



**LUTHERAN THEOLOGICAL SEMINARY
SASKATOON**

STUDENT HANDBOOK

for

BTh, MDiv, MTS and Certificate Programs

2016 – 2017

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INTRODUCTION

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* and *Prevention of Discrimination and Harrassment Policy*.

To indicate our commitment to responsible, loving behaviour in our community all students sign the agreement at the end of this handbook indicating that they have read this covenant, the *Prevention of Discrimination and Harrassment 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 Harrassment 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 Harrassment 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.

Prevention of Discrimination and Harassment Policy

Lutheran Theological Seminary has a *Prevention of Discrimination and Harassment Policy*, a copy of which is available on the Seminary website at <http://www.usask.ca/stu/luther/documents/Discrimination-and-Harassment-Policy.pdf> . All students attending Lutheran Theological Seminary are required to read this *Student Handbook* and the *Prevention of Discrimination and Harassment Policy* and abide by the regulations and principles contained therein. Students are required to complete an adherence form verifying that they have both received and read the Policy.

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.

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 .

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 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.
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.

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.

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").² 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

² This document can be accessed at: <http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/L27-1.pdf>

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”).

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 |
| 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 or 275 | Galatians or Romans |
| BL 283 | Pastoral Epistles and Revelation |
| HL 111 | The Story of Christianity – Early and Medieval |
| HL 112 | The Story of Christianity – Reformation and Modern |
| HL 248 | Confessional Lutheranism in the Canadian Context |
| PL 115 | Introduction to Liturgy |
| PL/SL 155 | Globalization/ Ethics |
| PL 231 | Introduction to Pastoral Care |
| SL 120 | Lutheran Confessions |
| SL 210 | Theology I |
| SL 211 | Theology II |
| SL 334 | Contemporary Theologians |
| SL 365 | Contemporary Ethics |
| One unit of CPE | |

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 an eighteen 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 CTCL, 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 a 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 Contextual Education committee and 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. Students may register online through *Populi*.

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.

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 Registrar 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*.

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.

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/>.

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/> 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>

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
1528 20th Street West, 306-664-4310
100, 2501 Louise Street, 306-655-4550

Primary Health Centre South East
Scott-Forget Towers

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

Walk-in Clinics:

20th and Q Pediatric Specialists and Family Walk-In Avalon Medical Clinic
1631 – 20th Street West, 306-384-9888

23-2605 Broadway Avenue South, 306-652-3496

Blairmore Medical Clinic
225 Betts Avenue, 306-652-6400

Lakeside Medical Clinic
3919 – 8th Street East, 306-374-6884

Lenore Medical Clinic
#4 – 123 Lenore Drive, 306-242-6700

MediClinic
101 – 3333 – 8th Street East, 306-955-1530

Pinehouse Medical Centre and Walk-In Medical Clinic
147 – 211 Pinehouse Drive, 306-668-6333

Saskatoon Minor Emergency Clinic
3110 Laurier Drive, 306-978-2200

Westend Walk-In and Medical Clinic
411 Confederation Drive, 306-382-6333

Westgate Medical and Minor Emergency Clinic
18 – 2410 – 22nd Street West, 306-384-7800

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>

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, 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.

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 will attending the Seminary. Their website can be found at <http://www.lutherancampusministry.sk.ca/Home.html>

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

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

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/ 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>

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.

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> .

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> 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 through 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.