



# **LUTHERAN THEOLOGICAL SEMINARY SASKATOON**

**~ Student Handbook ~  
for BTh, MDiv, MTS and Certificate Programs**

**2014 - 2015**

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## INTRODUCTION

### **Living as People of Grace and Accountability in Community**

In the seminary community, as in life, how we live is a reflection of who we are. Martin Luther, in his treatise, “The Freedom of a Christian,” noted, paradoxically, that ‘we are completely free persons, subject to no one,’ because of God’s grace, 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 accountability calls us to place each other’s actions in the best possible light, treat each other with respect, and not do anything to bring disgrace upon others or that will harm the community. These realities shape and form the seminary’s ‘Code of Honour.’ As a seminary community, we promise to each other, to abide by this code, as described below.

### **Our Code of Honour**

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

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

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

### **Student in Good Standing**

The Lutheran Theological Seminary seeks to be deliberate in the formation of its students for ministry. Behaviour that undermines the community, be it the Seminary, the church, or the broader community in which we live is not acceptable.

Many, if not most, of the students at LTS will become rostered ministers in the church, and therefore, it is expected that to be a *student in good standing*, LTS students will not act in ways that are unbecoming a rostered minister, as defined in the *ELCIC Manual RE: Discipline of Rostered Ministers*.

Therefore, students may be suspended by the President or by vote of the Faculty for a semester<sup>1</sup>, 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. The betrayal of confidences.
2. The destruction of the reputation of another or the unwillingness to show respect for others through use of language, inappropriate jokes, intimidation, physical abuse, etc., as set forth in the LTS Harassment Policy (including electronic means).
3. Demeaning or harassing other students, Faculty or staff at the Seminary for whatever reason including gender, sexual orientation or race, as set forth in the LTS Harassment Policy, threats of harm or actual harm by any means (including electronic means).
4. Acting contrary to the policies of LTS or the ELCIC.
5. Fiscal irresponsibility, such as failure to pay student fees and tuitions in an appropriate and timely manner, without making arrangements approved by the Director of Finance.
6. 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 his/her status as *student in good standing* has been revoked, and that she/he is 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, Faculty research grants, or other benefits normally available to students.

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<sup>1</sup> 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.

## ACADEMIC MATTERS

### Advisors

The advisor system facilitates several areas of work at the seminary by appointing an advisor to each incoming 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 on the basis of their transcripts and their expressed area preferences as stated in the autobiography which is part of their application.
2. Ongoing and senior students will normally continue with the advisor to whom they were originally assigned. However, ongoing and senior students may express a preference to the Academic Dean for a certain professor as advisor. Advisors' loads are equalized as much as possible thus it may not be possible to honour all preferences. However, such requests to the Academic Dean receive every consideration.
3. All MTS and STM students are appointed an advisor in their major area.
4. Advisors may express a preference to the Academic Dean not to have a certain student among their advisees.
5. While the advisor will make every effort to draw potential problems to the student's attention, students are ultimately responsible for identifying the requirements of their program and for meeting them within the appointed time frame.
6. The relationship of advisor/advisee is primarily academic.
7. 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. Students in the MDiv and STM programs who have Hebrew proficiency are expected to take all Old Testament courses for exegetical credit, and students with Greek proficiency are expected to take all New Testament courses for exegetical credit.

Students in the BTh program or certificate programs may take that biblical class for interpretation credit. The following regulations apply:

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

2. A language deficiency may be removed by satisfactory completion of a six-credit introductory course in Greek or Hebrew, 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. Consequently, 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 enrolls for 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 Orientation Colloquia CL 100, 101 and 102; SL/PL 155 Globalization /Ethics, 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 an academic 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.

### **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.

### **Credit Expiration**

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

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

### **Electronic Submission of Course Assignments & Examination Papers**

The seminary recognizes the convenience of electronic submissions but is also aware of its limitations and the additional amount of work it creates for course instructors. For these reasons, students are to submit all class assignments and examination papers in printed form unless indicated otherwise in the course syllabus. Course instructors may accept electronic submissions under extenuating circumstances. In all such cases, it is the responsibility of the student to ensure that the instructor has received the assignment submitted electronically.

### **Intensive Course Due Dates**

1. Due dates for the submission of required work for intensive courses are subject to the regular academic dates that are set each academic year. Intensive course assignments will be due on the Friday of Reading week for Units 1 and 2 and the Friday of Exam week for Units 3 and 4. Assignments for Unit 5 are due by the last Friday in the end of J term. Assignments for Units 6 & 7 are due by the Friday of the March Reading Week and for Units 8 & 9 by the Friday of the April exam week.
2. The specific due dates for each year are found in the “Academic Dates and Events” as found at the back of this Student Handbook. Please note that the current extension policy applies to all courses, regardless of the format in which they are offered.

### **Reading Courses**

Students may take one reading course per semester.

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 content of the proposal.
2. Faculty may normally supervise no more than one reading course per semester.
3. Normally a reading course will not be approved when similar courses are being offered in the same academic year.

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

During the summer session students may take no more than one reading course.

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

### **Spring & Summer Term Courses**

Normally, the Spring and Summer Terms are reserved for language study and CPE. Since the MDiv/BTh curriculum is concentrated in the Fall and Winter terms, LTS will generally not offer many Spring or



Summer term courses other than language studies. Nevertheless, a student may apply to take a reading course, or a self-directed study project in a specific area of interest not covered in their prescribed curriculum. Students may normally take one such course (three semester hours) per year during Spring or Summer term.

Self-directed study projects shall be proposed by the student to the Dean, who shall consult with potential faculty. In consultation with this supervisor the student shall design an outline for the project and agree on a method of evaluation. The course shall be of such a scope as to require an amount of time and study approximately equivalent to that demanded by regular courses in the seminary calendar.

In consultation with the project supervisor the student shall complete a reading course or self-directed project proposal form available from the Registrar and submit it to the Academic Dean.

1. The Spring and Summer terms are designed to allow students to do reading courses or to pursue independent study projects.
2. The 3-week spring term normally begins the Monday following convocation. The Summer term begins the first Monday following the Spring term. Spring and Summer Term work must be completed by August 15<sup>th</sup> of the year in which the course was taken.
4. The Spring or Summer term course, whether it is a reading course, an intensive language course, or project, must be of such a nature that it can be evaluated and graded by means of an examination or some other objectively assessable medium.
5. The Spring and Summer term reading course, intensive language course, or self-directed study project requires the availability of an advisor who has expertise in the area of study proposed.
6. The Spring or Summer term course may be arranged as a group project. Such a group course may be implemented by students in consultation with a professor in the field selected.
7. All spring/summer reading courses or projects must be approved by the Academic Dean and Faculty Advisor at least one month before the Spring or Summer term begins.
8. A Spring or Summer term intensive course carries the same weight as a normal course (normally, 36 hours of in-classroom instruction regardless of whether the course lasts one, two or three weeks). A Spring or Summer term project or reading course would require a similar commitment of time in discussion or interaction. Thus, it follows that
  - a. a student may normally not take more than one such Spring or Summer term course during the Spring or Summer term.
  - b. courses assessed at less than 3 credit hours may be approved provided a member of the faculty assumes the responsibility of assuring that appropriate requirements are set, and that these requirements are satisfactorily met.

### **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 in each area, assesses each course for which the student requests transfer credit. For the seminary's purposes "accredited institutions" are those accredited by the Association of Theological Schools in Canada and the United States.

To receive transfer credit for an approved course, the student must have earned a minimum grade of 65% or its equivalent. Upon assessing the course(s) from other institutions, the Academic Dean, in consultation with the appropriate faculty member, 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 the student of the decision so that practical details can be worked out.

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**

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

A student may withdraw from an intensive course without academic penalty according to the following time frames:

- 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 7<sup>th</sup> 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. A student who withdraws from a course after the second full week of a semester shall also inform the professor of that course of his/her action in writing.

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

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

### **Transfer of Students Within the Saskatoon Theological Union**

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

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

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

### **Pastoral Residency Prerequisites**

Students are expected to take all the courses in Year A and Year B before they are eligible for pastoral residency. If a student fails a course during Year A or Year B they should not expect LTS to offer that course until it is regularly offered again.

### **Thesis Options**

Students enrolled in the BTh/MDiv/MTS programs who have achieved a minimum GPA of 75% have the option of writing a thesis. Those who choose this option are to register to do the thesis by the first week of the fall semester in which their pastoral residency 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, Thesis and Dissertations*. The length of the thesis shall be a minimum of 60 pages but not exceed 75 pages (15,000 – 18,000 words). A copy of the thesis approved by the thesis advisor shall be submitted to the examiners for the defence no later than 4 weeks prior to the deadline for oral defence. Upon passing the defence, a receipt from the binders for the approved copy is to be submitted to the registrar by 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 from the registrar.

### **Academic Integrity**

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

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

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

Should an instructor ascertain that plagiarism has occurred; the instructor will first consult with the student and the 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 by a letter of endorsement from their Lutheran Synod CTEL supporting their re-admission (if they are in a program of studies that leads to being placed on a roster of the church). 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 faculty decides how to assist the student in a continued academic program or in discerning necessary alternatives.

### **Course Evaluation**

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 are submitted.

### **Disclosure of Student Personal Information**

LTS is an affiliate college of the University of Saskatchewan and as such is considered a "Local Authority" under the Local Authority Freedom of Information and Protection of Privacy Act of the Province of Saskatchewan, Chapter L-27.1 of Provincial Statutes (the "Act"). As a Local Authority, LTS may thus collect certain "Personal Information" concerning each student. "Personal Information" includes, without limitation, the following: information relating to race, creed, religion, colour, sex, family or marital status, disability, age, or ancestry; criminal, education or employment records;

identifying numbers; addresses and telephone numbers; financial information or history; medical information; transcripts of grades; correspondence to LTS from a student and/or from LTS to a student which is of a confidential nature; and/or applications for admission and supporting documents (See Section 23(1) of part IV of the Act). LTS will also compile evaluative or opinion material for each student for the purpose of determining his/her suitability, eligibility or qualifications for admission to LTS, the awarding of a degree, or the satisfaction of academic program requirements, which information is provided explicitly or implicitly in confidence (referred to as “Confidential Information”).

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

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

CTEL committees may require students to provide them with transcripts of grades earned at LTS. In an effort to expedite the flow of transcripts from LTS to CTEL committees, the administration invites each student to execute a written consent authorizing LTS to release transcripts of grades earned at LTS to the relevant CTEL. In the event that any student elects not to execute a written consent, that student will be personally responsible for transmission of any transcripts to the relevant CTEL committee.”

### **Probationary Year**

A student who enrolls in a degree program at LTS is initially on probation for their first year. This period of time gives the student opportunity to demonstrate that the student can handle the academic demands and is integrating into the community. Upon successfully completing the Fall and January terms and by vote of the faculty, the student may be considered fully matriculated, which means that they are removed from probation and are granted all the rights, privileges, opportunities and responsibilities of a student at LTS.

### **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.

### **Supervised Pastoral Education**

1. **CPE/PCE Requirement**

Master of Divinity, Bachelor of Theology degree candidates and Diaconal Certificate Program candidates complete one quarter of Clinical Pastoral Education (CPE) or one quarter of Pastoral Counselling Education (PCE).

The CPE/PCE requirement normally is to be completed prior to a student's beginning his/her pastoral residency. Students should apply early in the Fall Semester about 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.

2. **Grading of CPE/PCE**

Students are responsible for submitting two copies of their CPE/PCE report to the Registrar. The Registrar will place one copy into the student's file and another into the pastoral residency 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.

### **Pastoral Residency**

1. **Pastoral Residency Requirement**

All candidates for the Master of Divinity, Bachelor of Theology degree and Certificate Programs (Diaconal Ministry and Lutheran Formation) are required to serve an eighteen to twenty month pastoral residency.

2. Permission to enter an pastoral residency program will be given only to students who have been officially admitted to their respective programs of study.

3. CTEL endorsement for pastoral residency.

4. LTS Faculty endorsement for pastoral residency.

5. Students in the MDiv or BTh are eligible for pastoral residency only after they have completed all the required courses in Year A and Year B, and who have successfully passed their comprehensive exams for both Year A and Year B. These required courses are:

CL 100	God Speaks: Theology of the Word
PL 115	Introduction to Liturgy
BL 231	Pentateuch
BL 224	Psalms
BL 228	Isaiah and the Prophets
BL 276/7/8	Gospel for the Lectionary Year
PL 215	Introduction to Homiletics
BL 272	Galatians or BL 275 Romans

PL 231	Introduction to Pastoral Care
BL 283	Pastoral Epistles and Revelation
CL 101	God Speaks: "I Am Texts"
HL 111	The Story of Christianity – Early and Medieval
SL 210	Theology I
SL 211	Theology II
SL388	Contemporary Theologians
PL/SL 155	Globalization and Ethics
CL 102	Globalization/Cross Cultural Immersion Experience
HL 112	The Story of Christianity – Reformation and Modern
SL 120	Lutheran Confessions
HL 248	Confessional Lutheranism in the Canadian Context
SL 365	Contemporary Ethics
One unit of CPE	

5. Students in the diaconal stream of the Master of Theological Studies degree and Certificate Programs are eligible for pastoral residency 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 Systematic Theology

SL 155 Globalization and Ethics

6. Grading Pastoral Residency

The pastoral residency will be graded on the student's transcript, using the categories P, P/WR (pass with reservations), and F. The categories P and F are self-explanatory. The category P/WR indicates that the pastoral residency 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 pastoral residency grade P/WR, the following procedure will be observed:

- Reservations will be noted in writing, with one copy given to the student, one placed with the pastoral residency reports, and one sent to the student's CTEL.
- The pastoral residency director and faculty will assist the student in constructively addressing the reservations.
- Reservations may include, but not be limited to, identification of personal and/or professional areas which could be strengthened before entering ministry.

- For such a student to prepare for ordination or consecration the recommendation may include completing a second pastoral residency, pursuing training in specific areas of ministry before appearing for colloquy, or pursuing work and/or training in an area other than ministry.
- The decision to act on these latter recommendations will rest with the appropriate CTEL which will be in contact with the student in the senior year.

7. Non-ELCIC Students

Candidates for the Master of Divinity and the Bachelor of Theology degree who are not members of the Evangelical Lutheran Church in Canada are also required to have a supervised pastoral residency. 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 pastoral residency may be granted. A student may choose to do a pastoral residency in spite of the waiver from his/her denomination.

9. Pastoral residency endorsement and placement

Normally pastoral residency takes place after successful completion of Years A and B. Pastoral residencies in specialized situations may become available from time to time. Students must be endorsed for pastoral residency by both their CTEL and by the LTS faculty before they are eligible for a pastoral residency. Students must also obtain permission from the faculty to apply for such specialized pastoral residencies.

10. Administration

The pastoral residency 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 Contextual Education committee and the full faculty.

**Availability of Grades & Reports**

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

Grades will be available on Populi as professors enter them.

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.

**Extensions**

1. All assignments are due on the date specified in the course syllabi and course calendar.
2. If any coursework cannot be completed before the final date specified in the Academic Schedule for the unit's completion, it is the responsibility of the student to request an extension from the instructor by email, cc'd to the Academic Dean and Registrar. Requests must be submitted prior to the scheduled due date. Approval by the professor (by email, cc'd to Academic Dean and Registrar) should include the terms of the extension, new due date and any penalties exacted.



3. If an extension of more than four weeks past the end of Fall, January or Winter terms 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 semester classes required for pastoral residency or graduation.
4. Extensions are not available beyond the exam period in April for students graduating in May or going on pastoral residency.
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.
7. In situations of emergency or compassionate need, the decision to grant an extension will rest with the head of the school of enrolment.

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

### **Attendance**

Class attendance and participation is mandatory for all courses. Students are not permitted to miss more than 10% of the classes of any one course. For example if your course meets once a week for three hours, absence from two or more classes would mean that you have exceeded the acceptable 10% absence rate.

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.

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

### **Course Load, Normal**

The student's request for an overload must be supported by the student's advisor. Course overload beyond 5 courses per term requires permission of the Academic Dean and the student's faculty advisor. Only students with a cumulative grade point of at least 75% may take an overload of classes.

Students, especially part-time and occasional students, are advised to follow the sequence of required courses suggested in the curriculum. When planning their studies they must recall that a given required course is taught only once every two years.

### **Course Work Sequence**

All courses are offered 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.

### **Introductory Class Procedure**

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

1. A statement of purpose for the course, including expected student outcomes.
2. A general outline of material to be studied during the course.
3. Method of evaluation for the course grade.
4. Suggested topics for term papers and the length of them, if term papers are required.
5. Suggested list of books or periodicals for reading.

### **Leave of Absence**

Candidates formally admitted into a degree program are expected to begin their studies by the following semester. If a deferral of the commencement of study is necessary candidates must apply in writing to the 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. (See 'Withdrawal and Subsequent Re-Application to a program,' for more information).

### **Timetable**

The timetable of LTS will be set well in advance of the beginning of the academic year and, once set, will be changed only under exceptional circumstances.

## **FINANCES & PAYMENT**

### **Payment of Bills**

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

1. Tuition is due and payable on the first day of classes each semester.
2. If a student withdraws from a course before the designated withdrawal deadline they will receive 50% of their tuition. After the withdrawal deadline there will be no tuition refunded.
3. Audit fees are subject to the \$60 minimum registration for complete cancellation up to the end of the two-week change period and are non-refundable after that time period.
4. Students who have overdue accounts will not be permitted to register for the next semester unless they have made special arrangements with the President or the director of finances.
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 by the President.

### **Registration Deadlines**

1. The registration deadlines are 6 weeks prior to the first day of classes in the Fall, January, Winter, Spring & Summer terms. Students may register online through Populi.
2. Students registering for first year, first semester courses are exempt from the above deadlines, but must register before the first day of classes.

### **Student Aid**

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

Application deadlines: September 23, 2014  
February 7, 2015

## WORSHIP & COMMUNITY LIFE

### **Chapel**

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

### **Directory**

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

### **Local Congregations, Involvement in**

Students in the MDiv, BTh and certificate programs are expected to worship regularly with a local congregation throughout the school year.

### **Principles to Guide Conflict & Discussion at LTS**

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

1. We will demonstrate respect for people's faith position while honouring honest inquiry.
2. We will appreciate and respect the diversity of positions within the Lutheran tradition, while acknowledging that the educational process entails struggle, growth, judgment, openness, discernment, and re-evaluation. We also welcome and affirm the richness of the Christian faith in its many denominational expressions and welcome the participation of people from these traditions, and we accord to those traditions the respect which they deserve.
3. We will deal with issues through a process which is built on trust, security, and a desire to produce faithful pastors able to deal in a constructive way with diversity, challenge and conflict, in the context of a Christ-centered ministry.
4. We commit ourselves to wrestle things through with each other, and to do so as members of the community in a mutually respectful and gracious way.
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 Harassment and Discrimination Officer of the seminary. If that person chooses to file a formal complaint, the Harassment and Discrimination Officer shall help that person through the process, as identified in the most current edition of the *Lutheran Theological Seminary Discrimination and Harassment Prevention Policy and Procedures*, which can be obtained from the Harassment and Discrimination Officer, the Registrar, or the Academic Dean.
7. Because the seminary community is a worshipping, witnessing, and serving community of faith, we will strive to enhance chapel as a place for worship, up building, and healing of relationships.

### **STU Web Site**

The LTS website is hosted on the Saskatoon Theological Union web site.

(<http://www.usask.ca/stu/luther>)

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

## **RESOURCES**

### **International Students**

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

### **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 8<sup>th</sup> 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.

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

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

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

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

**St. Andrew's College Library (with the College of Emmanuel and St. Chad holdings)**

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

**Horizon College Library**

Monday, Wednesday Friday: 8:30 a.m. to 9:00 p.m.  
Tuesday, Thursday: 8:30 a.m. – 10:00 p.m.  
Friday: 8:30 a.m. – 3:30 p.m.  
Saturday: 1:00 p.m. – 5:00 p.m.

**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.

**Overdues:** Loan periods for library materials are established so that all users have access to the information they need. To encourage the timely return of library materials, you will be charged fines for any late returns.

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> 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)
- Religious and Theological Abstracts (abstract)

STU Libraries also subscribe to the following general academic databases:

- ArticleFirst
- ATLA Serials Religion Database
- ECO (Electronic Collections Online)
- ERIC
- Ebooks
- MEDLINE
- WilsonSelectPlus Full Text
- WorldCat
- WorldCat Dissertations

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

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

**Computers, Printing, Photocopying:** Internet access is available in the library through ground and wireless formats. Library computers offer library catalogue, online databases, Internet searching, and word processing. Please limit use to 30 minutes. A station is dedicated to Greek and Hebrew Tutor CD-ROMs. Printing on the library printer is 10 cents per page. Please ask about required Chapel printing. Photocopying is available in the LTS Library periodicals room at 10 cents per page. Please ask for your photocopy access code at the library. Access codes allow copying up to \$25.00. Invoices will be issued by the Finance Office and accounts may be paid there. Please ask about required Chapel photocopying.

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

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

## MISCELLANEOUS

### **Audit Students**

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

### **Graduation, Registration for**

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

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

### **Mail Procedures**

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

### **Occasional Students**

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



3. Persons who wish to take courses on an occasional basis need to apply for occasional student status.

***Parking***

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