

Education and Clergy Development Correspondence Courses

STATEMENTS OF POLICY AND PRACTICE

1. Normally it is expected that a person registering for correspondence courses will be at least 28 years of age or a college graduate. All other persons planning on ordination may take the correspondence courses only with the permission of his or her district board of ministerial development. Pre-requisite: a high school graduate or pass the General Education Development (GED) exam. Evidence in either case must be made available on a document or college transcript.
2. Students register for courses and pay their fees with Education and Clergy Development. You may register for a course online at the Student Portal (www.wesleyan.org/emcam; Choose the Correspondence tab). Tuition of \$195 must be paid by credit card at the time of registration. Order textbooks (not included in tuition) directly from Wesleyan Publishing House at 1-800-493-7539. Course syllabi will be made available for download when registration is complete and payment is made.
3. When a student has completed a course, the instructor will submit the grade to the Education and Clergy Development. Students may view their transcript at any time at the Student Portal online.
4. Students may take a maximum of 2 courses concurrently. The course is designed for students to dedicate from 70 to 100 hours to complete one course. The course must be completed within 180 days of the start-up date. The instructor may permit an extension of an additional 60 days for extenuating circumstances. Courses not completed in the time allotted will be forfeited. The student is required to register again and re-pay the tuition fee to complete the course.
5. Though a student is expected to pursue the course to completion, there may be extenuating circumstances for dropping a course. If a student drops a course within fourteen days of enrollment, a full tuition refund will be issued. Additionally, if a course is dropped within 90 days, fifty percent (50%) of the tuition will be refunded; after 90 days, the tuition is non-refundable.
6. If the student is a candidate for ordination that year, all correspondence coursework must be turned in to the instructor(s) 60 days prior to the student's district conference. It is the student's responsibility to contact the professor directly about any need for expedited grading because of an ordination/licensing timeline, or the need to register for an additional course.
7. These courses are intended for lay or ministerial training, not academic credit. The preferred track for ministerial education is four years of undergraduate ministerial (or pre-ministerial) preparation at one of our five Wesleyan schools followed by graduate theological study (typically a Master of Divinity degree) at one of our seven approved seminaries. Correspondence courses are offered by the Education and Clergy Development division to train and equip approved students, who, because of family, economic, or mitigating circumstances, cannot follow the preferred path of ministerial training.