

Bexley Seabury Seminary

Policy and Procedures for Obtaining Academic Credit for CPE

Policy

As of the Fall of 2019, MDiv students who entered the program in calendar year 2019 or later became *required* to take one unit of Clinical Pastoral Education (CPE), for which three academic credits may be awarded.

MDiv students who entered the program prior to 2019 and who have never taken CPE *may, but are not required*, to take CPE as an elective (3 credits) while matriculated in the Bexley Seabury MDiv program. Students who take CPE as an elective must satisfy the requirement above and procedures below.

Exceptions

Waivers

If a student has satisfactorily completed one unit of CPE in an ACPE-accredited program within 5 years prior to admission to Bexley Seabury, the CPE requirement may be waived.

Students who seek a CPE waiver must submit a written request for same to Prof. Eileen Shanley-Roberts along with a copy of their CPE supervisor's final evaluation and certification of satisfactory completion. Upon approval, communicated to Assistant Academic Dean Lelia Fry, the waiver will be noted on the student's pathway document.

A waiver of the CPE requirement will not result in academic credit or a reduction of the total credits for the MDiv degree. (81 credits). Nor will CPE be recorded on the transcript. Rather, the student who receives a waiver will be required to take an additional elective in lieu of the CPE requirement in order to meet the minimum credit requirements of the Bexley Seabury MDiv degree.

Transfer Credit

Academic credit that has been granted for CPE by another school prior to matriculation into Bexley Seabury's MDiv program *is not eligible* for transfer credit.

Procedures

In order to register for and receive academic credit (3 cr.) for one unit of CPE, the student must complete all of the following steps.

1. Contact the ACPE-accredited programs to which you wish to apply. For a Directory of accredited CPE centers, go to <http://www.acpe.edu>. Each center has its own start/end dates, requirements for when you must be on site, application deadlines and policies on application fees. You are responsible for learning about the deadlines and policies of the CPE centers on your own. If you are in an ordination process, you are strongly

encouraged to check with your diocese for recommendations regarding preferred CPE sites.

Here are some general guidelines regarding CPE applications:

- a. For intensive summer CPE you should usually apply by November 30th in the fall semester prior to the placement.
- b. For an extended unit of CPE beginning in the fall semester, you should usually apply no later than the preceding February 1st.
- c. For an extended unit of CPE beginning in the spring semester, you should apply by the preceding August 30th.

2. Complete the CPE program application(s) of your choice (download at <http://www.acpe.edu>). CPE applications involve much reflection and writing, so be sure to give yourself the time you will need to complete the application. On average, applications are twenty (20) pages in length. You can submit this same standard application to all of the CPE sites in which you are interested. You will be contacted for an interview by the sites that are interested in your application.

3. Once you have been accepted at a CPE site and completed whatever may be necessary to enroll in the program at that site, complete the Bexley Seabury **CPE Credit Registration and Approval Form** and submit same to Prof. Eileen Shanley-Roberts, Assistant Director of Contextual Learning, together with a copy of the acceptance letter that you received from the CPE program. Requests for CPE credit approval *should* be submitted to Prof. Shanley Roberts during or prior to the Bexley Seabury registration periods where possible, and *must* be submitted before you begin your CPE program. If everything is in order, Prof. Shanley-Roberts will authorize our Registrar, Susan Quigley, to register you in ML 403. CPE is not an actual Bexley Seabury course. Registration under a Bexley Seabury course number is for the sole purpose of including CPE as a credit-bearing activity on your transcript.

PLEASE NOTE: Acceptance and enrollment into the CPE program and approval to register at Bexley Seabury for academic credit for CPE are two different things. In the absence of your completion and approval of the CPE Registration Approval form, CPE will not appear on your transcript and you will not receive academic credit for it.

4. When you have completed your CPE program, provide a copy of your final self-evaluation, final supervisor's evaluation, and certificate/verification of satisfactory completion to Prof. Eileen Shanley-Roberts who, after reviewing same, will authorize the Registrar to enter a "grade" of "P" (pass) in your academic record. It is your responsibility to ensure that all required documents are provided to the seminary in a timely manner. *No academic credit will be granted without them.* You will be able to confirm that your grade has been entered by checking our student information system, Populi.

PLEASE NOTE: If CPE is in progress in the spring semester when a mid-program (middler/candidacy) review is due, the student must also request an interim supervisor's evaluation and provide same to their academic advisor no later than February 15.th

Cost

The cost for a unit of CPE varies and is determined by the CPE Center. Generally speaking, the cost ranges from \$400 to \$700 per unit. *Tuition paid to the seminary does not include CPE Center tuition or fees charged to the student.* It is the student's responsibility to pay CPE program tuition and fees directly to that program.

Students will be billed by the seminary at the usual published tuition rate for a three-credit course then in effect (minus any applicable scholarship). However, upon successful completion of the CPE program, students who have incurred actual out-of-pocket costs for tuition and fees paid to the CPE Center may request reimbursement from the seminary of those costs, not to exceed the amount billed to the student by the seminary for CPE credit. CPE cost reimbursement requests must be made, in writing, to Lynn Bowers, together with a paid receipt or other evidence of your out-of-pocket payment. CPE Program tuition/fee reimbursements will take the form of a credit applied to student's seminary billing account, to be applied to future tuition. In the event the student will be graduating at the end of the semester or term when CPE is completed, the CPE cost reimbursement will be made by check payable to the student. The credit to the student's account will be made (or the reimbursement check will be issued) when the documents listed above have been received by the seminary.

***ALL FORMS RELATED TO CPE CAN BE FOUND in CANVAS
UNDER STUDENT ACADEMIC FORMS AND DOCUMENTS***

