is also helpful if assignments are not given to a professor on the run, but are submitted formally in class or by mail. While professors take every care to gather and treat students' work with respect, it is always possible that papers may go astray. It is, therefore, the student's responsibility to supply another copy of a paper when requested to do so by a professor.

Electronic Matters

Please be considerate in the use of electronic equipment. Cell phones should be silenced during class and chapel.

With the professor's express permission, students may make audio recordings of lectures; however, no professor is required to give such permission. No student may sell or distribute copies of the recordings without the permission of the professor. Students may not transcribe lectures for distribution without the permission of the professor, and such transcriptions may not be distributed beyond the members of the class. No student may cause any lecture to be posted on a page of the internet or in any other medium of wider distribution without the professor's permission.

Faculty, Staff, and Student Demeanor

Faculty, staff, and students are held to the highest standards of personal and professional conduct. Showing respect to one another in our collective enterprise of theological education is a strong value of the school. Members of the community are to refrain from any conduct which would hurt, deride, or belittle another. The expression of differing opinions, always a hallmark of good education, must be accomplished with great sensitivity in matters of faith.

The Dean, in consultation with the faculty, is required by canon law to write a letter of recommendation for students who are making application for Candidacy and ordination to the diaconate (Title III, Canon 8, Sec. 2.d.5, Sec. 6.d.3, and Sec. 7.b.4). Some dioceses also ask the Dean to provide a letter at postulancy as well. These letters reflect not only on the student's academic progress, but also on the student's general process of formation. Matters of individual conduct, participation in community life, and maturity in the academic enterprise will be addressed in these canonical letters.

Worship and Community Life

On teaching weekends, Evening Worship will take place in Kresge Chapel at 6:00 p.m. on Fridays. The Holy Eucharist or another form of worship is celebrated on

Saturdays at 11:15 a.m. Worship is the center of our common life, and students are strongly encouraged to attend. Postulants and candidates for Holy Orders are expected by their respective dioceses to take a full part in the school's liturgical life.

A Liturgical Coordinator works with the Dean to plan our community worship. Services generally follow *The Book of Common Prayer*, but experimental liturgies and forms of worship from other provinces of the Anglican Communion may also be used.

The community also gathers on Saturdays for lunch in the Broken Loaf Café and during breaks in the designated hospitality room for food and conversation. Many students find that although Bloy House, ETSC's student body is not together on a daily basis as in many seminaries, nonetheless strong and lasting friendships and collegial relationships are formed by participation in these moments of our common life.

It is these two elements—worship and common meals—which set seminary education apart from many other educational experiences. Attendance at Bloy House, ETSC is much more than just coming to class and earning credits. It embraces a commitment to seeking and serving Christ in all persons at all moments of our life together.

Bloy House, ETSC Offices and Communication

Offices of Bloy House, The Episcopal Theological School are located on the third floor of the Butler Building, Room W369. During the academic year they are staffed Tuesday through Friday and on teaching Saturdays. To reach the Bloy House, ETSC offices:

Telephone	909/621-2419 with voicemail
Fax	909/625-2224
Internal CST extension	2547

The Dean may be reached on e-mail at the following address: ssweeney@cst.edu
 The Administrative Assistant may be reached at: bloyhouse@cst.edu

The Bloy House, ETSC website, www.bloyhouse.org, contains general information about the School as well as a complete catalogue. The Claremont School of Theology website, www.cst.edu, also has a link to information about Bloy House, ETSC, as well as having the CST library catalog, BLAIS, on line at this address.

Students should give the numbers above to family members or others who may need to reach them during a teaching weekend. For emergency messages, however, please advise your family/friends to try to contact you directly on your cell phone, as the Dean or Administrative Assistant may be out of the office from time to time in the course of the weekend.

There are pay telephones in the courtyard of the Administration Building, at the library entrance, and in the hallway just outside the entrance to the Broken Loaf Café.

Tuition and Fees

The Fee of \$160 is payable on the first teaching weekend and is non-refundable. This fee covers the lunches throughout the semester, snacks on Friday evenings and Saturdays of teaching weekends, administrative and photocopying costs. Tuition is payable in full on the first teaching weekend, or it may be paid in four equal installments, the first on the first teaching weekend and subsequent payments by the last day of September, October, and November in the fall semester; or by the last day of February, March, and April in the spring term.

Students who expect scholarship monies to cover some or all of their expenses will fill out a “Scholarship Allocation Form” for each source of monies on the first weekend.

No student will be permitted to register for a subsequent semester whose account shows a balance payable to the school.

The Master of Divinity Program

Some students will continue their studies leading to a Master of Divinity degree at another seminary after completing either two or four years at Bloy House, ETSC. These students have several options:

- a) Transfer to one of the other ten residential Episcopal seminaries after beginning their studies at Bloy House, ETSC. Generally, a student would complete two years of coursework at Bloy House, ETSC and, pending acceptance, enter the other seminary’s program as a middler, completing two full years of coursework at that seminary.
- b) Transfer to Church Divinity School of the Pacific (Berkeley, CA) which will accept the entire Bloy House, ETSC curriculum for application towards its M.Div. degree; the student then completes all other CDSP requirements in one full year of academic work in residence. Since CDSP has certain specific requirements regarding the courses taken with them, students should be in consultation with the Bloy House, ETSC Dean early in their program to insure they do not duplicate course and thereby lengthen their program and incur unnecessary added expense.
- c) Enroll in the Joint Master of Divinity Program offered by Bloy House, ETSC and Episcopal Divinity School (Cambridge, MA). In the summer of 2011 Bloy House and EDS began their joint program of study. The degree is fully accredited by the Association of Theological Schools and the Western Association of Schools and Colleges. Transcripts are held at Bloy House for Bloy House coursework only; EDS transcripts reflect the work at both schools.

Students intending to enroll in the joint program should apply at the same time to both schools and must be accepted by both schools. Students in the joint program

are subject to the academic policies of both institutions. The Joint Master of Divinity Degree comprises of:
60 units of work at Bloy House (the complete 4-year weekend program); tuition for these units is paid to Bloy House.

21 units of work at EDS, including Foundations for Theological Praxis and Field Education. Tuition for these courses is paid to EDS. A field education waiver for students with extensive Ministry Study Year experience may be available to these students as well as students attending CST

d) Enroll in the Joint Master of Divinity Program offered by Bloy House, ETSC and Claremont School of Theology. Students who elect this option will complete the entire 63-unit curriculum at Bloy House, ETSC, whose courses are approved by the Association of Theological Schools and the Western Association of Schools and Colleges for application towards the M.Div. degree at CST. Students in this joint program will also complete 18 units of work in specific courses and areas at CST. This joint degree, which normally requires five years to complete, may be accelerated to three and one-half or four years if the student is able to take other evening, day, or summer classes at CST during his or her years at Bloy House, ETSC.

The Joint Master of Divinity Program with CST

Bloy House, ETSC students enrolled in the Joint Master of Divinity Program with CST are subject to the rules and regulations as set forth in the CST student handbook. Bloy House, ETSC students should be familiar with all procedures for registration, petitions, length of time in degree, incompletes, etc., and must observe all dates published on the official calendar.

Students in this joint program generally take 63 units at Bloy House, ETSC and 18 units at CST. Registering for these units on the correct form and paying the correct institution can be confusing, so please ask for assistance if you are not sure how to fill out the respective forms. The Bloy House, ETSC Dean serves as academic advisor to all students in the joint M.Div. program, and her signature as advisor must be obtained before any CST forms are filed.

Joint students who take only Bloy House, ETSC classes in any given semester should submit a CST registration form to the CST Registrar with the words “Registered only in ETSC classes this semester” on the face of it. This will let the CST Registrar know that a student has not disappeared from the degree program.

After the beginning of the semester, the CST Registrar will receive a copy of the Bloy House, ETSC registration form for joint M.Div. students, and Bloy House, ETSC classes will be entered on the student’s CST transcript. Bloy House, ETSC transcripts show only those courses taken at ETSC and paid to ETSC, while the CST transcript, concurrently maintained, will show all courses taken at the two schools.

Bloy House, ETSC Course Offerings

Classes at Bloy House, ETSC are held on Friday nights and Saturdays, enabling students employed during the week to engage in a full round of studies. The curriculum consists of 63 units of work in the basic subject areas of theological education, divided into semester-long courses of three credits each. The curriculum is designed to offer the student a broadly-based foundational program.

Fall 2011 (and subsequent odd Fall semesters)

Friday	Saturday a.m.	Saturday p.m.
EP 133 - Major Christian Doctrines	EP 136 - Old Testament I	EP 140 - Church History I (Early and Medieval)
EP 138 - New Testament I	EP 135 - Introduction to Ethics	EP 144 - Greek
EP 153 – Introduction to Episcopal Worship	EP 150 - Anglicanism I	EP 156 - Church Leadership

Spring 2012 (and subsequent even Spring semesters)

Friday	Saturday a.m.	Saturday p.m.
EP 134 - Contemporary Theologies	EP 137 - Old Testament II	EP 141 - Church History II (Reformation to Present)
EP 139 - New Testament II	EP 161 – Jesus Judaism and Christianity	EP 159 – Church Communications
EP 146 - Latino Spiritualities	EP 151 - Anglicanism II	EP 154 – Preaching: Introduction and Practicum

Fall 2012 (and subsequent even Fall semesters)

Friday	Saturday a.m.	Saturday p.m.
EP 133 - Major Christian Doctrines	EP 136 - Old Testament I	EP 140 - Church History I (Early and Medieval)
EP 138 - New Testament I	EP 135 - Introduction to Ethics	EP 144 - Greek
EP 142 - Spiritual Care and Counseling	EP 150 - Anglicanism I	EP 157 - Mission and Ministry of the Church
EP 153 - Introduction to Episcopal Worship		

Spring 2013 (and subsequent odd Spring semesters)

Friday	Saturday a.m.	Saturday p.m.
EP 134 - Contemporary Theologies	EP 137 - Old Testament II	EP 141 - Church History II (Reformation to Present)
EP 139 - New Testament II		EP 152 - Pastoral Liturgics

EP 143 - Religious Education	EP 151 - Anglicanism II	EP 144 - Greek
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Students who are enrolled in the Joint Master of Divinity degree with CST must also complete the following courses at CST.

Field Education (placement in Episcopal parish) <i>(If a student has completed a Ministry Study Year with their diocese, 6 units of electives may be substituted for Field Education.)</i>	6 semester units
Cultivating Wholeness through Relational Practices (SC306)	3 semester units
Interreligious Dialogue and Leadership (IR301)	3 semester units
Free electives	6 semester units

Scholarships

More than two-thirds of Bloy House, ETSC students receive some scholarship aid from their dioceses, churches, employers, or other sources. Persons who accept scholarship monies from any source enter into a solemn covenant with that provider to make the most of their education by attending class, completing assignments in a timely manner, and participating in community life to the fullest extent. If a student must be absent from class, consider whether the reason for the absence would satisfy a scholarship provider.

Students who wish to apply for Bloy House, ETSC internal scholarships must write or speak with the Dean with the circumstances of their request by the first day of class for each semester.

The School of Theology Library

Students at Bloy House, ETSC are afforded full privileges at the library of the Claremont School of Theology. Reference and other librarians are happy to assist any student, and students who are new to the CST library should take advantage of the Library tour offered at the beginning of the academic year.

Your library card is the same as the Claremont School of Theology identification card, which is issued to each new student and updated for continuing students. New students will have their pictures taken for this card the first weekend of classes.

The CST library has a state-of-the-art computer room. Students may enter from the main library at any time the library is open; students who are in the joint M.Div. program will also have access to the computer room after hours, using their library cards to unlock the separate outside entrance door.

Students who possess a CST identification card are eligible to apply with it for a Honnold Library card. The Honnold Library is the library of the Claremont Colleges.

Overnight Housing

The Claremont School of Theology offers rooms for overnight accommodation to commuting students. Most of these rooms are in the F-Block, one minute's walk from the academic building. These rooms open onto a common corridor with shared baths. Two full kitchens, stocked with pots and utensils, are available. However, no bed or bath linens are supplied by the school. Please remember to bring your own.

The cost for the 2011-2012 academic year is \$45.00 per night. (Students using commuter housing generally reserve a room for the ten Friday nights per semester, plus one additional night if they are staying for the Retreat Weekend.)

The CST housing officer assigns the rooms in the order that housing reservation forms are received. Problems with room assignments should be brought up first with the Bloy House, ETSC Dean or administrative assistant, who will contact the housing officer if necessary.

Bloy House, ETSC does not require that its students remain on campus or in the area overnight. Bloy House, ETSC may assist students in finding accommodation on campus or in the area as a service to the students, but it does not guarantee that commuter housing will be available to students and does not represent that it is the School's obligation to assist students in finding housing.

Bloy House, ETSC students are eligible to live in student accommodations on campus full time. Inquiries about rental units may be made to CST's director of housing, Nicole Turner (909-447-2566 or nturner@cst.edu).

Meals and Hospitality

Room 103 in the Craig classroom building will serve as a hospitality room during Bloy House, ETSC class hours. Substantial refreshments are available on Friday evenings before class and at break times. A light breakfast is provided Saturday mornings from 7:30-8:00 a.m. and at break times from morning and afternoon classes. Brewed coffee and several kinds of tea are served throughout the weekend. Lunch is served in the Broken Loaf Café. A vegetarian entrée is always served when a meat dish is offered. The \$160.00 fee paid by each student each semester covers the cost of the hospitality and meal service. This fee is non-refundable.

The school pays for each meal ordered, whether or not it is consumed. Therefore, it is extremely helpful if students who are normally included in the lunch count sign out of a meal if they do not plan to eat with the community. Simply sign out in the yellow "Saturday Meals" notebook near the mail folders in the hospitality room, or telephone the Bloy House, ETSC office by the Wednesday preceding the teaching weekend.

Students who have special requests for food or any food allergies should speak with the Administrative Assistant.

Parking and Security

Claremont School of Theology has established a parking permit policy for all CST students and those of affiliated centers (including Bloy House, ETSC). The program will provide additional security, as well as helping defray the high costs associated with the repair and maintenance of parking areas, roadways, signage, and parking lot lighting.

CST will issue parking permits for all students and employees of CST affiliate centers. All students will be charged an annual permit fee of \$30.00 per student. A numbered parking permit will be issued and must be affixed to the lower right (passenger) side of the rear windshield of the student's designated vehicle. A schedule of fees imposed for failure to register your vehicle with the Office of Human Resources, or for parking violations, will be given to each student at the time of registration.

There are no reserved parking spaces on campus, except those designated for visitors. Please do not park in handicapped spaces unless authorized, or a very expensive fine will result. If you park in the underground garage (below the Library), the gates will be locked at 5:45 p.m. on Fridays and opened at approximately 7 a.m. on Saturdays.

In recent years car vandalism and break-ins have occurred from time to time on the campus, especially at the beginning of semesters when thieves know students are moving into dorm rooms. Please do not leave valuables in cars. Lock your car securely.

The campus of the Claremont School of Theology is not closed, and there are no security guards who patrol the campus. Valuable items such as laptop computers or purses should never be left on a bench or in a classroom without supervision. Do not hesitate to give a friendly greeting to a stranger or to report a suspicious person to a faculty member or the Dean. At night it is best to walk to the dorms or cars in pairs.

In emergency, call the police, fire department, or paramedics at "911" immediately instead of trying to find the Dean or Administrative Assistant. Use your cell phone or the nearest pay telephone (a call to "911" can be made at no charge), then inform the Dean.

First aid equipment is located on the bottom shelf of the coffee cart in the hospitality room. Any supplies taken should be reported to the administrative assistant so they can be replaced. Students who have any health problems which could possibly cause concern during a teaching weekend are strongly urged to inform the Dean about them.

Students should evacuate all buildings at the first sign of fire; evacuate after an earthquake when the shaking has stopped. Gather on the lawn in front of the chapel after any such event to ensure safety and verify one another's presence.

Any student who has an accident while on CST property is required to fill out an accident report. Forms are obtainable from the Bloy House, ETSC office.

Many families live in CST housing, all located very near the academic center of the campus. From time to time small children wander from their unfenced yards. Many children of CST's international students do not speak English. No child is supposed to be in the academic area without an adult, and no child under the age of 18 may enter the library unless accompanied by an adult. Be vigilant and look out for unaccompanied small children, especially those who may find the Butler Building elevator too tempting a play space. If you spot a lost child, keep an eye on him or her while calling for help. Always involve a third party, if possible. If necessary, restrain the child from going further and then get help. On weekends a Korean-speaker can usually be found in the library, and librarians can also assist in finding speakers of other languages.

Claremont Weather and Clothing

The weather in Claremont can be fickle. A hot Friday can turn into a very chilly Friday night or remain sweltering. Because Claremont is located at the base of Mount Baldy, winter evenings and mornings can dip below 45 degrees, and winter rains are often heavy and cold. Classrooms are air-conditioned and heated, but occasionally these systems are unreliable. Students find it best to come prepared for any sort of weather, opting for an informal, layered look. The faculty and students dress more formally on two occasions: the final teaching Saturday of the Fall semester for the annual Christmas luncheon, and the final teaching Saturday in May which includes the Commencement service.