

Abilene Approval Chart for Curriculum Changes

A = Approve I = Information Item R = Respond In Writing

Degree Plan or Program(s):

- Certificate in Practical Ministry

Description of Change/Rationale:

Change: Establish new admissions requirements for the Certificate in Practical Ministry

Rationale: The Certificate in Practical Ministry is a unique program that is aimed at students who otherwise would not pursue advanced theological education. However, the current admissions requirements for the Certificate are identical to the requirements for the MACM and MDiv programs. As a matter of distinguishing the certificate from these masters programs and better reflecting the nature of the Certificate itself, the admissions requirements for the certificate should be changed to the following items:

1. A completed application and application fee of \$50
2. An official transcript of all previous colleges attended. The transcript must indicate an earned bachelor's degree from a regionally accredited college or university or equivalent.
3. A cumulative undergraduate GPA of at least 3.0 on a 4.0 scale (can be admitted on probation if under a 3.0 on a 4.0 scale)
4. A reflective essay (purpose statement) 1-2 pages typed, double spaced

A comparison of the current and proposed admissions requirements is included at the bottom of this document

		Dept./School	College	Dean	TEC	AUAC/Grad	Provost
	Campus-Level Academic Review¹						
	Change to a Course Include signatures from all chairs/program directors for cross-listed courses. ¹						
1.	Title (description unchanged)	A	A	A	I	I	I
2.	Description (not affecting content)	A	A	A	I	I	I
3.	Course term(s)	A	I	A	I	I	I
4.	Content (change of course outcomes)	A	A	A	I	I	A
5.	Number of credit hours	A	A	A	A	A	A
6.	Course number within the hundred	A	A	I	I	I	I
7.	Course number beyond the hundred	A	A	A	A	A	A
8.	Prerequisites	A	A	A	I	I	I
9.	Course restriction (e.g., majors only, junior standing)	A	A	A	A	A	A
10.	Level change (U to G or G to U)	A	A	A	A	A	A

11.	Cross list course	A	A	A	A	A	A
12.	Department of record	A	A	A	A	A	A
13.	Open or close a course	A	A	A	A	A	A
Change to a Degree Plan							
14.	Educational Program — Revise	A	A	A	A	A	A
15.	Educational Program — Adopt/revise admission requirements	A	A	A	A	A	A
16.	GPA — Revise program-required GPA	A	A	A	A	A	A
17.	Minor — Revise	A	A	A	A	A	A

		Dept./School	College	Dean	TEC	AUAC/Grad	Provost	Campus Faculty	Senior VPAA	President
	Full Review									
	Change to Catalog Information (for Campus)									
18.	General requirements for Bachelor's and Associate Degrees	-	-	-	-	A	A	A	A	I
19.	Policies governing academic probation and suspension	-	-	-	-	A	A	A	A	I
20.	Requirements for graduating with honors	-	-	-	-	A	A	A	A	I
Change to a Degree Plan										
21.	Educational Program — Add or Discontinue ²³	A	A	A	A	A	A	A	A	I
22.	Educational Program — Discontinue (Provost-proposed)	R	-	R	A	A	A	A	A	I
23.	Minor — Add or Discontinue	A	A	A	A	A	A	-	A	I
24.	Minor — Discontinue (Provost-proposed)	R	-	R	A	A	A	-	A	I
25.	Degree — Add or Discontinue	A	A	A	A	A	A	A	A	I
26.	Degree — Discontinue (Provost-proposed)	R	-	R	A	A	A	A	A	I

		Dept./School	College	Dean	AUAC	Provost	UGEC	University Faculty	Senior VPAA	President
	Change to General Education Requirements for Undergraduates (System)									
27.	Change course outcomes of an included course	A	A	A	A	A	A	-	A	I
28.	Add or drop a required course from the General Education Requirements	A	-	A	-	A	A	A	A	I
29.	Add or drop a course from a menu within the General	A	-	A	-	A	A	-	A	I

	Education Requirements									
30.	Comprehensive revision of General Education Requirements	-	-	-	-	A	A	A	A	I

Notes

² Any change to a cross-listed course requires the signature of both department chairs or program directors overseeing the course to ensure that the courses stay in sync. This includes courses taught at other campuses (e.g. BIBL 101 and BIBO 101).

³ For undergraduate majors, a minimum of 30 hours is required. These programs must have a minimum of 6 elective hours, unless the requirements of external accrediting bodies make it impossible. Master's programs must include a minimum of 30 hours, and doctoral programs must include a minimum of 30 hours beyond the master's.

⁴ When a department/school or dean proposes closing a program, approval routing follows the typical process beginning with the department/school. An administrative proposal by the provost or senior vice president for academic affairs would follow the "provost-proposed" routing on the chart.

Updated 8/1/2023

Department/School(s)

Chair Signature	Date
<i>Mason Lee</i>	Feb 13, 2025
Chair/Program Director Signature	Date

College Academic Council(s)

Chair Signature	Date
Chair Signature	Date
Dean(s)	
<i>Myron Reed</i>	Feb 13, 2025
Signature	Date

Signature	Date
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Teacher Education Council

Signature

Date

**Campus Academic Council:
Abilene Undergraduate or Abilene Graduate**

Signature

Date

Provost


[Wes Crawford](#) (Feb 13, 2025 16:23 CST)

Feb 13, 2025

Signature

Date

University General Education Council

Signature

Date

University Faculty

Abilene Faculty Senate Chair signature

Date

Dallas Faculty Council Chair signature

Date

Senior Vice President for Academic Affairs

Signature

Date

President

Signature

Date

Admission Requirements for Certificate in Practical Ministry: Current

Admission Requirements: The admission requirements for the Certificate in Practical Ministry will align with the admission requirements for all other GST degrees.

1. A completed application and application fee of \$65.
2. An official transcript of all previous colleges attended. The transcript must indicate an earned bachelor's degree from a regionally accredited college or university or equivalent.
3. A cumulative undergraduate GPA of at least 3.0 on a 4.0 scale.
4. Two letters of recommendation.
5. A reflective essay (purpose statement) 3-5 pages typed, double spaced.
6. Complete an academic writing assessment.

Admission Requirements for Certificate in Practical Ministry: Proposed

Admission Requirements: The admission requirements for the Certificate in Practical Ministry will include:

1. A completed application and application fee of \$50
2. An official transcript of all previous colleges attended. The transcript must indicate an earned bachelor's degree from a regionally accredited college or university or equivalent.
3. A cumulative undergraduate GPA of at least 3.0 on a 4.0 scale (can be admitted on probation if under a 3.0 on a 4.0 scale)
4. A reflective essay (purpose statement) 1-2 pages typed, double spaced