ACADEMIC HANDBOOK

For the 2017-2018 Academic Year

LUTHERAN THEOLOGICAL SEMINARY
SASKATOON

- A seminary of the Evangelical Lutheran Church in Canada
- Member of the Saskatoon Theological Union with the College of Emmanuel and St. Chad and St. Andrew’s College
- Affiliated with the University of Saskatchewan
- Accredited member of the Association of Theological Schools in the United States and Canada

In the event of a discrepancy between this calendar and Seminary Policies, Seminary Policies shall apply.

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September 7, 2017
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ACADEMIC CALENDAR

MTS, MDiv, BTh and Certificate Programs

See DMin and STM Manuals on the LTS website for information on those degree programs

LUTHERAN THEOLOGICAL SEMINARY SASKATOON

2017-2018
### Mission Statement

*Lutheran Theological Seminary, a ministry of the Evangelical Lutheran Church in Canada nurtures and challenges all people for Christ-centered leadership and witness for God’s mission in the world*

### Administrative Staff

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<tr>
<th>Position</th>
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The Seminary

Lutheran Theological Seminary is located at 114 Seminary Crescent on the University of Saskatchewan campus. While Lutheran Theological Seminary is self-governed, it is affiliated with the University.

The Lutheran Theological Seminary is owned by the British Columbia, Alberta and the Territories, Saskatchewan, and Manitoba Northwestern Ontario Synods of the Evangelical Lutheran Church in Canada (ELCIC). It was established to prepare candidates for the Lutheran pastoral ministry. Since the Lutheran church in Canada has roots in several European countries as well as the United States, the Seminary reflects this diversity and seeks to transmit the varied traditions creatively in the shaping of a distinctive Canadian Lutheranism.

The Seminary also serves qualified students who wish to pursue the study of theology for its own sake, or solely out of academic interest. In addition, the school seeks to be of assistance to pastors in the area of continuing education and as an institution of advanced study and research on the level of the STM and DMin degrees. In recent years, too, the closer relationships with its sister theological institutions on the campus and the presence of a broad spectrum of students from a variety of denominations have given the Seminary a broader, more ecumenical character. Lutheran Theological Seminary values the impact of an international, inter-cultural, and inter-denominational community of students.

All of the information documented in this Academic Calendar applies equally to our Canadian and international students.

History
The Seminary is the result of the dreams of Lutheran pioneers in Western Canada. In 1913 the Evangelical Lutheran Synod of Manitoba and Other Provinces founded the Lutheran College and Seminary in Spruce Groove, AB. In 1914, the seminary moved to Edmonton and a year later moved it to Saskatoon. In 1939 the Norwegian Lutheran Church in America established Luther Theological Seminary, first on the campus of the Lutheran College and Seminary and then in 1946 on a separate campus in Saskatoon. For almost twenty years Lutherans in Western Canada maintained two theological schools with varying degrees of cooperation between them. The goal of a single theological seminary was realized in 1965 when the two schools were merged into the present Lutheran Theological Seminary. In 1968 the school moved to its present location on the University of Saskatchewan campus. From 1973 to 1984 the Lutheran Church-Canada (Missouri Synod) was involved in formal cooperation at the Seminary. During the years between 1965 and 1985 the Seminary was jointly owned and supported by The Evangelical Lutheran Church of Canada and the Lutheran Church in America’s Central Canada and Western Canada Synods. The current status of the Seminary dates back to January 1, 1986, when the two supporting churches merged into the Evangelical Lutheran Church in Canada (ELCIC).

Associations
Lutheran Theological Seminary is an affiliated college of the University of Saskatchewan. Faculty may serve as adjunct Faculty or lecturers at the University. The Seminary is a member of the Association of Theological Schools in the United States and Canada, and has been accorded full membership in that accrediting association since 1978. Our accreditation is granted by:

The Commission on Accrediting of the Association of Theological Schools in the United States and Canada
10 Summit Park Drive, Pittsburgh, PA 15275, USA
Telephone: 412-788-6505; Fax: 412-788-6510
Website: www.ats.edu
Governance and Support
The Seminary is directed and controlled through a governance process by the Board of Governors. The Board of Governors is responsible for governance policies, creating and maintaining a strategic plan, delegates management authority to the President, monitors performance and measures results and relates to the owner synods. Representatives on the Board of Governors, both clergy and lay, are elected by the supporting synods. The bishops of the supporting synods of the ELCIC are *ex officio* members of the Board. Financial support for the Seminary is determined by a process of consultation between the Seminary’s Board of Governors, the national church representative, the Synod Councils of the four supporting western synods of the ELCIC and the Province of Saskatchewan.

Competencies and Outcomes for Study in Theological Degree Programs
Lutheran Theological Seminary Saskatoon is committed to program degree work that is responsible to the Church and to society for providing enrolled students with opportunities to develop the qualifications (academic knowledge, professional behaviors, attitudes, clinical skills and liturgical spiritual formation) to enter rostered (Pastoral or Diaconal) ministry, or other leadership roles in the Church.

Over the course of seminary studies, students will work toward developing the competencies (skills and attributes) that are essential to rostered ministry, including confessional, theological, liturgical, pastoral, fiscal and social analysis skills. These skills are also important for other leadership roles in the church and include:

- **Aptitude and attitude**
  Rostered ministers must demonstrate excellent interpersonal skills, including sensitivity, compassion, integrity, and concern for others, and the ability to work collaboratively with peers, parishioners, and social or ecclesiastical colleagues. They must be respectful of individuality and diversity and build trusting relationships; they must also be able to manage multiple, potentially competing demands.

- **Information gathering/sensory skills**
  Rostered ministers must have skill in gathering information, skill in theological reflection, and competency in making timely assessments.

- **Communication skills**
  Pastors and diaconal ministers must understand both verbal and non-verbal language. They must have the ability to understand complex theological, psychosocial and technical knowledge and be able to communicate effectively and sensitively. They must understand the concept of informed consent. Theological-pastoral work is a discipline with multi-disciplinary underpinnings.

- **Critical thinking skills**
  Rostered ministers must demonstrate the cognitive skills and memory necessary to measure, calculate, and reason in order to analyze, integrate and synthesize information. They need to be able to problem solve and assess accurately their own performance.

- **Emotional health**
  Rostered ministers must demonstrate adaptability to changing environments and the ability to function effectively under stress, and have the emotional resilience and balance to manage a myriad emotionally charged or ethically challenging scenarios that frequently arise in all ministerial settings.

Assessment of Documents and Qualifications in a Foreign Language
Since methods of recording grades and conferring degrees differ from country to country, overseas students wishing to enter the degree and certificate programs must write to the Registrar, submitting details of their academic careers including, wherever possible, transcripts of academic work and copies of any degrees or
diplomas held, together with some information about the institutions granting the degrees.

Foreign equivalency assessment for all programs is conducted internally at Lutheran Theological Seminary. If the expertise is not available among our faculty then faculty in the country from which the credits originate are asked to evaluate the credits and provide academic assessment. We are able to utilize this process due to the small size of our student population. In the case where faculty from the country of credit origin are not available we will make use of the University of Saskatchewan Credential Assessment Service.

**Transfer Credit from an ATS-accredited Institution**
Lutheran Theological Seminary is a member of the Association of Theological Schools (ATS).

The policy for transfer credit for the BTh, MDiv and MTS degree programs from a post-secondary institution accredited by the Association of Theological Schools (ATS) is outlined in the *Student Handbook*.

**Language Proficiency Requirement**
For those whose first language is not English, a TOEFL (Test of English as a Foreign Language) IBT score (including the speaking component) of 88 with no component less than 20, or if the TOEFL IBT is not available, a minimum TOEFL score of 550 (paper based) is a prerequisite. Test scores must be forwarded directly to the Registrar.

Note: English Language programs are available at the *University of Saskatchewan Language Centre*, whose website is [www.learnenglish.usask.ca](http://www.learnenglish.usask.ca)

Off campus English as a Second Language programming and services are available at no cost at *The Global Gathering Place*. Their website is located at [www.globalgatheringplace.com](http://www.globalgatheringplace.com)

**Degree Programs**
As the Association of Theological Schools (ATS) will recognize degrees from Bible Colleges accredited by the Association for Biblical Higher Education (ABHE), the faculty of LTS recognizes such degrees as well, even though the University of Saskatchewan may not. LTS reserves the right to ask for more general education courses (such as English, history, sociology, philosophy, psychology) if such are not part of a Bible College Bachelor’s degree.

Normally, applications for admission into the degree programs of BTh, MDiv, and MTS are to be received by May 15 for those planning to begin the program of studies in September.

See LTS website at [http://www.usask.ca/stu/luther/apply.html](http://www.usask.ca/stu/luther/apply.html) for application forms.

One year of university or the equivalent of one year of university (30 semester hours) is required as prerequisite for taking any course for credit and/or for attending Lutheran Theological Seminary with the goal of obtaining academic credit.

**Certificate Programs**
The Seminary currently offers two certificate programs: the Lutheran Formation Certificate Program and the Diaconal Certificate Program. For further information see later in this Academic Calendar.

 Normally, application for admission into the Lutheran Formation Certificate Program and the Diaconal Certificate are to be received by May 15 if planning to begin the program of studies in September.
Boundaries Workshop
All students registered in BTh, MDiv, MTS, and certificate programs are required to participate in two four-hour “Boundaries Workshops”.

Application Process for International Students

Citizenship and Immigration Canada
Information respecting federal requirements for studying in Canada including information on visa processes, study permits, work permits and other immigration related issues at www.cic.gc.ca/english/study/index.asp and www.saskimmigrationcanada.ca

The application process for International Students is the same as the process for Canadian Students.

Application forms can be submitted online. Scanned hardcopy applications and supporting documents may be submitted to the Registrar at registrar.lts@usask.ca. Faxed documents may be sent to 1-306-966-7852. Hardcopy documents and the application fee for all of the following programs may be mailed to the Registrar at

Registrar
Lutheran Theological Seminary
114 Seminary Crescent
Saskatoon, SK S7N 0X3 CANADA

The application fee of $75 can be paid by cheque (from Canadian banks) or credit card. Credit card information can be provided by telephone to the Data Entry Specialist at 1-306-966-7856.

BTh, MDiv, MTS Degree Programs and Lutheran Formation and Diaconal Certificate Programs

The application process and detailed requirements for admission to the following Degree and Certificate programs of the Lutheran Theological Seminary are set out on our website at http://www.usask.ca/stu/luther/index.html under the “Prospective Students” section under the “Admissions” link, and are outlined in this Academic Calendar (see below).

Master of Theological Studies (MTS) in Detail

Brief Description
The MTS program is designed for students wishing to study theology for reasons other than Ordination, including preparing for church vocations that do not involve Ordination to Word and Sacrament ministry (example Diaconal Ministry, teaching, youth ministry, etc).

Requirements for Admission
1. Completion of the Application for Admission, including photograph, biography, medical report, application fee ($75), and other requested information.
2. Attainment of the Bachelor of Arts degree, or its equivalent, from a recognized college or university together with the official transcript.
3. Receipt of four letters of reference on behalf of the student.
4. Documentation of criminal records check and child abuse registry check (if available).
Requirements for Graduation
Upon recommendation of the Faculty, the MTS degree is granted upon fulfillment of all requirements, including a Bachelor’s degree or equivalent from a recognized university or college, and an accumulated average of not less than 65% in courses presented for graduation. The degree requires completion of an integrative component (A thesis (worth 6 credits) OR a comprehensive exam (worth 3 credits) and one free elective (3 credits)).

Purpose
The Master of Theological Studies (MTS) degree program at the Lutheran Theological Seminary is a two-year program of study in theology, following the attainment of a B.A. degree or its equivalent. This program is designed with sufficient flexibility to serve a broad range of interests and needs in the church.

Goals
The aim of the Master of Theological Studies is fourfold:
1. To provide opportunity for the academic study of theology at an advanced level.
2. To help the student prepare for professional non-Ordained ministry in the church.
3. To supply a solid background in specific theological disciplines as a basis for further study.
4. To foster integration of faith and practice within the church and in the community.

Objectives
The following objectives are designed to meet these goals:
1. To introduce students to the history and literature of the Old and New Testament as a basis for an appropriate interpretation of the biblical witness.
2. To engender an appreciation of the church’s historic and confessional witness to the Gospel and an awareness of how that witness is operative within the Canadian context.
3. To acquaint students with the essentials of Lutheran theology and various approaches to theology and hermeneutics, with a view to developing in them the capacity to think theologically and critically.
4. To familiarize students with the ethical norms of Christian responsibility and conduct as presented in the Scriptures and as historically understood in the church.
5. To introduce students to the theology, nature, and practice of worship and pastoral care and counselling.
6. To allow students to attain a satisfactory level of expertise in the area of their chosen major and minor, and through consultation with their advisor, to structure a suitable program of courses.
7. To involve students in disciplines of spiritual formation, including planning and leading daily chapel worship.
8. To provide times, opportunities, and forums to discuss issues of concern.

Curriculum
The Faculty holds that the foregoing objectives of the Master of Theological Studies program are to be met through student fulfillment of the following curricular components:
1. An accumulated average of not less than 65% over the two years of study in eighteen courses, including an integrative component (comprehensive exams or a thesis)
2. Satisfactory completion of a selection of courses consisting of the required curriculum and a suitable combination of courses in the area of the student’s special interests, under the following limitations:

Required Curriculum (18 Three-Credit Courses)

Major and Minor Areas of Study
MTS students are required to choose a major and minor area of study. A major field shall consist of no less than six courses (18 credits), inclusive of the required courses in each department, in one of the following areas:
1. Biblical
2. Systematic Theology & Ethics
3. Church History and Historical Theology

11
A minor field shall consist of no less than four courses (12 credits—inclusive of the required courses in each department) in an area other than the major.

**Biblical (9 credits minimum, with at least 3 credits in an OT course and 3 credits in a NT course)**
1. BL 231 Pentateuch: OR BL 228 Isaiah & the Prophets
2. BL 276 OR BL 277 OR BL 278 The Gospels, OR BL 272 Galatians OR BL 275 Romans
3. One additional Biblical course

**Systematic Theology and Ethics (9 credits minimum)**
1. SL 210 Theology I
2. SL 211 Theology II (OR advanced systematic theology elective, approved by the Dean of Studies)
3. SL/PL 155 Globalization/Ethics

**Church History and Historical Theology (9 credits minimum)**
1. HA/HL 111 The Story of Christianity, Part 1: Early and Medieval
2. HA/HL 112 The Story of Christianity, Part 2: Ref and Modern
3. SL 120 Lutheran Confessions (if student is pursuing a Lutheran vocation) OR an approved course in the student’s religious tradition

**Pastoral Theology (3 credits minimum) from one of the following courses:**
1. PL 115 Introduction to Liturgy
2. PL 215 Homiletics
3. PL 230 Pastoral Care and Counselling
4. PL 260 Introduction to Christian Education I OR PL 261 Christian Education II OR
   a Faculty-advised Pastoral Theology elective

A thesis (worth 6 credits) OR a comprehensive exam (worth 3 credits) and one free elective (3 credits)

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**Master of Divinity Degree (MDiv) in Detail**

**Brief Description**
The MDiv program is the standard program that prepares a candidate for Ordination.

**Requirements for Admission**
1. Committee for Theological Education and Leadership (CTEL) endorsement for ELCIC students or, for students of other denominations, a letter of endorsement from their judicatory.
2. Completion of the Application for Admission, including photograph, autobiography, medical report, application fee ($75), and other requested information.
3. Attainment of the Bachelor of Arts degree, or its equivalent, from a recognized college OR university together with the official transcript.
4. A demonstrated working knowledge of at least one biblical language is a prerequisite for the MDiv program. This biblical language prerequisite must be fulfilled before taking courses that require the biblical language.
5. A World Religions course is strongly recommended.
6. The receipt of four letters of reference on behalf of the student.
7. Documentation of criminal records check and child abuse registry check (as available).
Requirements for Graduation
Upon recommendation of the Faculty, the MDiv degree is granted to students with a B.A. degree or equivalent and a working knowledge of either Hebrew or Greek, upon the fulfillment of all degree requirements. The attainment of an accumulated average of not less than 65% is necessary in the courses presented for graduation. The MDiv degree program includes the satisfactory completion of one quarter of CPE/PCE, the required cross-cultural immersion experience and a supervised internship. (note: While LTS may provide an information session on CPE/PCE opportunities, it is the responsibility of the student to be proactive in arranging for this.)

Purpose
The Master of Divinity program at the Lutheran Theological Seminary is an academic and professional degree program designed to prepare and equip women and men for the ordained parish ministry of the Evangelical Lutheran Church in Canada. Normally the program is, at minimum, a four-year course of study involving at least 27 three-credit courses and 3 one-credit courses, of which at least 18 three-credit courses are taken on-site at LTS.

Goals
The aim of the Master of Divinity program is fourfold:
1. To assist all students to grow in a deeper understanding of and commitment to the liberating Gospel of Christ and the life of the church.
2. To enable all participants to appropriate and to interpret responsibly the primary sources and classic traditions of the Christian faith.
3. To develop and to foster in all students the many practical skills necessary to relate the Gospel of Christ effectively to the concrete situations confronting the life and ministry of the contemporary church.
4. To produce not only well-trained pastors but also credible scholars, enabling them, over time, to build upon the basic foundation of this program, or to pursue advanced theological study or specialized ministries, for the enrichment of the church in mission.

Objectives
The Faculty of the Lutheran Theological Seminary identifies the following objectives to meet these goals:
1. To provide all students with the opportunity to complete the biblical language tutorial program in Biblical Hebrew or New Testament Greek, to help them satisfy the language prerequisite for the required exegetical component of the degree.
2. To introduce students to the historical background, content, literary forms, and theologies of both the Old and New Testament and to develop in them the necessary exegetical skills to enable them to be effective interpreters and communicators of the Word.
3. To promote a fuller understanding of the Church’s historic and confessional witness to the Gospel and an awareness of how that witness is operative within the Canadian and ecumenical context.
4. To acquaint students with the essentials of Lutheran theology and various approaches to theology and hermeneutics, with a view to develop in them the capacity to think theologically and critically.
5. To familiarize students with the ethical norms underlying Christian responsibility and conduct as presented in the Scriptures and as historically interpreted in the Church.
6. To foster a critical awareness of contemporary issues, to practice social analysis, and to encourage students to make these issues central to their life and ministry.
7. To help students become informed of current trends in theological reflection and study.
8. To engender foundational perspectives, resources, and skills for the practice of the liturgical and homiletical dimensions of the ordained ministry in the Lutheran church.
9. To introduce students to the theology, nature, and practice of pastoral care and counselling.
10. To instruct students in the stewardship and administration of parish life.
11. To introduce students to the theology and practice of Christian educational ministry.
12. To promote educational opportunities for students who wish to pursue a specific area of concentrated study or interest under faculty direction.
13. To provide students with opportunities for the practice of pastoral ministry and for integrative reflection on these experiences.
14. To involve students in disciplines of spiritual formation, including planning and leading daily chapel worship.
15. To provide times, opportunities and forums to reflect upon and discuss issues of concern.
16. To provide all students exposure to the wider global community by providing courses in mission and evangelism and requiring a cross-cultural experience.

**Curriculum**
The Faculty holds that the foregoing objectives of the Master of Divinity program will be achieved through student fulfillment of the following curricular components:
1. a demonstrated competence in at least one biblical language through the successful completion of the required exegetical courses in either the Old or New Testament.
2. an accumulated average of not less than 65% over the three or four years of study.
3. successful completion of the required cross-cultural immersion experience, CPE, and internship.

**Required Curriculum: (27 Three-Credit courses and 3 One-Credit Courses)**

**Biblical (6 Three-Credit Courses)**
- BL 231 Pentateuch: God Calls and Liberates
- BL 224 Psalms: God Listens
- BL 228 Isaiah and the Prophets: God Acts for Justice
- BL 276 OR 277 OR 278: The Gospel for the Lectionary Year: God Incarnate
- BL 272 Galatians OR BL 275 Romans: God Justifies
- BL 283 Pastoral Epistles and Revelation: God Cares

**Church History and Historical Theology (4 Three-Credit Courses)**
- HA/HL 111 The Story of Christianity, Part 1: Early and Medieval
- HA/HL 112 The Story of Christianity, Part 2: Reformation and Modern
- HL 248 Confessional Lutheranism in the Canadian Context
- SL 120 Lutheran Confessions

**Systematic Theology, Ethics (5 Three-Credit Courses)**
- SL/PL 155 Globalization/Ethics
- SL 210 Theology I
- SL 211 Theology II
- SL 334 Contemporary Theologians
- SL 366 Indigenous Intercultural Relations

**Pastoral Theology (5 Three-Credit Courses)**
- PL 115 Introduction to Liturgy
- PL 215 Introduction to Homiletics
- PL 230 Pastoral Care and Counselling
- PL 260 Christian Education: Formation, Teaching Theology in Confirmation and Adult Education
- PL 261 Christian Education: Formation, Teaching the Bible in Confirmation and Adult Education

**Electives (6 Three-Credit Courses)**
- One open elective
- One course in Systematic Theology OR Ethics OR History
- One course in Leadership in the Parish
One course in Outreach Ministry  
One course in Advanced Homiletics OR Liturgy OR Pastoral Care  
One course in Biblical Studies

**Colloquia Courses (3 One-Credit Required Courses)**
- CL 100 Orientation: God Speaks: the Theology of the Word
- CL 101 God Speaks: the “I AM” texts and Creedal Formation
- CL 102 Globalization/Cross Cultural Immersion Practicum (field component of SL/PL 155 Globalization/Ethics)

**Other Required Experiences**
- Comprehensive Exams after Year A and Year B
- Clinical Pastoral Education – 1 quarter
- Internship (18-20 months)

**Capstone Course**
- CL399 Capstone Course: Biblical Proclamation in Parish Ministry

**Cross-Cultural Immersion Practicum**
The Cross-Cultural Immersion Practicum is the field component of the required introductory ethics course SL/PL 155 Globalization/Ethics. Students will have the opportunity to be immersed in a context other than their own where they engage in theological reflection, social analysis, worship and fellowship with the church and people of the country. The context of the immersion experience each year provides the case studies and cultural material for the course, which in turn serves to prepare students for the trip. Students will be accompanied by faculty who facilitate reflection with the students and seminary community. This immersion “lab” is integral to the strengthening of the LTS curriculum for the BTh/MDiv degree programs.

**Clinical Pastoral Education (CPE)/Pastoral Counselling Education (PCE) Requirement**
The CPE requirement involves enrolment in an approved three-month program of clinical pastoral education (CPE) or pastoral counselling education (PCE), usually during the summer months. Students may also take an extended CPE unit, which is spread over 8 months during the academic year, while taking a reduced course load. In CPE students minister to persons in clinical settings, share and evaluate their individual experiences, and receive feedback from both peers and supervisors. The final evaluation of each CPE/PCE unit is shared with the student who subsequently shares it with the seminary. CPE/PCE needs to be completed before the internship year. Students normally complete the CPE component in the summer following the first year of study, or in the summer of the second year.

This program is offered in Saskatoon through the Saskatoon Institute for Pastoral Education (SIPE) at St. Paul’s Hospital, and the Luther Care Communities, and in Swan River, Manitoba, but, with two other seminaries in the Saskatoon Theological Union also supplying candidates for CPE, only a limited number of places are open to LTS students. Approved CPE units are offered and are open to LTS students in many other cities in Canada and the United States (information on other Canadian units can be found on the CASC website [www.spiritualcare.ca](http://www.spiritualcare.ca)). Students may also consider taking their CPE/PCE before they begin seminary, since it is not always easy to get into the program in Saskatoon.

**Comprehensive Exams after Years A and B**
At the end of academic Years A and B, the student will be examined by the Faculty in an approximately one-hour interview. The examination will cover those subjects covered during the course of the year just completed. Students are advised to pay particular attention to the outcomes section of the course syllabi as a study guide. A grade of Pass, Pass with conditions, or Fail will be assigned. Students must pass both examinations for Year A
and Year B to qualify for internship. If a grade of *Pass with conditions* is assigned, the faculty and student will work out a plan to address the conditions noted, along with an approved timeline for the completion of the work required.

**Contextual Education in Home Congregation**
During the pre-internship period, in addition to their coursework, MDiv and BTh students will work with mentors and their home pastor to gain a more intimate exposure to rostered ministry prior to internship and to reflect regularly on that experience. See “LTS Expectations of Students’ Involvement in their Contextual Sites Prior to Internship” in the Student Handbook.

**Internship (16-20 months) See Student Handbook and Internship page on the LTS website for more details.**
Students are eligible for an internship once they have completed all the courses in Year A and B of the Pre-internship period, along with one unit of CPE. The internship is required of all MDiv and BTh candidates. The internship program is administered by the Director of Contextual Education at the Seminary and normally involves placement in a ministry site under the supervision of a pastor for a period of sixteen to twenty months.

The internship normally occurs in a parish under a supervising pastor. The seminary’s Director of Contextual Education, the Faculty, the supervising pastor, and congregational representatives are closely involved in the initial placement, progress assessment, and final evaluation of the intern and internship.

The final nine academic courses will normally be offered as one-week intensives. The assignments for these courses are focussed on integrating their learnings into the internship site in which they are engaged, through teaching, preaching, or working on special projects with the internship community.

Each ELCIC student’s course of study is encouraged and monitored by her/his respective synodical Committee on Theological Education and Leadership (CTEL). Prior to graduation, candidates for rostered ministry in the Evangelical Lutheran Church in Canada (ELCIC) are recommended by the Faculty for examination. Students from other theological traditions should be in regular contact with their own ecclesiastical authorities and must be recommended to the MDiv program by those authorities.

The Faculty approaches the academic, practical and immersion experiences set forth for the degree as a holistic program for theological and pastoral formation. The Master of Divinity curriculum integrates the structured learning experiences of the classroom, library and chapel with experience in ministry sites and aims to build lifelong collegial relationships with fellow students.

**Bachelor of Theology (BTh) in Detail**

**Brief Description**
The BTh program is designed to prepare candidates for Ordination who are over thirty-five years of age and who do not have a first university degree.

With the exception of the MDiv requirement of documented working knowledge of a biblical language and taking biblical courses for exegetical, rather than interpretive, credit, the BTh degree program requirements are identical to those of the MDiv (as listed above).

**Requirements for Admission**
1. CTEL endorsement.
2. Completion of the Application for Admission, including photograph, autobiography, medical report, application fee ($75), and other requested information.
3. Provide evidence of significant life and work experience and document that it would create undue hardship for the candidate to complete an undergraduate degree.
4. Attainment of one year of university liberal arts study (30 semester hours) at a recognized university (or its equivalent as approved by the Academic Guidance Committee/Faculty).
5. The one-year of study shall include courses in English, philosophy, psychology, sociology and history.
6. The receipt of four letters of reference on behalf of the student.
7. Documentation of criminal records check and child abuse registry check.

Requirements for Graduation
Upon recommendation of the Faculty, the BTh degree is granted to students over thirty-five years of age at the time of admission, with not less than one year (30 credit units) of satisfactory credit toward a degree at a recognized university or college, upon the fulfillment of all requirements. The attainment of an accumulated average of not less than 65% in the courses presented for graduation is required. The BTh program includes the satisfactory completion of one quarter of CPE, the required cross-cultural immersion experience, and a supervised internship.

Curriculum Sequence for the MDiv And BTh Programs

1. Full-Time Study Before Internship

N.B. Each course is 36 contact hours, with flexibility within that time on how the course is to be delivered. We only offer Year A one year, and the next year only Year B. Also, “comprehensive exams” will be given at the end of Year A and Year B.

BOLD COURSES are normally taught on site (at LTS). Italicized courses (“Hybrid” courses) are normally Distance Learning courses with at least one face-to-face on-site component. Courses in regular font are normally Distance Learning, which means that they may be offered fully online or have both onsite and online students in the classroom (“blended” format).

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Winter Semester</th>
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<tbody>
<tr>
<td><strong>CL 100 God Speaks: Theology of the Word</strong></td>
<td><strong>BL 272 Galatians OR BL 275 Romans</strong></td>
</tr>
<tr>
<td><strong>BL 231 Pentateuch: God Calls and Liberates</strong></td>
<td><strong>PL 215 Intro to Homiletics</strong></td>
</tr>
<tr>
<td><strong>PL 115 Introduction to Liturgy</strong></td>
<td><strong>PL 230 Pastoral Care &amp; Counselling</strong></td>
</tr>
<tr>
<td><strong>BL 224 Psalms: God Listens</strong></td>
<td><strong>BL 283 Pastoral Letters &amp; Revelation</strong></td>
</tr>
<tr>
<td><strong>BL 228 Isaiah and the Prophets</strong></td>
<td><strong>Comprehensive Exams</strong></td>
</tr>
<tr>
<td><strong>January Term:</strong></td>
<td><strong>Spring Term:</strong></td>
</tr>
<tr>
<td><strong>BL 276 OR 277 OR 278 Lectionary Gospel for the Year (1 Week)</strong></td>
<td><strong>CPE</strong></td>
</tr>
</tbody>
</table>
YEAR B

Fall Semester
CL 101 God Speaks: “I AM” Texts, Creeds,
SL 210 Theology I
HL/HA 111 Intro to Church History I
SL 211 Theology II
HL/HA 112 Intro to Church History II
PL/S 155 Globalization/Ethics
SL 334 Contemporary Theologians

January Term: CL 102 Globalization Trip

Winter Semester
SL 120 Lutheran Confessions
HL/SL 366 Indigenous Intercultural Relations

Comprehensive Exams

2. Academic Courses During Internship
All courses are normally on-site one-week intensives

YEAR A

PL 260 Christian Education: Formation, Teaching Catechisms and Adult Theology courses
HL/SL 3XX Contemporary History/Ethics/Theology Elective
PL 355 Leadership in the Parish Elective
Open Elective

YEAR B

PL 261 Christian Education II: Formation, Teaching the Bible in Confirmation and for Adults
PL 3XX Senior Level Homiletics/Liturgy/Pastoral Care Elective
PL 3XX Outreach Ministry Elective
BL 3XX Biblical Elective

FINAL COURSE AFTER INTERNSHIP FOR BTh/MDiv
LC 399 Capstone Course: Bible, Theology, Proclamation in Parish Ministry

3. Proposed Program for Half-Time Study Before Internship

N.B. Each course is 36 contact hours, with flexibility within that time on how the course is to be delivered. We only offer Year A one year, and the next year only Year B. Also, “comprehensive exams” will be given at the end of Year A and Year B.

BOLD COURSES are normally taught on site (at LTS). Italicized courses (“Hybrid” courses) are normally Distance Learning courses with at least one face-to-face on-site component. Courses in regular font are normally Distance Learning, which means that they may be offered fully online or have both onsite and online students in the classroom (“blended” format).
## Year A (1)

### Fall Semester
- LC 100 God Speaks: Theology of the Word
- BL 231 Pentateuch: God Calls and Liberates

### Winter Semester
- BL 272 Galatians OR BL 275 Romans
- PL 115 Introduction to Liturgy

### January Term:
- BL 276 OR 277 OR 278 Lectionary Gospel for the Year

### Spring Term:
- CPE

## Year B (1)

### Fall Semester
- LC 101 Orientation (Orientation Week)
- SL 210 Theology I
- HL/HA 111 Intro to Church History I

### Winter Semester
- SL 120 Lutheran Confessions
- HL/HA 112 Intro to Church History II

### January Term: LC 102 Globalization Trip

## Year A (2)

### Fall Semester
- BL 224 Psalms: God Listens
- BL 228 Isaiah and the Prophets

### Winter Semester
- PL 215 Intro to Homiletics
- BL 283 Pastoral Letters & Revelation

### Comprehensive Exams

## Year B (2)

### Fall Semester
- SL 211 Theology II
- PL/SL 155 Globalization/Ethics
- SL334 Contemporary Theologians

### Winter Semester
- HL 248 Confessional Lutheranism in Canadian Context
- SL 366 Indigenous Intercultural Relations

### Comprehensive Exams

## Internship and Final Academic Courses
Internship is normally full-time for all students and follows the pattern for 18-20 months given above for full-Time Students.

## 3. Sequence of Program of Studies
While this curriculum allows for flexibility, with intensive and Distance courses, 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 further courses at the time they are offered.
4. Notes on the number and nature of courses
   a. The pre-internship portion of the program (normally 2 years in length) requires eighteen three-credit hour courses and three one-credit courses. The Internship portion of the program (normally two years in length) requires nine three-credit courses in prescribed areas. A quarter of CPE/PCE and a supervised internship are required for graduation.
   b. Students intending to continue in graduate study should ensure that they take at least five courses in the area in which they plan further studies.
   c. In the Old and New Testament departments a course for *exegetical* credit indicates a course or a major component taught on the basis of the biblical language, while the term interpretation indicates a course taught on the basis of the English language. Some biblical courses are taught simultaneously as exegesis and interpretation classes with a different set of assignments for each category. Students whose program does not demand exegesis credit for an otherwise required class may take that 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. Admission to any of the exegetical course credit classes is contingent upon competence in the appropriate language.
   d. A reading course may be taken in place of the open elective to allow for more self-directed study in a particular area. Students desiring to take a reading course should complete a reading course application available from the Registrar or on the LTS Website. The application must be approved by the Academic Dean in consultation with the Faculty. Such reading courses shall be of such a scope as to require an amount of time and study approximately equivalent to that demanded by regular seminary courses.
   e. Credit towards an LTS degree program may be given for up to two undergraduate courses taken at a university, provided that the courses are in a suitable area and have not been counted previously towards a degree.

5. Required Exegesis Component
   To meet the MDiv exegesis requirement, students who have Hebrew as their biblical language must take BL 224 Psalms, and BL 228 Isaiah and the Prophets for exegetical language credit, along with any Old Testament biblical Elective in their senior year. Students who have Greek as their biblical language must take BL 276, BL 277 or BL 278 (the Gospel for the Lectionary Year), BL 272 Galatians or BL 275 Romans, and BL 283 Pastoral Epistles and Revelation for exegetical language credit, along with any New Testament biblical elective in their senior year.

6. Thesis Requirements
   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 a thesis proposal to the Academic Dean at least one week before the last day of classes before they begin their internship.

   The thesis shall conform to the standards of the latest edition of Kate L. Turabian’s *A Manual for Writers of Term Papers, Theses 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 for defense 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 noon of the day of convocation.

   The successful completion of the BTh/MDiv/MTS thesis option carries with it the academic equivalent of two semester electives (the Open Elective, along with the elective in the discipline of their thesis). The Thesis Proposal form is available from the Registrar or on the LTS website.

7. General Performance and Responsibilities
   a. Students are graded according to the system described at the end of this Academic Calendar.
   b. Students who write an MDiv or BTh Thesis must have a 75% GPA to be eligible to write a thesis. Student who write a Thesis and receive a grade of at least 80% on their thesis, as well as students who
complete the program with an accumulated average of at least 80%, will be graduated with the “Honours” designation.

c. Students are responsible for assignments in all courses, for attendance in courses for which they expect to receive degree credit, as well as for all requirements for graduation.

d. A student who fails to maintain the level of grades required for graduation is subject to academic probation by the Academic Dean in consultation with the Faculty. At its discretion the Academic Dean may require a reduction in course loads and/or compulsory class attendance and/or regular consultation with professors of certain courses. A student, who by the end of a semester under probation has not removed that probation, will be subject to further restrictions, which may include suspension of registration for a stated period. Further details on academic regulations are included in the Student Handbook.

e. The Faculty reserves the right to dismiss students whose personal and/or social conduct is unacceptable.

f. Since qualification for the ordained ministry involves more than academic competence, graduation from the seminary does not carry with it the automatic recommendation of the Faculty for ordination. ELCIC students who intend to be ordained should be registered with the Committee on Theological Education and Leadership (CTEL) of their synod prior to their admission to the Seminary.

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**Curriculum for the Certificate Programs**

**Lutheran Formation Certificate Program**

**Brief Description**
The Lutheran Formation Certificate program is designed to complement an MDiv completed at a non-ELCIC-sponsored seminary. It provides intensive reflection on Lutheran perspectives in theological and pastoral studies.

**Requirements for Admission**
1. CTEL endorsement.
2. Completion of Application for Admission, including photograph, autobiography, medical report, application fee ($75), and other requested information.
3. Completion or near-completion of an MDiv program together with the official transcript.
4. The receipt of four letters of reference on behalf of the student.
5. Documentation of criminal records check and child abuse registry check.

**Purpose**
The Lutheran Formation Certificate Program is an academic professional certificate program for approved ELCIC candidates for ordination who need to complete a period of intensive reflection on the Lutheran understanding of the core sources of the faith. Candidates who have completed their theological studies elsewhere take this residency to exercise and demonstrate their capacity for confessional, Lutheran critical thinking in the practice of the full range of disciplines for ministry.

**Objectives**
1. To engage these candidates in rigorous pastoral, theological reflection from core Lutheran perspectives
across the range of theological and pastoral areas of parish and specialized ministry.
2. To address any areas in need of remedial work or particular focus in the student’s previous training.

Curriculum
The Faculty holds that the foregoing purposes of the Lutheran Formation Certificate shall be fulfilled by:
1. Completion of 9 three-credit courses chosen in consultation with their faculty advisor.
2. An accumulated average of not less than 65%.
3. Participation in the processes of spiritual formation and worship.

The following courses are required by all Lutheran Formation candidates:

Church History and Historical Theology (6 credits minimum)
1. SL 120 Lutheran Confessions
2. HL 248 Confessional Lutheranism in the Canadian Context

Pastoral Theology (6 credits minimum)
1. PL 115 Introduction to Liturgy
2. PL 215 Introduction to Homiletics

Systematic Theology, Ethics (3 credits minimum)
1. 300 level Theology course

The remaining four courses are chosen in conjunction with the faculty advisor.
Although not required for the Lutheran Formation Certificate, other experiences that may be required by the ELCIC CTELs for ordination are: CPE, 1 quarter; a supervised internship

Diaconal Certificate Program

Brief Description
The Diaconal Certificate Program is a program that prepares a candidate for diaconal ministries (ministries of Word and Service) in the ELCIC. Other denominations may recognize this certificate as valuable preparation for ministry in their denomination.

Requirements for Admission
1. CTEL endorsement.
2. Completion of Application for Admission, including photograph, autobiography, medical report, application fee ($75), and other requested information.
3. Attainment of the Bachelor of Arts degree, or its equivalent, from a recognized college or university together with the official transcript.
4. The receipt of four letters of reference on behalf of the student.
5. Documentation of criminal records check and child abuse registry check (as available).

Purpose
The Diaconal Certificate Program at Lutheran Theological Seminary is an academic, professional certificate program designed to prepare men and women for diaconal ministries of the ELCIC.

Goals
The aim of the Diaconal Certificate program is fivefold:
1. To meet the academic expectations for diaconal ministers as set by the ELCIC.
2. To assist participants in the program to grow in a deeper understanding of and commitment to the liberating Gospel of Christ and the life of the church.
3. To enable all participants to appropriate an introductory understanding of the primary sources and classic traditions of the Christian faith.
4. To develop and to foster in all students the specific practical skills necessary to relate the Gospel of Christ effectively to the challenges of diaconal ministries in our church.
5. To produce not only well-trained diaconal ministers but also curious students, encouraging participants to commit to build upon the basic foundations of this program, and develop an ongoing process of ministry and reflection in their work and service to the church.

Objectives
The Faculty of the Lutheran Theological Seminary identifies the following objectives to meet these goals:
1. To introduce students to the historical background, exegetical tools, content, literary forms, and theologies of both the Old and New Testament and to engage them in the questions of interpreting and enacting the Word in their witness.
2. To introduce participants to the Church’s historic and confessional witness and to locate that witness within the Canadian and ecumenical context.
3. To introduce participants to the essentials of Lutheran theology.
4. To familiarize students with the ethical norms underlying Christian responsibility and conduct as presented in the Scriptures and as historically interpreted in the church.
5. To foster a critical awareness of contemporary issues in relation to the diaconal ministries specific to each student.
6. To introduce students to related fields of pastoral theology as they impact on their diaconal focuses.
7. To encourage students in disciplines of spiritual formation, including planning and leading daily chapel worship.

Curriculum
The Faculty holds that the foregoing objectives of the Diaconal Certificate Program will be achieved through student fulfillment of the following curricular components:
1. Completion of the 8 required courses and 2 electives.
2. An accumulated average of not less than 65% in the program.

Biblical (two courses) Choose from:
1. BL 231 Pentateuch OR BL 228 Isaiah and the Prophets OR BL 224 Psalms
2. BL 276 OR 277 OR 278 Lectionary Gospel for the Year OR BL 272 Galatians OR BL 275 Romans

Church History and Historical Theology (two courses)
1. SL 120 Lutheran Confessions (if student is pursuing a Lutheran vocation) OR DIAC121 Augsburg Confession
2. HL 248 Confessional Lutheranism in the Canadian Context OR DIAC 241 History of the Lutheran Church in Canada(if student is pursuing a Lutheran vocation)

Note: If the student is not pursuing a Lutheran vocation, they must replace these two courses with two other historical or historical theology courses, preferably in their own tradition.

Systematic Theology and Ethics (two courses)
1. SL 210 Theology I
2. SL 211 Theology II

Pastoral Theology (one course)
1. PL 215 Homiletics

Diaconal Ministry (one course)
1. Theology and Practice of Diaconal Ministry (offered by ELCA seminaries – see synod office for details)
**Required Electives (one course) Choose from:**
2. PL 115 Introduction to Liturgy OR
3. PL 230 Introduction to Pastoral Care OR
4. PL 260 Christian Education I OR PL 261 Christian Education II

**Open Elective (one course)**
The remaining one course needed to make up the total of ten is normally chosen from the area of diaconal ministry concentration.

*Note: Although not required for the academic portion of the Diaconal Certificate Program, other experiences that are required by the ELCIC for consecration as a Diaconal Minister are:*
- Clinical Pastoral Education, 1 quarter
- Supervised Internship (Field Placement) of 9-12 months
- Diaconal Retreat

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**Library**

The Lutheran Theological Seminary cooperates with its Saskatoon Theological Union (STU) partners, St. Andrew’s College, the College of Emmanuel & St. Chad, and along with Horizon Seminary, to manage their libraries as a unified system. This provides students and faculty from all three colleges, as well as public users, with access to over 100,000 items embracing a wide range of theological topics.

The Otto Olson Library, located on the main floor of the Lutheran Theological Seminary, houses approximately 45,000 items, including books, journals and other media. Biblical studies, Near Eastern Christianity, and the Reformation (particularly Luther’s work) are significant strengths. The H. E. Sellers Library of the College of Emmanuel & St. Chad, located in the St. Andrew’s College Library, has approximately 21,000 volumes of print and electronic media. Areas of concentration include the liturgical tradition and the history and tradition of Anglicanism. St. Andrew’s College Library has 37,000 volumes and receives 90 periodicals. It has extensive holdings on the Reformed churches and traditions and on Canadian church history with special emphasis on the prairie context. Horizon College & Seminary's A. C. Schindel Library has 21,000 volumes and receives 31 periodicals. Areas of concentration include Reformation theology (particularly the writings of John Wesley) and the history and tradition of Pentecostalism.

STU Libraries provide full reference services which include search assistance and interlibrary loans. Internet access is available through ground and wireless formats; STU Libraries’ electronic databases and indexes can be searched from the libraries or remotely. LTS students can obtain an STU Libraries card from the LTS Library. The card is good at all three libraries, and lending policies are the same across the STU. Please ask library staff about borrowing privileges at the University of Saskatchewan Library.

In addition, LTS students will receive an “NSID” – identification code—from the University of Saskatchewan, which allows them to have a student card, and to make use of the extensive online and hardcopy libraries of the University of Saskatchewan system.

Full-time students enrolled at the Lutheran Theological Seminary may reserve carrels or lockers at the LTS Library. Unreserved carrel study space is also available. Some years the library has been able to provide opportunities for student employment. Students interested in part-time library assistant positions should contact library staff at library.lts@usask.ca or 306-966-7869.
Seminary Life

Worship Life
A theological seminary is more than just an educational institution. It is also a community of Christians gathering in the name of Jesus to praise God and to be empowered by the Holy Spirit for mission. Therefore, the community of the Lutheran Theological Seminary gathers in chapel to listen to the Word of God in Scripture and preaching, to receive the Sacraments, and to respond with confession, prayer, praise, thanksgiving and offerings. In accordance with the traditions of the Lutheran Church, students are recruited, equipped and supported for leadership in worship, in the use of appropriate worship materials, and in facilitating the place of worship in other functions of the community.

Students are also expected to involve themselves in the life and worship of a congregation in the community in which they reside. Without such regular opportunities for worship, the study of God’s truth becomes a hollow enterprise.

Campus Organizations
The Lutheran Theological Students’ Union is the student body organized for self-government purposes and to direct extra-curricular activities of interest to the students.

Students of Lutheran Theological Seminary are eligible to join the Graduate Students’ Association (GSA) of the University of Saskatchewan. The mission of the Graduate Students’ Association is to:

- Ensure graduate students have access to quality services that support their academic success;
- Advocate for the unique needs and concerns of graduate students on and off campus; and
- Build a cohesive graduate student community.

More information on the GSA can be found at [http://gsa.usask.ca](http://gsa.usask.ca).

International Student and Study Abroad Center (ISSAC) of the University of Saskatchewan
International Students of Lutheran Theological Seminary have access to the International Student and Study Abroad Centre (ISSAC) of the University of Saskatchewan as a resource centre. Information about their services can be found at [http://students.usask.ca/international/](http://students.usask.ca/international/).

University of Saskatchewan Student Card
Students of Lutheran Theological Seminary are eligible to receive a University of Saskatchewan Affiliation Services Card upon production of a letter from the Lutheran Theological Seminary Registrar’s office confirming the registered full-time status of the student and a copy of one of the following forms of identification: a photo driver’s license, a passport or a citizenship card.

A University of Saskatchewan Affiliation Services Card is available from the Campus ID Card Office at the University of Saskatchewan, Main Bookstore, Marquis Hall, 97 Campus Drive.

An Affiliation Services Card provides Lutheran Theological Seminary students with access to the University of Saskatchewan libraries and purchased meal plans.

Recreational Facilities
Students of Lutheran Theological Seminary are eligible to access the recreation facilities at the University of Saskatchewan by purchasing a visiting student membership. Information on membership and the recreation facilities offered can be found at [http://receservices.usask.ca/getfit/fit-centre/pricing.php](http://receservices.usask.ca/getfit/fit-centre/pricing.php).
Seminary Publications
Sheaves highlights the life and needs of the Seminary and is published by the Development Office.

Consensus is a scholarly online journal published by Lutheran Theological Seminary and Waterloo Lutheran Seminary. It includes thematic scholarly articles by the professors of both ELCIC seminaries and invited contributors, a section on studies and observations, selected sermons, and book reviews.
## Grading System

<table>
<thead>
<tr>
<th>Percentage**</th>
<th>Literal Descriptor</th>
<th>Description</th>
</tr>
</thead>
</table>
| 90-100       | Exceptional       | A superior performance with consistent, strong evidence of:  
- a comprehensive, incisive grasp of the subject matter;  
- an ability to make insightful critical evaluation of the material given;  
- an exceptional capacity for original, creative and/or logical thinking;  
- an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently. |
| 80-89        | Excellent         | An excellent performance with strong evidence of:  
- a comprehensive grasp of the subject matter;  
- an ability to make sound critical evaluation of the material given;  
- a very good capacity for original, creative and/or logical thinking;  
- an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently. |
| 70-79        | Good              | A good performance with evidence of:  
- a substantial knowledge of the subject matter;  
- a good understanding of the relevant issues and a good familiarity with the relevant literature and techniques;  
- some capacity for original, creative and/or logical thinking;  
- a good ability to organize, to analyze and to examine the subject material in a critical and constructive manner. |
| 65-69        | Satisfactory      | A generally satisfactory and intellectually adequate performance with evidence of:  
- an acceptable basic grasp of the subject material;  
- a fair understanding of the relevant issues;  
- a general familiarity with the relevant literature and techniques;  
- an ability to develop solutions to moderately difficult problems related to the subject material;  
- a moderate ability to examine the material in a critical and analytical manner. |
| 60-65        | Minimal Pass      | A barely acceptable performance with evidence of:  
- a familiarity with the subject material;  
- some evidence that analytical skills have been developed;  
- some understanding of the relevant issues;  
- some familiarity with the relevant literature and techniques;  
- attempts to solve moderately difficult problems related to the subject material and to examine the material in a critical and analytical manner are only partially successful.  
- remedial work may be required before proceeding to upper level courses in this subject area. |

In addition, the following alternatives are used:

- P* Pass  
- F* Fail  
- AUD Audit  
- W Withdrawal  
- WP* Withdrawal with Permission  
- R Course was retaken

* Where classes are graded on a Pass/Fail basis or Withdrawal with Permission they are not included in the GPA.
**Tuition 2017-18**

There are no international student fees to attend Lutheran Theological Seminary. Students from countries outside Canada pay the same tuition as our Canadian students.

The fee schedule for the Residence can be found on the LTS website.

**COURSES FOR BTh/MDiv/MTS/CERTIFICATE PROGRAMS**

- Per credit hour ........................................................................................................ $350
- Degree Credit (per 3 credit course) ........................................................................ $1,050
- Degree Credit (1 credit course) ............................................................................. $350

  Cross-Cultural Immersion Practicum Fee................. $925 per semester for the first 4 semesters

  Internship Fee........................................................................................................ $1,500 total during internship ($750 per academic year)

**COURSES TAKEN FOR CONTINUING EDUCATION CREDIT**

*Students take only the in-class segment of these courses, but do not do assignments. LTS provides documentation of continuing education credit to church bodies (normally 30 hours per course).*

  Continuing Education Credit for rostered ministers..... $500 per course

**3-CREDIT COURSES TAKEN FOR PERSONAL INTEREST (AUDIT)**

*The number of audit students allowed in a course may be limited and registration is subject to professor’s approval.*

  Personal Interest (audit) for laity and retired ministers ........$275 per course

**Other Fees**

*Test Out for BTh/MDiv/MTS courses:*

  - Basic Fee to take test................ $250 per course
  - Fee for Academic Credit toward program (if test-out is successful)...... $530 per course (in addition to basic fee)

  Biblical Language Test Out fee..............$250 (for each attempt at testing out)

*Assessment of documents and qualifications in a foreign language:*

  Basic Fee: ............................................... $250

*Affiliation fee for ELCIC students studying at other schools, preparing for ELCIC ordination:*

  Annual fee................................................ $500

*Graduation fee:*

  - Certificate Program.......................... $100
  - MDiv, BTh, MTS................................. $150

*Application fees:*

  - Degree/Certificate Programs............. $75
  - Visiting, Rostered or Occasional........ $25

*Distance Learning surcharge for on-line students per “DL” course.......................... $250*
Transfer Course Assessment Fees:
Courses presented for approval from other schools.................. $35 per course

Program fees for students registered in BTh, MDiv, MTS and certificate programs .......... $350 per year

ELCIC Diaconal Ministry Program Course Evaluation:
Assessment for academic equivalency, non-credit....................................................... $35 per course

Students Union fees: set by the Student Union and collected by the seminary.

Late Registration Fee (when student registers less than 14 days prior to beginning of course)........ $100

Early withdrawal from a course (withdrawal within two weeks prior to beginning of course).. $100

Late Form-Signing Fee (for Student Adherence Form: LTSS Policies and Handbook) ........ $250

Students should budget an adequate amount for textbooks. Additional expenses could include a parking permit and U of S student fees (optional). Spouses of LTS students may audit seminary classes free of charge.

Scholarships and Bursaries
Applications for student financial aid are available from the Registrar or on the LTS website. Completed applications should be returned to the Registrar. Application deadlines are found in the Student Handbook.

Each semester Lutheran Theological Seminary provides all students, including international students, with an opportunity to apply for Financial Aid, up to the amount of their combined tuition and fees for that semester. Students who apply and who demonstrate financial need receive assistance through bursaries and student aid. Lutheran Theological Seminary’s financial aid comes from three sources: earned interest on endowed named bursary funds, earned interest in the student aid endowment, and student aid-designated donations sent in by individuals and congregations.

Information respecting Student Financial Aid and the necessary application form can be found on our website at http://www.usask.ca/stu/luther/ under the “Finance Office” section, “Financial Aid” link.

A listing of the available scholarships and bursaries can be found on our website at http://www.usask.ca/stu/luther/ under the “Development” Heading, “Scholarships and Bursaries” section.

Scholarships are awarded based on academic merit or demonstrated proficiency. The primary criterion for bursaries is financial need. Only students who have applied for Student Aid are eligible to receive bursaries. Some bursary awards feature additional criteria. To qualify for bursaries and other student aid, students must be in good academic standing.

A list of bursaries and scholarships made available to Lutheran Theological Seminary students from outside of the Seminary is available from the Registrar’s Office and will be communicated to the students as they become available.
# Course Offerings

## LUTHERAN THEOLOGICAL SEMINARY SASKATCHEWAN

### COURSE OFFERINGS 2017-2018 (YEAR B)

#### COURSES for MDIV, BTH and MTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Course Name</th>
<th>Professor(s)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 5-6</td>
<td>CL101</td>
<td>God Speaks: “I Am” Texts</td>
<td>Class (required for MDIV program)</td>
<td>On site (2 days)</td>
</tr>
<tr>
<td>Sept 7-8</td>
<td></td>
<td>Orientation (required for MDIV students; includes boundaries workshop)</td>
<td>Dr. A. Ruffatto</td>
<td>On site (2 days)</td>
</tr>
<tr>
<td>Sept 11-22</td>
<td>Sl 210</td>
<td>Systematic Theology I</td>
<td>Dr. K. Driedger</td>
<td>On site week 1; blended week 2</td>
</tr>
<tr>
<td>Oct 2-13</td>
<td>Sl 211</td>
<td>Systematic Theology II</td>
<td>Dr. G. Jensen</td>
<td>Blended (2 weeks)</td>
</tr>
<tr>
<td>Oct 23-27</td>
<td></td>
<td>Reading Week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov 6-10</td>
<td>Sl/Pl 155</td>
<td>Globalisation/ethics</td>
<td>Dr. K. Ruffatto</td>
<td>Part 1 - On site</td>
</tr>
<tr>
<td>Dec 4-8</td>
<td></td>
<td>Contemporary Theology I</td>
<td>Dr. T. Wongert</td>
<td>Part 2 - Blended</td>
</tr>
<tr>
<td>Nov 13-17</td>
<td>Hi/Sl 334</td>
<td>Theological/Luther’s Reformation for the Whole Church</td>
<td>Dr. T. Wangert</td>
<td>On site (1 week)</td>
</tr>
</tbody>
</table>

#### January Term 2018 - Intensive Courses

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Course Name</th>
<th>Professor(s)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 8-12</td>
<td>Be 365</td>
<td>Gospel of Mark</td>
<td>Drs. W. Richards &amp; C. Myers</td>
<td>On site @ St. Andrew's</td>
</tr>
<tr>
<td>TBD</td>
<td>Cl. 102</td>
<td>Cross-Cultural Immersion Trip</td>
<td>Dr. K. Ruffatto &amp; Rev. Dr. A. Salmon</td>
<td>On site Haifa (week, IBC)</td>
</tr>
</tbody>
</table>

#### Winter Term 2018 - Intensive Courses

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Course Name</th>
<th>Professor(s)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 29-Feb 9</td>
<td>Sl 120</td>
<td>The Lutheran Confessions</td>
<td>Dr. G. Jensen</td>
<td>On site (2 weeks)</td>
</tr>
<tr>
<td>Feb 19-23</td>
<td></td>
<td>Reading Week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb 26-Mar 9</td>
<td>Sl 248</td>
<td>Conf. Lutheranism in Canada Context</td>
<td>Dr. G. Jensen</td>
<td>Blended (2 weeks)</td>
</tr>
<tr>
<td>Mar 19-23</td>
<td>Sl 332</td>
<td>Identity with God (bibl. elective)</td>
<td>Dr. K. Ruffatto</td>
<td>Blended (1 week)</td>
</tr>
<tr>
<td>Apr 9-20</td>
<td>Sl 366</td>
<td>Indigenous Intercultural Relations</td>
<td>Christine Hilders, M.Ed</td>
<td>2 weeks: 1 week; On site; 1 week visiting indigenous site(s)</td>
</tr>
</tbody>
</table>

#### January 2018 - Semester-Long Courses

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Course Name</th>
<th>Professor(s)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 15-Apr 13</td>
<td>HA/HL 111</td>
<td>Church History II</td>
<td>Dr. C. Beith</td>
<td>On site or online; Tuesdays 1:30-4:30</td>
</tr>
</tbody>
</table>

#### Winter 2018 - Semester-Long Courses

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Course Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 19-23</td>
<td></td>
<td>Reading Week</td>
<td></td>
</tr>
</tbody>
</table>
### Classes for Those in Pastoral Residency/Internship

<table>
<thead>
<tr>
<th>Date</th>
<th>Course#</th>
<th>Course Name</th>
<th>Professor(s)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 6-8, Nov 27-28</td>
<td>PI 261</td>
<td>Christian Education – Teaching the Bible</td>
<td>Rev. Dr. A. Salmon</td>
<td>On site</td>
</tr>
<tr>
<td>Nov 9-11, Nov 28-Dec 1</td>
<td>PI 320</td>
<td>Upper Level Liturgy Effective</td>
<td>Rev. Dr. A. Salmon</td>
<td>On site</td>
</tr>
<tr>
<td>Jan 30-Feb 2</td>
<td>PI 384</td>
<td>Outreach Ministry</td>
<td>Dr. W. Harrison</td>
<td>On Site</td>
</tr>
<tr>
<td>Apr 3-6</td>
<td>CL 209</td>
<td>Capstone Course</td>
<td>Drs. G. Jensen, K. Ruffatto, Rev. Dr. A. Salmon</td>
<td>On Site</td>
</tr>
</tbody>
</table>

#### Options for Pastoral Residency/Internship Electives: November 2017 to March 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Course#</th>
<th>Course Name</th>
<th>Professor(s)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 13-17</td>
<td>H1/311</td>
<td>Martin Luther for the Whole Church (upper level or open elective)</td>
<td>Dr. T. Wengert</td>
<td></td>
</tr>
<tr>
<td>Jan 8-12</td>
<td>BE 316</td>
<td>The Gospel of Mark</td>
<td>Dr. W. Richard &amp; C. Myers</td>
<td></td>
</tr>
<tr>
<td>Mar 19-23</td>
<td>BL 333</td>
<td>Intercourse with God (upper level, biblical or open elective)</td>
<td>Dr. K. Ruffatto</td>
<td>Blended (1 week)</td>
</tr>
</tbody>
</table>

### DMIN and STM Course Offerings

#### Fall 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Course#</th>
<th>Course Name</th>
<th>Professor(s)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 16-20</td>
<td>IU 701</td>
<td>Assessment Tools for Healthy Rural Communities</td>
<td>Dr. D. Mundel</td>
<td>On site in Camrose AB</td>
</tr>
<tr>
<td>Fall 2017 (TBD)</td>
<td>IU 602</td>
<td>Colloquium 2 (1 cr.)</td>
<td>Dr. C. Mitchell</td>
<td>Online</td>
</tr>
</tbody>
</table>

#### Winter 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Course#</th>
<th>Course Name</th>
<th>Professor(s)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter 2018 (TBD)</td>
<td>IU 603</td>
<td>Colloquium 3 (2 cr.)</td>
<td>Dr. C. Mitchell</td>
<td>Online</td>
</tr>
</tbody>
</table>

### Other Stu Course Offerings


**CLASS TIMES**

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Duration</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blended 2-week course (on-site/distance)</td>
<td>Monday/Wed/Fri</td>
<td>9:00 to 11:30 1:30 to 3:00 pm</td>
</tr>
<tr>
<td></td>
<td>Tuesday/Thursday</td>
<td>9:00 to 11:30</td>
</tr>
<tr>
<td>Blended 1-week course (on-site/distance)</td>
<td>Monday to Friday</td>
<td>8:30 to 11:30 1:00 to 5:00 pm</td>
</tr>
<tr>
<td>Onsite 1-week course</td>
<td>Monday to Friday</td>
<td>8:30 to 11:30 1:00 to 5:00 pm</td>
</tr>
</tbody>
</table>

**DATES**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A01 students at CTEL</td>
<td>September 27-29</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>October 9</td>
</tr>
<tr>
<td>Remembrance Day</td>
<td>November 14</td>
</tr>
<tr>
<td>Ash Wednesday</td>
<td>February 14</td>
</tr>
<tr>
<td>Easter</td>
<td>April 1</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>April 2</td>
</tr>
</tbody>
</table>


**Academic Dates and Events 2017-2018**

*Late Registration:* If a student registers for a course less than two weeks before the start of that course, he/she will incur a late registration fee of $100.

*Early Withdrawal:* If a student withdraws less than two weeks from the start of a course, he/she will incur a $100.00 administrative fee.

**August 2017**

- 22-24 Tues-Thurs Faculty Meetings - 9:00 a.m. – 4:00 p.m. each day
- 30 Wednesday Faculty and Staff meeting and get-together

**September 2017**

- 4 Monday Labour Day - Colleges closed
- 5 Tuesday Deadline to apply for a language test out for Fall Term
- 5-6 Tuesday-Wednesday LTS Colloquium CL101: “God Speaks: ‘I Am’ Texts” 9:00 a.m. – 4:30 p.m. Lunch provided on Tuesday
- 7 Thursday STU and LTS Orientation; 8:45 – 4:30 p.m. Lunch provided on Thursday
- 8 Friday LTS Boundaries Workshop and Orientation 9:00 a.m. – 4:30 p.m. Deadline to Register for Fall Term Courses 12:00 Noon

**Fall Term 2017 Begins**

- First day of classes for SL 210 Systematic Theology I
- First day of classes for HA/HL Church History I
- Community Potluck Lunch – Student Lounge 12:30 p.m.
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Wednesday</td>
<td>LTS Opening Worship – 7:00 p.m. Student Handbook review: 12:30 – 1:30 p.m. Rm. 209 with Academic Dean (bring lunch) Deadline to submit Student Aid Applications: 12 Noon Deadline for signatures for forms re: Academic Handbook, Discrimination and Harassment Policy, and Sexual Assault Policy</td>
</tr>
<tr>
<td>14</td>
<td>Thursday</td>
<td>Invoices for Fall Term Courses issued Deadline to withdraw from SL 210 Systematic Theology I for 50% tuition refund 4:30 p.m.</td>
</tr>
<tr>
<td>15</td>
<td>Friday</td>
<td>Deadline to withdraw from HA/HL Church History I for 50% tuition refund 4:30 p.m. Deadline to submit reading course proposals for Fall Term: 12 Noon</td>
</tr>
<tr>
<td>18</td>
<td>Monday</td>
<td>Student Aid Committee Meeting: 9:00 a.m. Faculty Meeting 1:30 p.m.</td>
</tr>
<tr>
<td>25</td>
<td>Monday</td>
<td>Student Aid distributed</td>
</tr>
<tr>
<td>27-29</td>
<td>Thursday-Saturday</td>
<td>ABT CTEL meetings, Mulhurst Camp. ABT MDiv/BTh students expected to attend. Please get information from your CTEL relator.</td>
</tr>
<tr>
<td>29</td>
<td>Friday</td>
<td>Deadline to complete course evaluations for SL 210 Systematic Theology I, 4:00 p.m.</td>
</tr>
</tbody>
</table>

**October 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Monday</td>
<td>First Day of Class for SL 211 Systematic Theology II</td>
</tr>
<tr>
<td>5</td>
<td>Thursday</td>
<td>Deadline to withdraw from SL 211 Systematic Theology II for 50% tuition refund 4:30 p.m.</td>
</tr>
<tr>
<td>9</td>
<td>Monday</td>
<td>Thanksgiving Day – Colleges Closed</td>
</tr>
<tr>
<td>10</td>
<td>Tuesday</td>
<td>STU Chapel – 11:40 p.m. at LTS Staff and Faculty Meeting 1:30 p.m. Faculty Meeting 2:00 p.m.</td>
</tr>
<tr>
<td>13</td>
<td>Friday</td>
<td>Tuition due for Fall Term Courses 4:00 p.m.</td>
</tr>
<tr>
<td>16-20</td>
<td>Monday-Friday</td>
<td>IU 701 Assessment Tools for Healthy Rural Communities begins (in Camrose)</td>
</tr>
<tr>
<td>20</td>
<td>Friday</td>
<td>Deadline to complete course evaluations for SL 211 Systematic Theology II 4:30 p.m.</td>
</tr>
<tr>
<td>23-27</td>
<td>Monday-Friday</td>
<td>Fall Term Reading Week</td>
</tr>
<tr>
<td>25</td>
<td>Wednesday</td>
<td>Deadline for submission of all assignments in SL 210, SL 211</td>
</tr>
</tbody>
</table>

**November 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-4</td>
<td>Thursday-Saturday</td>
<td>LTS Board of Governors meeting President’s Installation at Zion Lutheran 3:00 p.m.</td>
</tr>
<tr>
<td>5</td>
<td>Sunday</td>
<td>First day of class for PL 261 Christian Education–Teaching the Bible (part 1)</td>
</tr>
<tr>
<td>6-8</td>
<td>Monday-Wednesday</td>
<td>First day of class for SL/PL 155 Globalization/Ethics (part 1)</td>
</tr>
<tr>
<td>6-10</td>
<td>Monday-Friday</td>
<td>First day of class for SL 261 Christian Education-Teaching the Bible for 50% tuition refund 4:30 p.m.</td>
</tr>
<tr>
<td>7</td>
<td>Tuesday</td>
<td>STU Chapel – 11:40 p.m. at St. Andrew’s (for St. Andrew’s Day)</td>
</tr>
<tr>
<td>9</td>
<td>Thursday</td>
<td>Deadline to withdraw from SL/PL 155 Globalization/Ethics for 50% tuition refund 4:30 p.m.</td>
</tr>
<tr>
<td>9-10</td>
<td>Thursday-Friday</td>
<td>First day of class for PL 320 Advanced Liturgy (part 1)</td>
</tr>
<tr>
<td>10</td>
<td>Friday</td>
<td>Deadline to register for January Term: 12 Noon Deadline to withdraw from PL 320 Advanced Liturgy for 50% tuition refund 4:30 p.m. Deadline to withdraw from semester-long fall courses for 50% tuition refund 12:00 Noon</td>
</tr>
</tbody>
</table>
Remembrance Day observed– Colleges closed (except for Wengert class)
First day of class for HL/SL Martin Luther’s Reformation for the Whole Church
Staff and Faculty meeting 1:30 p.m.
Deadline to withdraw from HL/SL 334 Martin Luther’s Reformations for the Whole Church for 50% tuition refund 4:30 p.m.
Deadline to register for Winter Term: 12 Noon
Part 2 of PL 261 Christian Education-Teaching the Bible begins
Part 2 of PL 320 Advanced Liturgy begins
Part 2 of SL/PL 155 Globalization/Ethics begins
Deadline to complete course evaluations for 4:30 p.m.
Deadline to apply for test out for Winter Term 4:30 p.m.
Deadline to complete course evaluations for PL 261, PL 320, and SL/PL 155: 12 Noon
Deadline for submission of assignments for PL 261, PL 320, and SL/PL 155: 12 Noon
 Deadline for test out for Winter Term 4:30 p.m.
Deadline to complete reading course proposals for Winter Term
Deadline to submit Student Aid application: 12 Noon
Grades due for the Fall Term courses 2:00 p.m.
Tuition due for January Term Courses – 4:00 p.m.
First Day of Classes for HA/HL 112 Church History II
Deadline to submit reading course proposals for Winter Term
Student Aid Meeting 10:00 a.m.
Invoices for Winter Term Courses issued
Deadline to test out of Winter Term courses 4:30 p.m.
First day of classes for SL 120 The Lutheran Confessions
First day of classes for PL 384 Outreach Ministry
Deadline to complete course evaluations for BE 365 Gospel of Mark
Community potluck lunch
Deadline to withdraw from PL 384 Outreach Ministry for 50% tuition refund 4:30 p.m.
Student aid dispersed
Epiphany Holiday Party - 6:00 p.m.
February 2018

1 Thursday  Deadline to withdraw from SL 120 The Lutheran Confessions for 50% tuition refund 4:30 p.m.
6 Tuesday  STU Chapel – 11:40 p.m. (site tbd)
9 Friday  Deadline to complete course evaluations for SL 120 Lutheran Confessions
         Deadline to complete course evaluations for PL 384 Outreach Ministry
13 Tuesday  Staff and Faculty Meeting - 1:30 p.m.
            Faculty Meeting 2:00 p.m.
14 Wednesday  STU Ash Wednesday service - 11:40 p.m.
16 Friday  Tuition due for Winter Term – 4:00 p.m.
19 Monday  Family Day – Colleges closed
19-23 Monday-Friday  Winter Term Reading Week
22 Wednesday  Deadline for submission of all assignments in SL 120 Lutheran Confessions
               and PL 384 Outreach Ministry 12:00 Noon
26 Monday  First day of classes for HL 248 Confessional Lutheranism in the Canadian Context

March 2018

2 Friday  Deadline to withdraw from HA/HL 112 Church History II for 50% tuition refund 12:00 Noon
6 Tuesday  STU Chapel – 11:40 p.m. (site tbd)
13 Tuesday  Staff and Faculty Meeting 1:30 p.m.
            Faculty Meeting 2:00 p.m.
16 Friday  Deadline to complete course evaluations for HL 248 Confessional Lutheranism in the Canadian Context
            Deadline to submit BTh/MTS/MDiv/STM theses & DMin Projects/presentations to faculty supervisors and readers
19 Monday  First day of classes for BL 332 Intimacy with God: Faith and Piety in Biblical Tradition and Beyond
20 Tuesday  Community potluck lunch?
            Deadline to withdraw from BL 332 Intimacy with God for 50% tuition refund 4:30 p.m.
29 Thursday  Deadline to complete course evaluations for BL 332 Intimacy with God
30 Friday  School closed for Good Friday

April 2018

3 Tuesday  First day of classes for CL 399 Capstone Course
4 Wednesday  Deadline to withdraw from CL 399 Capstone Course for 50% tuition refund 4:30 p.m.
9 Monday  First day of classes for SL 366 Indigenous Intercultural Relations
10 Tuesday  Staff and Faculty Meeting: 1:30 p.m.
            Faculty Meeting 2:00 p.m.
            STU Chapel – 11:40 p.m. (site tbd)
12 Thursday  Deadline to withdraw from SL 366 Indigenous Intercultural Relations for 50% tuition refund 4:30 p.m
13 Friday  Deadline to complete course evaluations for CL 399 Capstone Course
            Deadline for BTh/MDiv/STM theses oral defence & DMin projects/presentations
18 Wednesday  Deadline for Graduating Students to submit all assignments in order to graduate in 2018: 12 Noon
19 Thursday  Deadline to apply for an extension for Winter Term course work: 12 Noon
23-24 Monday-Tuesday  Comprehensive Exams (all first and second year MDiv/BTh students)
26 Thursday  Grades due for graduating students 11:00 a.m.
Faculty Meeting to approve grads 1:00 p.m.
Last day of Winter Term
Assignments due for Winter Term courses (other than graduates)

27 Friday
Deadline to complete course evaluations for SL 366 Indigenous Intercultural Relations

May 2018
1-3 Tuesday-Thursday LTS Study Conference
4 Friday Deadline for submission of bound BTh/MTS/MDiv/STM theses & DMin projects to Registrar (or receipt of submission for binding): 12 Noon
LTS Graduands Luncheon 12:00 p.m. in Cafeteria, LTS
LTS Baccalaureate Service 2:00 p.m. in Christ Chapel, LTS
STU Convocation 7:00 p.m.
5-6 Saturday-Sunday Board of Governors meeting
8-10 Tuesday-Thursday Faculty Meetings (9:00 a.m. – 4:30 p.m. each day)
8-25 Spring Term I Spring Term I Begins
25 Friday All other grades due

June 2018
4-22 Spring Term II Spring Term II Begins
Faculty

WILLIAM H. HARRISON
President, 2017-; B.A. (Hons.), Carleton University; B.Th., St. Paul University/University of Ottawa; M.A., University of British Columbia – Okanagan; Ph.D., Boston College. Director for Mission and Ministry, Anglican Diocese of Huron; Principal, Kootenay School of Ministry; Ministry Development Officer, Anglican Diocese of Kootenay; Vice-Principal, College of Emmanuel & St. Chad; Professor of Theology and Anglican Studies, College of Emmanuel & St. Chad; Registrar, College of Emmanuel & St. Chad.

Pastoral Work: St. James the Less Anglican Church, Lumby, BC.  president.lts@usask.ca

GORDON A. JENSEN
Academic Dean, 2006-2016; Registrar; 2014-2016; William Hordern Professor of Theology, 2010- ; Professor of Reformation History and Theology, 2008-2010; Associate Professor of Reformation History and Theology, 2005-2008; Assistant Professor of Reformation History and Theology, 2001-2004. B.A. (with distinction), University of Alberta, 1980; M.Div., 1984, Lutheran Theological Seminary, Saskatoon, Ph.D., 1992 (Governor General’s Gold Medal), University of St. Michael’s College, Toronto.

Pastoral Work: Pastor, St. Joseph Lutheran Church, Hay Lakes, AB, and Scandia Lutheran Church, Armena, AB 1992-2001; Assistant Pastor, St. Olaf Lutheran Church, Swift Current, SK, Hallonquist Lutheran Church, Hallonquist, SK and Trinity Lutheran Church, Simmie, SK 1984-1988. gordon.jensen@usask.ca

KRISTINE J. RUFFATTO
Academic Dean 2016-2017; Associate Professor of Old Testament and Globalization Ethics, 2013- ; Director of Globalization, 2013-; Assistant Professor of Old Testament and Pastoral Care, 2011-2013; B.A., Concordia College, Moorhead, MN (summa cum laude); MDiv, Luther Northwestern Theological Seminary, St. Paul, MN; Diplôme de Français Approfondi, Institut de Formation de Cadres pour le Développement, Brussels, Belgium (with high distinction), 1988; Ph.D., Marquette University, Milwaukee, WI (Biblical Theology), 2010.


ANN J. SALMON

Pastoral Work: St. Paul's Lutheran, Lionville, PA - 1988-92; Zion Lutheran, Bristol, PA - 1992-97; St. John's Lutheran, West Seneca, NY - 1997-2001; Parkside Lutheran, Buffalo, NY - 2001-08; Good Shepherd Anglican/Lutheran Church, Ottawa, ON - 2008-12; Grace Lutheran/St. Catherine Anglican, Edson, AB - 2012-17. ann.salmon@usask.ca
Living as People of Grace and Accountability in Community

Jesus said, “Love one another as I have loved you” (Jn 13:34). In the seminary community, as in life, we seek to live as a reflection of the gracious love God has shown us in Christ. Because of that we want to treat ourselves and each other with respect and care.

Martin Luther, in his treatise, “The Freedom of a Christian,” noted paradoxically, that because of God’s grace “we are completely free persons, subject to no one,” and yet “we are also servants of all, subject to everyone,” reflecting the reality that we are also accountable to God, others, God’s creation, and ourselves.

This “gospel-law” dynamic shapes the seminary’s “Community Covenant” described below. As a seminary community, we agree to abide by this covenant.

Our Community Covenant

Since the church and the seminary are interested in all aspects of community life, and not just academics, our “Community Covenant” goes beyond simply academic matters. We covenant to:

- always “speak well of others and interpret everything they do in the best possible light.”
- refuse to participating in gossip or slander of others or passing on idle speculation.
- show respect to each other.
- work together to create and foster an atmosphere at the school that is free from harassment.
- preserving the integrity of the community and of each other.
- encourage each other in their vocation.
- refuse to cheat or act in dishonest ways (including plagiarism).
- refuse to steal (including removing materials, i.e. books and equipment, from the seminary without properly checking them out).
- follow the pattern for conflict resolution as found in Matthew 18 (other than in situations of harassment or sexual misconduct).
- speak immediately to those who are about to do anything to harm the community, of which the student has first-hand knowledge, and report harmful behaviour or intentions to the proper person(s) before harm is done.
- hold each other and ourselves academically accountable in the community, according to the policies and principles outlined in this Student Handbook, in the Prevention of Discrimination and Harassment Policy and in the Sexual Harassment Policy.

To indicate our commitment to responsible, loving behaviour in our community all students sign the Student Adherence Form, indicating that they have read this covenant, the Sexual Harassment Policy, the Prevention of Discrimination and Harassment Policy and the Student Handbook as a whole and by God’s grace agree to abide by it. Faculty also agree to relate to the community in a similar manner.
Suspension from “Good Standing” for Misconduct

Students may be suspended by the President or by vote of the Faculty for a semester,¹ or their program of studies terminated, if students cause serious damage to the community, either through ongoing inappropriate behaviour or by engaging in an action that would bring harm to an individual, the community or the school. Such behaviour might include, but is not limited to:

1. Failure to keep confidential, any material shared in confidence, in or out of class.
2. Failure to show respect for others through use of inappropriate language or jokes, physical or emotional intimidation, bullying (including through social media), or intolerance toward others’ life-threatening allergies. See also LTS Prevention of Discrimination and Harassment Policy and LTS Sexual Harassment Policy.
3. Harassing other students, faculty or staff at the seminary because of their culture, language, gender, sexual orientation or race, as set forth in the LTS Prevention of Discrimination and Harassment Policy.
4. Acting contrary to the policies of LTS.
5. Fiscal irresponsibility including inability to pay their debts.
6. Ongoing failure to get effective treatment for addiction to alcohol or drugs, gambling, pornography or other addictions.
7. The committing of a criminal offence.

When ongoing, inappropriate behaviour of a student is identified, the President will send a letter to the student noting that their status as student in good standing has been revoked, and that they are on probation. The President will then meet with that student to discuss the behaviours or actions that are undermining the Seminary community or causing harm to individuals, and to work out mutually agreed upon changes to be implemented within an agreed period of time. Once these changes have been implemented, the student will be restored to the status of student in good standing.

In cases where the action causes serious damage, or threatens the safety of the Seminary community, the President can act immediately and unilaterally to suspend the student for the safety of the Seminary community. The Faculty, at a regularly called meeting, will later decide the length of the suspension or whether the student’s program of studies is to be terminated.

Students who are not in “good standing” are not eligible for financial aid or other benefits normally available to students.

LTS Prevention of Discrimination and Harassment Policy and LTS Sexual Assault Policy
Lutheran Theological Seminary has a Prevention of Discrimination and Harassment Policy and a Sexual Assault Policy, copies of which are available on the Seminary website. All students attending Lutheran Theological Seminary are required to read this Student Handbook and the two policies as listed above, and abide by the regulations and principles contained therein. Students

¹ Lack of awareness of the Policy, cultural differences, mental health difficulties and/or impairment by alcohol or drugs are not a defense for prohibited behaviours. If it can be demonstrated that a student knew or reasonably ought to have known that his or her behaviour was in violation of this Policy, that behaviour may be dealt with under this Policy.
are required to complete an adherence form verifying that they have both received and read the policies.

**International Students**
1. Lutheran Theological Seminary values the impact of an international, intercultural community of students.
2. There are no international student fees to attend Lutheran Theological Seminary. Students from countries outside of Canada pay the same tuition as our Canadian students.
3. All of the information contained in LTS official documents applies equally to all students, regardless of their country of origin.

**Students Union**
The Lutheran Theological Seminary Students’ Union is a student body organized for self-government purposes and to direct extra-curricular activities of interest to students.

**U of S Graduate Students’ Association**
Students of Lutheran Theological Seminary are eligible to join the Graduate Students’ Association (GSA) of the University of Saskatchewan. The mission of the Graduate Students’ Association is to:

- Ensure graduate students have access to quality services that support their academic success;
- Advocate for the unique needs and concerns of graduate students on and off campus; and
- Build a cohesive graduate student community.

More information on the GSA can be found at [www.gsa.usask.ca](http://www.gsa.usask.ca).

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**ACADEMIC MATTERS**

**Application Process**
Application forms, supporting documents and the application fee for all of the following programs should be forwarded to the Registrar at registrar.lts@usask.ca OR:

Registrar
Lutheran Theological Seminary
114 Seminary Crescent
Saskatoon, SK S7N 0X3 CANADA

The application fee of $75 can be paid by Canadian cheque, bank draft, or credit card. Credit card information can be provided by telephone to the Data Entry Specialist at 1-306-966-7856.

The application process for International Students is the same as the process for Canadian Students, except for the language proficiency requirement (see Academic Calendar).

**Advisors**
Students enrolled in the Bachelor of Theology (“BTh”), Master of Divinity (“MDiv”), Master of
Theological Studies (“MTS”) Degree Programs and Lutheran Formation and Diaconal Certificate Programs are appointed an Academic Advisor.

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. Entering students are assigned an advisor.

2. Advisors may express a preference to the Academic Dean not to have a certain student among their advisees.

3. 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. Students therefore should pay close attention to their “student” tab on Populi, which contains their transcript, and pro-actively track their progress against the requirements of the program in which they are registered.

4. The relationship of advisor/advisee is primarily academic.

5. None of these principles shall be so interpreted as to deny any student access to the Academic Dean 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. For courses that MDiv students are expected to take for exegesis credit, using the appropriate biblical language see the Academic Calendar.

The following regulations apply:

1. A demonstrated working knowledge in one biblical language (Greek or Hebrew) is a prerequisite for the MDiv. degree program.

2. A language deficiency may be removed by satisfactory completion of a six-credit introductory course in Greek or Hebrew, doing a computerized Biblical Language tutorial program or independent study, and by successfully completing a test-out exam.

3. Admission to any of the *exegesis* classes is contingent upon proof of competence in the appropriate language. Normally, students may not 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 that was previously completed for *interpretation* credit.
6. The language requirements must be fulfilled before a student takes any biblical course that requires exegesis credit.

**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 any course except the integrative courses, namely-the Colloquia CL 100, 101 and 102; SL/PL 155 Globalization /Ethics; SL 120 Lutheran Confessions (for Lutheran students), the comprehensive exams each spring; and the Capstone Course in the final year of study. If a course is eligible for a ‘test-out,’ written application for this process is made to the Academic Dean 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 no later than the end of the first week of classes in the Fall, Winter and Spring/Summer Term, or the end of the second week or January Term. A successful “test-out” requires a minimum of 65% and an entry of credit on the transcript is given with the grade of “P” (Pass) 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, and a maximum of 2 courses in a certificate program.

**Expiration of Course Credit**
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 Dean, on behalf of the Faculty, to update any courses taken more than seven years ago.

**Electronic Submission of Course Assignments & Examination Papers**
Course instructors may accept electronic submissions. In all such cases, it is the responsibility of the student to ensure that the instructor has received the assignment submitted electronically.

**Course Assignment Due Dates**
Due dates for the submission of required work are normally included in course syllabi. General due dates for all courses are listed in the timetable of “Academic Dates and Events” located at the end of the “Academic Calendar.”

**Extensions**
1. If any coursework cannot be completed before the due dates specified in the course syllabi then it is the responsibility of the student to request an extension from the professor by email, with a copy to the Academic Dean and Registrar. Requests must be submitted prior to the scheduled due date. Approval by the professor (by email and copied to the Academic Dean and Registrar)
should include the terms of the extension, new due date and any penalties exacted. Professors may give an extension up to four weeks past the due date.

2. If an extension of more than four weeks past the due date is requested, the student will submit the request in writing to the Academic Dean who will consult with faculty. If approved, the Academic Dean will determine the date by which the material must be submitted. Extensions will not be permitted beyond four months (e.g. April 30 for material due in December, September 1 for material due in April). Extensions are not available beyond the exam period in April for Winter Term classes required for graduation.

4. All courses that are prerequisites for internship must be completed before internship. And if a student has enrolled in additional courses prior to internship those must also be completed before beginning internship. Students cannot begin internship with incomplete courses on their transcript.

5. If a student requests more than one extension, the faculty may encourage or require that student have a lightened course load the next semester.

6. No further extension on extensions will be granted. Grade will be determined on the basis of assignments completed at the end of the first extension period.

7. In situations of emergency or compassionate need, the decision to grant an extension will rest with the President.

**Reading Courses**

Students may take one reading course per semester, up to a maximum of 4 in a program of studies.

The following principles apply to reading course proposals:

1. The Academic Dean in consultation with appropriate faculty reviews all reading course proposals and approves proposals according to faculty availability and workloads, and the 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.
4. In general reading courses will fill an elective slot in the degree or certificate program, but cannot substitute for required courses.

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

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.
**Transfer Credit**

Up to half of the credits required for the BTh, MTS and MDiv degrees granted by LTS may be transferred from other accredited institutions upon the assessment of the seminary that such courses meet the expectations of the seminary and the requirements of the degree program in which the student is enrolled. The Academic Dean, in consultation with the faculty, 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 in that course of 65% or its equivalent. Upon assessing the course(s) from other institutions, the Academic Dean, in consultation with the faculty, may determine that supplemental work necessary to fulfill the requirements of the LTS course it is to replace. Upon such assessment the Academic Dean will assign a faculty member to assess the supplemental work and notify the faculty member and student of the decision so that practical details can be worked out. There will be a fee of up to 50% of current course tuition assessed dependent on the amount of faculty time required.

Students already registered in a degree program at LTS must have transfer courses from other accredited institutions approved by the Academic Dean 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.

**Withdrawals**

**Course Withdrawals**

A student may withdraw from a course in which they have registered without penalty or payment of any tuition up to two weeks before the course begins.

A student who withdraws within two weeks of the start of a course will pay an administrative fee to cover the seminary’s costs of reconfiguring the course. This early withdrawal fee is listed in the Tuition and Other Fees schedule.

Once the course begins a student who wishes to withdraw from a course must complete and submit a change of registration form to the Registrar. The form is available on the LTS website.

A student may withdraw from an intensive course without academic penalty according to the following general time frames (See timetable of “Academic Dates and Events” in the Academic Calendar for exact dates):

- 1 week intensives: by the end of the second day of the class
- 2 week intensives: by the end of the fourth day of classes
- 3 week intensives: by the end of the sixth day of classes
A student may withdraw from a course by Friday noon of the 7th full week of a semester-long course 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.

Students will receive a 50% tuition refund only if the withdrawal deadlines are met. The student must take into account, before making such a decision, that normally each 3 week course is offered only every other year, and withdrawal from a course will delay significantly the completion of their program.

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 unless they are granted a leave of absence. Such a request must be submitted in written form to the Academic Dean at least three months before the two years of discontinued study has expired, and requires approval by the faculty. An extension of up to one year can be granted (See policy on ‘Leave of Absence’ below, for more information). Students who have been suspended for a year must also re-apply to the Academic Dean for readmission.

Withdrawal implications for Foreign Students
It is important to note that withdrawal from a program of study at a designated learning institution will impact on an international student’s immigration status and eligibility to work in Canada. Federal regulations state that the holder of a study permit in Canada is subject to the following conditions:

• Enrollment at a designated learning institution, remaining enrolled until completion of studies; and
• Actively pursuing the program of study.

For more information on studying and working in Canada please see www.cic.gc.ca/english/study/index.asp and www.saskimmigrationcanada.ca or contact the International Student and Study Abroad Centre (ISSAC) at http://students.usask.ca/international/.

Transferring Between Degree or Certificate Programs
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 a general understanding among the schools of the Saskatoon Theological Union (STU) 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.

**Thesis Options**
Students enrolled in the BTh/MDiv programs who have achieved a minimum GPA of 75% have the option of writing a thesis. Those in the MTS program must do a thesis or comprehensive exams. Those who choose this option are to register to do the thesis by the first week of the fall semester in which their internship begins. They must submit their thesis proposals to the Academic Dean.

The thesis shall conform to the standards of the latest edition of Kate L. Turabian’s *A Manual for Writers of Term Papers, Theses 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 noon of convocation day.

The successful completion of the BTh/MDiv/MTS thesis option carries with it the academic equivalent of two three-credit courses (replacing the open elective and an elective in the area of their thesis topic). The Thesis Proposal form is available on the LTS website or from the registrar.

**Academic Integrity**
Many cases of alleged academic dishonesty on the part of students result from misunderstanding or carelessness. Such instances 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 prior permission, and for which extra work would be expected).

Should an instructor ascertain that plagiarism has occurred; the instructor will first consult with the student and the Academic Dean 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. Students dismissed for plagiarism are not eligible to re-apply to the program for seven years, and they must be approved by a vote of the Faculty and, if they are in a program of studies that leads to being placed on a roster of the church, by a letter of endorsement from their denominational authorities. In the case of ELCIC students, this letter of endorsement for re-admission must come from their synodical CTEL and Bishop. If readmitted, any further offense will result in permanent suspension from any academic program at the Seminary.

**Academic Probation**

When a student’s cumulative grade point average or their grade point average in any one semester falls below 65% the student is automatically placed on academic probation for the next semester or term. If there is no further academic improvement subsequently, the Academic Dean, in consultation with the faculty, will decide how to help the student continue in their program, or consider alternatives. Normally, students on academic probation are not eligible for student financial aid.

**Suspension & Re-Admission**

Students suspended from a degree program for academic reasons will not be re-admitted to an academic program or to any courses 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 ELCIC synodical CTEL, or sponsoring church body, 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.

**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, 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 their 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”).

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2 This document can be accessed at: [http://wwwqp.gov.sk.ca/documents/English/Statutes/Statutes/L27-1.pdf](http://wwwqp.gov.sk.ca/documents/English/Statutes/Statutes/L27-1.pdf)
Each student has certain rights of access and of privacy with respect to Personal Information contained in their file. For example, a student, upon proper application made to the LTS Registrar, may examine the Personal Information contained in their 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 her/his file. Further, unless the student gives prior written consent, LTS may not release Personal Information contained in their file to a third party or allow a third party to inspect their 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 their file for a purpose other than determining their 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 their file. A student may not inspect Confidential Information contained in their 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.

**Students with Disabilities**

Students with disabilities who anticipate that reasonable accommodation will enable them to participate in our theological degree program are responsible for articulating their requirements and for being proactive in seeking such accommodation. Requests for accommodation for disability or an extension of time to complete the program are considered on a case-by-case according to the applicable policies, regulations, and procedures. Applicants are strongly encouraged to discuss thoroughly their needs and expectations within the admissions process. Accommodation plans must be clarified before the application can be considered complete. If admitted, students are required to follow the policies and procedures of the Seminary.

**Pre-Internship Components of an MDiv, BTh or Diaconal Program**

**MDiv and BTh Program**

There are 21 required courses in the pre-internship component of the MDiv and BTh program, as well as successful CPE training, which must be completed before the student can proceed to the internship component of the program. These required courses are:

- CL 100    God Speaks: Theology of the Word
- CL 101    God Speaks: “I Am Texts”
- CL 102    Cross Cultural Immersion Lab
- BL 231    Pentateuch
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BL 224</td>
<td>Psalms</td>
</tr>
<tr>
<td>BL 228</td>
<td>Isaiah and the Prophets</td>
</tr>
<tr>
<td>BL 276/7/8</td>
<td>Gospel for the Lectionary Year</td>
</tr>
<tr>
<td>PL 215</td>
<td>Introduction to Homiletics</td>
</tr>
<tr>
<td>BL 272 or 275</td>
<td>Galatians or Romans</td>
</tr>
<tr>
<td>BL 283</td>
<td>Pastoral Epistles and Revelation</td>
</tr>
<tr>
<td>HL 111</td>
<td>The Story of Christianity – Early and Medieval</td>
</tr>
<tr>
<td>HL 112</td>
<td>The Story of Christianity – Reformation and Modern</td>
</tr>
<tr>
<td>HL 248</td>
<td>Confessional Lutheranism in the Canadian Context</td>
</tr>
<tr>
<td>PL 115</td>
<td>Introduction to Liturgy</td>
</tr>
<tr>
<td>PL/SL 155</td>
<td>Globalization/Ethics</td>
</tr>
<tr>
<td>PL 231</td>
<td>Introduction to Pastoral Care</td>
</tr>
<tr>
<td>SL 120</td>
<td>Lutheran Confessions</td>
</tr>
<tr>
<td>SL 210</td>
<td>Theology I</td>
</tr>
<tr>
<td>SL 211</td>
<td>Theology II</td>
</tr>
<tr>
<td>SL 334</td>
<td>Contemporary Theologians</td>
</tr>
<tr>
<td>SL 366</td>
<td>Indigenous Intercultural Relations</td>
</tr>
<tr>
<td></td>
<td>One unit of CPE</td>
</tr>
</tbody>
</table>

**Diaconal Students**

Students in the Diaconal stream of the Master of Theological Studies degree or Diaconal Certificate Programs are eligible for a fieldwork placement after they have completed the necessary course prerequisites. Those courses are:

- At least one Old Testament Course
- At least one New Testament Course
- HL 248 Confessional Lutheranism in the Canadian Context (if student is pursuing a Lutheran vocation; for other students, another history course can be substituted for this course)
- SL 120 Lutheran Confessions (if student is pursuing a Lutheran vocation; for other students, a historical or theological course in their tradition is highly recommended)
- SL 210 Theology I
- SL 155 Globalization/Ethics

**CPE/PCE Requirement**

All MDiv, BTh and Diaconal candidates are required to 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 their internship or fieldwork placement. Students should apply early in the Fall Term for CPE/PCE opportunities. While LTS may provide an information session about such opportunities in the fall, it is the responsibility of the student to be proactive in arranging for this.

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 academic file and another into the student’s internship file.
Upon reception of a satisfactory supervisor’s report at the completion of the unit of CPE/PCE, the Director of Contextual Education will report this information to the faculty and a notation stating that this requirement was successfully completed will be recorded in the student’s transcript.

**Internship or Field Work Component of a Program**
*(See current Internship Manual for more detailed information)*

**Internship Requirement**
All candidates for the Master of Divinity, Bachelor of Theology degree and Lutheran Formation Certificate Programs are required to successfully complete a sixteen to twenty month internship.

**Fieldwork Requirement**
All students in the Diaconal program are required to successfully complete a 9-12 month fieldwork placement.

**Prerequisites**

a. MDiv and BTh students must complete all the required courses in the Pre-internship component of their program, and successfully pass their comprehensive exams for both Year A and Year B before they can begin their internship. Diaconal students must complete the specified academic course requirements noted above before they can begin their fieldwork placement.

b. If a student fails a course during their pre-internship period, they should recognize that this may delay the start of their internship component of the program, and they should not expect LTS to offer that course until it is regularly offered again.

c. CTEL and Faculty endorsement for internship or fieldwork are required prior to beginning this component of the program.

**Specialized Internship or Fieldwork Sites**
Internships in specialized situations may become available from time to time. Students must be endorsed by both their CTEL and by the Faculty for this specialized ministry site before the Faculty will make such assignments.

**Grading Internship and Fieldwork Placement**
The internship or fieldwork placement grade will be recorded 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 or fieldwork placement 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 or fieldwork placement grade P/WR, the following procedure will be observed:

a. Reservations will be noted in writing, with one copy given to the student, one placed with the internship or fieldwork placement reports, and one sent to the student's CTEL.

b. The Contextual Education Director and faculty will assist the student in constructively addressing the reservations.
c. Reservations may include, but not be limited to, identification of personal and/or professional areas that could be strengthened before entering ministry.

d. For such a student to prepare for ordination or consecration the recommendation may include completing a second internship or fieldwork placement (which may be of shorter duration), pursuing training in specific areas of ministry before appearing for colloquy, or pursuing work and/or training in an area other than ministry.

e. 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.

**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 (ELCIC) 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 their denomination.

**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 full faculty.

**Registration Deadlines for Courses**

Some courses, particularly intensives, require pre-course reading and/or preparation of in-class assignments before the course begins. Students also need time to acquire their texts for the course. And faculty need time to prepare for the actual number of students they will have. Therefore it is important that students register well in advance of the beginning of a class, normally 6 weeks prior to the first day of classes in the Fall, January, Winter, Spring & Summer Terms. Earlier registrations are more likely to be eligible for student aid. Students may register online through Populi.

A ‘late registration fee’ will be applied to students who register less than 14 days prior to the beginning of a course (see tuition and other fees schedule).

An ‘early withdrawal fee’ will be applied to students who register for a course and then withdraw from the course within 2 weeks prior to the beginning of the course.

Students registering for first year, first Term courses are exempt from the above deadlines, but must register before the first day of classes.

**Availability of Grades & Reports**

Normally, papers and examinations will be graded as soon after submission as possible. Grades shall be entered into Populi according to the deadlines in the timetable of Academic dates and Events in the Academic Calendar.
Grades will be available on *Populi* as professors enter them, as long as the student has completed the course evaluation.

Requests for official transcripts from the Registrar will be processed only after students have settled their tuition and dormitory accounts, or have made satisfactory arrangements with the President for such payment.

**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 Academic Dean (or to the faculty if the President/Academic Dean is also the instructor of that course), 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. A student who has not submitted all of their assignments by the end of their final extension period will be given a mark by the professor based on what they have submitted or done in class.

2. A student will not be allowed to repeat any course more than once or repeat more than three courses during their 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. Normally 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. 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 Academic Dean 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.

Chronic absenteeism will be reported to the student’s student loan funder since it may take the student below full-time status.
Course Evaluations
At the end of each course students are required to fill out an online course evaluation for each class taken. Since these evaluations are important, both to help professors improve their courses and to help the Seminary evaluate its academic programs, these evaluations are crucial. For this reason the marks in the course and a transcript for the program of studies will not be released to a student or other parties if the student does not complete the evaluation. These evaluations are confidential and are received by the Registrar. The Registrar 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 for that course are submitted.

Course Load, Normal
Requests for a course overload (more than 5 courses in any one Term) must be submitted to the Academic Dean and the request must be approved by the faculty. To be eligible to apply the student must have a cumulative grade point average of at least 75%.

Course Work Sequence
All students are advised to follow the sequence of required courses suggested in the curriculum. Please note that each required course is taught only once every two years. Therefore, 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.

Course Syllabi
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. Detailed description of assignments with criteria for receiving an excellent mark.
5. Suggested list of books or periodicals for reading.

Leave of Absence from a Program
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 Academic Dean 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 Academic Dean. 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. Normally, such a request must be made within three months of the expiration of the leave of absence.
**Timetable**
The timetable of LTS is set well in advance of the beginning of the academic year and, once set, will be changed only under exceptional circumstances.

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**PAYMENT OF TUITION & STUDENT FINANCIAL AID**

**Payment of Tuition**
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 tuition and other bills in a prompt manner.

1. Tuition is due on the Friday before the Fall and Winter Reading Weeks respectively, and by the second Friday of the January Term.

2. If a student withdraws from a course within two weeks of the first class of a course they will be charged an administration fee. If they withdraw after the course begins, but before the designated withdrawal deadline (found in the timetable of “Academic Dates and Events” in the current Academic Calendar) they will pay 50% of their tuition. After the withdrawal deadline there will be no tuition refunded.

3. Those who take courses for personal interest or for continuing education credit will be charged a $60 non-refundable-registration fee for any course they withdraw from after 6 hours of instruction.

4. Students who have overdue accounts will not be permitted to register for the next Term unless they have made special arrangements with the President or the director of finances.

5. 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 only by the President.

**Student Aid**
Applications for student financial aid are available from the Director of Communications and Development or on the LTS website. Completed applications should be returned to the Communication and Development office by the deadlines indicated in the timetable of “Academic dates and Events” in the current Academic Calendar.

**LTS Web Site**
The LTS website is hosted on the Saskatoon Theological Union web site. ([http://www.usask.ca/stu/luther](http://www.usask.ca/stu/luther))

This website has information about the seminary, as well as a page where forms often needed by the students can be found.
WORSHIP & COMMUNITY LIFE

Chapel
Worship is an integral part of community life at LTS. All students participate in the worship life of the seminary through attending chapel and by leading and assisting in services when they are onsite. 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.

Local Congregations, Involvement in
Students in the MDiv, BTh and certificate programs are expected to worship regularly with a local congregation throughout the school year and to be in a mentored relationship with their local minister. See file “LTS Expectations of Students’ Involvement in Their Contextual Sites Prior To Internship” available from the Registrar.

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 each other’s faith positions 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 they deserve.

3. We will deal with issues through a process that 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.

5. Intimidation, discrimination, harassment, abuse in any of its forms, and behaviour which is divisive and hurtful is not congruent with living out the Christian faith, are therefore not acceptable, and will be addressed. It is preferable, whenever possible and appropriate, that the person who feels that they are the subject of such behaviour make an effort to address their concerns directly with the person causing this behaviour or their unease. However, the informal resolution of any complaints is always voluntary.

6. If informal resolution appears untenable to the complainant, or advice on a process to follow is needed, that person should talk to the Schneider Resident or the President who may refer
the student to an appropriate pastoral mediator or to the LTS Harassment and Discrimination Officer if appropriate (see LTS Prevention of Harassment and Discrimination Policy).

**OTHER RESOURCES**

**Residence**
Lutheran Theological Seminary has an on-campus student residence facility, *Luther Residence*. Luther Residence is a co-ed facility which houses approximately 18 female and 24 male students.

Rooms may be rented by seminary students during intensive courses and by seminary and university students for whole semesters.

Detailed information respecting Luther Residence for Students and the necessary application forms can be found on the seminary website or by emailing a request to luther.res@usask.ca.

In addition to the Luther Residence, our students have access to information respecting off campus housing through the University of Saskatchewan’s Students’ Union (USSU) Housing Registry. The USSU Housing Registry website link can be found at [http://ussu.ca/main-page/services/housing-registry/](http://ussu.ca/main-page/services/housing-registry/).

**Health Care**
See also the current *Academic Calendar* for information on health care provided by the U of S Graduate Students Association.

**Saskatchewan Health Card**
The Government of Saskatchewan’s Health Plan provides basic hospital coverage to residents of Saskatchewan at no charge. To receive coverage you should register as soon as possible. It is advisable for international students to obtain travel insurance to avoid costly health expenses if you get sick during your travel to Saskatchewan. If you do not obtain your Saskatchewan Health Card before you arrive, please ensure that you have purchased the necessary health insurance to cover the period you are in Canada and in the process of obtaining your Saskatchewan Health Card.

Details respecting obtaining a Saskatchewan Health Card and an application form are available at the following link: [http://students.usask.ca/international/](http://students.usask.ca/international/) under the “Health” tab, “Health Plans” tab, “Saskatchewan Health Cards” section, “Apply for Health Care Card” link. Or, you may go directly to Saskatchewan Health at [http://www.ehealthsask.ca/HealthRegistries/Pages/apply-for-health-card.aspx](http://www.ehealthsask.ca/HealthRegistries/Pages/apply-for-health-card.aspx).

**Health Support**
With a Saskatchewan Health Card or proof of your private health insurance coverage, students of Lutheran Theological Seminary have access to health care in Saskatchewan, including the Saskatoon community. Distance students coming in from another province can use their own provincial health card during the brief periods that they are at LTS for intensive courses.
If you wish to speak to a health professional that can answer any health questions you may have or direct you to health care services available in Saskatoon, there is a 24 hour Saskatchewan Health Line that can be reached by dialing 811.

The Saskatoon Health Region has several Public Health Offices, Primary Health Centres, Hospitals and Walk-in Clinics located within Saskatoon. A list of the locations in Saskatoon has been provided below and can be found at https://www.saskatoonhealthregion.ca/locations_services.

**U of S Graduate Students Association Health Care Insurance**

Students of Lutheran Theological Seminary, including international students, are eligible to become enrolled in the University of Saskatchewan Additional Health and Dental Care Insurance Coverage upon being granted membership in the Graduate Students’ Association (GSA) of the University of Saskatchewan and payment of the GSA membership fee and the applicable Health and Dental plan fee.

Students of Lutheran Theological Seminary are understood to be graduate students registered at one of the affiliated colleges in the Saskatoon Theological Union as mentioned at the GSA’s website at gsa.usask.ca under the “Services” tab, “Health and Dental” section. More information is available at the U of S Health and Dental Plan Office in Room 121, Main Level, Place Riel Student Centre, 1 Campus Drive, at www.ihaveaplan.ca or by calling locally 306-933-0093 or toll free long distance at 1-877-795-4428.

**Hospitals:**

Royal University Hospital
103 Hospital Drive, 306-655-1362 (Emergency)

Saskatoon City Hospital
701 Queen Street, 306-655-8230 (Emergency)

St. Paul’s Hospital
1702 20th Street West, 306-655-5113 (Emergency)

**Primary Health Centres:**

Saskatoon Community Clinic
455 2nd Avenue North, 306-652-0300

West Winds Primary Health Centre
3311 Fairlight Drive, 306-655-4250

Westside Community Clinic
152820th Street West, 306-664-4310

Primary Health Centre South East
Scott-Forget Towers

100, 2501 Louise Street, 306-655-4550

**Public Health Offices:**

Idylwyld Centre – Main Office
101 – 310 Idylwyld Drive North, 306-655-4620
306-655-4700 & 306-655-4780

North East Office
108 – 407 Ludlow Street

Our Neighbourhood Health Centre
1120 20th Street West, 306-655-3250

South East Office
3006 Taylor Street East, 306-655-4730

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**Walk-in Clinics:**

<table>
<thead>
<tr>
<th>Clinic Name</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>20th and Q Pediatric Specialists and Family Walk-In Avalon Medical Clinic</td>
<td>23-2605 Broadway Avenue South, 306-652-3496</td>
<td>1631 – 20th Street West, 306-384-9888</td>
</tr>
<tr>
<td>Blairmore Medical Clinic</td>
<td>Lakeside Medical Clinic</td>
<td>3919 – 8th Street East, 306-374-6884</td>
</tr>
<tr>
<td>225 Betts Avenue, 306-652-6400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lenore Medical Clinic 101 – 3333 – 8th Street East, 306-955-1530</td>
<td>#4 – 123 Lenore Drive, 306-242-6700</td>
<td></td>
</tr>
<tr>
<td>Pinehouse Medical Centre and Walk-In Medical Clinic</td>
<td>3110 Laurier Drive, 306-978-2200</td>
<td>147 – 211 Pinehouse Drive, 306-668-6333</td>
</tr>
<tr>
<td>Westend Walk-In and Medical Clinic</td>
<td>Westgate Medical and Minor Emergency Clinic</td>
<td>18 – 2410 – 22nd Street West, 306-384-7800</td>
</tr>
<tr>
<td>411 Confederation Drive, 306-382-6333</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Saskatchewan Health Region also provides a listing of Saskatoon Doctors Taking New Patients at [https://www.saskatoonhealthregion.ca/patients/Pages/Doctors-Taking-Patients.aspx](https://www.saskatoonhealthregion.ca/patients/Pages/Doctors-Taking-Patients.aspx)

**Mental Health Support**

The Saskatoon Health Region offers mental health and addiction counselling through the following organization:

Mental Health & Addiction Services, Saskatoon Health Region, Suite 156, 122 3rd Avenue North, Sturdy Stone Building, 306-655-4100

There are also several counselling service organizations located in Saskatoon. Some well-known organizations that are close to campus are as follows:

Professional Psychologists & Counsellors, 1118 College Drive, Saskatoon, 306-664-0000

Catholic Family Services of Saskatoon, #200, 506 25th Street East, Saskatoon, 306-244-7773

Christian Counselling Services, 617 3rd Avenue North, Saskatoon, 306-244-9890

The Saskatchewan College of Psychologists keeps a directory of licensed psychologists by region which can be found at [www.skcp.ca](http://www.skcp.ca), at the “Regional Directory of Psychologists” link, Saskatoon is in the “Central” Region” link.

If a student enrolls in the University of Saskatchewan Additional Health and Dental Care Insurance Coverage as outlined below, each student may receive coverage to visit a registered Psychologist. The cost of each visit is covered to a maximum of $20 per visit and up to a maximum total of $400 for each academic year. This coverage is from SunLife through ihaveaplan. Please call ihaveaplan at 1-877-796-4428 or email them through their website at [www.ihaveaplan.ca](http://www.ihaveaplan.ca).
Lutheran Campus Ministry located at 1302 College Drive, 306-653-2509, is another resource for Lutheran Theological Seminary’s students to obtain pastoral care, guidance and community while attending the Seminary. Their website can be found at http://www.lutherancampusministry.sk.ca/Home.html

**Academic Writing Support**
The Student Learning Service at the University of Saskatchewan offers help in writing. Their website can be found at http://library.usask.ca/studentlearning/.

**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.

**ISSAC**
International Students of Lutheran Theological Seminary have access to the International Student and Study Abroad Centre (ISSAC) of the University of Saskatchewan as a resource centre. Information about their services can be found at http://students.usask.ca/international/

**Regional Newcomer Gateways**
In addition to the International Student and Study Abroad Centre (ISSAC) as referenced above, Regional Newcomer Gateways are welcome centres for newcomers coming to Saskatchewan where international students can get information and connect to their new community. Saskatoon’s newcomer gateway is through the Newcomer Information Centre located at 106-129 3rd Avenue North, phone 306-343-8303. More information on this Centre can be found at www.nicstoon.org.

**Health And Dental Care Insurance Coverage Information For International Students**
As indicated above (“U of S Graduate Students Association Health Care Insurance”) all students of Lutheran Theological Seminary are eligible to become enrolled in the University of Saskatchewan Additional Health and Dental Care Insurance Coverage upon being granted membership in the Graduate Students’ Association (GSA) of the University of Saskatchewan and payment of the GSA membership fee and the applicable Health and Dental plan fee.

See the GSA’s website at www.gsa.usask.ca under the “Services” tab, “Health and Dental” section. More information is available at the Health and Dental Plan Office in Room 121, Main Level, Place Riel Student Centre, 1 Campus Drive, at www.ihaveaplan.ca or by calling locally 306-933-0093 or toll free long distance at 1-877-795-4428.

For a listing of off-campus dental and additional health care practitioners (ie: optometrists, massage therapists, physiotherapists, and chiropractic doctors), please see the “Complete Network Listing” located on the www.ihaveaplan.ca website. Click on the “List of Student Associations” link and choose the “University of Saskatchewan Graduate Students (GSA)” from the list of student associations. Under the “Discover the Networks’ Advantages” heading in the top right hand corner of the home page, select the “Complete Network Listing” option.
Citizenship and Immigration Canada.
Information respecting federal requirements for studying in Canada including information on visa processes, study permits, work permits and other immigration related issues at www.cic.gc.ca/english/study/index.asp and www.saskimmigrationcanada.ca

Tuition Policies for International Students
The tuition policies for International Students are the same as the tuition policies for Canadian Students.

Tuition and other fees are outlined on the website at http://www.usask.ca/stu/luther/index.html under the “Finance Office” section under the “Tuition & Fees” link and in the Academic Calendar on page 26. Refund policies respecting tuition fees are outlined on page 27.

Foreign Grade and Degree Equivalencies
Since methods of recording grades and conferring degrees differ from country to country, overseas students wishing to enter the Degree programs, including the DMin and STM, and Certificate programs must write to the Registrar, submitting details of their academic careers including, wherever possible, transcripts of academic work and copies of any degrees or diplomas held, together with some information about the institutions granting the degrees.

Foreign equivalency assessment for all programs is conducted internally at Lutheran Theological Seminary. If the expertise is not available among our faculty then faculty in the country from which the credits originate are asked to evaluate the credits and provide academic assessment. We are able to utilize this process due to the small size of our student population. In the case where faculty from the country of credit origin are not available we will make use of the University of Saskatchewan Credential Assessment Service.

The foreign equivalencies policies are outlined in the current Academic Calendar.

Transfer Credit from an ATS accredited Institution in the United States
Lutheran Theological Seminary is a member of the Association of Theological Schools (ATS) in Canada and the United States.

The policy for transfer credit for the BTh, MDiv and MTS degree programs from a post-secondary institution accredited by the Association of Theological Schools (ATS) in Canada and the United States is outlined in the Student Handbook at pages 6 and 7.

Language Proficiency Requirement
For those individuals whose first language is not English, a TOEFL (Test of English as a Foreign Language) IBT score (including the speaking component) of 88 with no component less than 20, or if the TOEFL IBT is not available, a minimum TOEFL score of 550 (paper based) is a prerequisite. Test scores must be forwarded directly to the Registrar.
The foreign equivalencies policies are outlined in the *Academic Calendar* at pages 5-6.

English Language programs are available at the University of Saskatchewan Language Centre whose website is [www.learnenglish.usask.ca](http://www.learnenglish.usask.ca)

Off campus English as a Second Language programming and services are available at no cost at The Global Gathering Place. Their website is located at [www.globalgatheringplace.com](http://www.globalgatheringplace.com)

**University Of Saskatchewan Student Card**
Students of Lutheran Theological Seminary are eligible to receive a University of Saskatchewan Affiliation Services Card upon production of a letter from the Lutheran Theological Seminary Registrar’s office confirming the registered full-time status of the student and a copy of one of the following forms of identification: a photo driver’s license, a passport or a citizenship card.

A University of Saskatchewan Affiliation Services Card is available from the Campus ID Card Office at the University of Saskatchewan, Main Bookstore, Marquis Hall, 97 Campus Drive. More information can be found at [http://www.usask.ca/consumer_services/cardoffice/](http://www.usask.ca/consumer_services/cardoffice/) under the “U of S Affiliation Services Card” tab.

An Affiliation Services Card provides Lutheran Theological Seminary students with access to the University of Saskatchewan libraries and purchased meal plans.

**Recreational Facilities**
All students of Lutheran Theological Seminary are eligible to access the recreation facilities at the University of Saskatchewan by purchasing a visiting student membership. Information on membership and the recreation facilities offered can be found at [http://recservices.usask.ca/getfit/fit-centre/pricing.php](http://recservices.usask.ca/getfit/fit-centre/pricing.php)

**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.

**Otto Olson Library at Lutheran Theological Seminary and the 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 (which includes the College of Emmanuel & St. Chad collection) and Horizon College & Seminary (located on 8th Street). 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. Online assistance is available upon request. Please email or phone the library if you require such assistance. Online assistance is available upon request. Please email or phone the library if you require such assistance. Online assistance is available upon request. Please email or phone the library if you require such assistance. Online assistance is available upon request. Please email or phone the library if you require such assistance. Online assistance is available upon request. Please email or phone the library if you require such assistance.

**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](http://reindex.net/STU).

**Library Hours:**

**LTS:** During the academic year the regular hours of the LTS library are:
- Monday to Friday: 8:30 a.m. – 4:30 p.m.
- Saturday, Sunday: Closed

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

**St. Andrew’s College Library** (with the College of Emmanuel and St. Chad holdings):
- Monday, Wednesday, Friday: 8:30 a.m. – 4:30 p.m.
- Tuesday and Thursday: 8:30 a.m. – 9:00 p.m.
- Saturday and Sunday: Closed

**Horizon College Library**:
- Monday, Wednesday, Friday: 8:30 a.m. – 4:30 p.m.
- Tuesday and Thursday: 8:30 a.m. – 9:00 p.m.
- Saturday and Sunday: Closed

**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. 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.
**Overdue Library Loans:** 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.

If students have unreturned books at the end of their program, they must be returned before they can graduate.

For information on fines, please check with STU Libraries staff, or ask for the STU Circulation Policy at the Otto Olson Lutheran Theological Seminary Library, St. Andrew’s College Library, or Horizon College Library.

**To Borrow:**
- take items to the circulation desk;
- scan your library card barcode and enter your 4-digit pincode;
- 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](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. 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)
- ATLA Religion Serials Collection
- EBSCO eBook Religion Collection

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. Printing on the library printer is 10 cents per page. Please ask about required Chapel printing. Photocopying is available behind the circulation desk 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 for all students registered at LTS. Please inquire with library staff about carrel availability.

**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 and only covered drinks) may be brought into or consumed in the library. Please leave all food wrappers in waste containers outside the library.

### MISCELLANEOUS

**Students Taking Courses for Interest**
Courses taken only for personal interest (i.e., not taken for academic or continuing education credit) will be identified on a student's transcript by the notation AUDIT. Students registering for a particular course for personal interest will not be required to complete any course assignments or write examinations nor be entitled to having course work corrected. The fee for taking a seminary course only for personal interest is $250. Spouses of seminary students, however, may take any seminary class for personal interest free of charge. To take courses for Personal Interest, please complete the Occasional Student application form found on the LTS website, or ask for it from the Registrar.

**Continuing Education Credit Courses**
Those who have already graduated from an MDiv, BTh, MTS or Diaconal program, but want to take an LTS course for continuing education credit may do so upon acceptance as an occasional student. To register in courses for continuing education credit, please complete the Occasional Student application form found on the LTS website, or ask for it from the Registrar.
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. See timetable of “Academic Dates and Events” in the current Academic Calendar.

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. Mail security is the responsibility of the individual student.

Occasional Students Transferring into a Degree or Certificate Program
1. Up to six courses taken for credit as an occasional student (i.e. prior to admission to a degree program) can be transferred into a degree program. Generally, no more than three ‘occasional’ courses may be taken per semester.

2. 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 LTS and Emmanuel/St Chad faculty and staff and the staff of the Saskatchewan Synod offices.