



Lancaster
THEOLOGICAL SEMINARY
Innovative. Involved. Inclusive.

Lancaster
Theological
Seminary
Student
Handbook

2012-
2013

This *Handbook* provides information regarding policies and procedures in place for study at Lancaster Seminary, as well as descriptions for proposed courses through 2012-13. It has been compiled based on information available at the time of publication. Lancaster Theological Seminary reserves the right to amend this document and will notify the Seminary community of such amendments as soon as possible.

2012-2013 STUDENT HANDBOOK

Lancaster Theological Seminary offers three degree programs:

- Master of Divinity
 - Specialization in Chaplaincy
 - Specialization in Spiritual Direction
- Master of Arts (Religion)
 - Specialization in Spiritual Direction
- Doctor of Ministry

Students in the degree programs may be assured that the basic requirements for completing each degree, as set forth in this handbook, will remain the same until graduation, provided that they continue full time:

- Master's degree students: at least 24 credits per academic year throughout the course of study
- Doctor's degree students: an average of 10 credits per year over the first three years in the program, and completion of doctoral project on schedule

In addition, Lancaster Seminary offers the following non-degree study opportunities:

- Certificate of Lay Leadership
- Certificate in Youth and Young Adult Ministries
- Unclassified
- Special
- Continuing Education (no Academic Credit awarded)

All persons engaged in education programs at Lancaster Theological Seminary, including certificate programs, special students and continuing education participants, are subject to the regulations, policies and procedures set forth in this handbook.

Accreditations and Authorizations

Lancaster Theological Seminary is accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada, and the following degree programs are approved: MDiv, MA (Religion), DMin

The Commission contact information is:
The Commission on Accrediting of the Association of Theological Schools
in the United States and Canada
10 Summit Park Drive
Pittsburgh, PA 15275
USA
Telephone: 412-788-6505
Fax: 412-788-6510
Website: www.ats.edu

Lancaster Theological Seminary is also accredited by Middle States Association of Colleges and Schools.

Middle States Association of Colleges and Schools
Commission on Higher Education (MSA/CHE)
3624 Market Street
Philadelphia, PA 19104-2680
USA
215-662-5606 ~ www.msache.org

All degree programs are approved by the Department of Education of the Commonwealth of Pennsylvania through the Division of Graduate and Professional Programs.

Lancaster Theological Seminary is approved by the U.S Department of Justice for the enrollment of non-immigrant international students and for Veterans Education under the provisions set forth by the Department of Veterans Affairs.

Lancaster Theological Seminary is approved by church and denominational groups for the training of persons for positions in ordained ministry.

Statement on Non-Discrimination

Lancaster Theological Seminary affirms a commitment to equality of opportunity for all individuals and does not discriminate on the basis of race, color, sex, religion, age, creed, marital status, national origin, ancestry, physical or mental disability, sexual orientation, affectional preference, veteran or citizenship status in admissions, financial aid, educational programs, housing and services, or in employment practices.

Beyond the policy of non-discrimination, the Seminary acts affirmatively to attain a more balanced representation of under-represented racial and ethnic minorities in order to add valuable diversity to the life of the school.

SECTION 1 – ACADEMIC YEAR AND TERMS

The Academic Year at Lancaster Theological Seminary is divided as follows:

Fall Semester (1)		Spring Semester (2)		
Session: 1 - Pre-Fall	Session: 2 - Fall	Session: 3 - January	Session: 4 - Spring	Session: 5 – May/June
August Term Intensives 3 weeks Maximum credit load: 3 credits	Fall Term 14 weeks* Maximum credit load: 18 credits	January Term 1, 2, & 3 week intensives Maximum credit load: 3 credits	Spring Term 14 weeks* Maximum credit load: 18 credits	May/June Term 1, 2 & 3 week intensives Maximum credit load: 3 credits

* Plus Reading Week

SECTION 2 – STUDENT CLASSIFICATIONS

- 2.1 FULL-TIME** master's students are officially defined as those who register for a minimum of 12 credits per semester (24 credits per academic year). Doctor of Ministry students are considered full-time while they are engaged in that program, even though they may not be registered for 24 credits during an academic year. The maximum credit load for each term may be exceeded only by special permission of the student's advisor and the Dean of Students.
- 2.2 PART-TIME** students are master's students who take fewer than 24 credits per academic year and may or may not be pursuing a degree.
- 2.3 UNCLASSIFIED** students are those who have earned baccalaureate degrees and would like to increase their knowledge of a particular subject matter or need time for vocational discernment. **A maximum of 18 credit hours may be earned in the Unclassified status before seeking admission to either the Master of Divinity or Master of Arts (Religion) degree program.**
- 2.4 SPECIAL STUDENT STATUS** may be applied for by persons who are in a degree program at an ATS (Association of Theological Schools) accredited institution and wish to take one course at Lancaster Seminary to be transferred into their program for graduation. Those who have already earned the Master of Divinity degree and wish to take one course for credit to satisfy certification requirements may also apply in this category.
- 2.5.1 SPECIAL (EMS)**, by special arrangement with Eastern Mennonite Seminary's Lancaster Campus, students matriculated in graduate theological studies at EMS may apply and register for courses offered by Lancaster Theological Seminary according to Lancaster Seminary's normal policies and procedures for admission of Special Students. Eastern Mennonite Seminary students may take more than one course at Lancaster Seminary. (See Section 3)
- 2.5.2 Special (LTSP)**, by special arrangement with The Lutheran Theological Seminary at Philadelphia, students matriculated in graduate theological studies at LTSP may apply and register for courses offered by Lancaster Theological Seminary according to Lancaster Seminary's normal policies and procedures for admission of Special Students. LTSP students may take more than one course at Lancaster Seminary. (See Section 3)
- 2.6 CERTIFICATE OF LAY LEADERSHIP and CERTIFICATE IN YOUTH AND YOUNG ADULT MINISTRY** students are those who are engaged in a program of lay education leading to a certificate with concentrations in youth ministry, Christian education, biblical studies, lay leadership, congregational care or Christian spirituality.
- 2.7 GRADE LEVEL ADVANCEMENT** For reporting purposes, including Stafford loan certification, the following grade level designations have been adopted:
- 2.7.1 Junior:** Master of Divinity, 0-32 credits; Master of Arts in Religion, 0-26 credits; D.Min., tuition billings 1 through 8.
- 2.7.2 Middler:** Master of Divinity, 33-63 credits; D.Min., tuition billings 9 through 15.
- 2.7.3 Senior:** Master of Divinity, 64-94 credits; Master of Arts in Religion, 27-52 credits; D.Min., project phase.
- 2.8 TIME LIMITS FOR COMPLETION OF DEGREE PROGRAMS**
- 2.8.1 Master of Divinity** program must be completed within 8 years (16 semesters) of first registration.
- 2.8.2 Master of Arts (Religion)** program must be completed within 6 years (12 semesters) of first registration.
- 2.8.3 Doctor of Ministry** program must be completed within 5 academic years of first registration.

SECTION 3 – ADMISSIONS POLICIES AND PROCEDURES

- 3.1 To be considered for admission, a candidate must submit to the Admissions Office:
- 3.1.1 Completed Application for Admission
 - 3.1.2 Master's: Evidence of a baccalaureate degree earned from an accredited college or university. A cumulative grade point average of 2.5 is expected.
 - 3.1.3 Doctor's: Evidence of Master of Divinity degree earned from an accredited theological institution; a cumulative grade point average of at least 3.0 is expected. See Section 17 for other admissions policies and procedures specific to the Doctor of Ministry program.
 - 3.1.4 Official transcripts from all post-secondary institutions from which a degree was earned.
 - 3.1.5 Four letters of reference (Two letters of reference for Unclassified and Certificate of Lay Leadership status)
 - 3.1.6 Application Fee
 - 3.1.7 Interviews with a faculty member and the Director of Admissions are required for Master of Divinity, Master of Arts in Religion and Doctor of Ministry applicants. An interview with the Director of Admissions only is required for Unclassified and Certificate of Lay Leadership applicants. It is preferable that the application and essay be completed and submitted before scheduling interviews with the Admissions Office.
 - 3.1.8 Application Deadlines: All applications and supporting documents must be received by the following dates for admission consideration:
 - 3.1.8.1 M.Div., M.A.R., Unclassified, Certificate of Lay Leadership, Special: June 1 for September/Fall entry; November 15 for January/Spring entry.
 - 3.1.8.2 D.Min.: May 1 - Applications and supporting documents received by this date are reviewed in June for consideration of admission in the following Fall semester.
 - 3.1.8.3 Materials received after the deadlines may be considered on a space-available basis.
 - 3.1.9 Test of English as a Foreign Language (TOEFL) is required of any applicant whose first language is not English.
- 3.2 **Persons who have not earned a baccalaureate degree:** The Association of Theological Schools in the U.S. and Canada (ATS) permits the admittance into the Master of Divinity degree program only of persons who have not earned a baccalaureate degree, but who meet all other admissions criteria, provided that the total number of such students does not exceed 15% of the total Master of Divinity student body. See Master of Divinity Program (Section 14.2).
- 3.3 **Transfer Students:** See Academic Policies and Procedures (Section 4.10).
- 3.4 **International Applicants:** Lancaster Theological Seminary is authorized under Federal law to enroll non-immigrant students. Lancaster Seminary has been enriched by the presence on our campus of those from around the world and values the opportunity to participate in equipping them for leadership in congregations and agencies in their home countries. International applicants are required to meet the general requirements for admission as noted above, as well as additional language, financial and denominational endorsement standards. Test of English as a Foreign Language (TOEFL) is required of all international applicants. Contact the Admissions Office for detailed information about admissions requirements, appropriate programs and deadlines.

SECTION 4 – ACADEMIC POLICIES AND PROCEDUES

- 4.1 Faculty Advising:** A resident faculty member is assigned to serve as advisor for each student. The faculty advisor assists the student in choosing a course of study that best meets her or his educational and vocational needs. The role of the faculty advisor is to assist in a student's progress toward completion of the degree. Because completion of the degree is more than simply meeting stated requirements, students are encouraged to consult with the advisor on any number of matters, be they spiritual, emotional, vocational, or academic. Occasions for consultation on matters other than academics will vary from student to student, and a student often will seek out a faculty member other than her or his advisor. On some matters, a student must consult with her or his advisor. These include: registration for courses, adding or dropping a course, requesting an extension on a course, waiving a requirement, disciplinary matters, and final check for graduation.
- 4.2 Dean of Students:**
- 4.3 Graduation Requirements:** Upon recommendation of the faculty and final approval of the Board of Trustees, the Master of Divinity, Master of Arts (Religion) and Doctor of Ministry degrees, Certificate in Youth and Young Adult Ministries and the Certificate of Lay Leadership are awarded when all appropriate program requirements have been fulfilled. See Sections 14, 15, 16 and 17 for graduation and completion requirements specific to each program.
- 4.3.1** All degrees and Certificates are awarded at the annual Commencement at the end of the Spring semester. No degree, diploma or Certificate will be awarded unless all requirements have been satisfactorily completed and the student account with the Seminary is paid in full.
- 4.3.2** During the Fall term of the year in which a student plans to graduate, he or she should meet with the faculty advisor to review the student's transcript and file to be certain that all courses will be completed in time for graduation.
- 4.3.3** Although the Office of the Dean, the Registrar and the faculty advisor will make every effort to notify the student of any outstanding requirements, the final responsibility for completing the necessary requirements rests with the student.
- 4.3.4** If a student completes the degree program early, he or she may request clearance for graduation from the Registrar. This clearance will certify that the student has successfully completed all credits and requirements for the degree and, upon approval of the faculty and Board of Trustees, he or she is eligible for graduation.
- 4.3.5** A Master's student on the flat-fee tuition payment plan, or a Doctor of Ministry student, who completes the program early must complete all tuition payments prior to final clearance for graduation (M.Div.: 6 payments at the prevailing semester rate; MA(R): 4 payments at the prevailing semester rate; D.Min.: 15 quarterly payments at the prevailing tuition rate).
- 4.3.6** In the year in which a student plans to graduate he or she will receive information from the Registrar concerning matters related to commencement. In addition, Doctor of Ministry candidates for graduation will receive information concerning matters related to submitting the final Doctoral Project.
- 4.3.7** A graduation fee is charged to the student's Seminary account in the Spring term the student is expected to graduate. This fee underwrites, but does not cover all expenses incurred by the Seminary for commencement.
- 4.3.8** Stafford loan Borrowers are required to complete Exit Counseling as instructed by the Financial Aid Officer.
- 4.3.9 Early Participation in Commencement:** Under extraordinary circumstances a student who will not have completed all requirements and/or still needs to complete six or fewer credits for the degree by the end of the spring semester may appeal in writing to the Dean of the Seminary for consideration to be permitted to participate in the commencement ceremony in May, under the following conditions:
- 4.3.9.1** Written request must be received by the Dean of the Seminary no later than the end of the commencement year.
- 4.3.9.2** A final grade must be submitted no later than August 31 of the commencement year. The student's name will be removed from the list of graduates if the deadline is not met.
- 4.3.9.3** The degree will not be conferred nor the diploma awarded until all course work

and requirements for the degree have been successfully completed.

- 4.3.9.4 The date on the diploma may be August 31 to reflect the late graduation. The student may be responsible for additional fees for special printing and distribution of the late diploma.
- 4.3.9.5 The final decision is at the sole discretion of the Vice President of Academic Affairs/Dean of the Seminary on a case-by-case basis; approval for one student does not guarantee approval for another student.
- 4.3.9.6 The student must be in satisfactory financial standing with the Seminary in order to be considered for early participation in commencement.

4.4 Leave of Absence or Withdrawal from Studies: A Leave of Absence is a temporary interruption in a student's program of study, granted with the expectation that the student will return according to the time frame projected on the request form. In some circumstances, a student may wish to voluntarily withdraw from studies at Lancaster Theological Seminary, without the expectation that he/she will return to studies.

4.4.1 Leave of Absence: A student may request a Leave of Absence by completing and submitting to the registrar a Request for Leave of Absence or Notice of Withdrawal Form. [Doctor of Ministry students, see section 17.]

- 4.4.1.1 Ordinarily, Leave of Absence for up to two semesters for master's students, or one full year for doctor's students, will be granted.
- 4.4.1.2 In certain circumstances, the faculty may recommend an administrative leave of absence.
- 4.4.1.3 A date the student reasonably expects to return should be provided.
- 4.4.1.4 For federal Stafford loan reporting purposes, a Stafford loan borrower who has been granted a leave of absence that will exceed 180 days within a 12-month period will be reported as withdrawn and will enter repayment. See Section 6.8 for information on the policies regulating loan funds of students who leave Seminary studies.

4.4.2 Reinstatement from Leave of Absence

- 4.4.2.1 In order to be considered for reinstatement following an approved Leave of Absence a master's student must make an appointment with the Dean of Students [a doctor's student must make an appointment with the Chair of the Doctor of Ministry Committee]
 - 4.4.2.1.a prior to June 1 to return in the next fall semester; or
 - 4.4.2.1.b prior to December 1 to return in the next spring semester.
- 4.4.2.2 The student's Seminary account must be paid in full.
- 4.4.2.3 Any course(s) previously designated as "Incomplete" must be completed and a grade reported to the registrar.
- 4.4.2.4 A plan for retaking any failed courses, if applicable, must be in place.
- 4.4.2.5 The student will be reinstated at the same grade level as when the leave was approved. (See Section 2.7)
- 4.4.2.6 Any other conditions agreed upon by the Seminary and the student must be met.

4.4.3 Withdrawal from Studies: To withdraw, the student must complete and submit to the registrar a Request for Leave of Absence or Notice of Withdrawal form. [Doctor of Ministry students, see section 17.]

- 4.4.3.1 A student will be considered automatically "Withdrawn" if a
 - 4.4.3.1.a master's student does not register in a fall or spring term and fails to secure a leave of absence for two consecutive semesters.
 - 4.4.3.1.b doctor's student fails to secure a leave of absence for up to one full year.
- 4.4.3.2 Once withdrawn, either voluntarily or under the circumstances described in Sections 4.3.3.1 or 4.5, the student must reapply for admission if s/he wishes to return to study.
- 4.4.3.3 If accepted, the student will re-enter under the prevailing graduation requirements for the degree
- 4.4.3.4 Eligibility for credits to be accepted upon re-entry will be evaluated in accordance with Section 4.10.

4.4.4 Official Date of Leave of Absence or Withdrawal

- 4.4.4.1 For reporting purposes, the official date for either Leave of Absence or Withdrawal will be the last day the student attended class or the last day of the

term, whichever date occurs first. See Sections 5.25, 6.6 and 6.7 for further clarification.

4.4.4.2 If a Stafford loan borrower withdraws or is granted a Leave of Absence, the official date of leaving studies is determined by federal guidelines.

4.4.5 A student is considered on leave or withdrawn in good standing when the following conditions have been met:

4.4.5.1 All existing account balances must be paid in full, OR a written repayment agreement must be on file in the Business Office.

4.4.5.2 Seminary housing must be vacated within 30 days from the date of notice of Leave of Absence or Withdrawal, OR a written move-out agreement, approved by the Vice President of Academic Affairs and Dean of the Seminary, must be on file in the Business Office. All other housing policies and procedures apply.

4.4.5.3 Under no circumstances will grades, transcripts, diplomas and/or any other certifications be released if there is an outstanding balance on the student's Seminary account and/or if housing has not been vacated.

4.5 Military Leave of Absence: Whenever any member of the armed forces of the United States shall be called or ordered to active duty (other than active duty for training), including active State duty, the Seminary shall grant the member a Military Leave of Absence from his or her education.

4.5.1 Persons on Military Leave of Absence shall be entitled, upon release from active military duty, to be restored to the educational status they had attained prior to their being ordered to military duty without loss of credits earned, scholarships or grants awarded or tuition and other fees paid prior to the commencement of the military duty.

4.5.2 If a Military Leave of Absence occurs prior to the student's completion of a semester, the student may be eligible for an adjustment of tuition.

4.5.2.1 If the adjustment results in a credit balance, the student may elect to request the Seminary credit the tuition and fees to the next semester or term after the termination of the Military Leave of Absence.

4.5.2.3 If applicable, Lancaster Seminary scholarship awards may be adjusted.

4.5.3 Lancaster Theological Seminary shall comply with the policies set forth by the U.S. Department of Education regarding return of Title IV funds and deferment of loans by any Stafford loan borrower who is granted a Military Leave of Absence (see Section 6.8).

4.6 Separation from Seminary

4.6.1 Lancaster Theological Seminary reserves the right, upon vote of the faculty, to separate from the Seminary any student who fails to meet the standards of academic or community life; or whose character, emotional health, or personal maturity becomes a cause of concern to the community or raises reasonable doubts about the student's fitness for ministry or theological education. Separation may include administrative leave of absence, administrative withdrawal, suspension or dismissal.

4.6.2 Students may also be separated from the Seminary for failure to meet their financial obligations.

4.6.3 The date of separation will be the last day the student attended class or the last day of the term, whichever date occurs first.

4.6.4 If a Stafford loan borrower is separated from the Seminary, the official date of leaving studies is determined by federal guidelines.

4.6.5 A student who has been separated from the Seminary for any reason must reapply for admission. If accepted, s/he will be subject to the prevailing degree program requirements. Eligibility for credits to be accepted upon re-entry will be evaluated in accordance with Section 4.11.

4.7 Student Records and Transcripts

4.7.1 Official copies of student records are maintained by the Registrar.

4.7.2 Included in these records are the following: application for admission and application essay, acceptance letter, correspondence relating to academic matters, comprehensive vocational review report and an official transcript of courses and evaluations.

4.7.3 Access to a student's educational record is limited to the student himself or herself and agents of the Seminary who have a legitimate educational interest and are acting within the course and scope of their employment and authority. [See Section 4.7]

4.7.4 While a student is matriculating, one (1) official transcript per semester will be processed

upon the student's written request at no charge to the student. Additional copies will be processed at a fee of \$10.00 per transcript.

4.6.4.1 Each request for a transcript must be accompanied by the student's signature; or

4.6.4.2 The student may complete and sign a one-time RELEASE OF TRANSCRIPT AUTHORIZATION FORM which will be filed in the student's permanent record and will be valid until rescinded in writing by the student, or until the student is no longer matriculating at Lancaster Theological Seminary.

4.7.5 Under no circumstances will a transcript, diploma, certificate or any other certification be released if the student or former student has outstanding financial obligations to the Seminary.

4.8 Students' Rights in Compliance with the Family Education Rights and Privacy Act of 1974 (FERPA)

4.8.1 In accordance with federal law, students are hereby notified that they have the right to inspect and review any and all official records, files and data, including all material incorporated in their cumulative record folder.

4.8.2 A written request by the student to view her or his own educational record should be submitted to the registrar. Within five (5) business days, the Registrar will respond with a time that the student may review the records.

4.8.3 The student may request a hearing to challenge the contents of these records to insure that they are accurate and not in violation of any of their rights. A written request for a hearing should be submitted to the Dean of Students.

4.8.4 The student has the opportunity to request correction, amendment or supplementation of any such records. A written request for correction, amendment or supplementation of records should be submitted to the Dean of Students.

4.8.5 By law, the Seminary is permitted to disclose directory information concerning students as defined in the Act, unless a student has specifically waived those rights. At Lancaster Seminary, directory information includes:

4.8.5.1 Student's full name, address, telephone number, and Seminary e-mail address

4.8.5.2 Degree program and Denomination

4.8.5.3 Dates of attendance

4.8.5.4 Photograph

4.8.5.5 Degrees and awards received

4.8.5.6 Participation in recognized activities

4.8.5.7 **A student who does not wish to have this information disclosed or published must notify the registrar in writing. The request for non-disclosure will remain in effect until it is rescinded in writing to the registrar. A non-disclosure request is not retroactive.**

4.8.6 Students with questions concerning their rights within the Act may consult with the registrar.

4.8.7 Individuals who did not complete the application process, or those who applied but were not enrolled, are not covered by the Act.

4.8.8 FERPA Compliance issues are regulated by the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW; Washington, DC 20202-5920; ferpa@ed.gov; (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

4.9 Style Guide for Writing Papers

4.9.1 The faculty has adopted as the standard guide to writing papers for all programs the following handbook: MLA Handbook for Writers of Research Papers. New York: Modern Language Association, 1999. All students are urged to purchase the most current edition of this handbook.

4.9.2 Papers that do not conform to this standard may be returned by professors for rewriting.

4.9.3 All students attending Seminary are expected to be proficient in writing. Written work must display critical thinking skills as well as appropriate grammar, usage and mechanics. Students who experience difficulties with the basic elements of writing, i.e., parts of speech and grammar, are referred to the following book: Furnish, Bob. Write Right: An English Handbook. Bloomington, Ind., Phi Delta Kappa, Box 789, n.d., Revised and expanded edition, 1996.

- 4.10 Submitting Assignments in Electronic Format** is at the discretion of the professor. Students are advised to retain a copy of each assignment and to ensure that they make a plan for sufficient backup of all their work. Students should follow all policies and procedures set forth in Lancaster Theological Seminary's Electronic Communications Policy in Appendix I of this Handbook.
- 4.11 Transfer Credits, Advanced Standing and On-line Study:** Whether the student is coming to Lancaster Seminary from another institution or is a Lancaster Seminary student taking courses at another institution, the following guidelines apply:
- 4.11.1** Credits were earned at an institution accredited by The Association of Theological Schools in the U.S. and Canada (ATS).
 - 4.11.2** Official transcript shows a grade earned of C or higher (2.0) for Master's students or B or higher (3.0) for Doctor's students.
 - 4.11.3** Credits have not been applied to another degree already received (exception, see Section 4.10.9).
 - 4.11.4** Credits were not earned more than ten (10) years prior to Lancaster Seminary matriculation. Exception may be requested by written application to the Vice President of Academic Affairs & Dean of the Seminary.
 - 4.11.5** Courses are appropriate for the degree program(s) being pursued at Lancaster Theological Seminary.
 - 4.11.6** Transfer credit and advanced standing are subject to approval by the Vice President of Academic Affairs & Dean of the Seminary, based on these and other transfer of credit policies.
 - 4.11.7** To graduate, all Lancaster Seminary requirements for the degree must be successfully completed (M.Div., Section 14; MA(R), Section 15; D.Min. Section 17). Normally, it is assumed that required courses, or equivalent, will be completed with Lancaster Theological Seminary faculty.
 - 4.11.8** Students from another ATS accredited institution requesting transfer of credits into Lancaster Seminary degree program:
 - 4.11.8.1** If MA(R) or equivalent degree was not awarded, the equivalent of a minimum of two (2) years of study (at least 60 credits) and all requirements for graduation must be successfully completed at Lancaster Seminary to earn the Lancaster Seminary M.Div. degree.
 - 4.11.8.2** If MA(R) or equivalent degree was awarded from another institution:
 - 4.11.8.2.a** Up to 16 credits (1/6 of the Lancaster Seminary M.Div. degree per ATS standards) may be considered for transfer as "Advanced Standing¹" credits.
 - 4.11.8.2.b** The equivalent of a minimum of two (2) years of study (at least 60 credits) and all requirements for graduation must be successfully completed at Lancaster Seminary to earn the Lancaster Seminary M.Div. degree.
 - 4.11.9** If MA(R) degree was earned at Lancaster Theological Seminary:
 - 4.11.9.1** All credits earned toward the MA(R)MA(R) degree that meet all other conditions for transfer credits may be used toward the M.Div. degree at Lancaster Theological Seminary.
 - 4.11.9.2** If accepted, the student will enter the M.Div. degree program under the prevailing graduation requirements for the degree.
 - 4.11.9.3** Upon successful completion of the M.Div. program, the student must relinquish the Lancaster Seminary MA(R) diploma.
 - 4.11.10** Transfer from M.Div. program at another ATS accredited institution into M.Div. at Lancaster Seminary:
 - 4.11.10.1** A minimum of thirty (30) credit hours of study must be successfully completed at Lancaster Theological Seminary, and all graduation requirements must be satisfied, in order to earn the Lancaster Theological Seminary M.Div. degree.
 - 4.11.11** Transfer from MA(R) program at another ATS accredited institution into the Lancaster Seminary MA(R) program:
 - 4.11.11.1** Up to six (6) credit hours from a non-theological graduate institution may be considered for transfer.

¹ Per ATS standard M.4.2 "Advanced Standing with Credit" is determined by "appropriate written and/or oral assessment that students have the knowledge, competence, or skills that would normally be provided by the specific courses for which they have been admitted with advanced standing." M.4.3 "Advanced standing with credit cannot be automatically granted on the basis of ministerial or life experience or the content of undergraduate work."

4.11.11.2 No more than twenty-six (26) credit hours may be transferred toward the Lancaster Seminary MA(R) degree.

4.11.11.3 A minimum of 26 credit hours must be completed at Lancaster Theological Seminary, and all graduation requirements must be satisfied, in order to earn the Lancaster Theological Seminary MA(R) degree..

4.11.12 Doctor of Ministry Transfer Credit

4.11.12.1 Requests for transfer of a maximum of 6 credits must be approved by the Doctor of Ministry Committee.

4.11.12.2 Official transcript must show that a grade of B (GPA 3 or higher) or higher was earned.

4.11.12.3 See Section 17.4.

4.11.13 On-line Study

4.11.13.1 Up to thirty (30) credit hours of on-line study from an ATS-accredited institution, including Lancaster Seminary, may be applied toward the M.Div. degree.

4.11.13.2 Up to fourteen (14) credit hours of on-line study from an ATS-accredited institution, including Lancaster Seminary, may be applied toward the MA(R) degree.

4.11.13.3 Up to six (6) credit hours of on-line study from an ATS-accredited institution, including Lancaster Seminary, may be applied toward the D.Min. degree.

4.12 Transfer Between Lancaster Seminary Master's programs: Students already accepted into the M.Div. or MA(R) program at Lancaster Seminary may make application to change from M.Div. to MA(R) or MA(R) to M.Div. program by submitting to the Registrar the completed APPLICATION TO CHANGE MASTER'S DEGREE PROGRAM form, signed by the student's advisor and the Director of Recruitment, Admissions and Financial Aid, along with all requested supporting documents, for final approval by the Vice President of Academic Affairs/Dean of the Seminary. A transfer fee will be added to the student's Seminary account.

SECTION 5 – REGISTRATION POLICIES AND PROCEDURES

- 5.1 Registration** for Fall Semester (Sessions 1 and 2) usually takes place the preceding March or April. Registration for Spring Semester (Sessions 3, 4 and 5) usually takes place the preceding November. (Specific registration dates for each semester will be posted by the Registrar.)
- 5.1.1** Registration information is announced to the community by e-mail no later than two weeks prior to the designated registration period. Such information will include
- 5.1.1.1** Specific information unique to each semester.
 - 5.1.1.2** Instructions for on-line registration.
 - 5.1.1.3** Directions for downloading course schedules.
 - 5.1.1.4** Listing of required and recommended textbooks.
- 5.1.2** On-line Registration is to be completed via the SONISWEB system during the open registration period, unless otherwise noted.
- 5.1.3** A late registration fee will be assessed to returning students who submit registrations after the stated deadline.
- 5.1.4** Only students whose Seminary accounts are current will be cleared for registration.
- 5.1.5** All students are expected to make payment in full for tuition and fees by the stated due dates for each semester. (See Section 6.3 for procedures and options for payment of tuition and fees.)
- 5.1.6** Students who cannot register in a fall or spring term, but who wish to remain in the degree program, should follow the policies and procedures set forth in Section 4.3 for requesting a Leave of Absence. If they do not submit a request, it will be assumed that they wish to withdraw from the program and an Administrative Withdrawal will be processed at the discretion of the Vice President of Academic Affairs/Dean of the Seminary.
- 5.2 Registration Changes:** After the end of the formal registration period, changes in registration (adding or dropping courses) are made by completing a CHANGE FORM, available for download from the Seminary website.
- 5.2.1** The CHANGE FORM must be signed by the student's faculty advisor to add and/or drop classes.
- 5.2.2** The completed and signed form must be submitted to the Registrar. A separate CHANGE FORM must be submitted for each semester.
- 5.2.3** A Change of Registration fee will be charged for each form submitted.
- 5.2.4** Adding Courses: Courses may be added prior to the second meeting of the course.
- 5.2.5** Dropping Courses: Courses may be dropped at any time prior to the last class session for any reason, including Leave of Absence, Withdrawal, Military Leave of Absence or Separation from Seminary.
- 5.2.5.1** If a course is dropped or the student leaves the Seminary prior to the end of the 50% tuition refund period (See Section 6.6), the dropped course(s) will not appear on the student's transcript.
 - 5.2.5.2** If a course is dropped or the student leaves the Seminary after the end of the 50% tuition refund period, the dropped course(s) will be designated as Withdraw Pass (WP) or Withdraw Fail (WF) as determined by the professor.
 - 5.2.5.3** WP or WF will be recorded on the student's transcript, but will not be calculated in the GPA.
 - 5.2.5.4** Courses designated as WP or WF are considered "attempted credits."¹
 - 5.2.5.5** All students who register for a course will be graded in it unless a Registration Change Form is submitted to the registrar within the posted deadline.
 - 5.2.5.6** Dropping courses may affect the student's eligibility for financial aid.

¹ Attempted Credits: All credits for which a student has registered and has not officially dropped by the stated deadline, whether or not a grade has been earned or reported.

- 5.3 Directed Study:** Students may register for courses listed in the class schedule posted each semester. In addition, it is possible to arrange for a Directed Study with special permission of a resident faculty member/supervisor and approval by the Vice President of Academic Affairs /Dean of the Seminary. A Directed Study is intended to give a degree or certificate student the opportunity to conduct study and research in an area of interest to her/him under the supervision of a faculty member. Because supervising a Directed Study affects faculty teaching load, professors are not obligated to undertake a Directed Study, and only full-time resident faculty may supervise a Directed Study.
- 5.3.1** It is the student's responsibility to identify clearly the topic and to submit a proposal for a Directed Study.
 - 5.3.2** A student should be prepared to spend a minimum of 30 hours for each hour of credit to be earned.
 - 5.3.3** A student must have successfully completed a minimum of 6 credit hours of course work before applying for a Directed Study.
 - 5.3.4** Students are limited to no more than three (3) credit hours of Directed Study per term.
 - 5.3.5** Because of the unique nature of each Directed Study, registration cannot be accomplished on-line.
 - 5.3.6** Individual faculty members may not take on more than six (6) credits of Directed Study within one academic year.
 - 5.3.7** A Directed Study may not be used to fulfill a core curriculum course and is not intended to duplicate or act as a substitute for a regular course.
 - 5.3.7.1** In very rare exceptional circumstances a Directed Study may be taken for a required core or a regularly offered elective course with prior approval from the Vice President of Academic Affairs /Dean of the Seminary.
 - 5.3.7.2** Such circumstances may include irresolvable schedule conflicts or graduation requirements when a student is close to graduation.
 - 5.3.8** Procedure to request Directed Study
 - 5.3.8.1** A draft Directed Study proposal should be submitted by the student to the requested professor no later than three weeks before registration periods. Submission of a proposal does not guarantee that the professor and/or Vice President of Academic Affairs/ Dean of Seminary will approve the proposal.
 - 5.3.8.2** The student submits to the Registrar the completed and signed DIRECTED STUDY PROPOSAL form (available on the Seminary website), along with all supporting documentation. Forms that are not signed or accompanied by the requested documentation will be returned to the student.
 - 5.3.8.3** Only one Directed Study may be taken per semester. Masters level students may not take more than 9 credits of Directed Study without approval by the Vice President of Academic Affairs/Dean of the Seminary.
 - 5.3.8.4** Doctor of Ministry students are permitted to take up to six (6) elective credits as Directed Study for the duration of the program upon approval from the Doctor of Ministry Committee.
 - 5.3.9** An administrative fee is charged for each Directed Study.
- 5.4 Auditing Courses**
- 5.4.1** Full-time students may audit up to six credits during a semester at no charge.
 - 5.4.2** Part-time students may audit courses for a charge equal to one-half the regular tuition rate.
 - 5.4.3** Students who wish to audit a course must seek permission from the professor. The extent of involvement of the auditor is to be negotiated with the professor. Professors may reserve the right to refuse auditors, and auditors will not be permitted in a course filled with the maximum number of registered students.
 - 5.4.4** The student may register to Audit a course during the regular on-line registration process by choosing "Audit" rather than "Credit." To complete the process, the student submits to the Registrar a completed and signed AUDIT FORM. A REGISTRATION CHANGE FORM is required if the request is submitted after the on-line registration period.
 - 5.4.5** At the conclusion of the course, the professor will determine if the student has successfully completed an audit. If so, the student will receive "AUD" on her or his transcript. If not, the course will not appear on the transcript.

5.5 Course Extensions (Incompletes)

- 5.5.1** All work for courses is to be completed by the time established in the course syllabus. A student may request an extension for time to complete course work. Approval of such a request is not automatic and is limited to one course per semester.
- 5.5.1.1** In order to request an extension for course work, a student must complete a REQUEST FOR EXTENSION OF CLASSWORK FORM.
- 5.5.1.2** The form must be signed by the course instructor and the student's faculty advisor before an extension is considered. Unsigned forms will be returned to the student.
- 5.5.1.3** The signed form must be submitted to the registrar no later than the last day of the academic term for which it is requested.
- 5.5.1.4** It is the student's responsibility to ensure that the signed extension form is delivered by the due date to the registrar for processing.
- 5.5.1.5** Students on Academic Probation are not eligible to request extension of coursework during the semester of probation.
- 5.5.2** Completed work must be delivered to the Registrar on or before the close of business on the designated date noted on the following schedule.
- Extension for Pre-Fall Term (Session 1) must be submitted by September 15.
 - Extension for Fall Term (Session 2) must be submitted by February 1
 - Extension for January Term (Session 3) must be submitted by March 1
 - Extension for Spring Term (Session 4) must be submitted by June 15
 - Extension for May/June Term (Session 5) must be submitted by July 15
- If the due date falls on a Saturday or Sunday, the work may be submitted by 8:30 a.m. on the following Monday.
- 5.5.2.1** The Registrar will record receipt of and forward the completed work to the professor.
- 5.5.2.2** A course for which an extension has been granted will be entered on the student's transcript as "incomplete" (I), which will remain until the professor submits a change of grade, provided the student complies with the designated submission dates.
- 5.5.2.3** If the student fails to deliver completed work to the Registrar on or before the close of business by the designated deadline, a grade of "F" or "Fail" will be entered on the student's record.
- 5.5.2.4** "F" or "Fail" that has not been resolved by the last day of the semester following the one in which it was earned will remain on the student's permanent record. (Earned Fall semester, must be resolved by the last day of the following Spring semester; earned Spring Semester, must be resolved by the last day of the following Fall semester.)
- 5.5.3** Under extenuating circumstances a student may request more than one extension or a variance on extension deadlines. In this case, the student must
- 5.5.3.1** petition the Vice President of Academic Affairs/Dean of the Seminary in writing indicating the extenuating circumstance as well as a plan and time frame for completion of the work.
- 5.5.3.2** submit to the Registrar an updated REQUEST FOR EXTENSION OF CLASSWORK FORM with the signatures of both the course instructor and the student's faculty advisor, as well as the new date negotiated with the professor by which the work must be submitted.
- 5.5.3.3** Informal arrangements between the student and the professor are not recognized without the submission of the proper paperwork and approval of the Vice President of Academic Affairs/Dean of the Seminary, and a student risks having a failing grade posted to her/his academic record.
- 5.5.4** For recipients of federal Stafford loans, "Incomplete" grades on the transcript may affect the determination of Satisfactory Academic Progress toward completion of the degree, required for loan eligibility.
- 5.5.5** Grades for courses in which extensions have been approved are due from the professor no later than the end of the subsequent term.
- 5.5.6** An administrative fee is charged for each request for extension of course work.

- 5.6 Registration for Clinical Pastoral Education (CPE):** Students in the Master of Divinity and Master of Arts (Religion) programs are encouraged to participate in Clinical Pastoral Education (CPE) during the course of their studies. Because CPE programs fill quickly, it is recommended that students explore program options and apply early.
- 5.6.1** Students not in the LTS/LGH Chaplaincy program may register for four (4) elective credits for one basic unit of CPE (PT354) undertaken within the context of their theological studies at Lancaster Seminary. Students in the LTS/LGH Chaplaincy program, see Section 14.
 - 5.6.2** Documentation of acceptance by the CPE site must accompany registration for CPE.
 - 5.6.3** Students are charged at the regular Lancaster Seminary tuition rate, and may receive reimbursement for the site fee only (not to exceed \$900.00), according to the policy outlined in Section 6.9.
 - 5.6.4** In order for credits to be awarded, the student must present to the registrar for the student's file a copy of the CPE evaluation and a statement of successful completion of the CPE provided by the CPE supervisor.
 - 5.6.5** Under no circumstances may a student receive more than four (4) credit hours for CPE.
 - 5.6.6** If CPE has been approved as the student's field education assignment, the student will not register for PT354.
- 5.7 Registration for the Cross-Cultural Component of the Master of Divinity Program – See Section 14 – Master of Divinity Program**
- 5.8 Other programs for which students may register:** Lancaster Seminary has relationships with the following programs through which seminary students may earn academic credits during the summer months.
- 5.8.1 Lancaster Seminary Summer Academy:** Degree-seeking Lancaster Seminary students may submit requests to earn academic credit for eligible Summer Academy offerings. To earn academic credit, students will be expected to attend every session of the offering and complete supplemental readings and assignments as defined in a syllabus provided by the professor, with final submission of assignments no later than September 1. For eligible offerings, procedures and forms, please go to www.lancasterseminary.edu MY LTS > Register for Classes.
 - 5.8.2 On-Line Study:** Whether through Lancaster Seminary or any ATS-accredited institution, students may request authorization to undertake on-line study.
 - 5.8.2.1** A completed **External or On-line Study Request Form** must be submitted to the Registrar for consideration and approval by the Vice President of Academic Affairs/Dean of the Seminary prior to the registration period.
 - 5.8.2.2** Lancaster Seminary students who live 75 miles away from the Lancaster Seminary campus and/or have a demonstrated hardship may request to register for on-line courses offered by Lancaster Seminary during the regular registration period.
 - 5.8.2.3** See Section 4.11 for Lancaster Seminary's policy regarding the maximum number of on-line credits that will be accepted toward each degree program.
 - 5.8.3 Partnership with The Lutheran Theological Seminary at Philadelphia:** Lancaster Theological Seminary and The Lutheran Theological Seminary at Philadelphia offer distance-learning courses through each institution available for cross-registration. As part of this collaboration, students who have been accepted at either Seminary may cross-register to take the on-line course(s) offered at the other seminary. Applicable courses may meet degree requirements.
 - 5.8.3.1** Lancaster Seminary students taking an on-line course offered by LTSP will register and pay Lancaster Seminary tuition, plus any additional fees authorized by the Board of Trustees.
 - 5.8.3.2** Students may register for LTSP on-line courses during the regular on-line registration period.

SECTION 6 – TUITION AND FEES

Tuition and Fees are set each year by the Board of Trustees. Tuition is assessed for every course for which a student registers and is charged to student accounts. A tuition adjustment may be applicable if a student drops a course by submitting a Registration Change Form by the stated deadline. Prevailing fee schedules are available on the website. (Doctor of Ministry students should see also Section 17 for additional clarification on billing, tuition and fee policies specific to that program.)

- 6.1 Explanation of Related Fees as set annually by the Board of Trustees** (See the Fee Schedule at www.lancasterseminary.edu > MY LTS > Financial Aid for current fees):
- 6.1.2 Student Activity Fee:** All students are charged a Student Activity Fee for the Fall and Spring semesters. The revenue from the Student Activity Fee is managed by the Seminarian Community Council. This fee is non-refundable should the student leave studies for any reason.
 - 6.1.2 Technology Fee:** All students are charged a Technology Fee for the Fall and Spring semesters that is used solely for services that LANCASTER SEMINARY provides for students, including student computing and technology equipment, software, networks, site assistance and troubleshooting, and the support staff necessary for these functions to operate effectively. The fee may be pro-rated should the student leave studies for any reason.
 - 6.1.3 Graduation Fee:** A graduation fee is charged to all students in the last semester of study. This fee underwrites, but does not cover all expenses incurred by the Seminary for commencement and the graduation process.
 - 6.1.4 Course fees** may be charged for certain courses and/or when Course Packets are required.
 - 6.1.5 Overdue Balance Fee:** An Overdue Balance Fee will be assessed at a rate of \$5.00 plus 1% on balances outstanding 30 days or more. This fee will be assessed monthly until the Seminary account has been paid in full.
 - 6.1.6 Doctor of Ministry Fees:** In addition to quarterly tuition, Doctor of Ministry students are charged the Technology Fee and Student Activity Fee one time each semester. A Major Project Consultation Fee and/or Major Project Advisor Fee may also be charged when appropriate. See also Section 17.
- 6.2 Payment of Tuition and Fees:** Tuition bills for the Fall Semester (will be made available in July, with payment due August 15. Tuition bills for the Spring Semester will be made available in early December, with payment due on the first day the Seminary reopens after January 1.
- 6.2.1 Students are expected to make payment-in-full for tuition and fees by the stated due dates. Every student registered for a course will be financially responsible for tuition for the course unless a Registration Change Form has been submitted to the Registrar to officially drop the course within the posted deadline noted in Section 6.6.** (See also Section 5.2.5)
 - 6.2.2 Defer Payment of Tuition for Degree-seeking Students:** If payment-in-full by the stated due date is not possible, the following options are available for degree-seeking students to defer payment of tuition only; all other fees and charges (rent, health insurance, etc.) must be kept current. Non-degree-seeking students and students auditing classes are not eligible for the Deferred Payment Plan option and must pay in full upon receipt of tuition statement.
 - 6.2.2.1 Option 1 - Three Equal Payments**
The student may request to make three equal payments for tuition only; all other charges and fees must be paid in full. After the initial 1/3 payment, subsequent payments are due October 1 and November 1 for Fall semester; February 1 and March 1 for Spring semester.
 - 6.2.2.2 Option 2 - Lump-Sum Payment by Specified Date** – If the student is expecting financial assistance from an outside source (church, denomination, organization, military, etc.).
 - 6.2.2.3** For either option, the student must complete and submit the following to the Business Office upon receipt of the tuition invoice:
 - 6.2.2.3.a** DEFERRED TUITION PAYMENT PLAN REQUEST FORM
 - 6.2.2.3.b** Deferred tuition payment fee
 - 6.2.2.3.c** At least one-third (1/3) of the semester tuition (less scholarships and government loans).
 - 6.2.2.3.d** Include any other fees charged with submission of the form.

6.2.2.3.e Include any other documentation requested on the form.

6.3 Student Seminary Accounts

- 6.3.1** Each student's seminary account must be clear and/or deferred payments up to date to be eligible to register for the next semester, and/or to receive grades, transcripts, certifications and/or diplomas.
- 6.3.2** Full payment of the monthly statement is expected by the due date noted on the statement.
- 6.3.3** An Overdue Balance fee will be applied each month to all unpaid balances of 30 days or more. (See Section 6.2.5)
- 6.3.4** If a student is making his or her prearranged deferred payments on time, the Overdue Balance Fee will not be assessed on the outstanding tuition. However, any other outstanding balances will be subject to the monthly Overdue Balance Fee.
- 6.3.5** All payments are to be mailed or delivered to the Business Office in time to be received by the due dates.
- 6.3.6** Students may wish to pay tuition and fees online by going to www.lancasterseminary.edu > Business Office.

6.4 Federal Stafford Loans: Lancaster Theological Seminary participates in the Federal Family Education Loan (Title IV) Program.

- 6.4.1** M.Div. and MA(R) students enrolled for a minimum of six (6) credits per semester and all D.Min. students are eligible to apply for Stafford Loans.
 - 6.4.1.1** Fall Semester Certification: returning students should apply by April 15; new students should apply as soon as they are accepted if they have not already done so in conjunction with the admissions process. At the latest, this application should be completed no later than one month prior to entrance.
 - 6.4.1.2** Spring Semester Certification: new or returning students who did not apply in the Fall semester should apply by December 1 for timely spring disbursement.
 - 6.4.1.3** Students who apply by the stated dates and are certified to receive federal Stafford loans to be received on the Seminary's disbursement dates for each semester will not be assessed the Deferred Payment Fee.
 - 6.4.1.4** Students who apply after the beginning of the semester for which they are requesting loans may be automatically assessed the Deferred Payment Fee.
- 6.4.2** Exit Counseling is required when a student ceases to be enrolled at least half-time or discontinues studies on or before the last day of attendance.
 - 6.4.2.1** A student who leaves study is required to notify her/his lender promptly.
 - 6.4.2.2** Graduating students should schedule their exit counseling sessions not later than the last day of April of the year of graduation.
 - 6.4.2.2.a** Completion of Exit Counseling is required to be cleared for graduation.
 - 6.4.2.2.b** Students who complete studies in December or January must complete exit counseling before the last day of attendance.
 - 6.4.2.3** The Seminary notifies the NSLDS (National Student Loan Database System) within 30 days of a student's leaving Seminary studies or dropping below half-time enrollment.
 - 6.4.2.4** The effective date of leaving Seminary studies is determined by federal guidelines.
- 6.4.3** For application instructions and further information, contact the Financial Aid Office and/or refer to the Lancaster Seminary Financial Aid Handbook, available on the website (www.lancasterseminary.edu > Current Students > Financial Aid).

6.5 Lancaster Seminary Scholarships: Tuition scholarships are generally available to Lancaster Seminary students who meet the eligibility requirements. The amount of funds available for Seminary allocation to students varies each year. Scholarships are awarded as long as funds are available, and apply to tuition only.

- 6.5.1** To be eligible, students must be
 - 6.5.1.1** seeking a degree or certificate AND
 - 6.5.1.2** registered for a minimum of six (6) credits per semester, AND
 - 6.5.1.3** making satisfactory academic progress (Section 8) and be responsible members of the Seminary community (Section 9).
 - 6.5.1.4** In most instances, the student must demonstrate financial need.
 - 6.5.1.5** Scholarship amounts may be adjusted according to the number of credits for

which the student has registered.

- 6.5.2** **Prior to April 15 of each year**, returning students who wish to be considered for Seminary scholarships for the next academic year must complete the Free Application for Federal Student Aid (www.fafsa.ed.gov) and submit it to Lancaster Seminary along with the paper Lancaster Seminary Financial Aid Application form. The FAFSA and the Lancaster Seminary Financial Aid Application form are used to determine eligibility for both Lancaster Seminary Scholarships and federal Stafford loans (if applicable). Prospective students must comply with all instructions from the Office of Admissions and Financial Aid to be considered for scholarship assistance for the following academic year.
 - 6.5.3** Scholarships will be awarded for a maximum of 94 attempted credits for M.Div. students or a maximum of 52 attempted credits for MAR students.
 - 6.5.4** Lancaster Seminary scholarship funds cannot be applied to classes taken at other seminaries or institutions.
 - 6.5.5** For full instructions and further information, refer to the Lancaster Seminary Financial Aid Handbook on the website at (www.lancasterseminary.edu > Current Students > Financial Aid).
- 6.6 Tuition Adjustment Refund Policy:** Students who submit a REGISTRATION CHANGE FORM to drop courses or submit a Request for Leave of Absence or Notice of Withdrawal to leave seminary studies prior to the end of a semester may be eligible for an adjustment of tuition charges. If the adjustment results in a credit balance, the student may be entitled to a refund based on the date the appropriate signed form or notice is received, according to the following schedule:
- 6.6.1 100% Tuition Refund if appropriate signed form or notice is received by the registrar**
 - Fall or Spring Term (14 weeks each) - Up to End of Day 10 of the Term
 - 6-week Course - Up to End of Day 5 of the term
 - 3-week Course - Up to End of Day 3 of the course
 - 2-week Course - Up to End of Day 2 of the course
 - 1-week Course - Up to End of Day 1 of the course
 - 6.6.2 50% Tuition Refund if appropriate signed form or notice is received by the registrar**
 - Fall or Spring Term (14 weeks each) - Up to End of Day 20 of the Term
 - 6-week Course - Up to End of Day 10 of the term
 - 3-week Course - Up to End of Day 6 of the course
 - 2-week Course - Up to End of Day 4 of the course
 - 1-week Course - Up to End of Day 2 of the course
 - 6.6.3 No tuition refund for courses that have been completed nor for dropped courses or withdrawals for which the appropriate signed form or notice is received by the registrar after the end of the 50% Tuition Refund period noted in Section 6.6.2.**
 - 6.6.4** Credits for courses dropped after the 50% refund period has passed are considered *attempted credits* rather than *earned credits* and will appear on the student's transcript as WP (withdraw pass) or WF (withdraw fail) as designated by the professor.
 - 6.6.5** Lancaster Seminary Scholarship may also be adjusted.
 - 6.6.6** Students in their second semester and beyond who leave the Seminary will be assessed an Administrative Fee of \$100. Students who leave the Seminary within their first semester of study will not be assessed the Administrative Fee, but will forfeit the non-refundable Entrance Deposit.
 - 6.6.7** The Student Activity Fee, which goes directly to the Seminarian Community Council, is non-refundable. Registration-related fees may be pro-rated.
- 6.7 Tuition Adjustment for Leave of Absence, Military Leave of Absence, Separation or Withdrawal**
- 6.7.1** If a student leaves Seminary study prior to the student's completion of a semester, the student may be eligible for an adjustment of tuition.
 - 6.7.2** If the adjustment results in a credit balance, the student may be entitled to a tuition refund, which shall be calculated by the registrar based on the date the Request for Leave of Absence or Notice of Withdrawal form is received, according to the schedule in Section 6.6.
 - 6.7.3** If applicable, Lancaster Seminary scholarship awards may be adjusted.
 - 6.7.4** If applicable, return of Stafford Loan Title IV Funds will be determined according to federal guidelines (See Section 6.8).
- 6.8 Return of Title IV Funds for Stafford Loan Borrowers:** For Stafford loan borrowers who leave

the Seminary, return of Title IV Funds will be determined according to federal guidelines. If a student has completed more than 60% of the payment period, he or she is considered to have earned 100% of the Title IV loan aid received for the payment period. In this case, no funds need to be returned to the Title IV aid programs. If a student withdraws before completing more than 60% of the payment period, the amount of any Title IV loan aid the student received for the period must be recalculated to reflect the portion of the period completed prior to leaving studies. The unearned Title IV loan aid for the percentage of the payment period not completed must be returned to the applicable Title IV program. Return of the Title IV Funds will be distributed in the following order: [Note: Items 3 through 10 are not applicable to Lancaster Theological Seminary.]

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Direct Unsubsidized Stafford Loan
4. Direct Subsidized Stafford Loan
5. Federal Perkins Loan
6. PLUS loans received on behalf of the student
7. Direct PLUS loans received on behalf of the student
8. Federal PELL Grant
9. Federal SEOG Program Aid
10. Other Title IV grant or loan assistance

6.9 Reimbursement for Clinical Pastoral Education (CPE)

- 6.9.1** Students who register for CPE are charged tuition at the regular Lancaster Seminary tuition rate. (See also Section 5.6)
- 6.9.2** At the request of the student, the Seminary will cover the site fee only for the program, not to exceed nine hundred dollars (\$900.00). If the student should not complete the CPE, the student may be responsible for reimbursing the Seminary any funds paid on the student's behalf. Any other fees charged by the site are not eligible for reimbursement.
- 6.9.3** In order for the Seminary to cover the cost, the student must submit or arrange for the center to send an invoice to the Business Office after the 50% refund period has passed for the semester in which he or she is enrolled. (See Section 6.6.2.)
- 6.9.4** The Seminary cannot prepay CPE fees. If prepayment is necessary, the student must pay the advance cost, and present a receipt to the Seminary for reimbursement after the 50% refund period has passed (See Section 6.6.2.).

SECTION 7 – STANDARDS FOR ACADEMIC PERFORMANCE

In addition to the specific curricular requirements, there are two primary standards used to assess academic performance: (1) at least a 2.0 grade point average (GPA) for each semester for Master's students; at least a 3.0 grade point average (GPA) for each semester for doctoral students; and (2) satisfactory academic progress toward completion of the degree. Determination of Satisfactory Academic Progress is outlined in Section 8.1 for Master's students, and in Section 17.15 for Doctor of Ministry students.

7.1 Grades and Cumulative Grade Average: Students regularly receive both oral and written feedback on course work. Formal evaluation for courses includes the assignment of letter grades or a designation of "Pass" or "Fail." The following indicates the numerical equivalents for letter grades used to determine cumulative grade averages. It identifies grades which figure into the GPA and for which credit is earned (counted toward the program) or attempted:

Grade	Description	Points	In GPA	Credits
A	Excellent	4.0	Y	Earned
A-	Excellent	3.7	Y	Earned
B+	Good (M)	3.3	Y	Earned
B	Good	3.0	Y	Earned
B-	Good (M) Not Passing (D)	2.7	Y	Earned (M) Attempted (D)
C+	Fair (M) Not Passing (D)	2.3	Y	Earned (M) Attempted (D)
C	Fair (M) Not Passing (D)	2.0	Y	Earned (M) Attempted (D)
Pass	Equal To C or greater (M) Equal To B or greater (D)	0.0	N	Earned
C-	Not Passing	1.7	Y	Attempted
D+	Not Passing	1.3	Y	Attempted
D	Not Passing	1.0	Y	Attempted
D-	Not Passing	0.3	Y	Attempted
F	Not Passing	0.0	Y	Attempted
Fail	Equal. To C- or lower (M) Equal to B- or lower (D)	0.0	N	Attempted
I	Incomplete	0.0	N	Attempted
W, WP, WF	Withdrawn from course	0.0	N	Attempted

7.1.1 Master's students (M):

7.1.1.1 Credits for courses for which a student earns a letter grade of C or higher or Pass are considered attempted and earned credits toward completion of the degree. Letter grades are used in calculating the GPA.

7.1.1.2 Credits for courses for which a student earns a letter grade of C- or lower, Fail, WP or WF are considered attempted credits, but are not counted toward completion of the degree. Letter grades are used in calculating the GPA.

- 7.1.2 Doctor's students (D):
 - 7.1.2.1 Credits for courses for which a student earns a letter grade of B or higher or Pass are considered attempted and earned credits toward completion of the degree. Letter grades are used in calculating the GPA.
 - 7.1.2.2 Credits for courses for which a student earns a letter grade of B- or lower, Fail, WP or WF are considered attempted credits, but are not counted toward completion of the degree. Letter grades are used in calculating the GPA.
- 7.2 **Alternate Grading Option:** Professors designate courses as either letter graded or pass/fail at the beginning of the term as noted on the course schedule posted for the semester. A student may choose the alternate form of evaluation (except for Ministerial Studies sequence courses) by taking the following steps:
 - 7.2.1 Complete the portion of the ALTERNATE GRADE FORM marked "Pass/Fail Grading Option For Graded Course" or "Letter Grade Option For Pass/Fail Course."
 - 7.2.2 The student must submit the completed form to the Registrar within the first three weeks of the beginning of a Fall or Spring term 14-week course or before the second class period of shorter term courses.
 - 7.2.3 Once an alternate grading option is chosen and processed, it is irrevocable.
 - 7.2.4 In addition to submitting the proper form to the Registrar, the student is responsible for notifying the professor at the beginning of the term that s/he would like a grade for a course that has been designated as pass/fail.
 - 7.2.5 At the completion of the term, the instructor may submit a letter grade for all members of the class. If the student has elected to be evaluated with a pass/fail, the transcript will show a "Pass" for a grade of C or higher, or a "Fail" for a grade of C- or lower
 - 7.2.7 Neither "Pass" nor "Fail" is calculated in grade point averages.
 - 7.2.8 "F" or "Fail" that has not been resolved by the last day of the semester following the one in which it was earned will remain on the student's permanent record. (Earned Fall semester, must be resolved by the last day of the following Spring semester; earned Spring Semester, must be resolved by the last day of the following Fall semester.)
 - 7.2.9 Credits for courses for which a student earns a "Fail" designation are considered attempted, but not earned, credits toward the degree.
- 7.3 **Repeating a Course (Master's Students)**
 - 7.3.1 Master's students receiving a course grade of C- or below or Fail will not receive credit for the course toward their degrees. The course credits will count as attempted credits. Letter graded courses will be calculated in the grade point average.
 - 7.3.2 Required courses with a grade of C- or below, Fail, WP or WF must be repeated and successfully completed in order to fulfill graduation requirements.
 - 7.3.3 Elective courses with a grade of C- or below, Fail, WP or WF may be repeated at the student's discretion.
 - 7.3.4 Both the C- or below or Fail grades and the subsequent passing grade from repeating the course are included in the student's permanent record. In the case of letter grades, the new passing grade is included in calculating grade point average.
 - 7.3.5 A required course may be repeated more than once only upon authorization from the Vice President of Academic Affairs/Dean of the Seminary.
 - 7.3.6 The student will be charged tuition at the time of registration for the course to be repeated.
 - 7.3.7 Courses for which a passing grade has been earned may not be repeated for the purpose of improving the grade.
- 7.4 **Class Attendance:** Students are expected to attend every class session in its entirety. Attendance in each course is recorded in the manner preferred by the instructor.
 - 7.4.1 Absences and tardiness may be taken into consideration in evaluating the seminarian's total contribution to the work of the course.
 - 7.4.2 All absences not satisfactorily explained by the seminarian are regarded as unexcused.
 - 7.4.3 The student is responsible for consulting with the professor about the best means for making up work missed due to absence.
 - 7.4.4 Normally, missing 20% or more of class sessions will result in failure of the course.

SECTION 8 – UPHOLDING ACADEMIC STANDARDS

- 8.1 Determination of Satisfactory Academic Progress:** A student is considered to be making “satisfactory academic progress” when
- 8.1.1 Master’s students**
 - 8.1.1.1** a cumulative GPA of 2.0 for graded courses is maintained and/or
 - 8.1.1.2** no more than one (1) failing grade (F, Fail or WF) per semester is recorded, not to exceed three (3) failing grades for the duration of the degree program.
 - 8.1.2 Doctor’s students** (See also Section 17.)
 - 8.1.2.1** a cumulative GPA of 3.0 for graded courses is maintained;
 - 8.1.2.2** no courses or components of the program are failed;
 - 8.1.2.3** an average of ten (10) credit hours per year are successfully completed over the first three years in the program; and
 - 8.1.2.4** the completion of the doctoral project is on schedule.
 - 8.1.3 Federal Stafford loan borrowers:** Federal regulations require that Stafford loan borrowers must make satisfactory academic progress toward a degree, to be reviewed at the end of each academic year, and must be on track to complete the degree program within the time limits described in Section 2.8.
 - 8.1.4** Stafford loan borrowers who are not making satisfactory academic progress or are on probation may file an appeal to continue to receive loans by completing and submitting to the Financial Aid Office an ACADEMIC PROGRESS APPEAL FORM, documenting extenuating personal circumstances and/or a remedial academic plan approved by the advisor.
- 8.2 Progress Toward Completion of the Degree**
- 8.2.1** If there is an indication that a Master’s student is not making satisfactory academic progress toward completion of a degree, the student’s faculty advisor and the Vice President of Academic Affairs/Dean of the Seminary, after consultation with the student, may formulate a motion for action by the Faculty. Faculty action may include
 - 8.2.1.1** suspension pending satisfactory completion of remedial steps, such as tutoring, special course work or counseling; or
 - 8.2.1.2** administrative leave of absence with terms to be specified by the faculty; or
 - 8.1.1.2** dismissal.
 - 8.2.2** If there is an indication that a doctoral student is not making satisfactory academic progress toward the degree (for example failing any course or component of the curriculum), the chair of the Doctor of Ministry Committee, in consultation with the student’s advisor and the student, may make a recommendation to the Doctor of Ministry Committee. The Committee may formulate a motion for action by the Faculty which may include the above.
- 8.3 Academic Probation**
- 8.3.1** A Master’s student is automatically placed on **academic probation** for the subsequent semester and will be notified by the Dean’s Office of his or her probationary status when:
 - 8.3.1.1** the grade point average for courses taken during Fall or Spring Semester is below 2.0, or
 - 8.3.1.2** F, “Fail” or WF is earned for any course.
 - 8.3.2** To be removed from academic probation, the student must:
 - 8.3.2.1** achieve a 2.0 or higher semester grade point average, and/or all “Pass” grades for courses taken as Pass/Fail, during the semester of probation;
 - 8.3.2.2** complete all course work by the end of the semester due date with no course extensions;
 - 8.3.2.3** meet regularly during the semester with his or her faculty advisor; and
 - 8.3.2.4** achieve a 2.0 or higher cumulative grade point average, and/or all “Pass” grades for courses taken as Pass/Fail.
 - 8.3.3** In cases where the student does not meet the conditions of academic probation, the Vice President of Academic Affairs/Dean of the Seminary and the Dean of Students, in consultation with the student’s advisor, will formulate a motion for action by the Faculty.
 - 8.3.3.1** This action may include continuation of probation, suspension or dismissal.
 - 8.3.3.2** In the case of a Master of Divinity student, the Vice President of Academic Affairs

/Dean of the Seminary may report the decision of the Faculty to the student's authorizing committee or similar endorsing denominational body.

8.3.4 Stafford Loan borrowers on probation see Section 8.1.3

8.4 **Contesting a Grade:** A student who is dissatisfied with the grade earned in a course must first seek to resolve the issue through a direct conference with the course instructor. If the dispute cannot be resolved in this manner the Master's student may bring the concern to the Dean of Students, or the doctoral student may bring the concern to the Chair of the Doctor of Ministry Committee.

8.4.1 The Dean of Students (or Chair) shall confer with the student and the instructor for the purpose of negotiating a solution.

8.4.2 If a mutually satisfactory outcome cannot be found through such negotiation, the student may request a formal review by submitting a written request to the Dean of Students (or Chair), within five (5) business days from the date of the decision, stating reasons for contesting the grade.

8.4.2.1 The Dean of Students (or Chair) then will arrange to have the student's work evaluated by a second reader, either another Lancaster Seminary professor qualified in the same field or another person outside the Lancaster Seminary faculty who is equally well qualified.

8.4.2.2 After receiving a report from the second reader, the Dean of Students (or Chair) will make a determination on the final grade.

8.4.2.3 If the student is not satisfied with the decision of the Dean of Students (or Chair), s/he may appeal to the Faculty within five (5) business days from the date of the report, for further review.

8.4.2.4 The decision of the Faculty is final.

SECTION 9 - STANDARDS FOR STUDENT CONDUCT

As a theological seminary educating and strengthening persons for service to church and society, the Seminary expects students to commit themselves to high standards of academic and community life. Expected in all matters is honesty, respect for others and care for the quality of community life. For the sake of clarity, the standards for student conduct are divided into two categories: Academic Honesty and Personal Conduct.

9.1 Academic Honesty

- 9.1.1 Lancaster Seminary assumes and expects that students will be honest in examinations and in acknowledging sources used in all assignments.
- 9.1.2 With respect to academic work and other Seminary business, the Seminary expects students to represent themselves and their work honestly to their instructors and other Seminary representatives.
- 9.1.3 Breaches of the Seminary's standards for Academic Honesty include, but are not limited to: cheating on examinations or papers; plagiarism [misrepresenting the nature and extent of one's own research; offering work done by others as one's own; employing words and/or ideas originating with others without proper acknowledgment]; and/or submitting the same work for more than one course without clear prior consent of all instructors.
- 9.1.4 Where there is an indication of dishonesty or plagiarism on the part of a student in the completion of academic work, the following procedure will be followed:
 - 9.1.4.1 A meeting will be arranged between the professor(s) of the course(s), the student, the faculty advisor and the Vice President of Academic Affairs/Dean of the Seminary and the Dean of Students.
 - 9.1.4.2 If there is sufficient evidence to sustain a charge of academic dishonesty, the Vice President of Academic Affairs/Dean of the Seminary will refer the matter to the Standards Committee (see Section 9.3), which will investigate the matter and formulate a motion for action by the Faculty.

9.2 **Personal Conduct:** As a Christian community of learning, the Seminary expects that persons show respect for one another. Such respect includes care for the personal well-being and faith development of others. It involves sensitivity to personal differences, including racial, sexual, ethnic and religious diversity. Such respect also extends to respect for the property and privacy of others. In order to maintain the standards of this community of learning and to ensure just and fair dealings with all persons, the procedures in Section 11 should be followed when there is a breach in the Personal Conduct expectations. When appropriate, the Vice President of Academic Affairs/Dean of the Seminary, in consultation with the Dean of Students, President, and/or by written request of any of the parties directly involved, may convene the Standards Committee.

9.3 **Institutional Policies:** Students in any program of and/or employed by the Seminary are subject to all policies adopted by Lancaster Theological Seminary. Such policies include, but are not limited to, Anti-Harassment Policy; Smoking Policy; Alcohol and Substance Abuse/Drug-Free Workplace Policy; general Guidelines for Conduct; Use of Phone and Mail Systems Policy; and Electronic Communications Policy. (See Appendix I)

9.4 **Standards Committee:** The Standards Committee is appointed annually by the Vice President of Academic Affairs/Dean of the Seminary, and consists of two faculty members (excluding the President, the Vice President of Academic Affairs/Dean of the Seminary and the Dean of Students) and two students.

- 9.4.1 When called, the Standards Committee meets as soon as possible, usually within 48 hours after receiving a referral. In most cases the Committee will request pertinent information, meet with the student(s) involved, and any other appropriate persons.
- 9.4.2 If the committee concludes that disciplinary action is appropriate, it will formulate a motion for faculty action. The Faculty's action may include any of the following:
 - 9.4.2.1 **Formal Admonishment:** A formal admonishment consists of a written statement that becomes a part of a student's permanent file. In the case of a Master of Divinity student, the Vice President of Academic Affairs/Dean of the Seminary will report the decision of the Faculty to the student's endorsing denominational body when such action is appropriate.

- 9.4.2.2** Suspension: Action to suspend a student includes a recommendation of steps the student should take to be permitted to resume studies.
 - 9.4.2.2.a** In the case of a Master of Divinity student, the Vice President of Academic Affairs/Dean of the Seminary will report the decision of the Faculty to the student's endorsing denominational body when such action is appropriate.
 - 9.4.2.2.b** A student may apply to the Vice President of Academic Affairs/Dean of the Seminary for removal of suspension after satisfactory completion of recommended steps.
 - 9.4.2.2.c** Removal of suspension is an action of the Vice President of Academic Affairs/Dean of the Seminary in consultation with the Faculty.
- 9.4.2.3** Dismissal: Students dismissed from the Seminary may not resume studies without re-applying and being admitted.
 - 9.4.2.3.a** Dismissal will be recorded on the student's transcript and a copy of the dismissal action will become a part of the student's permanent file.
 - 9.4.2.3.b** In the case of a Master of Divinity student, the Vice President of Academic Affairs/Dean of the Seminary will report the decision of the Faculty to the student's endorsing denominational body when such action is appropriate.
- 9.4.2.4** Other action appropriate to the circumstances.

- 9.5 Appeals:** A student receiving a disciplinary action by the Faculty may appeal to the President according to the following procedure:
 - 9.5.1** A written request for appeal should be submitted to the President within five (5) business days of the date of the faculty's decision, documenting the basis of the appeal.
 - 9.5.2** If appropriate, the President will meet with the student, the faculty advisor, and/or the chairperson of the Standards Committee.
 - 9.5.3** If, after discussion, the student requests a formal appeal, the President will appoint an Appeals Committee comprised of one faculty member (excluding the President and Vice President of Academic Affairs/Dean of the Seminary), one student, one ministerial guide if appropriate, and one faculty member or pastor recommended by the student.
 - 9.5.3.1** After hearing the point(s) of substance or process upon which the appeal is based, the Appeals Committee will make a report to the President.
 - 9.5.3.2** The President will respond to the student within five (5) business days after receiving all supporting documentation and/or report from an Appeals Committee.
 - 9.5.4** The decision of the President is final.
 - 9.5.5** During any appeal, the student is responsible to abide by course and handbook regulations, including class attendance and assignments.

SECTION 10 - FACULTY REVIEW OF STUDENT PROGRESS

- 10.1 Substance of the Review:** The Faculty reviews, on at least an annual basis, each student's progress toward completion of his or her degree program. This evaluation includes areas related to readiness for ministry consistent with the Seminary's Mission Statement, Academic Policies and Standards for Student Conduct. The review includes assessments of:
- 10.1.1** Academic Performance
 - 10.1.2** Vocational Development
 - 10.1.3** Maturity of faith and character
- 10.2 Purpose of the Review:** The purpose of the review is to identify areas of affirmation and concern in ways that may be helpful to the Faculty in supporting the student and in being faithful to the needs of the church. If the Faculty determines that a student's progress toward readiness for ministry is deficient in regard to academic performance, vocational development, or maturity of faith and character, it may, at its sole discretion, recommend or require of the student one or more of the following:
- 10.2.1** Supportive consultation with the Faculty advisor
 - 10.2.2** Remedial studies at Lancaster Seminary or elsewhere
 - 10.2.3** Transfer to a different degree program
 - 10.2.4** Leave of Absence
 - 10.2.5** Dismissal from studies
 - 10.2.6** Other appropriate responses
- 10.3 Appeal Process:** An appeal of a Faculty requirement may be made in writing to the President within five (5) business days from the date of the faculty's action.
- 10.3.1** The President will, when an appeal is received, appoint an Advisory Committee composed of one faculty member, one student, the Vice President of Academic Affairs/Dean of the Seminary and, in the case of a Master of Divinity student, a member of the student's authorizing body.
 - 10.3.2** The Advisory Committee will make a recommendation to the President.
 - 10.3.3** The decision of the President is final.

SECTION 11 - GRIEVANCE POLICY AND PROCEDURE

Any student who believes she or he has been unfairly treated by a faculty or staff member is encouraged to seek a resolution to the problem.

- 11.1 If a student feels aggrieved by a faculty or staff member, the issue should first be discussed with and, if possible, resolved with the other relevant party. Ideally this should be achieved by meeting face to face with the other party rather than through memo, email or voice mail.
- 11.2 Lacking a mutually satisfactory resolution, a student may bring a formal grievance concerning a faculty member or staff person to the Dean of Students. A formal grievance consists of a written statement of the student's concern.
- 11.3 After investigating the situation, the Dean of Students will respond to the student and the faculty or staff member in writing.
- 11.4 Any grievance involving the Dean of Students should be addressed to the Vice President of Academic Affairs/Dean of the Seminary.
- 11.5 Any grievance involving the Vice President of Academic Affairs/Dean of the Seminary should be addressed to the President.
- 11.6 Any grievance involving the President should be addressed to the Executive Committee of the Board of Trustees.
- 11.7 The Dean of Students, Vice President of Academic Affairs/Dean of the Seminary or the President, shall proceed in such manner as s/he in her or his sole discretion deems appropriate.
 - 11.7.1 S/He shall review all pertinent file material and may discuss the matter informally with all parties involved, either collectively or in individual sessions, but is not obligated to invoke a fact finding task force or Standards Committee.
 - 11.7.2 The Dean of Students, Vice President of Academic Affairs & Dean of the Seminary or the President shall in due course render his or her decision and establish a course of action in writing.
- 11.8 The aggrieved person may request reconsideration of the decision and action
 - of the Dean of Students by the Vice President of Academic Affairs/Dean of the Seminary;
 - of the Vice President of Academic Affairs/Dean of the Seminary by the President; or
 - of the President by the Executive Committee of the Board of Trustees.
- 11.9 A request for reconsideration must be submitted in writing within five (5) business days after the date of the decision of the Dean of Students, Vice President of Academic Affairs/Dean of the Seminary or the President.
- 11.10 Reconsideration by the Executive Committee of the grievance and the preceding actions is at the sole discretion of that Committee.
 - 11.10.1 The Committee may decline reconsideration or may proceed to review the matter in such manner, and in such time frame, as it in its sole discretion shall deem appropriate.
 - 11.10.2 The action of this Committee shall be reported to the staff person and/or faculty member and the President in due course.
 - 11.10.3 The action of the Executive Committee shall be final.
- 11.11 A similar policy for faculty is documented in the *Faculty Handbook*.

SECTION 12 – PHILIP SCHAFF LIBRARY

For Library hours, please see <http://library.lancasterseminary.edu>

12.1 Circulation

- 12.1.1 A Lancaster Seminary photo ID card is required to take out library materials. The borrower who charges out a book is responsible for its return (or its replacement, if damaged or lost), even though it may have been given to another person. Books are regarded as damaged when upon their return they are seen to have suffered beyond the ordinary wear and tear that responsible reading brings. A damaged book is one which has had corners bent over, been spilled on, underlined, marked, highlighted, chewed, dropped, etc. Under such circumstances a borrower may be asked to pay for a replacement copy of the damaged item, plus a cataloging fee.
- 12.1.2 All materials must be properly charged out at the circulation desk and returned to the book drop when due.
- 12.1.3 The circulation period for books is one month (30 days); for audio-visual material, curriculum and items from the resource room two weeks (14 days). Renewals may be made by phone (290-8707), by email (library@lancasterseminary.edu), in person or at the library web site. There is a limit of 2 renewals per item. All circulating items are subject to recall after two weeks if requested by another borrower and will be expected back in the library within three days. Items on recall cannot be renewed.

12.2 Special Collections

- 12.2.1 Books in the reference collection, rare book collection, periodical collection and Lancastriana do not circulate.
- 12.2.2 Items from the rare book room must be requested from a library staff member and returned to them. Use of these items is at the discretion of the Library Director.
- 12.2.3 Photocopying older items from these collections may also be restricted due to condition, age and fragility.

12.3 Reference Assistance

- 12.3.1 The reference librarian is usually available during regular seminary business hours.
- 12.3.2 You may send email reference questions to reference@lancasterseminary.edu. Under most circumstances these will be answered within a day.
- 12.3.3 There are a variety of handouts available, providing guidelines for the use of the library and on-line periodical indexes.

12.4 Interlibrary Loan

- 12.4.1 Materials not in our collection may be secured from other libraries through interlibrary loan.
- 12.4.2 Charges from the lending library will be passed on to the patron.
- 12.4.3 Forms for requesting such materials are found on the circulation desk and online.
- 12.4.4 Due dates, renewal periods and fines are determined by the lending library. We ask for your cooperation in timely return of items. Our ability to obtain interlibrary loan materials is compromised when we send things back late. We will impose a fine of \$2.00/day for materials returned after OUR stipulated return date.

12.5 Reserve Books

- 12.5.1 Reserve materials are shelved in the area behind the circulation desk.
- 12.5.2 Request all reserve materials from the library staff.
- 12.5.3 All reserve materials must be checked out, even if only for photocopying.
- 12.5.4 Return all reserve materials to the circulation desk.
- 12.5.5 There is a limit of 5 items that can be checked-out to one borrower at a time.
- 12.5.6 Reserve materials can be checked out one-half hour before closing, used overnight and returned by 11 AM weekdays, 1PM Saturdays.
 - 12.5.6.1 The exception to this is reserve materials checked out one-half hour before closing on Saturday are not due back until 11 AM Monday morning.
- 12.5.7 The fine for **each** overdue reserve item is \$1.00 PER HOUR.

12.6 Overdue Items and Delinquent Fine Notices

12.6.1 Overdue items accumulate fines at the rate of \$.25 per day per item to a maximum of \$15.00 per item.

12.6.2 An overdue notice will be sent for materials that are 7 days overdue.

12.6.3 When the total unpaid fine reaches \$5.00 a bill will be sent out.

12.6.4 Borrowing privileges are suspended when fine totals reach \$5.00.

12.6.5 If the overdue items are not returned and resultant fines paid, the student will receive an invoice for the replacement cost of the book plus processing fees.

12.7 Collection of Fines and Lost/Damaged Materials Charges

12.7.1 Fines are to be paid at the time materials are returned.

12.7.2 Fines paid upon return of materials or receipt of notice and invoices for lost/damaged materials may be paid at the circulation desk. Please have the correct amount or you may write a check to "LTS."

12.7.3 If an item is declared lost and payment is submitted, no refund can be made if the item is found and returned at a later date. Lost items are charged at replacement cost for the item plus a \$25 cataloging/processing fee.

12.7.4 Two weeks prior to the end of the Fall Semester and on the graduation clearance date in the Spring Semester any unpaid fines or missing book charges are submitted to the Business Office and added to your student account.

12.8 Word Processors

12.8.1 Word processing computers are provided for student use.

12.8.2 Bring your own USB flash memory drive to save your work. Anything saved to the C drive is deleted.

12.9 Photocopying/Printing

12.9.1 A card-operated copy machine/printer is available for student use.

12.9.2 Instructions and costs are posted on the card vending machine.

12.9.3 Please bring small bills; our change making resources are extremely limited.

12.10 Cell Phones, Pagers and other electronic devices

Cell phones and pagers **must be turned off or set for silent operation** while you are in the library. If you must receive or make a call, move to the entrance lobby or outside before doing so.

12.11 Amenities

12.11.1 The library is spacious and comfortably equipped with carrels, tables, comfortable seating and meeting rooms. On-line catalogs, Internet access, wireless access and on-line periodical indexes are all available. A variety of handouts on the use of some of these computer resources as well as the library in general are available. Ask library staff to direct you to them.

12.11.2 Library staff will remove all materials from tables and carrels that are not checked out.

12.11.3 Materials cannot be held at the circulation desk for students during classes.

12.11.4 The library is not responsible for personal items left in the library.

12.11.5 Washrooms are provided within the library.

12.11.6 No smoking and/or eating are permitted in the library. Beverages are allowed in the carrels. Food is confined to the designated coffee room only.

12.11.7 Students have borrowing privileges at F&M Library and all SEPTLA (Southeastern Pennsylvania Theological Library Association) libraries. See Lancaster Seminary Library staff for details.

SECTION 13 - STUDENT AND COMMUNITY LIFE

13.1 Student Life

- 13.1.1 Changes of Personal Biographical Information:** Students may change their addresses and/or phone numbers via their SONISWEB accounts. Changes should be reported as soon as they occur. A request for name change must be accompanied by a photo copy of a driver's license, Social Security card or other legal identification reflecting the new name.
- 13.1.2 Classroom Etiquette:** The use of recording devices and computers during classes should be arranged with professors before classes begin each semester. Eating during class should be limited to break times. Audible cell phone or pager ringers must be turned off or set for silent operation in the classroom while class is in session. A student who must receive or make a call should leave the classroom before doing so.
- 13.1.3 Health Insurance:** Lancaster Theological Seminary strongly encourages all students to carry a health benefit plan for themselves and their dependents. Lancaster Seminary does not provide an infirmary or employ resident medical personnel. Health care is an individual responsibility for all students. Students must complete, sign and return a DECLARATION OF HEALTH BENEFIT COVERAGE form to the Registrar.
- 13.1.3.1 International Students:** Students who are citizens of countries other than the U.S. who have been issued F-1 visas to study at Lancaster Seminary are required to purchase health care coverage from a U.S. provider. There are no exceptions to this policy.
- 13.1.3.2 Waiver of Health Coverage Policy:** Students must provide proof of healthcare coverage and/or sign a waiver acknowledging that they assume full responsibility for payment of their own health care costs.
- 13.1.4 Housing for Students:** Unfurnished one- and two-bedroom apartments are available to rent by degree-seeking Master's students registered at LTS for a minimum of 24 credits per academic year. Housing reservations are on a first-come, first-served basis upon receipt of a \$100 housing reservation fee, which will be credited to the first month's rent. The fee is non-refundable should the decision to rent change.
- 13.1.4.1 Apartments :** Priority is one-bedroom apartments for single students and couples; two-bedroom apartments for students with dependent children. For more information or to reserve resident student housing, first-time students should contact the Director of Admissions and Financial Aid.
- 13.1.4.2 Utilities:** Apartment rent includes water, sewer, and heat. Phone and cable service are the responsibility of the occupant in the apartment.
- 13.1.4.3 Commuter Rooms:** Overnight housing in Richards Hall may be reserved by commuter students. For more information or to make reservations for commuter rooms, contact the administrative assistant in the Business Office.
- 13.1.4.4 Move-in dates:** Between 8:30 a.m. and 4:30 p.m. Monday through Thursday during the week prior to the beginning of the September Term or the first day of the Fall Term. If student cannot move in during these times, special arrangements must be made with the Business Office at least 30 days prior to anticipated move in.
- 13.1.4.5 Move-out dates:** Richards Hall Commuter Rooms: The last day of each semester. Apartments : May 31 for graduates, or within 30 days of leaving seminary study for Leave of Absence, Withdrawal or Separation. Return of security deposit will be determined after inspection of the premises by the maintenance department prior to move-out.
- 13.1.4.6 Pet Policy:** Pets are permitted only with prior approval from the Business Office; fees will be discussed at that time. The Business Office reserves the right to deny approval for pets under certain circumstances (i.e. prior year damage by pet(s), poisonous pets, etc.). Pet owners will be aware of and comply with all related Lancaster City ordinances, including Article 715, Chapter 96.
- 13.1.4.6.a** In addition to security deposits and rent for Seminary housing, a refundable, one-time only pet security deposit of \$300 is required; the status of a refund of the pet security deposit will be determined by the condition of the housing upon leaving. In addition, the following non-

refundable annual fees are required for pets: Dog \$150; Cat \$75; Other Pet Fees, minimally at \$50, to be determined by Business Office.

13.1.4.6.b Pet security deposits will be held over each year. The annual inspection may result in reduction in the deposit and a request for additional deposit for the following year. Significant pet damage may be deducted from the one month security deposit for housing.

13.1.4.7 Immunization: In compliance with the College and University Vaccination Act signed into law on July 2, 2002, all students living in Pennsylvania college-, university-, and/or seminary-owned housing must either 1) provide proof that they have been vaccinated for meningococcal disease, OR 2) sign a waiver indicating they have declined to be vaccinated. Students will be provided with a form to certify that they have complied with this law prior to being permitted to occupy Seminary housing.

13.1.4.8 Changes in Housing Request: To request a change in resident student housing, returning students should submit a REQUEST FOR SEMINARY HOUSING CHANGE form found at www.lancasterseminary.edu > MY LTS > Forms to the Business Office.

13.1.5 Services to Families of Seminarians

13.1.5.1 Auditing Seminary Courses: Spouses/Partners of full-time students may audit up to two courses (six credits) per semester for Continuing Education (non-credit) at no charge. Audits are at the discretion of the professor. To audit a course, the person should submit a completed audit form available on the website, or contact the Registrar.

13.1.5.2 Counseling Services: Students and/or their immediate family members who may need to deal with religious, emotional, interpersonal, marital and vocational concerns, as well as to resolve difficulties in academic work, should contact the Dean of Students for consultation and referral.

13.1.5.3 Off-campus Employment Opportunities: Notices of church and non-church employment opportunities and internships are in the Job Opportunities Notebooks in the lower level of the Lark Academic Building. Notebooks also list denominational positions. No endorsement of these openings is implied.

13.1.5.4 Part-time On-campus Employment Opportunities: A limited number of campus work opportunities may be available to students and spouses/partners during the academic year and the summer. Notices of openings will be posted on the website. Interested persons should apply as instructed in the notices.

13.2 Community Life

13.2.1 Cokesbury Seminary Bookstore: The Seminary has arranged for the Cokesbury Seminary Bookstore to be located on the lower level of the Campus Center. Contact the bookstore at 717-393-1077 for information and hours of operation.

13.2.2 Campus Communication

13.2.2.1 Student E-mail Accounts: E-mail is the official vehicle for communications to enrolled students, and enrolled students are required to subscribe to the campus e-mail. All enrolled students are assigned a Lancaster Seminary e-mail account and will be notified of their campus e-mail addresses and initial passwords. General notifications and announcements will be communicated via the student e-mail directory and will not be distributed to the campus mailboxes or to students' personal e-mail accounts. It is the student's responsibility to check his or her e-mailbox regularly, either on campus in the Library or Richard's Hall, or via the WEB. (See Appendix V)

13.2.2.2 Campus Mail slots: Mail slots are provided on the lower level of the Lark Academic Building for all persons enrolled in courses for credit or continuing education audit, as well as for all faculty, adjunct faculty, ministerial guides and Seminary administrators and staff. Campus publications as well as U.S. mail are distributed through these mailboxes.

13.2.2.3 Leadership Letter: This publication, produced in the Office of Advancement, features current campus events and topics of interest about and is distributed among alumni/ae, faculty, students, and friends.

13.2.2.4 Posting of Notices: Notices, flyers, invitations, etc., shall be submitted to the

faculty administrative assistant to be posted on Seminary bulletin boards in Lower Level Lark. Officers of the Seminarian Community Council are responsible for notices posted on the SCC-designated bulletin board. Notices to be posted in Richards Hall should be submitted to the administrative assistant in the Business Office.

- 13.2.3 Campus Center:** [Mayer Commons and Glatfelter Room] The Campus Center, which includes the Mayer Commons and Glatfelter Room, is available for informal and impromptu gatherings. The Mayer Commons and Glatfelter Room may be reserved for meetings or special occasions through the Business Office. Key fob access to the Campus Center is available to all registered students. Issuance of a key fob and rules governing its use are available in the Business Office.
- 13.2.4 Campus Security:** A report on campus security is distributed annually to the Seminary community, and a copy may be obtained in the Business Office. See § 13.2.8 and Appendix VI.
- 13.2.5 Chapel Worship Services:** The Seminary Community regularly gathers for worship in the Santee Chapel during the Fall and Spring Terms. Communion is celebrated on Wednesdays at 11:10 a.m.
- 13.2.6 Community Hours:** On Thursdays from 11:10 A.M. to 12:00 noon the community gathers for events planned by faculty and/or students. Any person or group within the Seminary Community may sponsor a community hour by submitting a written request/proposal to the Office of the Vice President of Academic Affairs/Dean of the Seminary.
- 13.2.7 Concierge:** Student concierges are available before and after normal business hours for minor security/safety issues by calling 717-572-0819. They also provide hospitality services evenings and weekends.
- 13.2.8 Electronic Building Access:** Electronic Building Access has been implemented in most academic buildings. For access to night classes in Lark Building or for weekends in Mayer Commons, a key fob — the device needed for access — must be secured from the Business Office. There is a deposit required that is refunded when the key fob is returned.
- 13.2.9 Inclusive Language:** The faculty has adopted a statement on inclusive language and commends it to all members of the community for study, reflection, discussion and use. (See Appendix III)
- 13.2.10 Lancaster Theological Seminary Website:** Lancaster Theological Seminary information may be obtained through the website at www.lancasterseminary.edu. Information for students, including forms, access to SONIS Webtools, course offerings and descriptions, student handbook, on-campus job opportunities, graduation information, may be found under “MY LTS” on the website.
- 13.2.11 Lectures and Special Events:** Lectures and special events are offered throughout the year for which students and their dependents may register. Contact the Office of Continuing Education or the Seminary's website for a schedule of events and information about registration.
- 13.2.12 Meeting Room Reservations:** Seminary spaces for meetings or gatherings must be reserved in writing through the Business Office. Reservation forms are available in the Business Office; reservations may be requested via e-mail to rgermeyer@lancasterseminary.edu.
- 13.2.13 Non-discrimination Statement:** Lancaster Theological Seminary affirms a commitment to equality of opportunity for all individuals and does not discriminate on the basis of sex, age, race, color, ability, or national or ethnic origin in admissions, financial aid, educational programs, housing and services, or in employment practices. Beyond the policy of nondiscrimination, the Seminary acts affirmatively to attain a more balanced representation of under-represented racial and ethnic minorities in order to add valuable diversity to the life of the school.
- 13.2.14 Parking:** All parking in Seminary lots is by permit only, with the exception of spaces for short-term visitors. A permit to park in a designated lot does not guarantee that space will be available. Visits longer than thirty minutes require a temporary permit available from the Business Office. Parking is permitted only in paint-demarcated parking spaces. DO NOT park in the driveway in front of Bowman Hall. THIS IS A FIRE LANE! Loading and unloading are permitted, for a maximum of ten minutes. Extended parking in the fire lane

will result in the vehicle being ticketed and towed at the owner's expense.

- 13.2.14.1 Parking Tags/Parking Permits:** Parking tags or permits, issued by the Business Office for a one-year period, are required to be permitted to park in all lots owned by the Seminary. A permit to park in a designated lot does not guarantee that space will be available. Parking tags must be returned to the Business Office upon graduation, leave of absence, withdrawal or separation from the Seminary.
- 13.2.14.2 Resident Students:** Resident vehicle parking tags are issued to students residing in Seminary housing. If two students live in one apartment and both own vehicles, one may have a resident campus parking tag and the other must park on the street. All resident parking is along the main campus driveway. Spaces in front of Richards Hall, except for three parking spaces along the Campus Center which are reserved for Cokesbury Bookstore, are available at all times for full-time resident students living in campus apartments.
- 13.2.14.3 Resident parking tags** are void at the date of departure from campus housing, but may be exchanged for a Student (Pine Street) parking lot tag if the resident becomes a commuting student.
- 13.2.14.4 Pine Street Lot/Commuting Students:** All spaces are reserved for commuting students. Commuting students will be issued parking tags for the Pine Street Parking Lot. A gate-opener is needed to access this lot and may be requested from the Business Office. On-street parking is usually available nearby. Remember to read the street cleaning signs or you will be ticketed by City Police!
- 13.2.14.5 Richards Hall Parking:** Commuters who rent rooms in Richards Hall for more than two nights per week receive a special parking pass for the area directly behind their short-term residence. In the event that extra spaces are available, they will be assigned to Richards residents based on history of prior usage.
- 13.2.14.6 Administration, Faculty, Staff, Trustees:** A West Lot parking tag will be issued for parking only in this area. Between the hours of 7:30 am and 5:00 pm, all parking spaces in this parking lot are reserved for visitors, administration, faculty, staff and trustees. After 5:00 pm, and before 7:30 am and anytime on weekends or holidays, anyone associated with the Seminary may use this lot.
- 13.2.14.7 Cokesbury Bookstore Patrons:** Three spaces are marked for the exclusive use of bookstore patrons.
- 13.2.14.8 Visitors:** Visitors on campus for Seminary business may park in the indicated visitor parking spaces in the West Lot for up to thirty minutes; if more time is required and/or if visitor spaces are not available, a temporary parking tag may be obtained in the Business Office. This tag shall be hung from the inside rear-view mirror of the vehicle.
- 13.2.14.9 Handicap Parking:** Spaces in the West Lot and in the area outside Richards Hall are available for persons with disabilities.
- 13.2.14.10 Violations of Seminary Parking Policies:** Rounds are made on a regular basis, and parking tickets are issued to violators. Fines may be paid in the Business Office. Unpaid fines accumulated through parking will be reflected on the student's Seminary account and will result in the loss of parking privileges and/or the vehicle being towed at the owner's expense.
- 13.2.14.11 Repeat violations** of parking policies (i.e., more than two parking tickets given to a particular vehicle) will also result in the revocation of parking privileges and the vehicle being towed at the owner's expense.
- 13.2.14.12 City Street Cleaning:** Observe signs indicating days and times of street cleaning. Fines are levied by the City for failure to observe the "No Parking" times. Watch the Lancaster papers for the winter date when street cleaning is stopped and the spring date when the cleaning is resumed.
- 13.2.14.13 Bicycle Storage:** Because of fire and safety regulations, bicycles may not be stored or parked in halls or stairwells of buildings. Apartment residents may store bicycles in the basement of Bowman Apartments in the room between the laundry and the west storage room. Laundry room keys will open the outside doors to the basement area.

13.2.15 Recreational Facilities: Lancaster Theological Seminary students may be permitted limited use of the facilities at the F&M Alumni Sports and Fitness Center located on Harrisburg Avenue at the discretion of F&M. Lancaster Seminary ID will permit access to the walking track, tennis courts and pools. Access to the aerobics room is not permitted. The policy and process for this privilege are reviewed annually by F&M and may change without notice. Current policy information and subsequent updates will be posted on students' seminary e-mail accounts. Students should not contact F&M directly, but should request information through the Lancaster Seminary President's Office.

13.2.16 Sabbath Room: A sacred space located adjacent to the Glatfelter Conference Room has been consecrated for use by the Seminary Community for prayer, meditation and contemplation. Members of the Seminary Community may reserve the room for one-hour blocks of time. Guidelines for using the Sabbath Room and a reservation calendar are located outside the entrance to the room.

13.2.17 Seminary Identification Card: Students are issued a Seminary identification (ID) card at orientation and annually thereafter. The Seminary ID card is necessary to

13.2.17.1 check out library materials at Lancaster Theological Seminary

13.2.17.2 check out library materials at Franklin & Marshall College

13.2.17.3 Other local establishments may provide certain discounts for which a school ID card is required.

13.3 Seminary Governance

13.3.1 Board of Trustees: The Board of Trustees of Lancaster Theological Seminary governs Lancaster Theological Seminary under its by-laws.

13.3.2 Senior Leadership: The Board of Trustees calls a president to serve as the chief executive officer of the Seminary, to whom the Board delegates the day to day administration of the Seminary. In consultation with the President, the Board of Trustees also calls a Vice President of Academic Affairs/Dean of the Seminary and resident faculty. The Board delegates the academic administration of the Seminary to the President, Vice President of Academic Affairs/Dean of the Seminary and faculty. The President has organized the administrative work of the Seminary as follows:

13.3.2.1 Administrative Cabinet: An Administrative Cabinet consults with the President on general administration of the Seminary, facilitates the flow of information, implements policy decisions of the Trustees and functions as staff for institutional planning and strategy. Members include the President, Vice President of Academic Affairs/Dean of the Seminary, Vice President of Advancement and Communications, Director of Recruitment, Admissions and Financial Aid, Dean of Students, and Vice President of Business and Finance. The moderator of the Seminarian Community Council is invited to serve on the Administrative Cabinet and to provide input and facilitate communication with the wider student body.

13.3.2.2 Faculty: The Faculty has responsibility for academic policy in educational programs of the Seminary. It is composed of resident full-time faculty members. Adjunct faculty and administrative officers of the Seminary have voice, but no vote.

13.3.2.3 Seminary Committees: In addition to scheduled meetings of the Regular Faculty, the following other committees meet regularly throughout the semester: (1) Education and Student Life Committee of the Seminary; (2) Committee on Diversity; (3) Doctor of Ministry Committee; and (4) Faculty Development and Review Committee. A regular faculty member usually serves as chair in each committee and, as applicable, the committees may consist of faculty, staff, administration, students and trustees.

Committee Name	Mission	Areas of Concern
EDUCATION & STUDENT LIFE COMMITTEE OF THE SEMINARY	Review and recommend to the Faculty changes in academic policy, including course proposals and changes, degree requirements, revisions of the <i>Student Handbook</i> related to master's programs, as well as matters related to community life.	Master's programs, Library, special education programs, recreation, housing & parking concerns, community hours, social activities.
COMMITTEE ON DIVERSITY	Coordinate events celebrating the diversity of the Seminary Community	All areas of Seminary life
DOCTOR OF MINISTRY COMMITTEE	Review and recommend to the Faculty changes in academic policy, including course proposals and changes, degree requirements, and revisions of the <i>Student Handbook</i> related to the Doctor of Ministry program.	Doctor of Ministry Program
FACULTY DEVELOPMENT AND REVIEW COMMITTEE	Review and recommend to the faculty and administration policies, procedures, appointments, tenure and promotion as related to the faculty.	Professional development of the faculty.
REGULAR FACULTY	Generative, strategic and fiduciary thinking and implementation of academic programs of the Seminary.	Academic programs and curricula.

13.4 Seminarian Community Council: The Seminarian Community Council (SCC) is a student organization that strives to enrich the social, cultural and spiritual experiences of the community by promoting the expression and development of friendship and worship. Each Spring officers are elected. An SCC office is located in the Campus Center. Further information about the SCC may be obtained from the SCC office. E-mail the SCC at scc@lancasterseminary.edu. Each semester, students are charged an Activity Fee which goes directly to the SCC.

SECTION 14 – MASTER OF DIVINITY PROGRAM

The Master of Divinity program is an integrated program of study that provides a foundation for ordained ministry. In many denominations, completion of a Master of Divinity degree is a prerequisite for ordination.

In the context of Lancaster Seminary's Mission Statement, the Master of Divinity curriculum is a program of study, worship, practice and common life which requires personal and critical engagement with God, creation, society, others and self for the sake of the Gospel in the contemporary world. Its purpose is to enable students to:

- Deepen personal commitment and devotion to Gospel and church
- Develop the maturity of character required for the competent and ethical practice of ordained ministry as a lifelong vocation
- Develop a critical and imaginative vision of God, creation, society, church and self and their interrelatedness
- Participate in the traditions of faith while anticipating the unique challenges of a diverse and changing world
- Engage in theologically grounded ministries of compassion, nurture, justice and proclamation that support fullness of life for all people
- Demonstrate the knowledge and ability necessary for the practice of ministry in social, cultural, environmental and ecclesiastical contexts.

Any student able to undertake the course of study full time is encouraged to do so. A sequence of courses for a full-time Master of Divinity student usually includes 30 credit hours each academic year in addition to summer and January term courses. Courses noted as required are offered at least once each academic year. The entire program of 94 academic credits is designed to be completed in three years of full-time study.

Lancaster Theological Seminary strongly encourages all Master of Divinity students who are preparing for ordination to work closely with their faculty advisors and respective denominational representatives to assure that all academic requirements for ordination are met prior to graduation. The Seminary does not require the endorsement of relevant church bodies as a condition of admission or good standing in the program. Lancaster Seminary is committed to maintaining a close relationship with students and denominational leaders as candidates prepare for ordination. From the admissions evaluation through the Comprehensive Vocational Review process and subsequent advisement, the Seminary will assist all students intending to be ordained to meet denominational requirements. The degree must be completed within 16 semesters (8 years) from the time of first registration.

- Master of Divinity with Specialization in Chaplaincy (in partnership with Lancaster General Hospital) – See Section 14.8
- Master of Divinity with Specialization in Spiritual Direction (in partnership with Shalem Institute) See Section 14.9
- Master of Divinity with Certificate in Youth and Young Adult Ministry – See Section 14.10

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MASTER OF DIVINITY PROGRAM REQUIRED COURSES AND COMPONENTS

A total of 94 credits as well as all non-credit components of the program must be successfully completed for graduation.

Required courses and components:

COURSE NUMBER	COURSE NAME	RECOMMENDED YEAR	SEMESTER OFFERED
ARI100 (1.5)	Anti-Racism Institute	1 or 2	As Announced
BT101 (0)	Boundary Training	1	In conjunction with MS107
CH111 (3)	History of Christianity I	2	Fall
CH113 (3)	History of Christianity II	2	Spring
CVR (0)	Comprehensive Vocational Review	2	In conjunction with MS207
EM100 (3)	Introduction to Educational Ministries	1	Spring
EM310 (4)	Teaching Religion in America	3	Fall
MS101 (2)	Interpretive Task and First-year Students Retreat	1	Pre-Fall Intensive
MS106 (2)	Integrative Formation Seminar I	1	Fall
MS107 (2)	Integrative Formation Seminar II	1	Spring
NS142 (1.5)	Methods for Theological Writing	1	Fall and Spring
MS206 (2)	Integrative Formation Seminar III	2	Fall
MS207 (2)	Integrative Formation Seminar IV	2	Spring
MS203 (0)*	Cross-Cultural Component	2	Spans Fall & Spring
NT111 (3)	Jesus and the Gospels	1	Spring
NT113 (3)	Paul and the Early Church (prerequisite NT111)	2	Fall
OT112 (3)	Introducing the Old Testament I	1	Fall
OT114 (3)	Introducing the Old Testament II (prerequisite OT112)	1	Spring
PH240 (or RS240) (3)	Roots of Wisdom I: Exploring Philosophical Thinking	2 or 3	Spring
PT120 (3)	Introduction to Pastoral Care & Counseling	1	Spring
RS205 (3)	Church and Human Sciences	2	Spring
RS240 (or PH240) (3)	Roots of Wisdom II: Exploring Religious Phenomena	2 or 3	Fall
TH100 (3)	Introduction to Theology	1	Fall
TH200 (3)	Christian Doctrine	2	Spring
TH305 (3)	Christian Social Ethics	3	Fall
WP205 (3)	Christian Worship	2	Fall
WP210 (3)	Introduction to Preaching	2	Spring
*3 elective credits may be requested			
Not required for graduation but highly recommended especially for those going into parish ministry:			
PL306 (3)	Transformational Leadership: Church Administration, Stewardship & Evangelism	Prerequisite MS207	January Intensive

See also Sections 14.8, 14.9 and 14.10 for requirements related to Specializations and Certificate.

14.1 Requirements for Graduation in The Master of Divinity Program [See also Section 14.3]

- Successful completion of 94 credits, including elective courses and a distribution of required core courses as noted above, with a cumulative grade point average of at least 2.0.
- Completion of Comprehensive Vocational Review [CVR] (in conjunction with MS207).
- Completion of Anti-Racism Institute
- Completion of Boundary Training Workshop (in conjunction with MS107).
- Completion of the International Cross-Cultural Seminar (MS203).
- Successful completion of Ministry Seminars and Field Education.

14.2 Persons who have not earned a baccalaureate degree: The Association of Theological Schools in the U.S. and Canada (ATS) permits the admittance of persons who have not earned a baccalaureate

degree, but who meet all other admissions criteria, into the Master of Divinity degree program only, provided that the total number of such students does not exceed 15% of the total Master of Divinity student body.

14.2.1 Preference is given to applicants who have had some college education.

14.2.2 At no time will the number of students without a baccalaureate degree exceed 15% of the Master of Divinity student body.

14.2.3 Completed applications from persons in this category will be considered for admittance during the month of May for entrance into the following Fall semester. Applications in this category will be considered in accordance with the ATS guidelines on a space-available basis for applicants who meet all other admissions requirements for the degree.

14.2.4 Contact the Admissions Office for other specific admissions criteria and deadlines.

14.2.5 Priority may be given to persons in this category who are able to undertake full-time study (at least 12 credits per semester).

14.3 The Ministerial Formation Component: Ministerial Formation is that portion of the Master of Divinity program which encompasses **Ministry Seminars, Field Education, the Comprehensive Vocational Review (CVR)** and the **International Cross-Cultural Seminar**, all of which are required for graduation. Each seminarian enrolled in the Master of Divinity program is required to participate for four full terms in an assigned Ministry Seminar group consisting of a small group of seminarians, a ministerial guide and a faculty advisor. The Ministerial Studies component is administered by the Office of Ministerial Studies in consultation with the faculty and the Education and Student Life Committee of the Seminary. The components of the Ministerial Formation Program are as follows:

14.3.1 MS101 – Interpretive Task and First-year Seminarians’ Retreat (2 credits)

14.3.1.1 Four- to five-day intensive class (usually 9am to 4pm) in the Pre-fall Term, including an overnight retreat.

14.3.1.2 Must be successfully completed before proceeding to MS106/107 sequence

14.3.1.3 Master of Arts (Religion) students are permitted to register for MS101.

14.3.3 Year One Ministry Seminars: Shaping a Life of Faith – MS106 (Fall Term) and MS107 (Spring Term)

14.3.3.1 Pre-requisite: successful completion of MS101.

14.3.3.2 Students are required to meet with the same seminar group in the same time slot for consecutive Fall and Spring Terms.

14.3.3.3 Master of Arts (Religion) students may request permission of the Vice President of Academic Affairs/Dean of the Seminary to participate in this sequence.

14.3.4 Year Two Ministry Seminars: Shaping a Life of Ministry – MS206 (Fall Term) and MS207 (Spring Term)

14.3.4.1 Students must have successfully completed a minimum of 28 credits (but before completing a maximum of 60 credits).

14.3.4.3 MS206 and MS207 are to be taken in conjunction with serving in a field education placement, unless otherwise noted in the program or permitted by the Director of Field Education.

14.3.4.4 Students are required to meet with the same seminar group in the same time slot for consecutive Fall and Spring Terms.

14.4 Field Education: In conjunction with Ministry Seminars, students are required to be engaged in placements at approved Field Education sites.

14.4.1 While participating in the MS206/207 sequence, students are required to be engaged in placements in congregational, agency or institutional settings.

14.4.3 Internship: A year-long internship in a congregational, agency or institutional setting may be available to students who have successfully completed at least 24 credits and who want an immersion experience in a ministry setting. Permission of the Director of Field Education and Dean of Students is required. In some instances, the faculty may require a student to undertake a year-long internship.

14.4.4 CPE as Field Education Experience: With the permission of the Field Education Director, CPE may serve as the student’s field education experience. If approved, the student will not be granted additional credits for CPE, but will receive the normal credits for the MS206/207 components.

14.5 Comprehensive Vocational Review (CVR): An important component of the Master of Divinity program is the Comprehensive Vocational Review (CVR) evaluation of spiritual formation, learning, development and integration. The CVR is an opportunity for the student to examine and assess her

or his progress in preparation for ministry and suitability for continuing in the program. At the conclusion of the CVR interview, a report is prepared by the faculty advisor that will include recommendations requiring follow-up and/or validation that the student should move forward in the program. The report becomes part of the student's portfolio. If the student is endorsed by a denomination, the seminary will provide the judicatory representative with a copy of the CVR report. It is the responsibility of the student to schedule the appropriate CVR in accordance with information and guidelines found in the CVR packet available on the seminary website.

The CVR is to be undertaken after at least 36 credits and before 60 credits have been completed.

- 14.5.1** Includes a self-assessment paper, current transcript, field education evaluations and other documents as required.
- 14.5.2** The above documents are shared during a meeting with an interview committee that includes the student, faculty advisor, ministerial guide, a judicatory representative and a student peer.
- 14.5.3** If the CVR has not been undertaken by the time the student has completed 60 credits, the student must seek permission from the Dean of Students in order to register for additional courses.

14.6 International Cross-cultural Seminar [MS203]

- 14.6.1** In light of the value placed on the appreciation of others, a goal of the M.Div. program is that students experience and reflect on social and economic otherness (e.g., poverty, wealth); national and cultural otherness (e.g., another country with a primary language different from one's own); racial and ethnic otherness (e.g., situations where Euro-American culture is not dominant); ideological otherness (e.g., different theological and political convictions); and ecclesiastical otherness (e.g., different pieties, liturgies, polities, mission emphases). Such experience and reflection are to include what such otherness means for oneself personally and vocationally, and also for the church, its nature, vocation and ministry.
- 14.6.2** An important vehicle to achieve an appreciation of social, political, economic and ecclesial otherness is the International Cross-cultural Seminar, a three-week encounter in a Latin American, Middle Eastern, African, Asian or Eastern European setting, in accordance with the guidelines of the Seminary and the commitment of the faculty.
- 14.6.3** Lancaster Seminary sponsors one or more approved three-week International Cross-cultural Seminars each January. The International Cross-cultural requirement is comprised of three parts:
 - 14.6.3.1** Meetings of preparation in the semester immediately prior to the Seminar,
 - 14.6.3.2** the Seminar itself, usually in January, and
 - 14.6.3.3** meetings of reflection, debriefing culminating in the submission of a final assignment in the semester immediately following the Seminar.
- 14.6.3.4** The number of meetings for preparation and reflection will be announced six months prior to the Seminar, with a limit of twelve total meetings.
- 14.6.4 Registering:** Students will register for the International Cross-Cultural sequence (MS203) in the Fall Semester prior to the trip and again in the Spring semester during which the trip will be completed (recommended during the second year of study).
 - 14.6.4.1** Upon registering for MS203 in the Fall registration cycle prior to the trip, the student should be prepared to submit a photocopy of the photo page of his/her valid passport to the Administrative Assistant to the Faculty. Registration for MS203 will not be valid until this documentation has been submitted.
 - 14.6.4.2** If the photocopy of the photo page of a valid passport has not been submitted by the first day of the Fall Term immediately prior to the scheduled trip, the student's name will be removed from the roster of MS203, and travel arrangements will not be made on behalf of that student. (See also Section 14.6.6.5.)
- 14.6.5 Credits:** While completion of all components of the International Cross-cultural Seminar, including preparation and reflection, is required for graduation in the M.Div. program, it is a non-credit requirement. However, a student may choose to register for 3 elective credits for the seminar by registering for MS2033 in the Spring semester during which the trip is completed.
- 14.6.6 Cost:** The Cross-Cultural Fee charged to the student account does not include personal expenditures during the trip. In September prior to the January of the scheduled Seminary-sponsored trip, the Business Office will bill students registered for MS203 for travel and related fees. For the convenience of the student, the business office has established a three-part billing/payment plan as follows:

- One-third billed to students' accounts September 1, with payment due no later than October 1.
 - One-third billed to students' accounts October 1, with payment due no later than November 1.
 - The final one-third billed to students' accounts November 1, with final payment due no later than December 1.
- 14.6.6.1** The Overdue Balance fee will be charged to a student who has not paid the installments by the due dates.
- 14.6.6.2** A student who has not paid all billed expenses related to the Seminary-sponsored trip by December 1 will not be permitted to participate in the trip for that year.
- 14.6.6.3** Students should begin financial planning as soon as they begin the M.Div. program. It is also recommended that Master of Divinity students begin the process of renewing or applying for and obtaining passports as early as their first year of study to avoid delays in preparing for the seminar. Passports are valid for a period of 10 years.
- 14.6.6.4** Students are encouraged to seek to raise the necessary funds from their home and field education churches prior to the trip. Students who register for MS203 during the regular registration period for Fall courses may request from the Administrative Assistant to the Faculty a general solicitation letter which they may reproduce and distribute as they wish. Students should also consider the cost as part of their educational expenses when completing their financial aid requests (FAFSA and LTS Financial Aid Application Form).
- 14.6.6.5** A student who does not participate in the Seminary-sponsored Cross-cultural trip because of withdrawal from the course or non-payment of expenses will be charged a \$100 non-refundable deposit and will be responsible for all other non-refundable charges incurred by the Seminary (including, but not limited to the cost of visas, penalties for cancellation of airline tickets, lodging, etc.).
- 14.6.7** **Alternate Seminar Request:** (See Appendix IV for complete guidelines) In light of serious medical or familial issues, or similar extenuating circumstances, a student may, after consultation with his/her advisor and consultation with and written approval of the Dean of Students, submit to the Vice President of Academic Affairs/Dean of the Seminary a written proposal for an alternate Seminar no later than
- 14.6.7.1** **June 15** for persons planning to meet the requirement the following Spring Semester.
- 14.6.7.2** **November 15** for persons planning to meet the requirement the following Summer, September or Fall Semester.
- 14.6.7.3** Upon written approval by the Dean of Students and the Vice President of Academic Affairs/Dean of the Seminary, the Registrar will process the registration.
- 14.6.7.4** **Approval of one seminarian's proposal for a specific alternate seminar does not constitute precedent for approval of another seminarian's request for the same or similar alternative.**
- 14.6.7.5** Financing the seminar is a common burden and is not normally considered grounds for an exception
- 14.7** **Waiving a Required Course:** Occasionally students have had prior study or experience in an area for which a course is required. In order to avoid redundancy in study, it is possible to request a waiver for a required course. To waive a required course or to arrange for a substitute requirement, a student must
- 14.7.1** complete a REQUIREMENT WAIVER FORM (available on the Seminary website).
- 14.7.2** secure the signature of the faculty advisor as well as a faculty member responsible for the area in which the course is taught.
- 14.7.3** Submit the completed and signed form to the registrar for processing.
- 14.7.4** Waiving a required course does not reduce the number of credit hours required for graduation.
- 14.7.5** In certain circumstances it may be appropriate for a student to waive a required course arranging a substitute course. The substituted course must be successfully completed before the request for waiver will be considered.
- 14.7.6** In cases in which substantial alterations of course requirements are called for, a proposal of alternate study is worked out among the student, the faculty advisor and the Dean of Students. The merits of previous experience and study are evaluated in terms of their

equivalency to the requirements.

14.7.7 Because waivers are related to specific circumstances, the granting of a waiver should not be regarded as a precedent.

14.8 Master of Divinity with Specialization in Chaplaincy (in partnership with Lancaster General Hospital) **94 Credits Required for Graduation:** The accelerated combined M.Div.in Chaplaincy offers highly motivated students the ability to earn the M.Div. degree from Lancaster Theological Seminary and complete four units of Clinical Pastoral Education at Lancaster General Hospital within three years. The academic study and hands-on learning required to be eligible for certification as a professional healthcare chaplain will be presented in an integrated approach that fosters the application of concepts as they are introduced. Students in this specialization will be required to finish their last unit of CPE in the summer following their graduation from Lancaster Seminary. With an acceptance limit of four (4) students per year, successful applicants must apply to and be accepted by both programs in order to be eligible. Because the intent of this program is to get graduates into chaplain positions more efficiently, it is intended for full-time students. However, if space is available and acceptance into the specialization is approved by both institutions, part-time students may become eligible. **See Chart A: Course of study for M.Div. Specialization in Chaplaincy**

14.9 Master of Divinity with Specialization in Spiritual Direction (in partnership with Shalem Institute) **94 Credits Required for Graduation:** The combined M.Div.and Spiritual Direction program offers students the ability to earn the M.Div. degree from Lancaster Theological Seminary and complete the certificate program in spiritual direction at Shalem Institute for Spiritual Formation within three years. This innovative and collaborative program draws on the rich resources of Christian contemplative tradition to prepare individuals called to the ministry of spiritual direction. Students in this program will be required to complete the final spiritual direction intensive and project in the summer following their graduation. Successful applicants must apply to and be accepted by both programs in order to be eligible. This program will begin with a limit of eight (8) students per year. Because the intent of this program is to get graduates into pastoral positions more efficiently, it is intended for full-time students. However, if space is available and acceptance into the specialization is acceptable to both institutions, part-time students may become eligible. **Chart B: Course of Study for M.Div. Specialization in Spiritual Direction**

14.10 Master of Divinity with Certificate in Youth and Young Adult Ministry: In the context of their Studies for the Master of Divinity degree, students may supplement the required M.Div. courses with the following electives that would make them eligible to also receive a Certificate in Youth and Young Adult Ministry:

EM120	Digital Literacy for the Contemporary Church	1,5 credits
EM221	Organizational Communication Theory and Practice	1.5 credits
EM243	Youth and Young Adult Ministries	3 credits
EM250	Ministry with Young Adults: Constructing a Theology for Vocation	1.5 credits
EM251	Ministry with Young Adults: Community & Solitude	1.5 credits
EM305	Faith and Human Development OR PT120 Introduction to Pastoral Care	3 credits

Additional specialized electives may be offered.

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Chart A: Course of study for M.Div. Specialization in Chaplaincy

COURSE NUMBER	COURSE NAME	RECOMMENDED YEAR	SEMESTER OFFERED
ARI100 (1.5)	Anti-Racism Institute	1 or 2	As Announced
BT101 (0)	Boundary Training	1	With MS107
CH111 (3)	History of Christianity I	2	Fall
CH113 (3)	History of Christianity II	2	Spring
CVR (0)	Comprehensive Vocational Review	2	Spring
EM100 (3)	Introduction to Educational Ministries	1	Spring
EM310 (4)	Teaching Religion in America	3	Fall
MS101 (2)	Interpretive Task & First-year Students Retreat	1	Pre-Fall Intensive
MS106 (2)	Integrative Formation Seminar I	1	Fall
MS107 (2)	Integrative Formation Seminar II	1	Spring
NS142 (1.5)	Methods for Theological Writing	1	Fall and Spring
MS203 (0)*	Cross-Cultural Component	2	Spans Fall & Spring
NT111 (3)	Jesus and the Gospels	1	Spring
NT113 (3)	Paul and the Early Church (prerequisite NT111)	2	Fall
OT112 (3)	Intro to Hebrew Bible: OTI	1	Fall
OT114 (3)	Intro to Hebrew Bible: OTII (prerequisite OT112)	1	Spring
PH240 (or RS240) (3)	Roots of Wisdom I: Exploring Philosophical Thinking	2 or 3	Spring
PL220 (2)	Communication Skills for Pastoral Care	1	Spring
PT120 (3)	Introduction to Pastoral Care & Counseling	1	Spring
PT160 (1)	Ministry of Chaplaincy	1	January
RS205 (3)	Church and Human Sciences	2	Spring
RS240 (or PH240) (3)	Roots of Wisdom II: Exploring Religious Phenomena	2 or 3	Fall
TH100 (3)	Introduction to Theology	1	Fall
TH200 (3)	Christian Doctrine	2	Spring
TH305 (3)	Christian Social Ethics	3	Fall
WP205 (3)	Christian Worship	2	Fall
WP210 (3)	Introduction to Preaching	2	Spring
Integrative Seminar (1)	Integrative Final Project Seminar	Final Semester	Final Semester
CPE100-400 (16)	Clinical Pastoral Education - 4 Units	Every Semester	Every Semester
9 credits from the following Specialized Electives as offered	EM305 Faith and Human Development (3)		
	PL230 Ministering in Matters of Sexuality (3)		
	PT218 Ministry with Bereaved, Dying & Families(3)		
	PT222 Addiction & Recovery (1,5)		
	PT228 Ministry with Couples & Families (3)		
	PT273 Family Violence (3)		
	PT245 Ministry in Contexts of Suffering & Pain (3)		
Additional specialized electives as offered			
General Electives	General Electives as needed to reach 94 credits	As offered	As offered

*3 elective credits may be requested in the Spring semester

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Chart B: Course of Study for M.Div. Specialization in Spiritual Direction

COURSE NUMBER	COURSE NAME	RECOMMENDED YEAR	SEMESTER OFFERED
ARI100 (1.5)	Anti-Racism Institute	1 or 2	As Announced
BT101 (0)	Boundary Training	1	With MS107
CH111 (3)	History of Christianity I	2	Fall
CH113 (3)	History of Christianity II	2	Spring
CVR (0)	Comprehensive Vocational Review	2	With SD205S
EM100 (3)	Introduction to Educational Ministries	1	Spring
EM310 (4)	Teaching Religion in America	3	Fall
MS101 (2)	Interpretive Task & First-year Students Retreat	1	Pre-Fall Intensive
MS106 (2)	Integrative Formation Seminar I	1	Fall
MS107 (2)	Integrative Formation Seminar II	1	Spring
NS142 (1.5)	Methods for Theological Writing	1	Fall and Spring
MS203 (0)*	Cross-Cultural Component	2	Spans Fall & Spring
NT111 (3)	Jesus and the Gospels	1	Spring
NT113 (3)	Paul and the Early Church (prerequisite NT111)	2	Fall
OT112 (3)	Intro to Hebrew Bible: OTI	1	Fall
OT114 (3)	Intro to Hebrew Bible: OTII (prerequisite OT112)	1	Spring
PH240 (or RS240) (3)	Roots of Wisdom I: Exploring Philosophical Thinking	2 or 3	Spring
PT120 (3)	Introduction to Pastoral Care & Counseling	1	Spring
RS205 (3)	Church and Human Sciences	2	Spring
SD205F(2)	Integrative Formation III: Offering Spiritual Guidance I	2	Fall
SD205S(2)	Integrative Formation IV: Offering Spiritual Guidance II	2	Spring
SD210 (3)	Shalem Summer Intensive I	2	Summer
SD305F(2)	Integrative Formation V: Offering Spiritual Guidance III	3	Fall
SD305S (2)	Integrative Formation VI: Offering Spiritual Guidance IV	3	Spring
SD310 (3)	Shalem Summer Intensive II	3	Summer
SD315 (2)	Shalem Contemplative Papers	Final Semester	
RS240 (or PH240) (3)	Roots of Wisdom II: Exploring Religious Phenomena	2 or 3	Fall
TH100 (3)	Introduction to Theology	1	Fall
TH200 (3)	Christian Doctrine	2	Spring
TH305 (3)	Christian Social Ethics	3	Fall
WP205 (3)	Christian Worship	2	Fall
WP210 (3)	Introduction to Preaching	2	Spring
12 credits from the following Specialized Electives as offered	BI131 Sacred Stories (3)		
	CH245 Lives of Faith (3)		
	CH320 History of Christian Spirituality (3)		
	CH321 Exploring Christian Mysticism (3)		
	EM250 Ministry with Young Adults: Constructing a Theology for Vocation (1.5)		
	EM251 Ministry with Young Adults: Community & Solitude (1.5)		
	EM305 Faith and Human Development (3)		
	PL230 Ministering in Matters of Sexuality (3)		
	PT218 Ministry with Bereaved, Dying & Families(3)		
	PT222 Addiction & Recovery (1,5)		
TH240 Knowing God (3)			
	Additional specialized electives as offered		
General Electives	General Electives as needed to reach 94 credits	As offered	As offered

*3 elective credits may be requested in the Spring semester

SECTION 15 – MASTER OF ARTS (RELIGION) PROGRAM

The Master of Arts (Religion) is a graduate degree for persons who, having completed a baccalaureate degree, now seek advanced study in religion as an aid to their vocational, spiritual and intellectual development. Fundamental to the Master of Arts (Religion) program is the understanding that there are many callings other than ordained ministry for which individuals may wish to prepare. Thus, the Master of Arts (Religion) is designed as a flexible degree program that is adaptable to the personal goals and particular occupational needs of committed laypersons who are not seeking ordination.

Students who pursue the MA(R) may include persons who are discerning their vocational direction, and are eager to explore whatever "calling" they may have through a course of theological study. It is not unusual for students entering the Master of Arts program to decide to apply for admittance into the Master of Divinity program at a later date. Others may be clear that they will not pursue ordination, but are seeking further study, either as a means of personal enrichment or as a preparatory step for advanced graduate studies in religion. Some may be preparing for commissioned, licensed, or some other form of non-ordained recognized ministry, such as educational ministries and ministries of music or social service. Still others may be those who are already ordained, or soon will be, and serve in denominations for which no formal theological education is required. These persons complete the Master of Arts (Religion) program, structuring their courses of study to strengthen the ministries in which they are engaged.

The MA(R) program seeks to [1] provide religious insights and training, both practical and theoretical, for those wishing to pursue non-ordained, church-related occupations; [2] prepare persons who want to undertake careers and roles informed by religious commitment and perspectives; and [3] provide a means through which individuals may seek religious knowledge or probe questions of personal religious concern.

While the program allows a student to undertake a broad-based study in the traditional theological disciplines, it also provides the opportunity to concentrate in one or more fields of special interest. Each candidate for the Master of Arts (Religion) is expected to work closely with a faculty advisor in designing a course of study appropriate to his or her stated goals.

Students in the Master of Arts (Religion) degree program who continue full-time study may be assured that the basic requirements for completing the degree, as set forth in this handbook, will remain the same until graduation. The degree must be completed within 12 semesters (6 years).

- Master of Arts (Religion) with Certificate in Youth and Young Adult Ministry – See Section 15.2
- Master of Arts (Religion) Specialization in Spiritual Direction – See Section 15.3

15.1 Requirements for Graduation in the Master of Arts (Religion) Program

15.1.1 The Master of Arts (Religion) degree is awarded after successful completion of 52 credit hours. Twelve credits must be taken according to the following distribution:

- 3 credits from the Biblical Field (OT or NT courses), excluding biblical languages;
- 3 credits from the Historical Field (CH courses), excluding courses in denominational polity;
- 3 credits from the Theology and Ethics Field (TH courses);
- 3 credits from the field of Church Life and Work (EM, RS, PT, or WP courses)
- Participation in the Interpretive Task and First-year Students Retreat (MS101) in the first fall semester of study is not required, but highly recommended..(2 credits)

15.1.2 The remaining 38-40 credits may be chosen according to the student's vocational goals, occupation or interests.

15.2 Master of Arts (Religion) with Certificate in Youth and Young Adult Ministry

In the context of their studies, Master of Arts (Religion) students may choose to also pursue the Certificate in Youth and Young Adult Ministry by including the following courses within the 52 total credits required:

EM100	Introduction to Educational Ministries	3 credits
EM120	Digital Literacy for the Contemporary Church	1.5 credits
EM221	Organizational Communication Theory and Practice	1.5 credits
EM243	Youth and Young Adult Ministries	3 credits
EM250	Ministry with Young Adults: Constructing a Theology for Vocation	1.5 credits
EM251	Ministry with Young Adults: Community & Solitude	1.5 credits
EM310	Teaching Religion in America	4 credits
EM305 or PT120	Faith and Human Development OR PT120 Intro to Pastoral Care	3 credits
OT112 or NT111	Intro to Hebrew Bible/OTI OR NT111 Jesus and the Gospels	3 credits
TH100 or TH200	Introduction to Theology OR TH200 Christian Doctrine	3 credits

15.3 Master of Arts (Religion) with Specialization in Spiritual Direction combined program with **Shalem Institute for Spiritual Formation (52 credits required for graduation)**: The Combined MA(R) and Spiritual Direction program offers students the ability to earn the MA(R) degree from Lancaster Theological Seminary and complete the certificate program in spiritual direction at Shalem Institute for Spiritual Formation within two years. Students in this program will be required to complete the final spiritual direction intensive and project in the summer following their graduation. Successful applicants must apply to both programs and be accepted by both programs in order to be eligible. This program will begin with a limit of 8 students per year from both the M.Div. and the MA(R) degree programs. Because the intent of this program is to get graduates into pastoral positions more efficiently, it is intended for full-time students. However, if space is available and acceptance into the specialization is acceptable to both institutions, part-time students may become eligible.

- General Requirements
 - Coursework (34 Credits)
 - Foundational Courses (12 credits) – See Section 15.1.1
 - MS101 – Interpretive Task and First-year Students Retreat (2 credits)
 - General Electives (10 credits)
 - Specialized Electives (12 credits) from the following:

BI131	Sacred Stories	3 credits
CH245	Lives of Faith	3 credits
CH320	History of Christian Spirituality	3 credits
CH321	Exploring Christian Mysticism	3 credits
EM250	Ministry with Young Adults: Constructing a Theology for Vocation	1.5 credits
EM251	Ministry with Young Adults: Community & Solitude	1.5 credits
EM305	Faith and Human Development	3 credits
PL230	Ministering in Matters of Sexuality	3 credits
PT218	Ministry with the Bereaved, Dying, and Their Families	3 credits
PT222	Addiction and Recovery	1.5 credits
RS240	Roots of Wisdom II: Exploring Religious Phenomena	3 credits
TH240	Knowing God	3 credits

Additional specialized electives may be offered.

- Spiritual Guidance Program with Shalem Institute (16 credits)

SD205F	Integrative Formation III: Offering Spiritual Guidance I	2 credits
SD205S	Integrative Formation IV: Offering Spiritual Guidance II	2 credits
SD305F	Integrative Formation V: Offering Spiritual Guidance III	2 credits
SD305S	Integrative Formation VI: Offering Spiritual Guidance IV	2 credits
SD 210	Shalem Intensive I	3 credits
SD 310	Shalem Intensive II	3 credits
SD 315	Contemplative Papers	2 credits

15.4 Transfer Credits and Advanced Standing – See Section 4.10

SECTION 16 – NON-DEGREE GRADUATE STUDIES

16.1 Certificate of Lay Leadership is designed for part-time study over two to three years, or one academic year of full-time study, and may include concentrations in Educational Ministries, Biblical Studies, Lay Leadership, Congregational Care and Christian Spirituality. Credits earned are transferable into a Master's program at Lancaster Seminary for students who hold a baccalaureate degree (some restrictions apply). The course of study includes the completion of eighteen (18) credits, the equivalent of six (6) 3-credit courses, including one course in each of the following:

- Biblical studies
- Church History
- Theology & Ethics and/or Exploring Religious Phenomena
- 3 credits in any one of the following: educational ministries, pastoral leadership, pastoral theology, spiritual development, worship & preaching or youth ministry
- 6 credits of electives to complete the student's chosen track or interest

16.2 Certificate in Youth and Young Adult Ministry

16.2.1 Course of Study: Completion of twenty-five (25) credits as follows:

EM100	Introduction to Educational Ministries	3 credits
EM120	Digital Literacy for the Contemporary Church	1.5 credits
EM221	Organizational Communication Theory and Practice	1.5 credits
EM243	Youth and Young Adult Ministries	3 credits
EM250	Ministry with Young Adults: Constructing a Theology for Vocation	1.5 credits
EM251	Ministry with Young Adults: Community & Solitude	1.5 credits
EM310	Teaching Religion in America	4 credits
EM305 or PT120	Faith and Human Development OR PT120 Intro to Pastoral Care	3 credits
OT112 or NT111	Intro to Hebrew Bible/OTI OR NT111 Jesus and the Gospels	3 credits
TH100 or TH200	Introduction to Theology OR TH200 Christian Doctrine	3 credits

16.2.2 Academic credits earned are transferable into a Master's program at Lancaster Seminary for students who hold a baccalaureate degree (some restrictions apply)

16.2 Unclassified Status

16.2.1 Designed for persons who have earned a baccalaureate degree and who would like to increase their knowledge of a particular subject without pursuing a degree; or

16.2.2 pursue theological education but need time to decide on a particular degree program.

16.2.3 A maximum of 18 credits may be taken in Unclassified status.

16.2.4 Includes students taking classes on-campus or on-line.

16.3 Special Student Status

16.3.1 Designed for those who are students in a degree program at another ATS-accredited institution who desire to supplement their studies with a course at Lancaster Seminary; or

16.3.2 those who have already earned the M.Div. Degree, but need to take a course for academic credit to satisfy judicatory requirements for standing or ordination.

16.3.3 Acceptance applies only to course, term and year specified on application.

16.4 Special Student – Eastern Mennonite Seminary, Lancaster Extension, Partnership: By special arrangement with Eastern Mennonite Seminary's Lancaster Campus, students matriculated in graduate theological studies at EMS may apply and register for courses offered by Lancaster Theological Seminary according to Lancaster Seminary's normal policies and procedures for admission of Special Students. Eastern Mennonite Seminary students may take more than one course at Lancaster Seminary.

SECTION 17 - DOCTOR OF MINISTRY PROGRAM

The Doctor of Ministry degree (D.Min.) is designed to enable qualified candidates to advance in competency to a high level of performance in the practice of ministry and to improve the profession as a whole through systematic study and research. The program is integrated closely with the practice of ministry, and participants are expected to fulfill the requirements of the degree while continuing their regular practice in a congregation or other place of ministry. The program enables competent religious professionals to become more proficient in exercising their vocational skills and in integrating theological learning with the practice of ministry by:

- ▶ Shaping their practice intentionally;
- ▶ Sharing learning and research with colleagues;
- ▶ Contributing to the development of a more effective profession.

The D.Min. is a self-directed program in which students are expected to initiate contact with advisors, consultants and other faculty members throughout their course of study.

17.1 Admissions Policies and Procedures: To be considered for admission, a candidate must submit to the Admissions Office:

17.1.1 A completed Doctorate Program Application

17.1.2 Evidence of Master of Divinity degree from an accredited theological institution; a cumulative grade point average of at least 3.0 is expected.

17.1.3 Official transcripts from each college, university, and seminary attended

17.1.4 Four letters of reference

17.1.5 Application Fee

17.1.6 Interviews with a faculty member and the Director of Admissions are required for Doctor of Ministry applicants. It is preferable that the application and essay be completed and submitted before scheduling interviews with the Admissions Office.

17.1.7 Application Deadline: May 1 - Applications and supporting documents received by this date are reviewed in June for consideration of admission in the following Fall semester.

17.1.8 Because the achievement of a new level of competence in the practice of ministry is a program goal, requirements for admission also include at least three years of experience in ministry subsequent to the first graduate theological degree and evidence of capacity for an advanced level of competence and reflection.

17.1.9 As many as 10 percent of the students in the DMin degree program may be admitted without the requisite three years of ministry experience provided that the institution has an objective means for determining that these persons have the capacity for the level of competence and reflection appropriate for advanced, professional ministerial studies. The admission of such applicants should be restricted to persons with ministry experience that has prepared them for theological study at the advanced level. [ATS Standard...]

17.2 Requirements for Graduation in the Doctor of Ministry Program: Upon recommendation of the faculty and final approval of the Board of Trustees, the Doctor of Ministry degree is awarded when all appropriate program requirements are fulfilled. All degrees are awarded at the annual Commencement at the end of the Spring semester. No degree or diploma will be awarded unless all of a student's accounts with the Seminary are paid in full. In the year in which a student plans to graduate he or she will receive information from the Office of the Dean and Registrar concerning matters related to commencement and submitting the final copy of the doctoral thesis for publication. The timeline outlined in Section 17.14 should be followed.

17.2.1 Successful Completion of all Components of the Degree and 33 Academic Credits including 9 credits of Doctor of Ministry Seminar I; 4.5 credits of Doctor of Ministry Seminar II; 4.5 credits of Doctor of Ministry Seminar III; 3 credits for completion of the Major Project Consultation; and 12 credits of electives. (See also Section 17.8)

17.2.2 Progress Toward Completion of the Degree: If there is an indication that a student is not making satisfactory academic progress toward completion of a degree (for example, failing any course or component of the curriculum), the chair of the Doctor of Ministry

Committee, in consultation with the student's advisor and the student, may make a recommendation to the Doctor of Ministry Committee. The Committee may formulate a motion for action by the Faculty. This action may include

- suspension pending satisfactory completion of remedial steps, such as tutoring, special course work or counseling; or
- dismissal.
- Students and advisors may track progress toward completion using the form at Section 17.16.

17.2.3 Residency Requirement: Candidates are expected to spend a substantial amount of time on campus so that it will be possible to have significant interaction with resident faculty and student peers, use of library resources, and distance from one's day-to-day ministry context in order to reflect on it.

17.2.4 Doctor of Ministry Symposium: Once each academic year, a Doctor of Ministry Symposium is scheduled for all students engaged in the Doctor of Ministry program. The purpose of the symposium is to recognize the contributions our doctoral students make to ministry and provide a context for the presentation of Doctoral Projects by candidates preparing for spring graduation. **Attendance at the Doctor of Ministry Symposium is required each year at every level of the program.** Requests to be excused from the Symposium must be submitted in writing to the Chair of the Doctor of Ministry Committee. Unexcused absences will result in a review by the D.Min. Committee of the student's standing in the program.

17.2.5 Duration and Time Required: The D.Min. program combines academic study with on-going practice of ministry and is designed to be completed in four years. Consideration of continuing the program beyond four years may be granted as follows:

17.2.5.1 Students approaching the end of the regular fourth year in the program who desire a continuation may make a request in writing to the Doctor of Ministry Committee for a one-year continuation.

17.2.5.2 Continuation in the program may be granted if the Major Project Consultation (MPC) has been successfully completed and there is evidence of the will and ability to complete the project within one year.

17.2.5.3 A Continuation Fee set by the Board of Trustees will be charged quarterly when the program continues into a fifth year. A Technology Fee and Student Activity Fee will be charged in August and February while a student continues in the program.

17.2.5.4 The degree is to be completed within 5 academic years from the time of first registration. Continuation beyond the fifth year to complete the doctoral project may be granted only by special action of the Doctor of Ministry Committee upon receipt of a written request from the student stating sufficient reason for the extension and proposing a revised time table for the completion of the project.

17.2.5.5 Following successful completion of all academic credits and components of the degree, a letter certifying that the student has earned the degree may be requested in writing, for use until the diploma is presented at the following commencement.

17.3 Advising: The Vice President of Academic Affairs/Dean of the Seminary and Chair of the Doctor of Ministry Committee will assign advisors to students in Doctor of Ministry Seminar I and Doctor of Ministry Seminar II.

17.3.1 The student is expected to initiate contact with the advisor for counsel and guidance throughout the course of study.

17.3.2 The student must consult the advisor for clearance for registration; approval for registration changes, directed studies, requesting extensions, waiving a requirement, requesting a continuation in the program, requesting a leave of absence and any other academic or disciplinary matter.

17.3.3 During Doctor of Ministry Seminar III, the Vice President of Academic Affairs/Dean of the Seminary in consultation with the student and the Chair of the Doctor of Ministry Committee, will assign a Project Supervisor to guide and assist the student in preparing for the Major Project Consultation. In addition to the advising duties noted above, the Project Supervisor will:

- Attend the Major Project Consultation;
- Approve the student for graduation;
- Aid the student in preparing for the presentation at the Doctor of Ministry Symposium;
- Advise the Registrar of the outcome of the MPC and if an outside reader has been engaged.

17.4 Transfer of Doctor of Ministry Credits: Whether the student is coming into the Doctor of Ministry program at Lancaster Seminary from another institution or is a Lancaster Seminary doctoral student taking courses at another institution, credits carrying a grade of “B” (grade point value of 3.0 on a 0-4 scale) or better generally may be transferred provided that the transfer credits requested were earned in a post-master’s degree program from an accredited theological institution; have not been applied to another degree already received; were not earned more than ten years prior to matriculation (exception may be sought by written application to the Doctor of Ministry Committee); are appropriate for the Doctor of Ministry degree program; are approved by the Doctor of Ministry Committee, based on these and other transfer of credit policies. (See also Section 4.10.).

17.4.1 To request that up to six (6) elective credits be transferred into the program, the student must petition the Doctor of Ministry Committee in writing.

17.4.1.1 Students who have completed an accredited advanced training program in American Association of Pastoral Counselors (AAPC), the American Association of Marriage and Family Therapists (AAMFT), or Association of Clinical Pastoral Education (ACPE) may request to transfer up to six (6) elective credits toward the Doctor of Ministry program.

17.4.1.2 See Section 17.7.3 for the policy regarding tuition adjustments for transfer credits.

17.5 Withdrawal or Leave of Absence from the Doctor of Ministry Program or Separation from the Seminary: In addition to the policies and procedures outlined in Sections 4.3 and 4.5, the following policies and procedures must be followed for withdrawal or to request a Leave of Absence from the Doctor of Ministry program.

17.5.1 Withdrawal

17.5.1.1 The student is responsible for notifying the Doctor of Ministry Committee in writing of his or her intent to withdraw from the program.

17.5.1.2 Billing of tuition and continuation and other fees will continue and the student will be responsible for payments unless and until the proper notification is on file.

17.5.1.3 Students who withdraw from the program are expected to complete payment at the time of withdrawal for all credits taken.

17.5.1.4 All payments and procedures must be completed before transcripts will be released.

17.5.2 Leave of Absence

17.5.2.1 The student is responsible for submitting a written request for a Leave of Absence for up to one year to the Doctor of Ministry Committee.

17.5.2.2 The Doctor of Ministry Committee will notify the student in writing of approval or disapproval of a Leave of Absence.

17.5.2.3 If approved, billing is suspended during the Leave of Absence period.

17.5.2.4 Return from Leave of Absence will not be approved until payment of all bills is up to date.

17.5.3 Federal Stafford loan borrowers: See Sections 4.3 and 6.4 for information on the policies regulating loan funds of students who leave Seminary studies.

- 17.6 Tuition and Fees** are sent by the Board of Trustees each year and the prevailing tuition and fees may be found on the Fee Schedule posted on the Seminary website. Tuition and fees for the Doctor of Ministry program include:
- 17.6.1** Non-refundable Entrance Deposit that is credited to first tuition bill, plus \$10 to cover the cost of a criminal background check required of all applicants.
 - 17.6.2** Tuition that covers up to thirty-six credits (billed in 15 quarterly segments at the prevailing rate)
 - 17.6.2.1** In each of the first three years in the program: Four billings (August, November, February, May)
 - 17.6.2.2** In the fourth year in the program: Three billings (August, November, February)
 - 17.6.3** Technology Fee and Student Activity Fee are charged in August and February of each year in the program.
 - 17.6.4** A graduation fee in the year of graduation.
 - 17.6.5** Major Project Fee and Advisor Fee related to the Major Project.
 - 17.6.6** Continuation Fees billed quarterly and Technology and Student Activity Fees billed in August and February if continuation of the program is approved.
 - 17.6.7** Situational fees such as those related to late registration, directed study, overdue balance, course extension, etc.
 - 17.6.8** Incidental costs and fees and/or travel related to outside readers, adjunct faculty, Supervisory Committees or consultants are the responsibility of the student, and these costs will not appear on your Lancaster Seminary statement.
 - 17.6.9** See also Section 6.
- 17.7 Payment of Tuition and Fees:** Payment is expected no later than the date noted on the statement, even if the candidate is not taking courses during the semester.
- 17.7.1** Persons who complete the program in less than four years are responsible for payment of all 15 quarters prior to receiving a diploma or participating in graduation.
 - 17.7.2** Persons who exceed four years to complete the program are expected to complete payment of tuition according to the four-year schedule.
 - 17.7.3** Tuition adjustment for credits transferred into the program at the time of admission or later during the program, as approved by the Doctor of Ministry Committee, will normally be made in the form of adjustments to payments 13 through 15. The amount of the adjustment will be based on the per credit tuition rate current at the time the adjustment is made and will not exceed six credit hours.
 - 17.7.4** If payment is not received by the date of the next billing, and alternate payment arrangements are not made, the Business Office will notify the Vice President of Academic Affairs/Dean of the Seminary; the student may not be permitted to continue in the program until the previous balance is paid in full.
 - 17.7.5** After two missed payments, a candidate may be placed on administrative leave for up to one year, or until payments have been completed or a formal payment arrangement has been made through the Business Office.
 - 17.7.6** A student whose circumstances make this tuition payment plan impossible is responsible for making alternate payment arrangements with the Business Office.
- 17.8 Components of the Doctor of Ministry Degree:** The components of the degree build on the previous study and experience of the student.
- 17.8.1** Doctor of Ministry Seminar I: Hearing the Faithful (Year 1, Fall and Spring Semesters). This year-long seminar spans both fall and spring semesters after which 9 credits are awarded. Students register for DSSEM1F in the Fall semester and DSSEM1S in the Spring semester. Doctor of Ministry Seminar I convenes weekly during each semester under the direction of a faculty member. Both semesters must be completed in order to receive nine (9) credits for this component.
 - 17.8.2** Doctor of Ministry Seminar II: Exploring Christian Practice (Year 2, Fall Semester). Four and one-half (4.5) credit hours, of the thirty (33) required for completion of the program, are assigned to Seminar II. Students register for DSSEMII. Doctor of Ministry

Seminar II convenes weekly during the semester under the direction of one or more faculty members

- 17.8.3 Doctor of Ministry Seminar III** (Year 2, Spring Semester). The Year 2, Semester 2 Doctor of Ministry Seminar (DSEMIII) is a four and one-half (4.5) credit course intended to assist doctoral students in the development of their Major Project Proposal in preparation for the Major Project Consultation. The seminar will have the following primary learning goals: (1) identify a suitable topic or area of research; (2) clarify the research question and develop a rationale and methodology appropriate to the topic; (3) assist each other in locating bibliographic and related resources; and (4) design the content and format of the final project. Participants will be expected to be consultants to one another throughout the entire process in addition to working on one's own individual project proposal. The seminar will initially require the presentation of a Critical Reflective Essay summarizing each participant's formative experience within the program and its relevance to the final project as a contribution to the practice of ministry.
- 17.8.4 Elective Studies:** Twelve (12) credits are to be earned in this component. The normal pattern is to select two courses for broadening one's knowledge, challenging intellect and imagination, and two courses to deepen one's knowledge or further develop one's skill in a particular area of ministry. For information on transferring of elective credits into the program, see also Sections 4.10 and 17.4.
- 17.8.4.1** Ordinarily, twelve (12) elective credits need to be completed before proceeding to the Major Project Proposal component of the program.
- 17.8.4.2 Directed Study:** Up to six (6) credits of Elective Studies may be taken as Directed Study. The procedures outlined in Section 5.3 should be followed when requesting a Directed Study.
- 17.8.4.3** To register for Directed Study
- 17.8.4.3.1** Clearly identify the topic and submit a proposal for directed study
- 17.8.4.3.2** A draft directed study proposal must be submitted by the student to the requested professor well in advance of the term in which it is requested. Submission of a proposal does not guarantee approval of the proposal.
- 17.8.4.3.3** The student submits to the registrar the completed and signed DIRECTED STUDY PROPOSAL (available on the Seminary website), along with all supporting documentation. Forms that are not signed or accompanied by the requested documentation will be returned to the student.
- 17.8.5 Major Project Proposal and Major Project Consultation:** The student will complete the Major Project Proposal in Doctor of Ministry Seminar III. Upon approval of the Project Supervisor, the student should schedule the Major Project Consultation. The Consultation is attended by the student, the Project Supervisor and a member of the Doctor of Ministry Committee, who conducts the MPC. Copies of the Major Project Proposal should be distributed to the Chair of the Doctor of Ministry Committee and all who will attend the Major Project Consultation at least two weeks prior to the scheduled consultation. The student will register for course MP600 for the Consultation, and three (3) credits will be awarded upon successful completion. A format for the Major Project Consultation is available on the Doctor of Ministry page of the Seminary website.
- 17.8.5.1 The Major Project Proposal** should address the following:
- State your research topic.
 - State your research question, problem or theme you wish to explore.
 - Describe the significance of your question, problem or theme for ministry.
 - Describe the presuppositions and hypotheses, including theological ones, relevant to your project.
 - Describe the method(s) or approach(es) you will be using to conduct your research and your qualifications for using them.
 - Describe the areas of study that you have completed or intend to complete during a specified period of time, including the Seminars and elective studies.

- Submit a literature review, a rubric for which will be presented in D.Min. Seminar III.
- Attach a supplemental bibliography of approximately 15 to 20 additional works or other key resources (e.g., film, media, on-line sources).
- Provide a tentative outline of the chapter headings of your Doctoral Thesis.
- Identify specific resources available at Lancaster Theological Seminary, or elsewhere, that are necessary for completion of your project (e.g., faculty, Library resources, special programs, etc.).
- Provide a tentative schedule for completion of the project.

17.8.5.2 Major Project Consultation: The following criteria will be considered:

- Is the topic relevant for the student's ministry?
- Is the research question or problem of sufficient complexity and depth?
- Is the method or approach clearly and appropriately related to the problem under consideration?

Upon satisfactory completion of the Major Project Consultation, the Project Supervisor writes a letter, with copy to the registrar, advising the student of the outcome of the MPC and summarizing any recommendations. The student is permitted to begin the research and writing phase of the program. .

It is important that students recognize that a satisfactory outcome of the Major Project Consultation represents an expression of confidence in the student's ability to complete the degree. If, however, after several drafts of the Major Project Proposal, it appears that no further progress is being made, the student may be asked to withdraw from the program. Likewise, failure to make timely progress toward completion of the project will require a careful assessment of the student's ability to complete the degree.

17.8.6 Doctoral Project Thesis: The final Doctoral Project Thesis is a focused document that serves as the culmination of the project. It will be published through ProQuest. It should normally follow the outline submitted in the Major Project Proposal. However, in the process of the research and writing, the candidate, in consultation with the Project Supervisor, may find that some changes in the proposed outline are appropriate or even necessary. The report should demonstrate the student's ability to:

- conceptualize an important problem or issue in ministry.
- articulate a rationale for the significance of the project.
- hypothesize probable findings and conclusions, when appropriate.
- show familiarity with and an understanding of the literature applicable to the research area and its pertinence to the chosen topic and engage in conversation with that literature throughout the project report.
- utilize a method appropriate for the issue under consideration and be able to justify its pertinence.
- reflect theologically on the central issue of the project.
- offer suggestions for further research.

17.8.5.1 Final Format of the Project Thesis: Though each report will have its own unique content and format, the following major sections are to be included in the final report:

- a 100-word abstract of the project's main thesis.
- theological rationale and reflection.
- major goals of the research project
- research method(s) employed
- analysis of conclusions and application to ministry
- a comprehensive bibliography

The final report is expected to address clearly its intended audience (i.e., peers in ministry, educated laity). It should review and critically analyze the primary results of the research with an emphasis on how the learning involved enhances the practice of ministry. The desired length of the final written document is between 100 and 150 typed, double-spaced pages, exclusive of appendices,

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bibliography, etc. With the approval of the Project Supervisor, the length of the document may vary given the nature of the project.

17.9 Major Project Presentation: Upon approval of the final draft of the doctoral project thesis by the Project Supervisor, each candidate is required to make a public presentation of the project on D.Min. Symposium Day. Candidates are encouraged to be creative in their presentations in keeping with the nature of the project and the style best suited for sharing the contributions of their research with colleagues. However, the following areas of discussion should be taken into consideration:

- How did you become interested in the project and why do you believe it is important?
- What is the basic research question or assertion at the core of the project?
- How would you describe the general design of your project?
- What are your major findings and discoveries?
- Are you able to identify areas that would merit further research?
- How do you see the project contributing to church and society?

17.9.1 Required Components of Presentation: Candidates are required to address briefly two questions in keeping with the learning goals of the Doctor of Ministry degree at Lancaster Theological Seminary:

- How has the project enhanced the candidate's practice of ministry (e.g., preaching, pastoral care, leadership, teaching, etc.)?
- How has the project influenced the candidate's vocational development in ministry (e.g., ministerial identity, sense of mission, etc.)?

17.9.2 The presentation of the doctoral project is not evaluated for a grade, but it is required for successful completion of the degree. It is also understood that the candidate may wish to utilize feedback from the presentation in the form of corrections, clarifications, additions or ideas for further research. In consultation with the Project Supervisor, these may be included in the draft of the doctoral thesis prior to submitting the final copy for publication. Any revisions should be made, reviewed and approved by the Project Supervisor within 10 days of the Symposium.

17.10 Final Copy and Abstracts of Project Report: The student will receive instructions on submitting the final document for publication from the Chair of the D.Min. Committee. Please pay special attention to the deadlines in Section 17.16 for this process since it must be completed before the degree can be granted.

17.11 Recommended Four-Year Sequence: The following four-year sequence is the recommended schedule for timely completion of the degree. In adhering to the fall and spring semester format, students should keep in mind that electives taken as Directed Study, as well as most of the requirements [except Doctor of Ministry Seminars and Doctor of Ministry Symposium] for years two, three and four, may be completed over the summer months. Elective courses may also be taken in the January and May terms as indicated in Section 1.

	Year 1	Year 2	Year 3	Year 4
Fall Semester	Doctor of Ministry Seminar IF Elective	Doctor of Ministry Seminar II Elective	Complete Major Project Consultation (MPC) If not yet completed	Final Approval of Doctoral Project Thesis Prepare Final Project Presentation *See Section 17.16
January Intensives	Optional Electives	Optional Electives	Optional Electives	
Spring Semester	Doctor of Ministry Seminar IS Elective D.Min. Symposium	Doctor of Ministry Seminar III Elective D.Min. Symposium	Research and Writing D.Min. Symposium	Final Project Presentation at D.Min. Symposium Final Copy of Thesis & Abstracts GRADUATION
Summer		Major Project Consultation	Research and writing of Doctoral Project Thesis	

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- 17.12 Final Student Evaluation:** Each Doctor of Ministry student will receive a Final Student Evaluation form (Section 17.17) at the conclusion of each course taken. This form provides an assessment of abilities that are correlated with skills and aptitudes expected of doctoral students.
- 17.12.1** All students are expected to meet with their instructors early in the semester to review the areas to be evaluated.
- 17.12.2** A copy of the final evaluation submitted by the instructor will be distributed to the student, the student's advisor and the registrar for the student's academic file.
- 17.13 Determination of Satisfactory Academic Progress:** A Doctor of Ministry student is considered to be making satisfactory progress toward the degree if
- 17.13.1** an average of 10 credit hours are successfully completed each year over the first three years in the program; and
- 17.13.2** the completion of the doctoral project is on schedule.
- 17.13.3** Annual attendance at Doctor of Ministry Symposium (see also, Section 17.2.3).
- 17.13.4** See also Section 8.
- 17.14 Time Lines and Deadlines:** In order to be on track to receive the diploma at a given commencement service, the following time line must be observed, beginning with the Fall semester prior to the date of graduation:

By OCTOBER 1	Apply for graduation according to the deadlines posted by the Registrar
By NOVEMBER 1	Date by which draft of the project thesis must be submitted to the Project Supervisor.
By DECEMBER 15	Date by which Project Supervisor must provide feedback to the student.
By FEBRUARY 1	Final revisions must be complete and resubmitted to Project Supervisor for final approval.
By FEBRUARY 15	Date by which Project Supervisor must provide final approval of the thesis and authorization for presentation .
March or April of year of Graduation	Presentation at Symposium Day.
By APRIL 30	Deadline for submission of final copy and abstracts.
MAY	COMMENCEMENT DAY

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17.15 Sample Final Student Evaluation Form

Course No. _____

Course Title: _____

Final Student Evaluation

Student Name: _____ Term: _____ Year: _____

	U	-2	-1	+1	+2	+3
Course Objective #1 <i>To be written in for particular course</i>						
Course Objective #2 <i>To be written in for particular course</i>						
Course Objective #3 <i>To be written in for particular course</i>						
Course Objective #4 <i>To be written in for particular course</i>						
Demonstrates mastery of course content						
Completes assignments in a timely manner						
Writes effectively						
Integrates theory and practice						
Questions and criticizes constructively						
Critically evaluates ideas and issues						
Generalizes cogently from specifics						
Supports arguments with evidence						
Organizes thought well						
Exhibits creativity and originality						
Takes criticism constructively						
Shows self-understanding						

Areas needing further attention and effort, with suggestions: *(some examples follow)* Consistently turning in assignments late disrupted the learning process, especially when you did not have an assignment prepared that was being used in class on the day it was due. Perhaps you need to take a look at how you are organizing your time.

You were a little timid in your critique of ideas, though when you did "take on" an idea, you often showed good insight. Keep working at constructive criticism of ideas, drawing on your own strengths in the area of learning from your practice.

Areas showing special strengths: *(some examples follow)*

Your work was strongest when you were relating theory to practice. It seems important to you to have concrete examples...you did an especially nice job of using illustrations from your experience to illuminate the theoretical materials we studied.

Your sensitivity to others' feelings and opinions in the group helped to stimulate open discussion.

Grade: ____

Professor: _____

Date: _____

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17.16 Progress Toward Degree Worksheet

Name _____ Entrance Date _____

PROGRESS TOWARD DEGREE Doctor of Ministry Worksheet

PROGRAM COMPONENTS		COURSE WORK		
Element	Date Completed	Course No.	Credits	Date Completed
		Doctor of Ministry Seminar I [2-semester course]		
D.Min. Seminar		DSSEM1F	0	
		DSSEM1S	9	
Major Project Proposal		Doctor of Ministry Seminar II & III		
Major Project Consultation		DSSEMII	4.5	
		DSSEMIII	4.5	
Project Thesis Draft		Elective Studies (12 Credits)		
D.Min. Symposium [year 1]		Course No.	Credits	Final Grade
D.Min. Symposium [year 2]				
D.Min. Symposium [year 3]				
D.Min. Symposium [year 4]				
Project Thesis Approved				
Project Presentation				
Final Copy, Abstract Filed				
		MP600	3	

Credits Completed to Date _____

COURSE DESCRIPTIONS ACADEMIC YEAR 2012-2013

MASTER OF DIVINITY AND DOCTOR OF MINISTRY
REQUIRED COURSES ARE OFFERED EVERY YEAR.

THE SEQUENCE FOR ELECTIVE COURSES
AND SCHEDULES ARE SUBJECT TO CHANGE
WITHOUT NOTICE.

100-level courses are introductory Master's-level;
200- and 300-level courses are advanced Master's-level;
600-level courses are Doctor's-level only.

CHURCH HISTORY

CH111 History of Christianity I

M.Div. Requirement - Offered every Fall Term, 3 Credits

This course seeks to enable students to gain familiarity with the large sweep of the history of Christianity and to identify key figures, movements, traditions and crises within it, from the early centuries in the Mediterranean world, through the early medieval expansion into Africa, Asia and Europe, to the central Middle Ages in the West. Attention is paid to developments in theology, institutional life, worship and religious experience, expansion and enculturation.

CH113 History of Christianity II

M.Div. Requirement - Offered every Spring Term, 3 Credits

This course seeks to enable students to gain familiarity with the large sweep of the history of Christianity and to identify key figures, movements, traditions and crises within it, from the later Middle Ages in the West, through the era of Reformations, into the modern period and the global expansion of the faith. Attention is paid to developments in theology, institutional life, worship and religious experience, expansion and enculturation.

CH321/CH621 Exploring Christian Mysticism, 3 credits

Fall 2012

This course will introduce students to central themes and approaches in western Christian mysticism. Students will read selected works of such mystics as Bernard of Clairvaux, Hildegard of Bingen, Meister Eckhart, Julian of Norwich, Teresa of Avila, George Fox, Therese of Lisieux, and Howard Thurman, as well as prepare a class presentation on another mystic. Prayer practices relating to the figures studied will also be introduced.

Denominational Polity Courses: Polity courses are normally offered when a minimum of 8 students register.

CH253 United Church of Christ History, Doctrine and Polity

Elective offered every Fall Term.

This course is designed to prepare persons entering the pastoral ministry of the United Church of Christ to understand the ecclesiastical background and the ecumenical dynamics that resulted in the merged church, as well as the resultant structures and theological diversity. It covers history of the constituent bodies of the UCC, basic doctrines of the constituent bodies, structure of the UCC, programs of the Instrumentalities and strengths and weaknesses of the UCC.

CH255 Presbyterian Polity

Fall 2012.

This course includes the historical context and structure of the present denomination and antecedent bodies, introduction to the Constitution of the PC (USA) [BO and BC], a survey of the Book of Order and Preliminary Principles. The organization, structure and function of the General Assembly and Synods; the organization, structure and function of Presbyteries; and the organization, structure and function of particular churches are explored.

CH260 MCC Polity

May/June 2013

This course is a seminar designed for UFMCC seminarians seeking to fulfill their UFMCC ordination requirement and for anyone wanting to study the history, structure, and governance of UFMCC. This seminar will focus upon the formative events, issues, persons, and theological perspectives that gave birth to the movement in 1968, and that continue to shape its on-going participation in world-wide LGBTQ liberation movements.

DOCTORAL STUDIES COURSES

DSSEM1F & DSSEM1S Hearing the Faithful

D.Min. Requirement Year 1 - 9 credits awarded after 2 semesters.

Seminar participants will engage in the practice of making collecting life histories, performing interviews, and analyzing the results. In our seminar meetings we will spend time designing some of the questions for the interview protocols. Students will be expected to utilize their experience so far in the seminar in the creation of the interview protocols and research plans. Seminar participants will then study the data gathered through their research and consider what implications, if any, the data has for their theologies of ministry. In addition, students will be asked to consider the extent to which the seminar results could help them in conceiving their final Doctor of Ministry project.

DSEMI: Exploring Christian Practice – Year 2, Semester 1 Doctor of Ministry Seminar

D.Min. Requirement offered every Fall Semester, 4.5 Credits

The Year 2, Semester 1 Doctor of Ministry Seminar (DSEMI) is a four and one-half (4.5) credit course. The goal of this Seminar is for students to deepen their understanding of the person in ministry, engage in critical reflection on the theology of ministry and explore and reflect on contemporary and historical issues in ministry.

DSEMI: Major Project Development Seminar – Year 2, Semester 2 Doctor of Ministry Seminar

D.Min. Requirement offered every Spring Semester, 4.5 Credits

The Year 2, Semester 2 Doctor of Ministry Seminar (DSEMI) is a four and one-half (4.5) credit course intended to assist doctoral students in the development of their Major Project Proposal in preparation for the Major Project Consultation. The seminar will have the following primary learning goals: (1) identify a suitable topic or area of research; (2) clarify the research question and develop a rationale and methodology appropriate to the topic; (3) assist each other in locating bibliographic and related resources; (4) and design the content and format of the final project. Participants will be expected to be consultants to one another throughout the entire process in addition to working on one's own individual project proposal. The seminar will initially require the presentation of a Critical Reflective Essay summarizing each participant's formative experience within the program and its relevance to the final project as a contribution to the practice of ministry.

MP600 Major Project Proposal

D.Min. Requirement - 3 credits

After successful completion of the Major Project Consultation, students will register for MP600 to begin work on the Major Project Proposal. Three credits will be awarded upon successful completion of the Major Project Proposal.

WP670 Advanced Preaching

Fall 2012

The Advanced Preaching course is designed to help DMin students revisit their preaching habits and sharpen their skills of theological and hermeneutical work in the task of proclamation. Class members will write and proclaim sermons. Students also will critique sermons among class members and sermons by some preachers outside the class. Source texts for sermons primarily will be the Revised Common Lectionary.

EDUCATIONAL MINISTRIES

EM100 Introduction to Educational Ministries

M.Div. Requirement - Offered every Spring Term, 3 Credits

This course is a basic introduction to the ministry of education. The class helps students examine the following issues: What is effective education and how does it fit into the ministry of the church? What does it mean to be a minister who recognizes the educational dimension of ministry in a variety of settings? Methods of instruction include readings, movies, lectures, case studies, stance papers and discussion.

EM243/EM643 Youth and Young Adult Ministry

Fall 2012 [Required in Youth and Young Adult Ministries track]

This course views youth and young adult ministries as opportunities for caring adults to participate in young people's life-long pilgrimage of faith. The course addresses the topics of adolescent development, youth and young adult cultures, and safe church practices. Students will develop their own working definition of youth and young adult ministries and will explore a variety of approaches toward and resources for working with these particular ministries in the life of the church.

EM250/EM650 Ministry with Young Adults: Constructing a Theology for Vocation

Elective proposed for Spring Term 2013 [Required in Youth and Young Adult Ministries track]

This course asks questions about vocation through texts, videos and the participants' life experiences and contexts. Participants will seek ways to explore questions of vocation as a manifestation of ministry with others.

EM251/651 Ministry with Young Adults: Community & Solitude

Elective proposed for Spring Term 2013 [Required in Youth and Young Adult Ministries track]

Navigating a world of technology, over-commitment, constant busyness and little time for reflection, prayer or authentic engagement with the Holy seems to be the norm for Christian teenagers today. This course will explore spiritual practices and traditions that might help us to create communities of kindness and solitude with youth. The works of Henri Nouwen and Mark Yaconelli will be the starting points for our coursework together.

EM280/EM680 Wonder, Wisdom and Education

Fall 2012.

This course is designed to help participants learn to pay attention to wonder and wisdom as they function in our lives, education and ministries; become acquainted with some of the literature about the concepts of wonder and wisdom, particularly as they relate to educational ministry; explore together the ways in which wonder and wisdom enhance the educational process and relate it to worship. Students engage in a process of collaborative research as a tool for exploring that which is not easily conceptualized or explained.

EM310 Teaching Religion in America

M.Div. Requirement - Offered every Fall Term, 3 Credits

This course has a two-fold purpose: (1) It introduces the panorama of people, movements, issues, groups, events and institutional developments which has characterized religious experience in the United States from the colonial period to the present. (2) It offers a laboratory for students to practice different methods of teaching this subject matter, thereby strengthening their skills as teachers.

MINISTERIAL STUDIES

The Ministerial Formation Program: Ministerial Formation is that portion of the Master of Divinity program which encompasses Ministry Seminars (MS), Field Education, a Comprehensive Vocational Review (CVR) and the International Cross-Cultural Seminar, all of which are required for graduation. Each seminarian enrolled in the Master of Divinity program is required to participate for six full terms in an assigned Ministry Seminar group consisting of a small group of seminarians, a ministerial guide and a faculty advisor. The Ministerial Studies component is administered by the Office of Field Education in consultation with the faculty and the Educational Life Committee of the seminary.

100 Level MS – Shaping a Life of Faith

MS101 Interpretive Task

M.Div. Required - Offered as one-week intensive every Pre-Fall Term, 2 Credits.

This course is intended to offer students a taste of the variety of concerns and modes of thinking that will characterize their seminary experience. The course hopes to encourage an awareness of the multiple facets of the issues which confront the contemporary church and to foster a sensitivity to the need to deliberate about them with care and fairness. We hope to promote an appreciation of two things of crucial importance in theological education: the ways in which the academic disciplines can illumine controversial issues and help resolve them, and the ways in which our own personalities, heritages, and past experience can sometimes enrich and sometimes distort our perceptions of these controversial issues.

MS 106 & 107 – Integrative Formation I & II

M.Div. Required – Every Fall and Spring Term, 2 credits each

These ministry seminars focus upon shaping a life of faith. Participants are assigned to one section of the seminar within which they will participate in a number of activities. The seminars will introduce students to a variety of spiritual practices from Christian traditions and engage students in on-going theological reflection. Autobiographic reflections, focused discussions on patterns of communication, researching denominational missions and ministry mandates, and preparation for the Comprehensive Vocation Review I are some of the other assignments included in these seminars. With these activities, the faculty seeks to establish early in the program a pattern of theological reflection and personal integration among the students. Students are required to meet with the same seminar group for two consecutive semesters.

Prerequisites: MS 101

200 Level MS – Shaping a Life of Ministry

MS 206 & 207 – Integrative Formation III & IV

M.Div. Required – Every Fall and Spring Term, 2 credits each

These ministry seminars focus upon shaping a life of ministry. Participants are assigned to one section of the seminar within which they will participate in a number of activities. Typically, participants taking this seminar are also engaging in a field education placement. The seminars engage participants in on-going theological reflection on their field education experiences and what they are learning about themselves, ministry, and community dynamics. In addition to reflecting upon their own experiences, participants will engage three case studies, practice articulating their theology of ministry, practice explaining their theological commitments, and complete their Comprehensive Vocation Review II process. Some sessions will take place through an on-line classroom. Students are required to meet with the same seminar group for two consecutive semesters.

Prerequisites: MS 107, MS 201, and successful completion of a minimum of 28 credits (but before a maximum of 60 credits).

MS142 Methods for Theological Writing

Offered every Fall and Spring Term

Strongly recommended for all seminarians. This 1.5 credit course will provide students with an intensive focus on the integral elements necessary to write effective and lucid theological essays: traditional grammar, organizational strategies, critical thinking strategies, and analytic skills in logic and argument. Students can expect to develop effective theological writing strategies using extensive revision on multiple drafts of existing assignments in their concurrent courses. (Some students recommended by faculty will be required to take this course.)

MS203 International Cross-Cultural Seminar

M.Div. Requirement - Spans Fall, January and Spring Terms, 0 Credit.

(Students may choose to register for 3 elective credits in the Spring semester for the Seminar.)

International Cross-cultural seminars aim to enable participants to discover and shape their identities as persons, as Christians, and as world citizens in relation to a culture significantly different from their own, enabling them to discern the uniqueness of Christian churches in another culture. The Fall term is used to prepare for the travel abroad which occurs during the January term. During the Spring term, students participate in debriefing sessions and complete the final paper. All components of the Seminar must be completed to meet the requirement.

NEW TESTAMENT STUDIES

NT101 Elementary Greek

Elective offered every July/August and Fall Term

An introduction to Greek vocabulary, grammar and syntax for learning to read the Greek New Testament with the assistance of lexical aids. This course begins in a three-week intensive format just prior to the beginning of the Fall Term. It continues meeting weekly during the regular Fall Term. Both the intensive and weekly components must be successfully completed for a total of 6 academic credits.

NT107 and NT108 Reading New Testament Greek I and II

Elective offered every Fall Term and Spring Term.

Small-group translation of New Testament texts for the purpose of improving translation skills. Pre-requisite NT101S.

NT111 Jesus and the Gospels

M.Div. Requirement offered every Spring Term, 3 credits.

An introduction to the New Testament gospel literature and its religious, historical, social and literary context. The theological, religious and ethical dimensions of interpreting Jesus and the gospels will receive special emphasis.

NT113 Paul & the Early Church

M.Div. Requirement offered every Fall Term. 3 credits.

This survey course introduces students to the critical interpretation of the Acts of the Apostles, the letters of Paul, other New Testament epistolary literature, and the Book of Revelation, in their literary, historical, social, and religious contexts. Special attention will be devoted to the life and letters of Paul. **Pre-requisite NT111.**

NT236/NT636 Parables of Jesus

Fall 2012

This advanced-level elective in New Testament studies is an intensive survey of the parables attributed to Jesus designed to develop students' advanced skills in exegesis and awareness of the methods of biblical criticism. The parables will be located in their literary and cultural contexts and examined as possible windows both to the teaching of the historical Jesus and to the lives of early Christian audiences. Students will encounter a variety of contemporary approaches to the parables, including, literary, existential, and liberationist readings. **Pre-requisites NT111 and NT113.**

NT266/NT666 Apocalyptic Literature

Elective proposed for Spring 2013

An introduction to apocalyptic literature in early Judaism and Christianity. Special attention will be devoted to the functions apocalyptic discourse served in a variety of social and religious settings. **Pre-requisites NT111 and NT113.**

OLD TESTAMENT STUDIES

OT101 Elementary Biblical Hebrew

Elective proposed for July/August and Fall Term 2013.

This course is offered every other year, teaching biblical Hebrew grammar and translation. No previous knowledge of Hebrew is assumed. The course begins in a three-week intensive format just prior to the beginning of the Fall Term. It continues meeting weekly during the regular Fall Term. Both the intensive and weekly components must be successfully completed for a total of 6 academic credits.

OT112 Introduction to the Hebrew Bible-OT I

M.Div. Requirement - Offered every Fall Term, 3 credits.

This course seeks to equip students with various skills and perspectives with which to interpret this complex set of documents. Students develop the formal critical tools necessary for academic competency in reading Scripture and in evaluating commentaries, as well as training themselves to listen to how multiple voices have heard these texts (Jewish, feminist, ethnic, global). It covers the Pentateuch and Historical Books.

OT114 Introduction to the Hebrew Bible-OT II

M.Div. Requirement - Offered every Spring Term, 3 credits.

A continuation of OT112, covering the prophets, writings and Apocrypha. Students will prepare a major exegetical paper. **Pre-requisite: OT112.**

OT310 and OT311 Reading Hebrew I and II

Electives proposed for Spring Term 2012 and Fall Term 2012

Small-group translation of Hebrew texts for the purpose of improving translation skills.

Pre-requisite: OT101.

PASTORAL LEADERSHIP

PL220 Communication Skills for Pastoral Care

Required in Chaplaincy track, 2 credits

Proposed for January 2013

In this laboratory class the students will learn and practice various communication skills such as reflective listening, providing feedback, summarizing, clarifying, building on another's ideas, and confronting. A System for Analyzing Verbal Interactions (SAVI) will be introduced as a tool for understanding communication patterns. Focus will be on improving one's own communication skills in ministry. Limited to 15 students.

PL230/PL630 Ministering in Matters of Sexuality

Elective proposed for May/June Term 2013

This course provides an overview of issues related to human sexuality that are most often the focus of pastoral concern, such as sexual self-understanding orientation, behavior and values. It explores sexual attitudes and fears and identifies opportunities for education within congregational life. Pastoral care with those experiencing sexual abuse, dysfunction and social prejudice are also addressed.

PL306 Transformational Leadership: Church Administration, Stewardship & Evangelism

Elective proposed for January 2013.

Strongly recommended for students seeking to serve in congregational ministries. This course introduces ways to approach transformational leadership in congregations and other settings of ministry. A broad range of practical skills and competencies key to effective organizational leadership and pastoral ministry will be presented. Topics covered include: distinctive aspects of sacred leadership; styles of leadership; organizational dynamics; legal issues; time management; church growth and utilization of small groups. **Pre-requisite MS207.**

PL311 Ministerial Ethics

M.Div. Requirement - Offered every Fall Term, 2 credits.

In this course, we will identify major ethical concerns in the practice of ministry. The context and process of ministry will serve as the backdrop for learning how to function with integrity while staying connected with the community of faith being served.

PASTORAL THEOLOGY

PT120 Introduction to Pastoral Care and Counseling

M.Div. Requirement - offered every Spring Term, 3 credits.

This is the required basic course in pastoral theology. It is intended to review essential theological and psychological principles which guide pastors and other care givers within a congregational context. The particular areas that will be explored include intrapsychic, developmental and systemic approaches to various counseling needs as well as models of crisis intervention and referral to community resources (e.g., CPE).

PT160 Ministry of Chaplaincy

Required in Chaplaincy track – Proposed for January 2013, 1 credit

This course is an overview of the types of ministry opportunities in chaplaincy. It is designed both for students who are exploring vocational options and for those who are pursuing a career in chaplaincy. Through lectures and field trips, students will be introduced to several fields of chaplaincy such as hospital, hospice, retirement home, college, prison, police and/or military. Attention is given to the particular skills and interests needed for each setting.

PT228/PT628 Ministry with Couples and Families

Fall 2012

This is an upper level elective course. It is intended to provide an overview of how pastors and other congregational care givers may provide support to married and partnered couples, children and extended family members. The major topics of this course are: theological and cultural values in marital and family life; premarital consultation with engaged couples; evaluation of marital dysfunctions; extra-marital affairs; care and support of divorcing families and transgenerational family systems theory.

PT273 Family Violence: Social and Theological Response

Elective May/June 2013

The student will study the multiple causes of family violence in the U.S. by examining the gender and race dynamic mixed into this complex social problem. This course will equip church leaders to identify the roots of Family Violence and critically examine intervention and prevention approaches. Family Violence will be interpreted from a theological perspective by identifying theological/biblical themes. We will also examine how church leaders can respond to the needs of all family members in a cultural/gender sensitive manner.

PHILOSOPHY

PH240 Roots of Wisdom I: Exploring Philosophical Thinking

M.Div. Requirement offered every Spring Term, 3 credits

In this course, students will explore the major ideas of Western philosophy and sample Asian and African philosophies as they speak to the discourse of the Western traditions. The course moves historically, from 600 B.C.E. to the present, but is also organized topically, beginning with Metaphysics, considering Epistemology, and ending with Axiology. **(Alternately, this requirement may be met with RS240 offered every Fall Term.)**

RELIGION AND SOCIETY

RS205 Church and Human Sciences

M.Div. Requirement - offered every Spring Term, 3 credits.

This course introduces students to the practical applications of behavioral science theory and research to the everyday problems and issues of church life. Attention is also given to ecclesiology and how different ecclesiologies lead to a variety of relationships between the church and other social institutions. Some topics studied are: power and authority of the church in regard to political and economic systems; the church and social class structures; clergy morale, health delivery systems, education, church relations with industry and labor. To be undertaken in conjunction with the second-year field placement.

RS240 Roots of Wisdom II: Exploring Religious Phenomena

M.Div. Requirement – offered every Fall Term, 3 credits

An introduction to world religions and religious pluralism from a variety of perspectives, including social-scientific and philosophical approaches. Students will respond to course material from theological and phenomenological perspectives. **(Alternately, this requirement may be met with PH240 offered every Spring Term.)**

RS275/RS675 Constructing Sexualities: LGBTQ Theory, Life & Culture

Available every Spring Term in partnership with Franklin & Marshall College (F&M Course Number WGS275)

In this team-taught course, faculty from the natural sciences (Psychology, Neurobiology, BFB), social sciences (Law, BOS, Sociology), and the humanities (History, Art History, Film, Comparative Literary Studies) will introduce students to issues surrounding sex, gender and sexual orientation that we encounter in academic discourse, popular culture, and everyday life. Since most departments and programs here do not have courses devoted to these issues, this course will also encourage students to investigate how what we study here relates to their majors, minors, or other areas of academic interest.

SPIRITUAL DEVELOPMENT

SD125 Practice of Prayer

January 2013

The conversation known as prayer is essential in our relationship with God. Student participation in a variety of prayer experiences and reflection on them will be at the heart of this class. The human movement toward prayer and ways in which habits of prayer can be strengthened will also be examined.

SD205F/SD205S Integrative Formation III and IV: Offering Spiritual Guidance Year 1

Required in Spirituality track, 2 credits each. (In lieu of M.Div. requirements MS206/MS207)

Offered every Fall and Spring Term

Students are expected to offer spiritual guidance under the direction of the Shalem program in spiritual guidance. The spiritual guidance may be offered within a congregational setting and combined with other pastoral work if the student intends to pursue ordained ministry. Students offering spiritual guidance must also participate in peer supervision, according to the guidelines established by the Shalem program. Both seminars will include peer supervision, case studies and preparation for the Comprehensive Ministry Review (CVR) in SD205F, and completion of the CVR in SD205S. Each seminar will meet eight times during each semester in consultation with the seminar leader.

SD305F/SD305S Integrative Formation V and VI: Offering Spiritual Guidance Year 2

Required in Spirituality track, 2 credits each.

Offered every Fall and Spring Term

Students are expected to offer spiritual guidance under the direction of the Shalem program in spiritual guidance. The spiritual guidance may be offered within a congregational setting and combined with other pastoral work if the student intends to pursue ordained ministry. Students offering spiritual guidance must also participate in peer supervision, according to the guidelines established by the Shalem program. Students must identify and join a peer supervision group in their area.

SD210 Shalem Summer Intensive I

Required in Spirituality track, 3 credits

Offered as needed

SD310 Shalem Summer Intensive II

Required in Spirituality track, 3 credits

Offered as needed

THEOLOGY AND ETHICS

TH100 Introduction to Theology

M.Div. Requirement - offered every Fall Term, 3 credits.

This course explores the nature of the theological task, the self-critical and creative reflection of Christians on their forms of worship, confession, witness and moral action. A variety of theological styles are considered, with special attention given to theological ethics, that dimension which analyzes and evaluates Christian responsibility for the well-being of fellow humans and this shared planet.

TH150 Mission of the Christian Church

Fall 2012

This is an introductory course on Christian mission. It includes consideration of the biblical, historical, theological, and practical dimensions of the mission of the church in the world in the 21st century. Emphasis will be placed on the holistic nature of Christian mission which includes such matters as evangelism, social justice, environmental and health issues, and Christianity in the context of the world's major religions.

TH200 Christian Doctrine

M.Div. Requirement - offered every Spring Term, 3 credits.

This course explores the basic concepts which shape and motivate the Christian life, using the ecumenical creeds of the church for guidance. Divergences in the ways these concepts have been interpreted, elaborated and modified by different Christian communities

and thinkers are identified and evaluated in conversation with the historic traditions.

TH240/TH640 Knowing God

Elective proposed for Spring Term 2013

This course examines the variety of ways in which Christians have claimed to have "known" or "experienced" the Divine presence. It explores the paths of mystical contemplation, sacramental celebration, personal conversion, ecstatic devotion and systematic reflection. Resources considered are doctrinal formulations, philosophical speculation, manuals of spiritual discipline, religious autobiographies, theological reformations, hymns, contemporary literature and films.

TH305/TH605 Christian Social Ethics

M.Div. Requirement - offered every Fall Term, 3 credits.

This course will focus first on the development of a critical understanding of Christian social ethical thinking as well as the development of a theological lens to be applied to social, political and economical contextual analysis of the local congregation. This course will then survey the basic expressions and shifting dynamics of globalization with regard to a variety of issues, including the economy, international trade, work, employment and unemployment, transnational corporations. The potential impact of various aspects of globalization on the local congregation will be traced. Class assignments will assist the future pastor to work with his/her congregation in developing relevant realistic and hopeful responses to areas where global impact represents a loss to the local community.

TH320/TH620 Christianity and the Visual Arts

Elective proposed for January Term 2014

This course considers the ways in which architecture and the visual arts have contributed to the development of Christian belief, faith and practice. Students visit museums, galleries and churches and complete a creative project in order to develop appreciation, interpretation and use of visual aesthetics in Christianity.

WORLD RELIGIONS

WR230/WR630 Judaism: Customs, Practices, and Beliefs

Elective Spring 2013

The course introduces basic information about Jewish history, theology, holidays and life-cycle to encourage further interest in these subjects and Jewish studies in general.

WORSHIP AND PREACHING

WP205 Christian Worship: Theology, Ritual & Leadership

M.Div. Requirement - offered every Fall Term, 3 credits.

This course is a theological, historical, and practical introduction to Christian worship designed to equip participants to lead, discuss, enable, and teach worship in the distinctive cultural context of a Christian congregation. We engage current issues in the theology and practice of worship, including musical style and cultural pluralism in worship, the practice of the sacraments, and language in worship.

WP210 Introduction to Preaching

M.Div. Requirement - offered every Spring Term, 3 credits.

This is an introduction to Christian preaching. The course has two focuses: What is preaching? How is it done? Development of the theology of preaching and implementation of that theology in construction and delivery of sermons are the focus. Reading assignments include a major text as well as selected essays on a variety of topics related to preaching. Written work includes sermon exegeses, sermon manuscripts, and several brief written assignments as preparation for class discussion.

WP101/WP102 Worship Practicum

Electives available every academic year

The worship practicum in each semester is designed to help students craft and create worship experiences that are theologically rich, diverse, and reflective of the whole church of God. Students will design worship services that may be adopted by the worship community (those designed in the fall will be for people in the spring semester; those designed in the spring will be for people in the fall semester). Our planning will follow the lectionary and the liturgical calendar.

WP103/WP104 Liturgical Music Practicum

Electives available every academic year

This is a practical course for musicians who are interested in developing skills in musical leadership in worship. Students will study and practice ways to enliven worship and congregational singing by using diverse song styles and a variety of techniques which will include some or all of the following: cantor, vocal ensemble, and instrumental accompaniments (organ, piano, handchimes, handbells, guitar, wind instruments, drumming, and other percussion instruments). Students will lead music at Wednesday worship services and other occasions throughout the semester. Audition with instructor is required.

WP1225 Liturgical Movement

Elective proposed for May/June Term 2013

WP131 Speaking as Liturgical Art

Elective proposed for January 2013

WP215 Worship in the Wesleyan Tradition

Fall 2012

This course offers students a swift survey of the location of worship in the Wesleyan tradition within the pantheon of worship history, theology and practice in the Christian faith.

WP224/WP624 The Pastor and Church Musician: Friend, Foe or Fiasco?

Elective proposed for May/June Term 2013

This course will examine the relationship between the church musician and the pastor. It will provide a practical approach to understanding what it takes to create a dynamic church music program. Topics of discussion will include leadership roles, blending personalities, job descriptions, worship styles and worship planning.

Other Credit Opportunities for Students:

PT354 Clinical Pastoral Education (CPE) Elective

Available for 4 credits.

Available every semester for students not in the Chaplaincy track. A maximum of four (4) credits may be earned. CPE is held at accredited training centers with chaplain supervisors. It is designed so that the seminarian gains self-knowledge and awareness of relational styles, learns pastoral skills, experiences the value of close supervision of pastoral work and reflects theologically on life, death and ministry. Credits may be awarded when a student successfully completes CPE within the context of his/her Seminary degree program.

Lancaster Seminary Summer Academy

Eligible offerings available for 1 or 1.5 credits

Degree-seeking Lancaster Seminary students may submit requests to receive academic credit for eligible Summer Academy offerings. To receive academic credit, students will be expected to submit a proposal for approval, attend every session of the offering and complete supplemental readings and assignments as defined in a syllabus provided by the professor, with final submission of assignments no later than September 1. Instructions may be found on the Seminary website at My Lancaster Seminary > Register for Classes.

RS330 Appalachia Seminar (AMERC-Berea, KY)

Available for 3 credits.

Seminars funded by Appalachian Ministries Educational Resource Center (AMERC) conducted by member schools of the consortium. Courses focus on religious history and social issues of Appalachian, with attention given to models and strategies for small church ministry in the rural setting. **Since this is not a seminary-sponsored course, all arrangements and costs, including tuition for 3 credits, are the responsibility of the student.** Credits may be awarded upon receipt of satisfactory evaluation from AMERC.

Lancaster Theological Seminary 2012-2013 Student Handbook

Institutional Policies

Crime Awareness and Campus Security: Policy, Procedures and Reports Anti-Harassment Policy

LTS is committed to maintaining an environment free of unlawful discrimination, and therefore, has a zero tolerance for harassment, exploitation, and intimidation. We will not tolerate actions, words, jokes, or comments based on an individual's sex, pregnancy, race, or ethnic background, age, religion, or any other legally-protected characteristic, if such conduct would be offensive to a reasonable person. In addition, sexual conduct (both covert and subtle) can serve to create an offensive environment and therefore, is prohibited. LTS will not tolerate sexual misconduct in any form, including acquaintance or date rape. LTS will take appropriate action to prevent, correct, and discipline behavior that is found to violate school policy or laws proscribing rape or sexual assault.

LTS prohibits rape and sexual assault.

Scope:

The prohibition against sexual harassment applies to **everyone**-Trustees or subcommittees thereof, Administration, supervisors, faculty, students, salary and hourly employees, contractors, vendors and visitors. LTS will not tolerate sexual harassment of any kind by any one.

Purpose:

To maintain an environment free of sexual and other harassment.

Definition:

For the purposes of this policy, we define sexual harassment as follows: (1) sexual flirtations, touching, advances, etc. ; (2) verbal abuse of a sexual nature; (3) graphic or suggestive comments about an individual's dress or body; (4) sexually degrading words to describe an individual; (5) displaying sexually suggestive objects or pictures, including nude photographs of the Seminary.

Sexual harassment also includes: (1) explicitly or implicitly suggesting that submission to sexual conduct is a term or condition of an individual's employment [matriculation, favorable grades or evaluations, or academic decisions]; (2) using submission or rejection of the conduct as a basis for employment [or academic] decisions; (3) substantially interfering with the individual's work [or academic] performance or creating an intimidating, hostile or offensive work [or learning] environment.

No member of the Board of Trustees or Administration, supervisor, faculty, employee, [student], or other individual has the authority to condition an employee's job or benefits [or a student's matriculation, favorable grades or evaluations, or academic decisions] in exchange for sexual favors.

Procedure:

If you believe you are a victim of impermissible harassment, sexual or otherwise, or you observe another person subject to such harassment, you are required to promptly report the facts of the incident to your supervisor [to the Dean of Students in cases involving students, either as victims or alleged perpetrators] or, if your supervisor [or Dean of Students] is implicated, to the President. If the President is implicated, the Chairperson of the Board may also be notified. An investigation will be promptly conducted. To the extent possible, the investigation will be conducted in a confidential manner and information will be communicated only to those persons who have a need to know. In all cases, an investigation will be conducted and the employee [student] advised of the conclusions. No retaliation against any person who files a complaint or cooperates in an investigation shall be taken.

Employees and supervisors must report an incident of sexual harassment they may observe, even if they are not the target or victim of such harassment. Such reports will be handled in the same fashion as complaints by victims of harassment. After appropriate investigation, any employee [or student] who is found to have engaged in harassment of another employee [or other member of the community] will be subject to appropriate disciplinary action and may be subject to immediate discharge [or dismissal/expulsion]. Additional action may include: referral to counseling; withholding of a promotion; reassignment, temporary suspension without pay or financial penalties [or, in the case of a student, penalties described in Section 9 of the Student Handbook]. Any employee [student] who makes an intentional or reckless false complaint will also be subject to the same disciplinary action as outlined above [or in Section 9 of the Student Handbook].

Employees are apprised if they believe that they are the victim of impermissible harassment, they also have the right under state and federal law to file a complaint with the Pennsylvania Human Relations Commission (PHRC) and the federal Equal Employment Opportunity Commission (EEOC). Such a complaint must be filed with the PHRC within 180 days of the last date of unlawful harassment and with the EEOC within 300 days of the last incident of unlawful harassment.

Information About Registered Sex Offenders

Information about registered sex offenders under section 1701(j) of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S. Code 1407(j), may be obtained from the City of Lancaster Police Department.

Federal law requires persons who must register as sex offenders to provide notice to the state if they are employed by or a student at an institution of higher education. Sex offenders must register with the City of Lancaster Police Department. They must notify the police department within five days of enrolling in LTS, or of being convicted of an offense qualifying them as sex offenders. The Family Education Rights and Privacy Act (FERPA) does not prohibit institutions from disclosing information about registered sex offenders.

Prevention of Sexual Assault and Rape

LTS uses a number of means to prevent sexual assault and rape including:

Encouraging students to inform themselves about crime prevention techniques, such as those offered by the City of Lancaster Police Department;

Encouraging students to make use of the public safety resources, such as escorts/concierges provided the Business Office.

Responding to Sexual Assault and Rape

Since LTS maintains a Business Office, all violations of the law involving sexual assault or rape should be reported immediately to the Business Office for further investigation by the City of Lancaster Police Department's rape unit.

Incidents of sexual assault and rape should also be reported to the Dean, or any other senior administrator of LTS. Students are not required to report incidents to the Police Department or District Attorney, although they are encouraged to do so. LTS officials will honor requests for confidentiality by the student alleging sexual assault or rape, but shall report anonymous information to the Business Office, so that incident can be included in LTS crime statistics.

If an incident is reported to an LTS official, the official shall inform the student of her or his right to inform the Lancaster Police Department or District Attorney. The student shall also be informed of the importance of preserving evidence required for proof of possible criminal activity, and of the availability of school officials to assist the student in notifying authorities of the incident, upon student's request.

Victims of sexual assault and rape may request that LTS change academic and living situations. LTS will change those situations if it is able to do so and if the changes requested by the victim are reasonably available.

Finally, the student shall be informed of counseling, mental health and other services:

Lancaster YWCA Sexual Assault Prevention & Counseling Center 24 hour Hotline:

717-392-7273

Procedures for Disciplinary Action in the Case of Sexual Assault and Rape

When a student reports being sexually assaulted or raped by another student, the Dean shall conduct a timely investigation of the allegations in the case, including interviewing any witnesses as needed. The decision to proceed with charges in a sexual assault or rape case is a joint decision of the Dean and President, with final authority residing with the President.

If formal charges are brought against the accused student by LTS, the case shall either go to a hearing for adjudication, or be disposed of administratively in a settlement agreement.

The student charged with sexual assault or rape is entitled to due process and will be given notice and full opportunity to respond to the allegations. The student can seek representation, have the same opportunity as the student who reported being assaulted to have a non-participating observer present during the proceedings, and is entitled to information about the school policy on sexual assault and rape, and the procedures that will be followed to address the charges.

If formal charges are brought against the accused student by LTS, the Dean will notify the accused in a written statement outlining the charges. The student charged will have seven (7) working days to respond in writing. The Dean may then seek a settlement that is mutually agreeable to the person making the allegations and the student charged. The Dean and student(s) involved will have 10 working days after receipt of the charged student's response to negotiate an administrative settlement agreement. If no such agreement is reached after 10 working days, the incident shall proceed to a hearing for adjudication.

If a hearing is required, the Dean shall, within 15 working days, appoint a committee composed of three LTS staff members from the administrative council. The committee will, within 30 days of being appointed, hear evidence presented by the accuser and accused, and/or their representatives, and may interview any witnesses as needed, and review any other available evidence. The committee will vote, with a majority having final authority, on whether to sustain the charges. The committee will notify the Dean, the student bringing charges, and the student charged, of the outcome of its vote within five (5) working days of voting. If the charges are sustained, the committee will recommend disciplinary action, up to and including dismissal from all academic programs at LTS, to the Dean. The Dean may act on the recommended disciplinary action, or take other action, up to and including dismissal from all academic programs at LTS. The Dean will inform the student charged of disciplinary action within 10 working days of the committee notification.

The student charged may appeal the outcome of the disciplinary action in writing within 10 working days of being notified. The appeal is to be directed to the President of LTS, who will review the case. The President will make a decision on the disciplinary action recommended by the Dean within 10 working days and will inform the student charged. The decision of the President is final and no further appeal is allowed.

If a student is determined to have committed sexual assault, rape, acquaintance rape, other forcible or non-forcible sex offense, disciplinary action up to and including dismissal from academic programs may be imposed by LTS.

Alcohol & Substance Abuse/Drug-Free Workplace

In accordance with the laws of the United States under the Drug Free Schools and Communities Act, Amendments of 1989, Public Law 101-226, Section 22, LTS has adopted the following policy and hereby constitutes itself as a drug-free workplace.

LTS prohibits the unlawful manufacture, sale, distribution, use, dispensation, receipts, transportation or possession of illegal drugs or unauthorized controlled substances on the school's premises or while engaged in business for the school off the premises. LTS also prohibits the unauthorized use of alcoholic beverages on the premises. Further, it is a violation of LTS' policy for anyone to engage in work for the school [or participating in educational offerings] or to report to work [classes] in any impaired or intoxicated condition or under the influence of alcohol, drugs, or illegal substances.

This policy applies to all full-time and part-time employees, temporary workers and volunteers of LTS as well as to all students, consultants, vendors, and other individuals providing services to the school on the premises at any time or while engage in business for the school.

Violation of prohibition against the unlawful possession, use or distribution of illicit drugs brings with it strict disciplinary sanctions. For students, those sanctions [may] be executed by the Standards Committee and may include expulsion from the Seminary. [See Section 9 of the Student Handbook.] For

employees, the oversight of disciplinary actions will be addressed first by the immediate supervisor and then the Office of the President, and may include termination of employment.

The unlawful possession of illicit drugs and alcohol brings with it strict legal sanctions under local, state and federal laws. Information concerning these laws is available in the Business Office. The use of illicit drugs and the abuse of alcohol involve serious health risks, including physical and/or psychological addiction, degenerative biological diseases and disorders and even death. More information about health risks involved in alcohol abuse or illicit drugs is available in the Business Office. LTS encourages anyone in need of drug or alcohol counseling, treatment, rehabilitation or re-entry program to avail themselves of the various services and programs in this community. A listing of these programs and services is available in the Health and Wellness Pamphlet Rack in the Business Office located in lower level Richards Hall.

Available counseling and treatment programs:

Council on Drug and Alcohol Abuse: 717-299-2831

Lancaster County Drug and Alcohol Commission-Prevention Unit: 717-299-8023

Support Groups:

Alcoholics Anonymous: 717-394-3238

Al-Anon: 717-393-7767

Alateen: 717-393-7767

Narcotics Anonymous: 717-393-4546

Substance Abuse Victorious: 717-656-4271

The Seminary reserves the right to require employees [and students] to submit to random drug and alcohol abuse screenings.

Procedures to report Criminal Activity and Emergencies

Members of the LTS community, or any other person authorized to be present on the LTS campus, should report any suspected criminal activity or other emergency that poses a threat to life or property. If immediate danger to life or property exist, dial 911.

If immediate danger is not present, call Security/Concierge 717-572-0819

In all cases, report the incident to the Business Office. It is the policy of the seminary that all crimes be reported. Incidents that may or may not be crimes may also be reported to the Business Office. Such incidents may also be reported to those facilities persons with responsibility for controlling access to buildings or facilities and officials having significant responsibility for student and campus activities. Licensed counselors and campus clergy are exempt from certain reporting requirements. All matters of strictly pastoral concern are treated with confidentiality. The appropriateness of confidentiality in other instances is assessed on a case-by-case basis. LTS encourages counselors and clergy, if and when they deem it appropriate, to inform those they counsel of procedures for reporting crimes on a voluntary, confidential basis for inclusion in the Campus Security Department Report. For clarity on issues of confidentiality, please check with Dean Edwin Aponte, or Valerie Calhoun, Vice President of Business and Finance.

Each year employees and each student taking one or more classes for academic credit will receive in writing a copy of this policy and the policy will be reviewed every other year.

SMOKING POLICY

It is the policy of LTS to prohibit smoking on campus with the following exceptions:

- the walkway running north and south between Mayer Commons and Richards Hall
- the walkway running north and south between the Refectory and Richards Hall
- the Refectory and immediate vicinity during the annual Churchill Society event for the remainder of that relationship/contract
- contracts for residence housing signed prior to July 1, 2006, and those by outside entities
- Smoking will continue to be prohibited in Richards Hall.

As of June 1, 2009, smoking will be prohibited in all buildings and residences on campus. Designated areas will be clearly marked with appropriate signage and smoking receptacles will be made

available. LTS reserves the right to administer sanctions to any individual found in continuous violation of this policy by referral through the Seminary's disciplinary process.

GUIDELINES FOR CONDUCT

Every organization requires a set of rules so that the group as a whole may operate smoothly and safely to accomplish its goals. This is particularly so at LTS, where any failure to adhere to high standards of conduct may affect the well-being of constituents. Because the safety and comfort of everyone depends on these rules, violators may be subject to discipline up to and including discharge [or dismissal]. We ask the cooperation of all employees of LTS [and all participants in any educational program] in following these policies.

Additional standards of conduct are contained in Section 9 of the Student Handbook [and elsewhere in this Employee Handbook]. Since it is not possible to list every type of conduct which may result in disciplinary action, you should talk to the Dean of Students [or your supervisor] if you are unsure of what to do in a given situation. The following kinds of conduct are absolutely prohibited [those particularly pertaining especially to students are noted by an asterisk]:

- *1. Abuse, mistreatment, or threatening of another employee, student or constituent (physical, verbal, or psychological).
- *2. Falsification of employment [or admissions] application or other employee [or academic] records.
3. Insubordination.
- *4. Using foul and/or abusive language.
- *5. Gambling on LTS's premises.
- *6. Smoking in any unauthorized area.
7. Loafing or sleeping on the job during the employee's working hours.
- *8. Unauthorized posting or removal of bulletins or notices.
- *9. Disregard of one's appearance, dress or personal hygiene.
- *10. Dishonesty [See Section 9.1 regarding Academic Honesty].
- *11. Commission of a crime.
- *12. Violation of any and all safety rules.
13. Tardiness or absenteeism or unauthorized absence by an employee from his/her work station during his/her working time.
- *14. Interfering with the work of other employees [or students].
- *15. Immoral, indecent or disorderly conduct of any nature on LTS's premises.
- *16. Unauthorized use and/or possession of narcotics, dangerous drugs, intoxicating beverages or substances, or being under the influence of intoxicants or drugs on premises or during working hours [or during class times].
- *17. Threatening, intimidating, coercing or fighting with a constituent by word or deed, whether on or off LTS's premises.
- *18. Any discourtesy, unkindness or impatience with constituents.
- *19. Possession of firearms or any other type of weapon while on LTS's property.
- *20. Creating or contributing to unsafe or unsanitary conditions by act or omission.
- *21. Unauthorized possession of property belonging to LTS or a constituent.
- *22. Negligent or deliberate destruction of or misuse of property belonging to LTS or to a constituent.
- *23. Failure to follow the rules concerning solicitation and/or distribution of literature.
- *24. Unauthorized possession, use, copying or reading of LTS's records, or disclosure of information contained in such records to unauthorized persons.
25. Poor attitude or disrespect to Administration, your supervisor, fellow employees or any other constituent of LTS.
26. Any act of misconduct, incompetence, or any violation of this Student [Employee] Handbook which may, in the Administration's sole discretion, be grounds for disciplinary action and/or termination of employment.

ELECTRONIC COMMUNICATIONS POLICY

Lancaster Theological Seminary is committed to providing an environment that encourages the use of computers and electronic communications as essential tools to support the instructional, research, administrative, and other work or mission related activities of the Seminary.

In utilizing the Seminary's computers and electronic communications systems, such as electronic mail and access to the Internet, it is important for all users to be aware of the Seminary's policy regarding responsible use. It is the responsibility of each user to ensure that this technology is used for proper and lawful purposes and in a manner that is responsible and does not compromise the confidentiality of sensitive information, the security of the Seminary's systems, or the reputation, policies or mission of the Seminary.

Any posting using Lancaster Seminary's name, logo, or otherwise identifying Lancaster Seminary must be approved in advance by the Vice President of Advancement and Communications in consultation with Senior Leadership.

Computer Systems in General

Systems Security: Computer resources are property of the Seminary and are to be protected from unauthorized access, use, modification, destruction, or disclosure. An active terminal should not be left unattended for any extended period of time, such as, for example, overnight or while the user is otherwise away from the office for several hours. Individual passwords for computers are confidential and may not be shared or posted. If someone else learns a user's password, the password should be changed immediately. Each user is responsible for activity performed using the user's password with such user's knowledge and consent. No user should attempt to obtain access to another user's documents without prior authorization.

No Privacy: Users do not have an expectation of privacy or a personal privacy right in any matter created, received, sent, or stored on a Seminary computer, whether or not the matter is designated as private or confidential. The Seminary reserves the right to access all files or data contained on any Seminary computer, including but not limited to e-mail messages, personal file directories and Internet usage and material at any time and without prior notice. For example, the Seminary may access any and all computer systems for the purpose of assuring compliance with statutory requirements and internal policies, supporting the performance of internal investigations, and assisting with the maintenance and management of the Seminary's information systems. Computer files may also be subject to search under Court order.

Software License Restrictions and Copyright Laws: Most proprietary software licenses have legal restrictions prohibiting unauthorized use and copying. It is the responsibility of each user to ensure compliance with all copyright and other laws and license restrictions before downloading or receiving software from any source. In addition, software may not be downloaded or received on a Seminary computer, including software available on the Internet, unless it is approved in advance by Computer Services. Only personnel authorized by Computer Services may load software onto any Seminary computer, connect any hardware or other equipment to any Seminary computer, or move or change any Seminary computer equipment.

In addition, information posted, viewed or downloaded from the Internet may be protected by copyright, trademark, piracy or other laws. Reproduction of protected information is permitted only if such reproduction is (1) a fair use or (2) based on express permission given by the copyright owner or authorized agent that is on file with Computer Services at the Seminary or (3) in compliance with use or permission guidelines posted by the owner or authorized agent of the information. It is each user's responsibility to comply with applicable copyright and other legal restrictions and posted use or permission guidelines.

Virus Protection: All files originating from a source outside of the Seminary, including files obtained over the Internet must be checked for possible computer viruses before being downloaded onto a Seminary computer. The virus-checking software on each Seminary computer will ordinarily perform this check automatically. All users should contact Computer Services before downloading a file that may pose a particular risk for any reason. All users must follow any other policies or notices with respect to viruses or other security measures that the Seminary may adopt or post from time to time.

Compliance Required: All users must comply with the Seminary's Electronic Communications Policy. Violation of the policy may result in discipline, up to and including termination of employment or dismissal from the Seminary.

Responsible Use of E-Mail: E-mail should be used for work-related [Seminary-related] purposes. The principal purpose of electronic mail (e-mail) is to facilitate instructional, research, administrative, and other work or mission related communications by and among Seminary employees and students. While the Seminary permits reasonable personal use of e-mail (subject to the “No Privacy” policy noted above), such use must not interfere with an employee’s work responsibilities or disrupt the work of other users. Users should not use e-mail to widely broadcast “chain letters”, “bulk” e-mail (or “spam”), or other non-work related messages. E-mail should not be used for personal monetary gain, outside commercial purposes, or for any partisan political purpose, unless approved by the Vice President of Advancement and Communications in consultation with Senior Leadership.

E-mail correspondence is the property of the Seminary: All e-mail correspondence is the property of the Seminary, whether or not related to personal or confidential matters. The Seminary reserves the right to monitor its e-mail system, including a user’s mailbox, at its discretion in the ordinary course of business. The existence of passwords and “message delete” functions do not restrict or eliminate the Seminary’s ability or right to access electronic communications. Please note that in certain situations, the Seminary may be compelled to access and disclose messages that were sent over its e-mail system.

Standards of confidentiality and security must be observed: E-mail, which contains confidential information, must be treated as confidential. Users may not share e-mail passwords, provide e-mail access to an unauthorized person, or access another user’s e-mail without authorization.

Offensive, demeaning, harassing, defamatory or disruptive e-mail are prohibited: E-mail should conform to the same standards of propriety and respect as any other verbal or written communication at the Seminary. Offensive, demeaning, harassing, defamatory or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the Seminary’s Faculty, Staff and Student Handbook guidelines and “[Anti-]Harassment Policy”. Users who become aware of or receive prohibited e-mail should notify Computer Services. Inappropriate use of e-mail may be grounds for discipline, up to and including termination of employment or dismissal from the Seminary.

Users are responsible for eliminating inappropriate e-mail sent into the Seminary from an outside source: All e-mail sent or received on a Seminary computer is subject to the same standards of propriety and respect. This includes e-mail sent to the Seminary over the Internet from a source outside of the Seminary. When receiving e-mail from outside sources, users have the responsibility of immediately deleting all e-mail that falls below the Seminary’s standards as articulated above, including all pornographic, obscene, and sexually explicit communications. The prohibited e-mail should be deleted before the content of the e-mail is viewed, if possible. Users also have the responsibility of ensuring that others do not see the prohibited e-mail.

Responsible Use of the Internet: The Internet is for work-related [and educational research] purposes. The Seminary’s connection to the Internet is principally for instructional, research, administrative, and other work or mission-related purposes. Any unauthorized use of the Internet is prohibited. Unauthorized uses include, but are not limited to, posting, viewing, downloading, or otherwise transmitting or receiving offensive, defamatory, pornographic or sexually explicit material; engaging in computer “hacking” or other related activities; or attempting to disable or compromise the security of information on any computer. While the Seminary permits reasonable use of its Internet connection for personal reasons (subject to the “No Privacy” policy noted above), such use should not interfere with an employee’s work responsibilities, diminish an employee’s work efforts, or disrupt the work of other users. For this reason, use of the Internet for personal reasons during an employee’s work hours is generally inappropriate. Participation in work-related Internet discussion groups is permitted with certain restrictions. Users may participate in work or mission-related Internet discussion groups using the Seminary’s computers and electronic communications systems, but only to the extent that such participation (1) does not reflect adversely on the Seminary, (2) is consistent with all the Seminary’s standards and policies, including those regarding confidential information and public statements, and (3) does not express any position that is, or may be interpreted as, inconsistent with any position taken by the Seminary or that purports to be, or may be interpreted to be the official position of the Seminary. Users who participate in work-related Internet discussion groups are responsible for ensuring that all information provided by them is accurate and that any personal opinions expressed are clearly identified as “personal” and not the opinion of the Seminary. Defamatory statements or personal attacks are strictly prohibited. Any other posting using the Seminary’s name or otherwise identifying the Seminary must be approved in advance by the Vice President of Academic Affairs & Dean, the Dean of Students, the Vice President for Business and Finance, or the President.

Work-related Internet subscriptions are allowed. A subscription through a Seminary computer or electronic communications system to an Internet mailing list is permitted only if the subscription is (1) work or mission-related or (2) does not generate numerous messages.

Take precautions when providing or receiving information over the Internet. A user should never provide confidential, proprietary or restricted information about the Seminary over the Internet without the Seminary's prior written consent. This includes but is not limited to information about employees, students, organizational structure, strategic plans, and financial data. Because it is possible for users to hide their true identity on the Internet, contacts made over the Internet should not be trusted with any Seminary information, whether confidential or not, unless a due diligence process has first been performed.

Information obtained from the Internet is not subject to quality controls and should be verified by an independent source before being relied upon. Not all sources on the Internet provide information that is accurate, complete, current or even legal. The Seminary neither monitors nor controls information accessible through the Internet and cannot be held responsible for its content or use.

Users may not establish external network connections. Only authorized personnel may establish Internet or other external network connections. Because other connections may cause unauthorized access to the Seminary's systems and information, they are strictly prohibited. Prohibited connections include but are not limited to the establishment of hosts with public modem dial-ins, World Wide Web home pages and File Transfer Protocol (FTP).

The Seminary reserves the right to monitor Internet usage at its discretion.

USE OF LTS EQUIPMENT

The equipment used in accomplishing your work [or for instructional purposes] is expensive and may be difficult to replace. Exercise care when using tools and equipment and follow all operating instructions, maintenance requirements and safety guidelines. Damage or deterioration of equipment shall be reported immediately to your supervisor and the Business Office.

You are responsible for all property, materials or equipment issued to you or in your control during your employment with [or education at] LTS. Should you leave LTS for any reason, you are required to return such property, material or equipment to your supervisor before your last day of work.

DISABILITY SERVICES AT LANCASTER THEOLOGICAL SEMINARY

Lancaster Seminary strives to provide an environment in which all students have equal access to educational opportunities and the campus community. With this goal in mind, the Seminary makes it possible for students with documented disabilities to use reasonable auxiliary aids and services to ensure effective participation, provided such auxiliary aids and services meet licensing and accrediting standards and do not change program purposes or impact necessary skills.

Any request for accommodation or modifications must be initiated by the student and be supported by documentation that must include:

- recent diagnosis of the current impairment by a qualified, licensed professional;
- how major life activities and/or learning are impacted by the impairment;
- results of any testing to be reported in a descriptive, explanatory manner to substantiate a request for academic adjustment;
- documentation of history of prior accommodation or modifications, if any

Casual academic accommodations negotiated between individual professors and the student are not recognized under this policy.

Costs for diagnosis and/or testing are the responsibility of the student. Lancaster Theological Seminary reserves the right to conduct its own independent evaluation if it so chooses.

For further information and forms, contact Judi Hummer, Registrar and Director of Student Services (717-290-8718, jhummer@lancasterseminary.edu).

Inclusive Language at Lancaster Theological Seminary

This document is intended to heighten the awareness of members of the Lancaster Theological Seminary community concerning the ways in which the use of language, including its casual daily employments, can promote undesirable types of exclusivity. (“Exclusivity” in this context suggests attitudes, perspectives, behaviors, and interpretations which tend to reinforce and protect the power and privileges of particular social groups to the detriment of others. We recognize that all social groups must “exclude” some perspectives and opinions; absolute inclusivity is neither possible nor desirable. For example, our seminary community has no obligation to welcome, encourage, or even tolerate neo-Nazi ideology and language. However, “exclusivity” in the narrow sense refers to a corporate spirit that denies full participation, respect, and power to groups who really should be welcomed by a particular community, given that community’s own deepest values.) This document hopes to identify some areas in our common life in which our choice of words and phrases might convey hurtful messages and tend to discriminate against certain groups of people whom we, as Christians, should want to embrace. It also invites the exploration of possible alternative expressions and modes of discourse which would be likely to reduce, if not totally avoid, these hurtful discriminatory tendencies.

The words we use shape attitudes, modify or reinforce perceptions, and influence actions. According to many theorists, the language we speak serves as the basic framework by means of which we organize and interpret all experience. It supplies the categories which inform our hearts and minds. Language in this view is much more than sound waves striking eardrums; it is the tool through which human beings construct a meaningful world. Many language theorists repeat the slogan, “We don’t speak our language; our language speaks us.” Even if one has reservations about this view, there is general agreement that, in some very powerful ways, our words do affect the ways we most basically perceive others and act toward one another. Because of the concepts employed about them, people can be made to feel recognized, respected, and included, or ignored, slighted, misrepresented and excluded. People can be either empowered or marginalized by our terminology. Because words have such power, our choice of words can either help build a community where each member is recognized as a child of God, or undermine a sense of community and cause resentments and social divisions.

The words at our disposal are rooted in the cultural, regional, economic, social, ideological, and moral systems in which we are involved. These systems are often pervaded by imperfect, corrupt, and sinful values and assumptions, including sexism, classism, racism, imperialism, parochialism, and the like, which promote discrimination, disrespect, and exclusion from various forms of power and community. Consciously or unconsciously we may use words which perpetuate these sinful structures, thereby hindering the realization of a genuine human community as intended by God.

We, as Christians, believe that God has created every human being in God’s image and graces every individual with equal value and dignity. We also believe that God’s redemptive love encompasses all, irrespective of diversities, and that God’s Spirit is working toward the unification of all God’s children in one human community. In this one human community of God, the diversities of gender, ethnicity, language, and regional culture are meant to manifest the glory of God, not the glory of one allegedly superior section of human over the others. In the eyes of God, none of these factors support claims to superiority or inferiority.

We, as Christians, also believe that we are called to work with God in the building up of the one human community of God’s children by struggling against discriminations and disparities of power, resources, and opportunities. We recognize that the diversities of gender, ethnicity, etc., are part of God’s providential design. These diversities are to be recognized and respected, but not to be regarded as justifications for discriminations and exclusions from power and community. Words and deeds that fail to respect diversities or that foster discriminations and power disparities are sinful contradictions of God’s design and purpose.

Tragically, words which engender and perpetuate such discriminations, power disparities, and exclusions, are being used in various sectors of our society. Given the fact that the church exists in this broader cultural environment, it is not surprising that these linguistic patterns would infect the language of many Christian communities, including our own seminary. In some instances, the Christian communities themselves, whose histories are by no means free of sin, may be largely responsible for generating and perpetuating these hurtful habits of speech.

As a Christian community, we are committed to foster an ethos in which such discriminatory and limiting language is avoided, and also to encourage a respectful and hospitable kind of linguistic practice that would promote the building up of the community of all God's children. Attempts to ignore or refuse to deal with the hurtful potential of our language contribute to the perpetuation of the problem. Because awareness of the problem is often absent in the surrounding culture, it is all the more crucial for a Christian community such as ours to serve as a model of more hospitable linguistic practice. More hospitable linguistic alternatives will not always be obvious, nor will specific proposed revisions always meet with universal communal approval. This difficulty of reaching consensus is understandable, given the complex and mysterious way that language functions and the abundance of theories concerning the nature of language. It is generally recognized that language is more than individual words conveying the same univocal meaning in all contexts to all audiences; the meaning of a particular word is a function of its relations to other words in a given conceptual network, and to the particularities of specific uses in specific contexts. These conceptual networks and linguistic practices are themselves embedded in broader economic, social, and cultural dynamics. Exactly how all these factors combine to generate "meaning" is a matter of some dispute. Because of the possibility of diverse diagnoses of what is wrong with our words and diverse prescriptions of how to correct it, civility and respect should be exercised toward those members of the community who, having genuinely struggled with the issue, do not agree with our own proposals. Our speaking and our hearing will become more adequate to the purposes of God only through much conversation, prayer, and mutual illumination.

APPRECIATION OF OTHERNESS and the International Cross-Cultural Requirement

God's love embraces all peoples. It is imperative that leaders for today's and tomorrow's churches by (a) open and sensitive to other people's and peoples' realities, and (b) self-critically aware of their own heritage to theological, cultural, ethnic, racial, gender, and socioeconomic biases and other historical conditioning. It is also imperative c) that leadership for the church anywhere be cognizant and appreciative of the church elsewhere on earth, in the diversity of its expression.

EDUCATIONAL GOALS

Appreciation of Otherness: In light of the value placed on the appreciation of others, a goal of the M.Div. Program is that students experience and reflect on the following:

- Social and economic otherness (e.g., poverty, wealth)
- National and cultural otherness (e.g., another country with a primary language different from one's own)
- Racial and ethnic otherness (e.g., situations where Euro-American culture is not dominant)
- Ideological otherness (e.g., different theological and political convictions)
- Ecclesiastical otherness (e.g., different pieties, liturgies, polities, mission emphases)

Such experience and reflection are to include what such otherness means for oneself personally and vocationally, and also for the church, its nature, vocation and ministry.

INTERNATIONAL CROSS-CULTURAL SEMINAR REQUIREMENTS

Means to Achieve the Appreciation of Christian Otherness:

- An important vehicle to achieve an appreciation of ecclesial otherness is the International Cross-Cultural Requirement, a three-week seminar in a Latin-American, Middle-Eastern, African, Asian or Eastern European setting. Sign-up for this during regular registration.
- Field Education and other courses provide additional experience and reflection.

The extent to which each student is achieving this goal is an item of regular review with one's advisor and in the Comprehensive Vocational Reviews.

Learning Objectives for the International Cross-Cultural Requirement:

Fulfillment of the M.Div. requirement shall entail demonstration of the following knowledge and abilities:

- To identify current major life values and issues in the life of the people and of the church in a situation that is quite different from one's own.
- To describe some of the daily life experiences and struggles of these people and the church in respect of these values and issues, including their creativity as well as their means to cope.
- To describe the church's understanding of its nature, mission and ministry with these people in this place.
- To discover some of the theological reflection and insights which this body of Christians has to contribute to the ongoing development of Christian tradition.
- To discover and critique some of one's own largely-unconscious and operating theological, cultural, ethnic, racial and gender biases and other historical conditioning.
- To forecast how the international cross-cultural experience may affect one's own future spiritual and vocational development, including the conduct of one's ministry.

How These Objectives May Be Achieved:

The normative requirement for the M.Div. degree is that the seminarian complete a three-week seminar in a Latin-American, Middle-Eastern, African, Asian or Eastern European culture and in connection with Christians in that culture. The Seminary offers at least one such opportunity annually. The seminar experience includes the following qualities and components:

- Advance orientation, including reading, discussion and planning.
- Participation in an approved setting for the three weeks, which includes:
 1. maximum encounter with otherness in terms of language, culture, customs and traditions;
 2. maximum direct involvement with the people and the church in that setting;
 3. a collegial learning environment with appropriate supervision and regular theological reflection.

Documenting discoveries and learnings through:

group reflection (debriefing) at LTS with peers and faculty;
a major written report demonstrating the fulfillment of the objectives listed above;
a sharing of the experience and learning with the larger seminary community;
ongoing reference to the experience and learning as one continues in seminary studies.

Exceptions and Alternatives to the International Cross-Cultural Requirement:

If serious medical or familial issues, or similar extenuating circumstances, prevent participation in the scheduled Seminary-led cross-cultural seminar, a seminarian may discuss the problem with the student's advisor and propose an alternative means for accomplishing the above-stated objectives. The student should then consult with the Dean of Students for specific details on the format and content of the proposal. The alternative experience is to be the student's responsibility and is to be equivalent to a seminary-sponsored seminar in scope, objectives and components.

A written proposal should be submitted to the Dean of Students

- **by June 15 prior to a proposed January or Spring term trip OR**
- **by November 15 prior to a proposed Summer, September or Fall term trip**

The proposal should include:

- a physician's assessment and recommendation that the student not participate;
- a description of the alternative plan;
- explanation of how each of the above-stated objectives can be accomplished;
- explanation of how each of the above-listed qualities and components will be included;
- a description of the educational, vocational and personal rationale for the alternate trip.

Financing the seminar is a common burden and not normally considered grounds for an exception.

NOTE: *Approval of one seminarian's proposal for a specific alternative does not constitute precedent for another seminarian to obtain approval for the same alternative. Each proposal is treated as unique, and each alternative is re-evaluated after the fact. In rare cases, upon recommendation by one's faculty advisor, an opportunity within the USA may be considered, provided that all of the other qualities and components, including "otherness," can be assured in ample measure.*

students@lancasterseminary.edu

SEMINARY-ASSIGNED E-MAIL ACCOUNT

Communications to all registered Lancaster Seminary students will be sent via e-mail to students' Seminary-assigned e-mail accounts. Everyone who uses e-mail at Lancaster Seminary is expected to abide by the policies of the Seminary described in the Electronic Communications Policy outlined in Appendix I of the *Student Handbook*. Please be sure to read this policy as soon as possible.

All students registered for courses at Lancaster Seminary will be expected to check their Seminary-assigned e-mail accounts regularly for important notices, updates and communications from the Seminary. Information regarding registration information, added or canceled classes, time changes, scholarship information, as well as notification of Stafford Loan disbursements will be communicated via Seminary-assigned e-mail.

- 2. Open a web browser such as Internet Explorer or Firefox.**
- 3. In the Address box at the top of the screen in your web browser, type in: mail.google.com/a/lancasterseminary.edu then click *Go*.**
- 4. Type in your user name: provided by Lancaster Seminary**
- 5. Type in your temporary password: provided by Lancaster Seminary**
- 6. Click on *Sign In*.**
- 7. The first time you login, you will be prompted to change your password.**

QUESTIONS? CONTACT CHRIS BELDAN if you forget your Lancaster Seminary e-mail password and/or if you have trouble logging in.

@8/2012