

LUTHERAN THEOLOGICAL SEMINARY



Academic Handbook

2009 - 2010

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ACADEMIC MATTERS

Introduction: Our Code of Honour

In the seminary community, as in life, how we live is a reflection of who we are. We are accountable to God, others, God's creation, and ourselves. This accountability calls us to place each other's actions in the best possible light, treat each other with respect, and not do anything to bring disgrace upon others or that will harm the community. This is our 'Code of Honour' that we promise to each other.

Since the church and the seminary are interested in life in community in all its aspects, and not just academics, our 'Code of Honour' goes beyond simply academic matters. When a student "signs off" on the *Academic Handbook*, they are agreeing to live in this community in ways that are life-giving and mutually accountable to each other. This way of living includes:

- always 'speaking well of others and interpreting everything they do in the best possible light'
- encouraging each other in their vocation
- refusing to cheat or act in dishonest ways (including plagiarism)
- refusing to steal (including removing materials, i.e. books and equipment, from the seminary without properly checking them out)
- refusing to participate in gossip or slander of others or passing on idle speculation
- following the pattern for resolution as found in Matthew 18
- doing all we can to preserve the integrity of the community and of each other
- speaking immediately to those who are about to do anything to harm the community, of which the student has *first-hand* knowledge, and reporting harmful behaviour or intentions to the proper person(s) before harm is done
- expecting the appropriate people to take any suitable measures needed if the Code of Honour Code is breached
- holding each other and ourselves academically accountable in the community, according to the policies and principles outlined in this *Academic Handbook*

To indicate their intention to keep each other and ourselves accountable to responsible and honourable behaviour in our community, all students, by their word of honour, and as attested to by their signature, signify to each other that they have read the *Academic Handbook* and agree to abide by it. Faculty and staff also agree to relate to the community in a similar manner.

Advisors

The advisor system facilitates several areas of work at the seminary by appointing an advisor to each in-coming student. Students, of course, may also consult other professors in addition to their advisor. Advisors assure communication, and facilitate a student's voice when academic problems occur. The following principles govern the operation of the advisor system:

1. In-coming students are assigned an advisor on the basis of their transcripts and their expressed area preferences as stated in the autobiography which is part of their application.

2. Ongoing and finishing students will normally continue with the advisor to whom they were originally assigned. However, ongoing and finishing students may express a preference to the Dean of Studies for a certain professor as advisor. Advisors' loads are equalized as much as possible thus it may not be possible to honor all preferences. However, such requests to the Dean of Studies receive every consideration.
3. All MTS and STM students are appointed an advisor in their major area.
4. Advisors may express a preference to the Dean of Studies not to have a certain student among their advisees.
5. While the advisor will make every effort to draw potential problems to the student's attention, students are ultimately responsible for identifying the requirements of their program and for meeting them within the appointed time frame.
6. The relationship of advisor/advisee is primarily academic. By mutual consent it may be expanded to cover other interests and/or problems.
7. None of these principles shall be so interpreted as to deny any student access to the Dean of Studies or the seminary President.

Biblical Languages Policy

Note: In the Biblical area the term exegesis indicates a course in which the student works with the appropriate biblical language, while the term interpretation indicates a course in which the student is not required to work with the appropriate biblical language.

Some biblical courses are taught simultaneously as exegesis and interpretation classes with a different set of assignments for each category. Students whose programs do not demand exegesis credit for an otherwise required class, may take that biblical class for interpretation credit. Students are requested to indicate at the time of registration whether the course in question is being taken for exegesis or for interpretation credit.

The following regulations apply:

1. A demonstrated working knowledge in one biblical language (Greek or Hebrew) is a prerequisite for the M. Div. degree program.
2. A language deficiency may be removed by satisfactory completion of a six-credit introductory course in Greek or Hebrew or the Biblical Language tutorial program. The Biblical Language tutorial program is comprised of a student working with an instructional language CD under the supervision of a faculty member.
3. Admission to any of the exegesis classes is contingent upon proof of competence in the appropriate language. Consequently, students are not permitted to take a course for exegesis credit while concurrently completing the language instruction required for that course.
4. A student may not receive exegesis credit for a course which was previously completed for interpretation credit.
5. To meet the MDiv exegesis requirement students must take:
 BL272 or BL275 for Greek exegesis
OR
 BL224 or BL227 for Hebrew exegesis

Substitution of other courses for the purpose of meeting the exegesis requirement will be allowed only under exceptional circumstances, and a written request to the Academic Guidance Committee must be accompanied by a detailed explanation of what necessitates the request. Such substitution will be granted only with the expressed consent of the faculty member involved.

6. The language requirements must be fulfilled before a student enters his/her ongoing year (4 year plan) or ongoing year II (5 year plan). The exegetical course must be completed before a student embarks on his/her parish internship.

Credit by Examination (“Test-Out”)

Some students who enter the seminary may come with extensive academic background in a given area of the theological curriculum. Students wishing to demonstrate mastery of the content of a required course may request to “test-out” of the course. Written application for this process is made to the Dean of Studies no later than two weeks prior to the beginning of any academic term and is forwarded to the course instructor who arranges for an oral or written competency examination. Normally “test out” examinations are given within the first week of an academic term. A successful “test-out” requires a minimum of 65% and an entry of credit on the transcript is given with no grade recorded. The examining instructor may require the student to complete a subsequent elective in the given area based on the student’s demonstrated competence and performance on the “test out”.

An initial “test-out” fee of \$250 per course will be assessed. Should the student successfully “test-out” full tuition fees for the course, less the “test-out” fee, will subsequently be assessed.

Students are allowed to “test-out” in a maximum of four courses (12 credit units) for any given degree.

Withdrawal and Subsequent Re-Application to a program

Earned grades for courses completed remain on file permanently at the seminary. Candidates re-entering a program of study after more than two years of discontinued study must be re-admitted.

Credit Expiration

Normally academic credits earned seven years before the re-admission of the candidate, including credits transferred from other institutions, cannot be transferred into a degree program.

Students are expected to finish a program within seven years of taking their first course. If the program extends beyond seven years, the student may be asked by the Academic Guidance Committee to update any courses taken more than seven years ago.

Electronic Submission of Course Assignments & Examination Papers

The seminary recognizes the convenience of electronic submissions but is also aware of its limitations and the additional amount of work it creates for course instructors. For these reasons, students are to submit all class assignments and examination papers in printed form unless indicated otherwise in the course syllabus. Course instructors may accept electronic submissions

under extenuating circumstances. In all in such cases, it is the responsibility of the student to ensure that the instructor has received the assignment submitted electronically.

Intensive Course Due Dates

Due dates for the submission of required work for intensive courses are subject to the regular academic dates that are set each academic year unless the course instructor stipulates otherwise. The current extension policy applies to intensive courses.

Pass/Fail Option

1. Any student registered in the seminary may elect to take any course offered on a pass/fail basis, subject to the following limitations:
 - a. a maximum of six courses may be taken on a pass/fail basis during the three or four year resident academic program, with no more than one course per semester or a maximum of two courses per year. Only one P/F course may be an independent study project.
 - b. a maximum of two required courses in any degree program may be taken on a pass/fail basis. These two courses must be taken in different areas.
2. Within thirty calendar days after the beginning of the semester, the student shall notify the Registrar in writing of the decision to take a given course on a pass/fail basis. After that date the decision made to take a given course on a pass/fail basis becomes final.
3. When a class covenants to have all students receive the same grade, that grade shall be "P". This grade "P" is not counted in determining a student's overall grade percentage. Such decisions must be approved by the Academic Guidance Committee.
4. The line of demarcation between a pass and a fail is 65%.

Reading Courses

Students may take one reading course per semester.

The following principles apply to reading course proposals:

1. Academic Guidance Committee reviews all reading course proposals and votes approval of proposals according to faculty availability and content of the proposal.
2. Faculty may normally supervise no more than one reading course per semester.
3. Normally a reading course will not be approved when similar courses are being offered in the same academic year.

With prior permission from the Academic Guidance Committee students may negotiate reading course proposals with persons who are not regular STU faculty members.

During the summer session students may take no more than two reading courses.

Normally the student must apply for a reading course by the end of the first week in each semester. The reading course must also be included on the registration form. Students are expected to complete the course within the regular semester period and abide by the extension policy for regular courses.

Spring & January Term Courses

Students may take one course during the spring and January term, be it a regular seminary course, a reading course, or a term project. Students may take two courses (six semester hours) during the summer, in addition to a spring or January term course.

In addition to regular spring or January term course offerings, students also may create more self-directed study projects. The subject of such a study project shall be proposed by the student who shall petition a faculty member to act as supervisor of the spring or January term project. In consultation with this supervisor the student shall design an outline for the project and agree on a method of evaluation. The course shall be of such a scope as to require an amount of time and study approximately equivalent to that demanded by regular courses in the seminary calendar.

In consultation with the project supervisor the student shall complete a reading course proposal form available from the Registrar and submit it to the Academic Guidance Committee.

1. The spring and January term is designed to allow students to do reading courses or to pursue independent study projects.
2. The spring term normally begins the Monday after the winter semester's examination week. Spring term course work must be completed and submitted by June 30.
3. The January term, three weeks in length, begins on January 4, 2010. January term work must be submitted by March 31, 2010.
4. The spring or January term elective must be of such a nature that it can be evaluated and graded by means of an examination or some other objectively assessable medium.
5. The spring or January term project requires the availability of an advisor who has expertise in the area of the proposed project.
6. The spring or January term course may be arranged as a group project; such a group course may be implemented by students in consultation with a professor in the field selected.
7. Since a spring or January term course or project carries the same weight as a normal course, it follows that:
 - a. a student may not complete more than one such spring or January term course during the three week spring term session;
 - b. shorter study projects may qualify for course credit provided a member of the faculty assumes the responsibility of assuring that appropriate additional requirements are set, and that these requirements are satisfactorily met.

Summer School Courses

Four terms of summer study are available normally:

1. Summer Term I - three weeks in length commencing on the first Monday following convocation.
2. Summer Term II - three weeks in length commencing on the first Monday following Summer Term I.
3. Summer courses offered by special request off campus.
4. Hebrew and/or Greek language instruction is available during the summer.

All Summer School course work must be completed and submitted no later than September 1 unless otherwise specified in the course syllabus.

Transfer Credit

Up to half of the credits required for the BTh, MTS and MDiv degrees may be transferred from other accredited institutions upon the assessment of the seminary that such courses meet the expectations of the seminary. The Academic Guidance Committee, in consultation with the faculty in each area, assesses each course for which the student requests transfer credit. For the seminary's purposes "accredited institutions" are those accredited by the Association of Theological Schools in Canada and the United States. To receive transfer credit for an approved course, the student must have earned a minimum grade of 65% or its equivalent. Supplemental work may be necessary for the transfer of credit for courses which are assessed for the purposes of fulfilling required courses. Upon such assessment the student will be notified of work needed in order to render the course content equivalent to an LTS course.

Students already registered in a degree program at LTS must have transfer courses from other accredited institutions approved by the Academic Guidance Committee before they register for these transfer courses.

Until the student in any program completes the first year of courses required for the program, no more than three elective courses will be accepted for transfer credit into that program.

Transfers & Withdrawals

A student who wishes to transfer from one course to another, or who wishes to withdraw from a course, must complete and submit a change of registration form to the Registrar.

A student may transfer from one course to another before Friday noon of the first full week of a semester by arrangement with the Registrar. Before Friday noon of the second full week of the semester he/she may transfer only with the permission of the Academic Guidance Committee and the professor in question. No transfer may be made after the second full week of the semester.

A student may withdraw from a course by Friday noon of the 7th full week of the semester without academic penalty. After that date he/she is subject to the course assignments and examination, the results of which will be included in the student's permanent transcript. A student who withdraws from a course after the second full week of a semester shall also inform the professor of that course of his/her action in writing.

A student may transfer from one degree program to another only if all the requirements for admission (including the application form for the desired program) are met.

Transfer of Students Within the Saskatoon Theological Union

There is currently a general understanding that students will apply and enroll through their denominational seminary for theological training. Students from denominations other than those sponsoring the three STU seminaries (e.g. Mennonite, Roman Catholic), once admitted to a seminary, are included in the following procedures for transferring within the STU.

Students who wish to transfer their seminary of enrolment must submit or arrange to have forwarded on their behalf:

1. A copy of their original application dossier and subsequent student file from their current seminary of enrolment and an updated autobiographical statement. .
2. A letter from the student indicating the reasons why they wish to transfer.
3. A letter from the President/Principal/Dean of their current seminary of enrolment indicating that the student is in good standing academically and does not have an outstanding financial balance with the seminary. The letter will also indicate if the seminary from which the student is proposing to transfer has any issues or concerns regarding the student.
4. For students who are in the ordination training streams, a letter from their denominational body indicating that they support the transfer.
5. Students may be asked to provide further information.

Withdrawals, Intensive Course

A student may withdraw from an intensive course according to the following time frames:

- 1 week intensives: by the end of the first day of the class
- 2 week intensives: by the end of the third day of classes
- 3 week intensives: by the end of the sixth day of classes

The request to withdraw from a class must be in writing and submitted to the registrar and course instructor by the withdrawal deadlines. After the withdrawal deadline the student is subject to the course assignments and examination, the results of which will be included in the student's permanent transcript. Students will receive a 50% tuition credit only if the withdrawal deadlines are met.

Prerequisites for Upper Level Courses

Students wishing to take courses for which there are prerequisites must meet such prerequisite requirements prior to registering for these courses. Except in cases where a student has failed a prerequisite course, the enforcement of such course prerequisites shall be subject to each faculty member's discretion.

Thesis Options

Students enrolled in the BTh/MDiv/MTS programs who have achieved a minimum GPA of 75% have the option of writing a thesis. Those who choose this option are to submit their thesis proposals to the Academic Guidance Committee by March 5 of the year prior to the final year of their studies.

The thesis shall conform to the standards of the latest edition of Kate L. *Turabian's A Manual for Writers of Term Papers, Thesis and Dissertations*. The length of the thesis shall be a minimum of 60 pages but not exceed 75 pages (15,000 – 18,000 words). A copy of the thesis approved by the thesis advisor shall be submitted to the examiners for the defence no later than 4 weeks prior to the deadline for oral defence. Upon passing the defence, a receipt from the binders for the approved copy is to be submitted to the registrar by 12 noon of May 7, 2010.

The successful completion of the BTh/MDiv/MTS thesis option carries with it the academic equivalent of two semester electives. The Thesis Proposal form is available from the registrar.

Academic Integrity

Many cases of alleged academic dishonest on the part of students result from misunderstanding or carelessness. A case of this kind can be addressed through an informal meeting with the student involved. Generally, an explanation and a warning is all that is required.

Academic integrity requires that all ideas and materials quoted, borrowed or paraphrased whether from print or electronic media be given proper citation both when and where cited (either in the text or in a note) and in a bibliography.

Unacceptable practices include the deliberately false citation of a source, the submission of work done by someone else and the unauthorized submission of work to meet more than one academic requirement (i.e. submitting a paper for more than one course without permission).

Should an instructor ascertain that plagiarism has occurred, the instructor will first consult with the student and the Dean of Studies before making a determination of the penalty. The first offense of plagiarism will be penalized either by the failure of the assignment (in the case of a minor assignment) or by the failure of the course (in the case of a major assignment). In addition, in the case of plagiarism on a major assignment, the failure of the course will also lead to the student being placed on academic probation for the next semester of study. A second offense will normally be penalized by dismissal from the seminary.

Academic Probation

When a student's overall grade point average falls below 65% the student is automatically placed on academic probation for one additional semester or term. If there is no further academic improvement subsequently the faculty decides how to assist the student in a continued academic program or in discerning necessary alternatives.

Annual Student Evaluation

For final year students, the evaluation will take place in the fall. For Lutheran students this will come in the form of the faculty evaluation for the Senior Dossier. Faculty evaluations will be shared with the students by their advisors. Any students who do not need an evaluation for their dossiers should speak with their advisors about an evaluation.

For all other students the evaluation will take place early in the Winter Term. Each student is requested to write a self-evaluation (no more than one page in length) and submit it to his or her advisor along with two solicited peer reviews. Each student reviews these evaluations with their faculty advisor. (These evaluations are kept in a student's file and are not released to CTEL committees unless authorized by the student).

Course Evaluation

At the end of each course students are issued evaluation forms for each class taken. After recording comments, students return these to the Registrar who presents them to the President

for review with the professor(s) concerned. The evaluation may be signed or anonymous. Faculty do not see any of these course evaluations until all marks are submitted.

Disclosure of Student Personal Information

LTS is an affiliate college of the University of Saskatchewan and as such is considered a “Local Authority” under the Local Authority Freedom of Information and Protection of Privacy Act of the Province of Saskatchewan, Chapter L-27.1 of Provincial Statutes (the “Act”). As a Local Authority, LTS may thus collect certain “Personal Information” concerning each student. “Personal Information” includes, without limitation, the following: information relating to race, creed, religion, colour, sex, family or marital status, disability, age, or ancestry; criminal, education or employment records; identifying numbers; addresses and telephone numbers; financial information or history; medical information; transcripts of grades; correspondence to LTS from a student and/or from LTS to a student which is of a confidential nature; and/or applications for admission and supporting documents (See Section 23(1) of part IV of the Act). LTS will also compile evaluative or opinion material for each student for the purpose of determining his/her suitability, eligibility or qualifications for admission to LTS, the awarding of a degree, or the satisfaction of academic program requirements, which information is provided explicitly or implicitly in confidence (referred to as “Confidential Information”).

Each student has certain rights of access and of privacy with respect to Personal Information contained in his/her file. For example, a student, upon proper application made to LTS, may examine the Personal Information contained in his/her file for the purpose of ensuring the accuracy of such information or for any other legitimate purpose. LTS may provide access to Personal Information by giving the student a copy of the relevant document requested, or if copying is impractical, by providing the student with access to his/her file. Further, unless the student gives prior written consent, LTS may not release Personal Information contained in his/her file to a third party or allow a third party to inspect his/her file. A “third party” is defined as any person who is not involved in the production, filing, and maintenance of the information in a student’s file or who is examining his/her file for a purpose other than determining his/her suitability, eligibility, or qualifications for admission to LTS, the awarding of a degree by LTS, or the satisfaction of academic program requirements established by LTS.

Each student has rights of privacy but does not have rights of access with respect to Confidential Information contained in his/her file. A student may not inspect Confidential Information contained in his/her file. Pursuant to Section 27 of Part IV of the Act, LTS shall use Confidential Information only for the purposes for which such information was collected; accordingly, LTS has in place safeguards necessary to ensure that Confidential Information is not intentionally or inadvertently disclosed to a third party as such term is defined above.

CTEL committees may require students to provide them with transcripts of grades earned at LTS. In an effort to expedite the flow of transcripts from LTS to CTEL committees, the administration invites each student to execute a written consent authorizing LTS to

release transcripts of grades earned at LTS to the relevant CTEL. In the event that any student elects not to execute a written consent, that student will be personally responsible for transmission of any transcripts to the relevant CTEL committee.”

Probationary Year

A student's first semester and J Term at LTS is probationary. Upon satisfactory completion of a student's first academic year at LTS and faculty vote, the student may be considered fully matriculated.

Suspension & Re-Admission

Students formally dropped from degree programs for academic reasons will not be readmitted for at least one year after such suspension. Requests from ordination or diaconal track students for re-admission must be accompanied by a written request from their Lutheran Synod CTEL supporting their re-admission. Furthermore, all students must submit a written statement outlining how their situation has changed so as to enable them to complete their program successfully and how, if applicable, they have liquidated all outstanding debts to the seminary.

Contextual Education Component

Students are required to participate in parish-based contextual education components during their regular academic training in connection with specific designated courses in the MDiv and BTh curriculums and for everyone in the Diaconal Certificate Program track. This provides an educational experience in which seminary students have opportunities to participate in and reflect upon the actual practice of Christian ministry in the midst of the important process of integrating theory and practice.

1. Registration for these courses having contextual education components automatically obligates the student to complete these components within the timeframe specified in that course syllabus.
2. There is no additional tuition for this vital learning component.
3. Students will experience direct supervision and evaluation in the contextual education setting as well as in the course processes.

Supervised Pastoral Education

1. **CPE/PCE Requirement**
Master of Divinity, Bachelor of Theology degree candidates and Diaconal Certificate Program candidates complete one quarter of Clinical Pastoral Education (CPE) or one quarter of Pastoral Counselling Education (PCE).
The CPE/PCE requirement normally is to be completed prior to a student's beginning his/her parish internship.
2. **Grading of CPE/PCE**
Students are responsible for submitting two copies of their CPE/PCE report to the Registrar. The Registrar will place one copy into the student's file and another into the internship file.
Grades in CPE/PCE will be recorded as pass/fail (P/F). CPE/PCE supervisors will submit such grades together with their CPE/PCE reports

A designated member of the faculty on the Field Education Committee is responsible for reading the CPE/PCE reports and for submitting a note to the Registrar certifying the satisfactory completion of the unit of CPE/PCE.

Internship

1. Internship Requirement
All candidates for the Master of Divinity, Bachelor of Theology degree and Certificate Programs (Diaconal Ministry and Lutheran Formation) are required to serve a nine or twelve month internship.
2. Permission to enter an internship program will be given only to students who have been officially admitted to their respective programs of study.
3. CTEL endorsement for internship.
4. Students in the MDiv or BTh are eligible for internship only after they have completed the necessary course prerequisites. The courses are the following:
 - BL 150 Introduction to Biblical
 - BL 112 Old Testament Introduction or BA 110 Introduction to Hebrew Bible
(with permission of the Dean of Studies)
 - BL 158 New Testament Introduction
 - PL 135 Spiritual Formation or PE131 Spiritual Formation (with permission of Dean of Studies)
 - PL 115 Introduction to Liturgy
 - SL 120 Confessions
 - SL 210 Theology I
 - PL 215 Introduction to Homiletics
 - PL 260 Christian Education or PA 262 Christian Education (with permission of the Dean of Studies)
 - PL/SL 155 Globalization and Ethics and required lab
 - PL 240 Vocational Formation
 - PL 230 Pastoral Care and Counseling or PE 233 Intro to Pastoral Care (with permission of Dean of Studies)
 - One approved Hebrew or Greek exegesis course (normally BL 272 Galatians or BL 270 Romans (Greek) *or* BL 224 Isaiah or BL 227 Psalms (Hebrew))
 - One unit of CPE
5. Students in the diaconal stream of the Master of Theological Studies degree and Certificate Programs are eligible for internship after they have completed the necessary course prerequisites. Those courses are:
 - BL 112 Old Testament Introduction or BA 110 Introduction to Hebrew Bible
(with permission of the Dean of Studies)
 - BL 158 New Testament Introduction
 - HL 248 Ecumenism Shaped by our History
 - SL 120 Lutheran Confessions
 - SL210 Systematic Theology
 - SL 155 Globalization and Ethics
 - PL 135 Spiritual Formation
6. Grading Internship
The internship will be graded on the student's transcript, using the categories P, P/WR (pass with reservations), and F. The categories P and F are self-explanatory. The

category P/WR indicates that the internship meets the minimal requirements for the MDiv, BTh degree or Certificate Programs, but does not carry the faculty's recommendation for ordination or consecration.

When a student is given the internship grade P/WR, the following procedure will be observed:

- Reservations will be noted in writing, with one copy given to the student, one placed with the internship reports, and one sent to the student's CTEL. The internship director and faculty will assist the student in constructively addressing the reservations.
- Reservations may include, but not be limited to, identification of personal and/or professional areas which could be strengthened before entering ministry.
- For such a student to prepare for ordination or consecration the recommendation may include completing a second internship, pursuing training in specific areas of ministry before appearing for colloquy, or pursuing work and/or training in an area other than ministry.
- The decision to act on these latter recommendations will rest with the appropriate CTEL which will be in contact with the student in the senior year.

7. Non-ELCIC Students

Candidates for the Master of Divinity and the Bachelor of Theology degree who are not members of the Evangelical Lutheran Church in Canada are also required to have a supervised internship. Where the denomination for whose ministry the student is preparing certifies, in writing, that the student has demonstrated competence in pastoral ministry through other equivalent field work experience, a waiver of internship may be granted. A student may choose to do an internship in spite of the waiver from his/her denomination.

8. Academic Studies during Internship

Formal academic course study for credit is not normally permitted during the internship. A student wishing to pursue such study is required to seek faculty permission and the permission of the internship supervisor before the internship begins. Only one course during internship is permitted under such circumstances.

9. Normally internship takes place after the 'ongoing' year. Concurrent internships (half time for two years, while engaging in academic work) are possible in exceptional situations. Internships in specialized situations may become available from time to time. Students are certified to go on internship by faculty vote. Students must obtain permission from the faculty to apply for such specialized internships.

10. Administration

The internship program is under the direction and supervision of the faculty. The operation of the program is carried out by the Director of Contextual Education in consultation with the Field Ed committee and the full faculty.

Availability of Grades & Reports

Normally, papers and examinations will be graded as soon after submission as possible. Grades shall be given to the Registrar within three weeks after the last day of the term.

The Registrar will issue grade reports as soon as possible after all the professors have submitted their grades.

Credits and transcript grades will be issued to students only after they have settled their tuition, dormitory and food services accounts, or have made satisfactory arrangements with the President for such payment.

Extensions

1. All assignments are due on the date specified in the course syllabus.
2. If an assignment cannot be completed on time, it is the responsibility of the student, before the date on which the assignment is due, to request an extension.
3. If the extension within the term is granted by the instructor, terms for handing in the assignment (for example, the new due date, any penalty for handing in assignment late) may be in writing at the request of either the student or instructor.
4. Two options are available for extensions beyond the final day of a semester. For either option students must submit a completed "Post-Term Extension Request Form" normally no later than one week prior to the last day of classes. The request may be:
 - a. for up to four weeks in which case the student will hand in the form to the class instructor(s). The course instructor(s) may grant such an extension at her/his discretion. If the extension is granted, then the instructor will forward the form to the designated committee and/or Registrar.

OR

 - b. for an extension of more than four weeks in which case the student will submit the request to the instructor(s) who will forward it to the Registrar of the College where the course is being taught (or in cases of team taught courses, to the Registrar designated by the course instructor(s)). The request will be dealt with by the designated committee at the College at its next regular meeting. The committee may accept or deny the request and will determine the date by which the material must be submitted. Extensions will not be permitted beyond four months. (April 30 for material due in December, September 1 for material due in April).
5. Extensions are not available beyond the exam period in April for winter semester classes required for internship or graduation.
6. If students request more than one extension, the faculty may encourage or require that student to have a lightened course load the next semester.
7. No further extension on extensions will be granted.
8. In situations of emergency or compassionate need, the decision to grant an extension will rest with the President/Principal.

Grade Appeals

A student wishing to appeal an assigned grade in any course may follow this procedure:

1. The student shall discuss the matter with the professor of the course. If requested to do so, the professor shall re-read the examination or paper(s) in question within two weeks and decide whether the grade is just.

2. Should the student wish to appeal the grade after step (1) has been exercised, he/she may then direct a petition to the Dean of Studies, who shall dispose of the matter in the best possible manner.
3. A student who has passed a course is not eligible to repeat that course for the purpose of improving the grade earned in it.

Incomplete/Failed Courses

1. Incomplete courses (without prior extension approval) automatically receive a failure grade of 30 which then becomes part of the permanent academic record.
2. A student will not be allowed to repeat any course more than once or repeat more than three courses during his/her overall program of study.
3. The grade a student receives in a course that is retaken to remove a failure shall be the grade that is used to determine the student's grade point average. A notation will be entered on the student's transcript beside the original failure indicating that the course has been retaken and that this grade is no longer counted in the grade point average.

Attendance

Class attendance and participation is mandatory for all courses. Students are not permitted to miss more than 10% of the classes of any one course. For example if your course meets once a week for three hours, absence from two or more classes would mean that you have exceeded the acceptable 10% absence rate. For courses that meet 1 ½ hours twice per week, absence from three or more classes would mean that you have exceeded the acceptable 10% absence rate. Students who find it necessary to be absent for more than the 10% permissible time period are requested to provide a letter and/or supporting documentation to the Dean of Studies explaining the reason for their absence. Students who miss more than 10% of any given course should anticipate a grade penalty or the risk of losing the course completely.

The seminary is obligated to report to the funding agent any student on student loans who is absent for more than 10% of the classes in each month.

Continuing Education Courses

Students who upgrade Continuing Education courses to meet the requirements of independent study projects must pay the full course fee specified in the Continuing Education brochure.

Continuing Education courses are not eligible for upgrading in order to fulfill the requirements of required courses in the MDiv, BTh curriculum or Certificate Programs. MDiv and BTh students may take one Continuing Education course at any one time for academic credit. Any Continuing Education course which is to be used for academic credit will need to be upgraded by further work to meet the standards of full academic courses.

Continuing Education courses may be upgraded (by the addition of suitable assignments, reading, etc.) to meet the requirements of independent study courses, subject to the consent of the faculty member involved.

Course Load, Normal

The student's request for the overload must be supported by the student's advisor. Course overload beyond 5 courses per term requires permission of AGC.

Students with a less than 75% cumulative grade point average may not take an overload of classes.

First-year students, first semester do not take an overload of classes. The Biblical Language tutorial program constitutes one course.

Students, especially part-time and occasional students, are advised to follow the sequence of required courses suggested in the curriculum. When planning their studies they must recall that a given required course is taught only once per academic year. Furthermore, the timetable necessitates scheduling certain entering, ongoing and finishing courses in the same time slot.

Course Work Sequence

Entering and ongoing year required courses often serve as prerequisites for upper level courses and most electives. Careful planning is necessary for students who wish to take courses out of sequence within their program of study. Students taking courses out of sequence must realize that they may be adding semesters to their course of work if they do not ensure that they can complete the prerequisites needed to take subsequent required courses at the time they are offered.

Introductory Class Procedure

As a normal procedure, in the first class session of a semester, the professor will issue to each student a class syllabus incorporating the following information:

1. A statement of purpose for the course, including expected student outcomes.
2. A general outline of material to be studied during the course.
3. Method of evaluation for the course grade.
4. Suggested topics for term papers and the length of them, if term papers are required.
5. Suggested list of books or periodicals for reading.
6. Arrangements for class photocopying. An amount not to exceed \$10 per student per class may be levied for classes that require substantial amounts of photocopying of student papers.

Leave of Absence

Candidates formally admitted into a degree program are expected to begin their studies by the following semester. If a deferral of the commencement of study is necessary candidates must apply in writing to the Dean of Studies for a one-year extension of their admission. Extensions beyond one year may necessitate further documentation for re-admission purposes. a candidate's application is held for two years after which time candidates must re-apply.

Students requiring a leave of absence from their studies must apply formally in writing to the Dean of Studies. This letter must indicate the reasons for the appeal and the length of absence requested. In order to avoid being dropped from the current student roster students requiring a leave of absence must apply formally within three months of the last term for which they were registered. Normally the leave of absence is granted for up to one year, with the possibility of extension for a subsequent year upon written request.

Student Classification

For administrative purposes BTh and MDiv students are classified at the beginning of each academic year in the following manner:

Entering	-students who have completed fewer than 9 courses;
Ongoing	-students who have completed 9-17 courses;
Finishing	-students who have completed more than 17 courses.

Timetable

Important note to all students:

1. The seminary cannot guarantee that classes can be slotted to avoid all conflicts for every student. Students are strongly encouraged to follow the stream sequence outlined in the calendar in order to minimize the possibility of conflicts in future semesters.
2. The timetable of LTS within the STU agreements will be set well in advance of the beginning of the academic year and, once set, will be changed only under exceptional circumstances.

FINANCES & PAYMENT

Bills, Payment of

Fiscal responsibility is an important attribute in someone preparing for leadership in the church. Students are expected to demonstrate this fiscal responsibility by paying their bills promptly.

1. Tuition is due and payable on the first day of classes each semester.
2. If a student withdraws from a course and does not substitute another after the second week of the semester the following repayment policy will apply:
 - Withdrawal during first 2 weeks - return of 100% of tuition
 - Withdrawal during the third week - return of 75% of tuition
 - Withdrawal during fourth and fifth weeks - return of 50% of tuition
 - Withdrawal during the sixth week - return of 25% of tuition
 - Withdrawal after the sixth week - no return of tuition

Audit fees are subject to the \$60 minimum registration for complete cancellation up to the end of the two-week change period and are non-refundable after that time period.
3. Students who have overdue accounts will not be permitted to register for the next semester unless they have made special arrangements with the President or the director of finances.
4. Students with outstanding tuition bills may not take the final examination or submit the final paper or evaluative piece for that course. Exceptions to this policy may be made by the President.

Examinations or Final Evaluations

All seminary fees, including tuition, must be paid before taking semester final exams or equivalent unless prior arrangements have been made with the President.

Registration Deadlines

1. The winter and January semester registration deadline is Friday noon of the 10th full week of the preceding fall semester.
2. The spring term registration deadline is Friday noon of the 10th full week of the preceding winter semester.

3. The fall semester registration deadline is the last day of the preceding spring term.
4. Students registering for first semester courses are exempt from the above deadlines, but must register before the first day of classes.
5. Courses registered for after published registration deadlines shall be assessed with a late registration fee.

Student Aid

Applications for Student Aid are available from the Registrar. Completed applications should be returned to the Registrar who forwards them to the Student Aid Committee.

Application deadlines: September 28
February 8

WORSHIP & COMMUNITY LIFE

Chapel

Worship is an integral part of community life at Lutheran Theological Seminary. All students participate in the worship life of the seminary through attending chapel and by leading and assisting in the daily and special worship services. Any questions or concerns involving any particular issue regarding the leading of worship should be addressed to the Dean of Chapel. The chapel is provided for the use of the seminary community. When not in use for worship, the musical instruments must be reserved through the Dean of Chapel for practice. The Chapel Handbook, distributed to each student annually describes in detail our common worship life.

Directory

An address and telephone directory for the seminary community is published as soon after the completion of registration for the fall semester as is possible. An updated, second edition also appears after the completion of winter semester registrations.

Local Congregations, Involvement in

Students and their families are expected to affiliate with one of the congregations in Saskatoon, either as student members or as regular congregational members.

Principles to Guide Conflict & Discussion at LTS

The seminary community pledges to observe the following principles in its life together as it wrestles with various viewpoints, convictions, traditions, and scholarly positions:

1. We will demonstrate respect for people's faith position while honouring honest inquiry.
2. We will appreciate and respect the diversity of positions within the Lutheran tradition, while acknowledging that the educational process entails struggle, growth, judgment, openness, discernment, and re-evaluation. We also welcome and affirm the richness of the Christian faith in its many denominational expressions and welcome the participation of people from these traditions, and we accord to those traditions the respect which they deserve.
3. We will deal with issues through a process which is built on trust, security, and a desire to produce faithful pastors able to deal in a constructive way with diversity, challenge and conflict, in the context of a Christ-centered ministry.

4. We commit ourselves to wrestle things through with each other, and to do so as members of the community in a mutually respectful and gracious way.
We hold that intimidation, abuse in any of its forms, and behaviour which is divisive and hurtful are not congruent with living out the Christian faith, are therefore not acceptable, and will be confronted.
5. Because the seminary community is a worshipping, witnessing, and serving community of faith, we will strive to enhance chapel as a place for worship, up building, and healing of relationships.

STU Web Site

The LTS website is hosted on the Saskatoon Theological Union web site.
(<http://www.usask.ca/stu/luther>)

RESOURCES

International Students

An International Student Advisor's Office on the U. of S. Campus is a valuable resource for members of our LTS community. For further information call 966-4923.

LTS Bookstore

The Lutheran Theological Seminary bookstore is located on the lower level of the seminar by the cafeteria. The bookstore offers students, pastors and the local community the opportunity to purchase books, vestments, clergy shirts and snacks. A sale shelf always contains 'gems' at discounted prices. The staff will be happy to place special orders for customers who require any church related products. MESH items with proceeds going to CLWR, are also available.

Hours of operation are from 9:00 a.m. to 1:00 p.m. on Mondays, Wednesdays and Thursdays. Hours are curtailed during the summer and through the Christmas holidays. You can reach the bookstore at 306-966-2273.

Audio Visual Equipment

The AV equipment at the seminary is intended for pedagogical and development purposes; therefore, faculty use supersedes other reservations. Some equipment may be available to be borrowed by students for class assignments but must stay within the seminary. Due to some course assignments requiring the use of certain AV equipment outside the seminary, the LCD projector, video camera, tripod and cassette recorder/CD player may occasionally be taken outside the seminary for an overnight loan. Equipment taken out on overnight loan must be returned promptly to the seminary by 8:30 am the following morning to ensure that they are available for class use. Students may not borrow any equipment on extended loans. All borrowed equipment must be signed out from the General Office regardless of its use inside or outside the seminary.

Library at Lutheran Theological Seminar / Saskatoon Theological Union Libraries

The Lutheran Theological Seminary Library is one of three locations in the Saskatoon Theological Libraries system. The others are St. Andrew's College Library and the College of Emmanuel & St. Chad Library (located on the lower floor, LTS). Please register for your library card at the LTS Library, but feel free to use it at any STU library.

STU Libraries share information, policies and collection management, but hours and practices may vary. Please be sure to check with the library you are using.

Reference Services: The LTS Library provides full reference services. Whether you need help finding a book or more in-depth training or assistance, Library staff are here to help you. STU Libraries Orientation is held at the beginning of the academic year, and additional tours and training sessions can be arranged at any time.

STU Libraries Website: You can find complete descriptions of services and policies as well as catalogue and database access and useful links on the STU Libraries website at <http://reindex.net/STU> .

Hours: During the academic year the regular hours of the LTS library are:

Monday:	8:30 a.m. – 9:00 p.m.
Tuesday, Wednesday:	8:30 a.m. – 10:00 p.m.
Thursday	8:30 a.m. – 9:00 p.m.
Saturday, Sunday	1:00 p.m. – 5:00 p.m.

Students registered in evening classes held at LTS may borrow items after regular closing hours if are accompanied by teaching faculty member. Hours of other STU Libraries are:

St. Andrew's College Library

Monday, Wednesday, Friday:	8:30 a.m. to 4:30 p.m.
Tuesday, Thursday:	8:30 a.m. – 9:00 p.m.
Saturday:	1:00 – 5:00 p.m.

College of Emmanuel & St. Chad Library

Tuesday:	8:30 a.m. to 4:30 p.m.
Additional hours will be posted	

Library Cards: To borrow from any STU library you must have a valid STU Libraries card. Cards are updated at the start of each academic year. Please bring your current student card, driver's license, or other identification with current address to the LTS Library. Borrower's cards are non-transferable, and you are responsible for all materials borrowed on your card. Please notify Library staff if any of your contact information changes during the year. As an STU student you are entitled to use and borrow from the University of Saskatchewan Library. Please check with LTS Library staff for more information.

Circulation and Loans: Standard users may borrow circulating books, videos, DVDs, cassettes and CDs for 3 weeks. Distance users may borrow items for 8 weeks. Two renewals are available on loans unless the item is requested by another user. You may borrow up to 5 items from any one section. Extended loans may be available on request and can be requested in person or by phone or email. All materials may be recalled at any time. You may return materials to any STU library. Please note that you may use reference materials and journals within the library only.

Overdues: Loan periods for library materials are established so that all users have access to the information they need. To encourage the timely return of library materials, you will be charged fines for any late returns. For information on fines, please check with STU Libraries staff, or ask for the STU Circulation Policy at College of Emmanuel & St. Chad Library, Lutheran Theological Seminary Library, or St. Andrew's College Library.

To Borrow:

- take items to the circulation desk;
- scan your library card barcode and enter your 4-digit pin code;
- scan the library barcode on the book;
- log out.

You may renew items and track your own due dates online at <http://reindex.net/STU> after logging in to the site.

Reserve Materials: Materials on class Reserve shelves are selected by the teaching Faculty member so all students have equal access to them. You may borrow these materials for the period stated on the item's blue circulation card. Please sign out Reserve materials whenever you use them, even when you are photocopying, so that other students and library staff know where the items is. Please note that you will be charged overdue fines for any Reserve materials returned late.

Online Databases: Online databases are electronic indexes to journals. They enable you to locate and retrieve articles through the Internet. A database may be multidisciplinary, like Wilson FirstSearch, or focused on a particular subject, like Religion and Philosophy Collection. A database may contain full text articles and/or citations/abstracts. Saskatoon Theological Union Libraries subscribe to the following subject-specific online databases:

- Religion and Philosophy Collection (citation and full text)
- Religious and Theological Abstracts (abstract)

STU Libraries also subscribe to the following general academic databases:

- ArticleFirst
- ECO (Electronic Collections Online)
- ERIC
- Ebooks
- MEDLINE
- WilsonSelectPlus_Full Text
- WorldCat
- WorldCat Dissertations

Access to these databases is available with STU student login through the STU Libraries site. Please check with Library staff for more information. As an STU student you are entitled to use some of the databases subscribed to by the University of Saskatchewan Library. Please check with Library staff for more information.

Interlibrary Loans: If there is a book or article that you would like to read but you can't find in a Saskatoon library, you may be able to request it though U of S Library Interlibrary Loans or through the LTS Library. Please check with LTS Library staff for more information, and note that a fee may apply.

Computers, Printing, Photocopying: Internet access is available in the library through ground and wireless formats. Library computers offer library catalogue, online databases, Internet searching, and word processing. Please limit use to 30 minutes. A station is dedicated to Greek and Hebrew Tutor CD-ROMs. Printing on the library printer is 10 cents per page. Please ask

about required Chapel printing. Photocopying is available in the LTS Library periodicals room at 10 cents per page. Please ask for your photocopy access code at the library. Access codes allow copying up to \$25.00. Invoices will be issued by the Finance Office and accounts may be paid there. Please ask about required Chapel photocopying.

Study Carrels: Library study space is available for all users. Reserved carrels may be available. A carrel sign-up sheet is posted in the library at the beginning of the academic year.

Food and Drinks in the Library: Food and drinks other than water are the friends of pesky insects and the enemy of many valuable materials in our collections. No food or drinks (except water bottles) may be brought into or consumed in the library. Please leave all food wrappers in waste containers outside the library.

MISCELLANEOUS

Audit Students

Courses taken on an audit basis (i.e., courses attended but not taken for credit) will be identified on a student's transcript by the notation AUDIT. Students registering for a particular course for audit will not be required to complete any course assignments or write examinations nor be entitled to having course work corrected. The audit fee for a seminary course is one-half that of the same course taken for credit. Spouses of seminary students, however, may audit any seminary class free of charge.

Graduation, Registration for

Students who intend to complete their program in order to graduate at the next spring convocation must indicate their intention to the Registrar prior to the deadline for registration for the winter semester preceding their anticipated graduation.

Students must also fill out an application to graduate which is available from the Registrar. Applications that are not received before the deadline for registration for the winter semester will not be considered for the Spring Convocation. The graduation fee of \$100 must be submitted with the application.

Mail Procedures

Students are assigned mailboxes near the main office after the fall semester begins. Outgoing mail is the responsibility of the individual student.

Occasional Students

1. Courses taken on an occasional basis (i.e., prior to the completion of academic requirements for admission to a degree program or for general interest outside a degree program) will be identified on a student's transcript by the notation OCC after the recorded grade. No more than three 'occasional' courses may be taken per semester.
2. Students may transfer no more than six such occasional courses (no more than three per semester) into a degree program.
3. Persons who wish to take courses on an occasional basis need to apply for occasional student status.

Parking

According to University of Saskatchewan regulations, no on-street parking is permitted on campus, except where there are meters. The seminary is not responsible for fines levied for violation of this university rule. On the basis of the lease of the seminary grounds from the University of Saskatchewan the parking lot of Lutheran Theological Seminary is reserved for the faculty and staff only.

Cafeteria (Smiley's)

Meal Times - Monday-Friday

Breakfast

7:30-9:00 am

Lunch

11:30 a.m.-1:30 p.m.

Supper

5:30-6:30 pm

Academic handbook-student2009

August 21, 2009

DEADLINES, ACADEMIC 2009/2010**Fall Semester 2009**

- Sept. 14, 2009 **Registration** deadline for a student's first semester at LTS
Deadline for payment of **tuition** for fall term **1:30 p.m.**
- Sept. 18, 2009 Deadline for **transferring** from one course to another by making appropriate arrangements with the Registrar **12 noon.**
- Sept. 18, 2009 Deadline for submission of **reading course proposals** for fall term **12 noon**
- Sept. 25, 2009 Deadline to **change course registrations** with permission of AGC **12 noon.**
- Sept. 25, 2009 Deadline to **withdraw** from a course to receive 100% tuition refund **12 noon**
- Oct. 2, 2009 Deadline to **withdraw** from a course to receive 75% tuition refund **12 noon**
- Oct. 09, 2009 Deadline for applying for a **pass/fail grade 12 noon**
- Oct. 16, 2009 Deadline to **withdraw** from a course to receive 50% tuition refund **12 noon**
- Oct. 23, 2009 Deadline to **withdraw** from a course to receive 25% tuition refund **12 noon**
No tuition refund after this date.
- Oct. 30, 2009 Deadline to **withdraw** from a course without academic penalty **12 noon.**
- Nov. 13, 2009 Deadline for **registering for the winter and January semester 12 noon.**
Deadline for students **applying for graduation 12 noon**
- Dec. 4, 2009 Deadline to **apply for an extension** in a course **12 noon**
- Dec. 11, 2009 Deadline for submitting **all term work** (unless an extension has been granted) **12 noon.**

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(Winter Semester 2010)

DEADLINES, ACADEMIC 2009/2010 (cont'd)Winter Semester 2010

- Jan. 4, 2010 Deadline for **payment of tuition** for January term **2:00 p.m.**
- January 2010 Intensive Course Withdrawals:
 1-week intensive course - withdraw by end of 1st day **4:00 p.m.**
 2-week intensive course – withdraw by the end of the 3rd day **4:00 p.m.**
 3-week intensive course – withdraw by the end of the 6th day **4:00 p.m.**
- Jan. 8, 2010 Faculty deadline for submitting fall semester grades for all work submitted on time **12 noon.**
- Jan. 25, 2010 Deadline for **payment of tuition** for winter term. **2:00 p.m.**
- Jan. 29, 2010 Deadline to **change course registrations** by making appropriate arrangements with the Registrar **12 noon.**
- Jan. 29, 2010 Deadline for submission of **reading course proposals** for winter term **12 noon**
- Feb. 5, 2010 Deadline to **withdraw** from a course to receive 100% tuition credit **12 noon**
- Feb. 5, 2010 Deadline to **transfer** courses with permission of AGC **12 noon.**
- Feb. 12, 2010 Deadline to **withdraw** from a course to receive 75% tuition refund **12 noon**
- Feb. 19, 2010 Deadline for applying for a **pass/fail 12 noon**
- Feb. 26, 2010 Deadline to **withdraw** from a course to receive 50% tuition refund **12 noon**
- Mar. 5, 2010 Deadline to **withdraw** from a course to receive 25% tuition refund **12 noon**
 No tuition refund after this date.
- Mar. 12, 2010 Deadline to **withdraw** from a winter semester course without academic penalty **12 noon.**
- Mar. 12, 2010 Deadline for submission of an **STM thesis** to faculty supervisor **12 noon**
- Mar. 12, 2010 Deadline for submission of BTh/MDiv/MTS thesis to faculty supervisor **12 noon**
- Mar. 26, 2010 Deadline for submission of **January Term work 12 noon**
- Apr. 9, 2010 Deadline for the **oral defense** of BTh/MDiv/MTS/STM thesis **12 noon**
- Apr. 16, 2010 Deadline to **apply for an extension** a course **12 noon**
- Apr. 23, 2009 Deadline for submitting BTh/MDiv/MTS/STM. thesis revisions for 2010 graduation **12 noon**
- Apr. 23, 2010 Deadline for submission of **winter semester work 12 noon**
 (unless an extension has been granted).
- May 7, 2010 Deadline for submission of bound thesis (BTh/MDiv/MTS/STM) to Registrar **12 noon**