

Lexington Theological Seminary
Student Handbook
Table of Contents

1.0 Vision and Mission Statements	6
2.0 Organizational Information	
2.1 Board of Trustees	6
2.2 Administrative Officers	6
2.2.1 President	6
2.2.2 Vice President of Academic Affairs and Dean	6
2.2.3 Chief Financial Officer	6
2.2.4 Vice President for Advancement	7
2.3 Administrative Staff	7
2.3.1 Director of Development	7
2.3.2 Director of Continuing Education	7
2.3.3 Registrar	7
2.3.4 Director of Admissions	7
2.3.5 Director of Library and Technology	7
2.4 Faculty	7
2.5 Library Facilities	7
2.6 Standing Committees	7
2.6.1 Committee on Masters Degrees	8
2.6.2 Doctor of Ministry Committee	8
2.6.3 Assessment Committee	8
2.6.4 Appeals/Grievance Committee	8
2.6.5 Plagiarism Review Board	8
2.7 Organizational Relationships	8
2.7.1 An Ecumenical Tradition	8
2.7.2 Accreditation	8
2.7.3 Academic Partnerships and Agreements	8
3.0 Community Life	
3.1 Student Conduct	9
3.1.1 Disciplinary Actions	9
3.1.2 Appeals	10
3.1.3 Readmission	10
3.2 Equal Employment Opportunity	10
3.3 Discrimination and Harassment Policy	10
3.4 Language Issues	10
3.4.1 Just Language Statement	10
3.4.2 Accountability within the Seminary Community	10
3.5 Illicit Drugs, Alcohol, Tobacco and Firearms Policy	11

3.6 Non-Academic Disciplinary and Grievance Procedures	11
3.7 Students with Disabilities	11
3.8 Campus Facilities and Services	12
3.8.1 Parking	12
3.8.2 Bosworth Memorial Library	12
3.8.3 Writing Center	12
3.8.4 Counseling	13
3.8.5 Verification of Enrollment	13
3.8.6 Transcript Requests	13
3.9 Use of Seminary Resources	13
3.9.1 Computing Resources	13
3.9.2 Media Resources in Library	13

4.0 Academic Policies and Procedures

4.1 Edvance 360 Management System	14
4.2 Advisors and Program Responsibilities	14
4.2.1 Change of Advisor	14
4.2.2 Faculty Availability	14
4.3 Registration Procedures	14
4.3.1 Course Enrollment Limits	14
4.3.2 Changes in Registration	14
4.3.3 Withdrawal	14
4.3.4 Withdrawal from Seminary	15
4.4 Grading Policy	15
4.4.1 Pass/Fail and Letter Grades	15
4.4.2 Required GPA for Graduation	16
4.4.3 Principles of Grading	16
4.4.4 Incomplete Work	16
4.4.5 Letter Grades & GPA	17
4.4.6 Grading in Level I Courses	17
4.4.7 Grading Criteria	17
4.4.8 Additional Grading Criteria, Doctor of Ministry Program	18
4.4.9 Doctor of Ministry Students in M.Div. Courses	18
4.4.10 Institutional Forgiveness/Grade Bankruptcy-Level I	19
4.4.11 Institutional Forgiveness/Grade Bankruptcy-Level II	19
4.4.12 Honor Roll	19
4.5 Academic Probation and Academic Dismissal	19
4.5.1 Probation in the Master of Divinity Program	20
4.5.2 Probation in the Master of Arts & MAPS Programs	20
4.5.3 Probation	20
4.5.4 Full Tuition on Probation	20
4.5.5 Probation in the Doctor of Ministry Program	20
4.5.6 Dismissal	20
4.5.7 Application for Re-Admission after Academic Dismissal	20
4.5.8 Probation for Students Returning After Dismissal	21
4.5.9 Readmission After An Absence	21

4.6 Academic Appeals	21
4.6.1 Grade Appeals	21
4.6.2 Appealing Other Academic Matters	22
4.6.3 Notification of Intent to Appeal	22
4.6.4 Hearing Procedure	23
4.6.5 General Regulations Governing the Hearing Procedure	23
4.7 Courses	24
4.7.1 Course Loads	24
4.7.2 Course Numbers	24
4.7.3 Waiver of Requirements	24
4.7.4 Directed Studies	24
4.7.5 Auditing Courses	25
4.7.6 Course Evaluations	25
4.7.7 Seminary Assessment	25
4.8 Transfer of Credit	25
4.8.2 Shared and Transfer Credit Within Degree Programs	26
4.8.5 Admission of Students Without a Bachelor's Degree	26
4.9 Academic Conduct and Policies	27
4.9.1 Policy Regarding Plagiarism	27
4.9.2 Honor Code	27
4.9.3 Readmission After Absence	27

5.0 Relationships with Other Institutions

5.1 TEAM-A	27
5.2 University of Kentucky	27
5.3 Wesley Theological Seminary	27
5.4 Hispanic Summer Program	27
5.5 Appalachian Ministries Educational Resource Center (AMERC)	28

6.0 Degree Programs

6.1 Master of Divinity (M.Div)	28
6.1.1 Time Limit	29
6.1.2 Curriculum Requirements	29
6.1.3 Ministry Site	29
6.1.4 Mentors	29
6.1.5 Covenant Groups	29
6.1.6 Gerontology Program	29
6.2 Master of Arts (M.A.)	29
6.2.1 Time Limit	29
6.2.2 Curriculum Requirements	29
6.2.3 Gerontology Program	29
6.2.4 Master of Arts Thesis	30
6.3 Master of Arts in Pastoral Studies (M.A.P.S)	32
6.3.1 Time Limit	32
6.3.2 Curriculum Requirements	33

6.4	Doctor of Ministry	33
6.4.1	Time Limit	33
6.4.2	Curriculum Requirements	33
6.4.3	Submission of Project Proposal	33
6.4.4	Models of Project	33
6.4.5	Project Dates	34
6.4.6	Project Format	34
6.4.7	Project Completion and Committee Presentation	34
6.4.8	Project Submission	34
7.0	Certificate Programs	
7.1	Certificate With Credit	35
7.2	Certificate (Non Credit)	35
7.3	Curriculum Requirements	35
8.0	Preparing for Graduation	
8.1	Application for Degree Candidacy	35
8.2	Caps and Gowns	35
8.3	Graduation Costs and Fees	35
8.4	Students Seeking Ordination	35
9.0	Financial Policies and Procedures	
9.1	Payment and Refund Policy	35
9.2	Tuition and Fees	35
9.3	Financial Aid	36
9.3.1	Loans and Scholarships	36
9.3.2	Travel Funds	36
9.4	Billing Errors or Inquiries	36
9.5	Returned Check Policy	36
10.0	Miscellaneous Information and Policies	
10.1	Call to Active Military	36
10.2	Family Educational Rights and Privacy Act of 1974 (FERPA)	37
10.3	Changes in Personal Information	37
10.4	Recording Policy	37
10.5	Cell Phones and Other Devices	37
10.6	Text Books	37
Appendices		
Appendix A: Family Educational Rights and Privacy Act of 1974 (FERPA)		
Appendix B: Grievance Procedures		
Appendix C: Policy Statement on Sexual Harassment /Discrimination		
Appendix D: Policy Statement on Racial Discrimination/Harassment		

Appendix E: Illicit Drugs, Alcohol, Tobacco and Firearms Policy
Appendix F: Policy Statement on AIDS/HIV
Appendix G: Whistleblower and Anti-Retaliation Policy
Appendix H: Language Issues
Appendix I: Honor Code
Appendix J: Policy Regarding Plagiarism
Appendix K: Accountable Ministry Sites
Appendix L: LTS Constitution/Articles/By-Laws
Appendix M: Emergency Procedures
Appendix N: Campus Safety Policies and Procedures
Appendix O: Library Policies
Appendix P: Information Technology Policies
Appendix Q: Organizational Chart
Appendix R: Intellectual Property Policy
Appendix S: Staff Evaluation
Appendix T: Forms

Forms

- Student Information Release Form
- Curriculum Worksheets
- Directed Study Agreement
- D.Min. Directed Study Agreement
- D.Min. Project Registration Form
- Immersion Directed Study Agreement
- MA Thesis Agreement Form
- MAPS Research Paper
- Team A Registration
- Course Evaluation
- Staff Request for Absence

1.0 Vision and Mission Statements

The experience of learning at Lexington Theological Seminary (LTS) is a rich one, incorporating academic excellence, diversity, community, and a strong culture of mentoring. We are aware of the ever-changing challenges of training leaders for a dynamic world and proactive Church. Our vision is to be a seminary that graduates faithful, inspired, and highly effective leaders for the church of Jesus Christ in a way that is distinctly Christian Church (Disciples of Christ) yet inherently ecumenical, welcoming students from all faith backgrounds to share in the experience of faith formation. In serving our vision we are committed to the values of: service to others, connecting faith to action; integrity, enriching relationships, trust and enduring community; diversity, celebrating the worth of every individual and people; and community, supporting and promoting citizenship, peace-making and social responsibility.

The Seminary's mission is to prepare faithful leaders for the church of Jesus Christ and thus to strengthen the church's participation in God's mission for the world. In actualizing its mission, the Seminary seeks to develop leaders according to four core values:

- LTS graduates will become leaders who bring faith to bear on society and creation from a specific location/ministry setting within a pluralistic/global context.
- LTS graduates will become leaders who are able to articulate a critically grounded faith by having undergone a process by which they construct their theological world view in conversation with traditional Christian claims and global voices.
- LTS graduates will become leaders who are capable interpreters of scripture traditions, culture institutions, situations, and relationships.
- LTS graduates will become leaders who integrate subject matter, methodologies, and skills taken from the whole curriculum in the service of their ministry.

2.0 Organizational Information

2.1 Board of Trustees: The affairs of the Seminary are managed and conducted by the Board of Trustees. Each Trustee is elected for a term of four years. Board members are persons who have demonstrated interest in, concern for, and support of the mission and vision of the Seminary.

2.2 Administrative Officers:

2.2.1 President: The President has designated authority from the Board of Trustees and as such has delegated responsibility for the operation of the Seminary. The President acts as administrative head of the entire educational and business affairs of the Seminary.

2.2.2 Vice President of Academic Affairs and Dean: The Vice President of Academic Affairs and Dean is the Seminary's chief academic officer. The Dean is responsible for both curriculum and student services including admissions.

2.2.3 Chief Financial Officer: The Chief Financial Officer is responsible for the business affairs of the

Seminary, including all books and accounts and audits. The Office of the CFO oversees student financial aid applications and payments, and billing and payments of student tuition, fees and miscellaneous items.

2.2.4 Vice President for Advancement: The Vice President for Advancement is responsible for overseeing fund raising, public and church relations, alumni affairs, and event management.

2.3 Administrative Staff

2.3.1 Director of Development: The Director of Development oversees the annual alumni Phonathon and works with the Vice President for Advancement in church relations, alumni affairs, and the annual fund.

2.3.2 Director of Continuing Education & Director of Doctor of Ministry: The Director of Continuing Education oversees continuing education for both lay and clergy. This includes workshops, Lay School of Theology (LST), as well as the D. Min. degree program.

2.3.3 Registrar: The Registrar is responsible for registering students in curriculum, course and information programs, keeping academic and personal information records, corresponding with applicants and evaluating their credentials.

2.3.4 Director of Admissions: The Director of Admissions serves as liaison for the process of application and admission to the Seminary.

2.3.5 Director of the Library and Technology: The Director of Library and Technology is responsible for the Bosworth Memorial Library collection and for planning and implementation of the Seminary's technology resources plans. The Director updates and maintains policies governing both the library collection and Seminary technology resources.

2.4 Faculty: The faculty consists of regularly appointed positions augmented by a number of adjunct professors. They are scholars in their fields, performing research that annually leads to publishing of books and articles. The faculty is ecumenical in its faith traditions and is dedicated to teaching, accessibility to students, and church involvements. Many of the faculty are ordained ministers and often preach and teach in churches. Faculty design and deliver teaching which ensures appropriate learning objectives consistent with the Seminary's mission and academic standards, and serve as academic advisors.

2.5 Library Facilities: The Bosworth Memorial Library has more than 160,000 volumes and regularly receives over 200 periodicals. Additional volumes are available through interlibrary loan. Research information is also available through library access to extensive electronic databases for religion, sociology, philosophy, psychology, education, and related disciplines.

2.6 Standing Committees: Several standing committees meet to administer and manage cultural and academic affairs of the Seminary. Names and contact information for committee chairs may be obtained from the office of the Vice President of Academic Affairs and Dean. Students serve on several of these committees (see below).

- 2.6.1 Committee on Masters Degrees: This committee coordinates matters relating to all masters degree programs. It advises the Office of the Dean concerning student requests as well as all policies and procedures relating to the masters programs, including admissions. One or two student representatives are selected to serve on this committee during each academic year.
- 2.6.2 Doctor of Ministry Committee: This committee coordinates general matters relating to the Doctor of Ministry program including review and recommendations on matters of policy and procedures. Along with faculty a D.Min. student also serves on this committee.
- 2.6.3 Assessment Committee: This committee oversees the assessment of the academic work done by the various LTS programs (such as M.Div., M.A., M.A.P.S., D.Min.) and areas of studies (such as Interpreting Scripture, Interpreting Faith, Worship, etc.). Usually, one area of study is assessed yearly by faculty and reports are presented to the Assessment Committee.
- 2.6.4 Appeals/Grievance Committee: This committee is appointed by the Dean to investigate and decide upon all grievance matters, both academic and non-academic. The members include two students, two faculty members, and two staff members.
- 2.6.5 Plagiarism Review Board: LTS makes use of a Plagiarism Review Board (PRB) to review plagiarism violations and to determine penalties for these violations. When a case of plagiarism arises, a committee is formed. The committee will consist of two faculty, one or two students (at least one from the pertinent degree program), and the Dean (ex officio and the convener).

2.7 Organizational Relationships:

- 2.7.1 An Ecumenical Tradition: Lexington Theological Seminary is an ecumenical seminary of the Christian Church (Disciples of Christ), enjoying official connections with eleven regions. Consistent with the Disciples' historic commitment to Christian unity, the Seminary is intentionally ecumenical with almost thirty percent of its enrollment coming from other denominations. The faculty, staff, and trustees are likewise ecumenical, having members from various traditions.
- 2.7.2 Accreditation: Lexington Theological Seminary is accredited by and a charter member of the Association of Theological Schools, the official accrediting agency for theological institutions in the United States and Canada (10 Summit Park Drive, Pittsburgh, PA 15275; 412/788-6505). The accreditation is for the Master of Divinity, Master of Arts, Master of Arts in Pastoral Studies, and Doctor of Ministry degrees.
- 2.7.3 Academic Partnerships and Agreements: The Seminary enjoys multiple course and degree program partnerships with other institutions. (See Section **5.0, Relationships with Other Institutions**, for details on each program and registration procedures.)
- Courses at partner campuses are available through the Theological Education Association of Mid-America (TEAM-A).

- Wesley Theological Seminary in Washington, D.C. offers a “semester in Washington” program in which Seminary students may participate for transfer credit.
- The Hispanic Summer Program offers an opportunity to study in a Hispanic setting, with Latina/o peers and professors.
- The Appalachian Ministries Educational Resource Center (AMERC) is offered for students interested in Appalachian ministry.
- Roman Catholic Church: The Seminary offers a Master of Arts program geared to the needs of Catholic students and planned in consultation with the Office of Catholic Education of the Catholic Diocese of Lexington.
- Presbyterian Church (U.S.A): The Seminary has a strong working relationship with the Committee on the Preparation for Ministry of the Transylvania Presbytery. Courses on Presbyterian theology, worship, and policy are offered on a regular basis.

3.0 Community Life

3.1 Student Conduct: All students are expected to conduct themselves in a manner which would become the office of minister. Although not all students studying at the Seminary are preparing for professional ministry, the “office of minister” is the standard of conduct expected.

- Respect for others should be the foundation of all relationships.
- Students are expected to be fully acquainted with all published policies and will be held responsible for compliance with them.
- Students are expected to comply with all federal, state, and local laws. These principles also apply to any conduct that is likely to have an adverse effect on the Seminary. One aspect of conduct is the ability to adhere to Seminary policy and procedures. Students who do not register on time, pay their bills on a timely basis, return requested forms, return library books, pay library fines, write thank you notes to donors, etc. are breaching Seminary policy and engaging in conduct which does not “become the office of minister.” Misconduct also includes, but is not limited to the following: dishonesty, substance abuse, illegal gambling, destructive negligence, falsification of records or other information, harassment or discrimination, imperiling the safety of others, and abusive or patterned promiscuous sexual behavior.

3.1.1 Disciplinary Actions: Students who engage in inappropriate conduct of any nature will face action up to and including criminal prosecution and expulsion from the Seminary. Students may be dismissed at any time at the will of the faculty. Disciplinary actions for less extreme violations of the code of conduct are described as follows: The Office of the Dean receives and reviews all complaints and concerns about a student’s conduct. No anonymous charges will be given consideration. If the Office of the Dean finds that a student’s behavior is harmful to others, creates an impediment to the teaching mission of the Seminary or violates Seminary policy and/or procedures, the Dean will discuss the behavior with the student. If the conduct is considered to be of a serious nature, the Office of the Dean has the option to:

- Suspend the student immediately for a period of time deemed appropriate for the misconduct;
- Impose non-academic probation for a specified time period not to exceed one year;

- If after the suspension/probationary period, it is found that the student has not corrected the behavior that resulted in the disciplinary action, the Dean may permanently suspend the student from his or her academic program.

3.1.2 Appeals: If a student believes that disciplinary action by the Office of the Dean is unwarranted, he or she may file a formal complaint with the Seminary's Appeals/Grievance Committee. (See *Grievance Procedures, Appendix B.*)

3.1.3 Readmission: Any student dismissed for non-academic reasons or under permanent suspension may not apply for re-admission to the Seminary for a period of two full years from the date of dismissal. Additional policy information related to student conduct can be found in **Section 4.9, Academic Conduct and Policies.**

3.2 Equal Employment Opportunity: Lexington Theological Seminary is an equal opportunity employer. All recruitment and employment programs and procedures are administered by the Seminary without regard to race, color, sex, sexual orientation, national origin, citizenship status, age, or physical or mental disability of otherwise qualified individuals.

3.3 Discrimination and Harassment Policy: The Seminary does not accept or tolerate harassment or discrimination in any form on its campus, in its courses, or in any campus setting related to the Seminary. (See policies in *Appendices C and D.*)

3.4 Language Issues: Persons to whom this policy applies include the administration, faculty, staff, mentors, trustees, and students of Lexington Theological Seminary. All affected parties are strongly urged to study the policy: Language Issues (*Appendix H*). This document expands upon the theological and practical implementation of just language policies at Lexington Theological Seminary.

3.4.1 Just Language Statement: Lexington Theological Seminary's mission is to train women and men to be leaders of the church. To that end, the administration, faculty, staff, and students covenant together to strive for both our written and spoken language to reflect the equality of the people of God and to maintain the mystery of God. "Just Language – language that reflects our changing consciousness about God, the universe, ourselves, class, gender relations, race, disabilities, and violence – is essential if we are to overcome injustices and hatred that obstruct peace, equality, and harmony for which we long."¹

3.4.2 Accountability within the Seminary Community: This policy will be specifically communicated to all incoming students, faculty, and staff. All incoming students and newly hired faculty and staff will receive the policy which provides theological reflection and practical guidelines for implementation of the Seminary's policy, emphasizing the importance of language issues in the Seminary Community. Faculty members have complete freedom to specify the way in which language issues will be treated in classroom discussion and written work. If no explicit statement is made, students should assume that they are responsible for knowing the written recommendations included in the above referenced policy.

¹ Kathleen Ashe, "Foreword," in *Creating Just Language* (Chicago: The 8th Day Center for Justice, 1999), 4.

Students, faculty, and staff members who choose to use exclusive language for people or who choose to use God-language of one specific gender only (thus choosing not to follow these recommendations) may be informed by any member of the community about the effect their usage has on others. Such reminders are generally most effective in private conversation.

3.5 Illicit Drugs, Alcohol, Tobacco, and Firearms Policy: The possession, sale, or use of alcoholic beverages is prohibited on campus and all Seminary-sponsored academic, cultural, or social events unless specifically authorized by the President of Lexington Theological Seminary. No smoking or use of tobacco in any form is allowed inside Seminary-owned buildings or at public gatherings of the community. Proper receptacles are located at entrances to Seminary buildings in order that smokers may properly extinguish and discard smoking materials.

All Seminary members are prohibited from unlawful possession, use, dispensation, distribution, or manufacture of illicit drugs on Seminary property, on Seminary business, or at Seminary-sponsored activities. (See *Illicit Drugs, Alcohol, Tobacco, and Firearms Policy: Appendix E* for the full policy).

3.6 Non-Academic Disciplinary and Grievance Procedures: (See *Appendix B*.)

3.7 Students with Disabilities: The Seminary complies with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities. No otherwise qualified individual shall be denied access to or participation in the services, programs, and activities of the Seminary solely on the basis of a disability. The Seminary shall provide reasonable accommodations for each eligible student who has a physical or mental impairment, or is regarded as having such impairment.

Each eligible student is responsible for presenting relevant (no more than three years old), verifiable, professional documentation and/or assessment reports to the Registrar. Information concerning a student's disability is treated in a confidential manner in accordance with applicable federal laws. Documentation presented shall be reviewed to verify the existence of a disability. Further documentation may be required from the student to substantiate the claim of a disability or to assist the Seminary in determining appropriate accommodations. Documentation must meet the following criteria:

- Issuance by a qualified professional (must include the evaluator's name, title, credentials, license number, signature and date of evaluation on letterhead stationary);
- Provision of a diagnostic statement identifying the disability and the date of the original diagnosis and including a description of the diagnostic criteria and/or diagnostic tests used;
- Description of the current functional limitations of the disability for major life activities and in an academic environment;
- Details of all medication (dosage and existing side effects), assistive devices/services, treatments currently prescribed or in use;
- Description of the expected progression or stability of the impact of the disability over time; and
- Recommendations for accommodations, adaptive devices, assistive services, and compensatory strategies to compensate for the functional limitations.

Students requiring special accommodations must contact the Registrar within four weeks of admission for an initial discussion and no later than two weeks prior to the first day of classes for which accommodations are requested. The Dean shall prepare letters to the appropriate faculty members concerning specific, reasonable, academic adjustments for the student.

The Seminary prohibits discrimination or harassment based on disabilities. Grievance procedures for non-academic issues including discrimination or harassment are outlined in *Appendix B, Grievance Procedures*. The Registrar is the designated “school official.”

3.8 Campus Facilities and Services: Access to Seminary facilities is a privilege. Students and visitors are reminded to respect all Seminary regulations with respect to campus facilities and services. Students requiring clarification of policies or procedures regarding campus facilities should contact the Business Office.

3.8.1 Parking: Students planning to park their cars on campus must register their cars and secure a parking tag from the Business Office. Tags are issued subsequent to payment of tuition/fees. Visitors to campus must obtain a temporary parking permit from the Business Office. Unregistered cars may be towed at the owner’s expense.

3.8.2 Bosworth Memorial Library: The Bosworth Memorial Library is one of the major resources of the Seminary. A brief guide available in the library outlines policies and procedures. The library staff is ready to render assistance to students doing research, and students should feel free to make use of this service; however, use of the library is a privilege. Students are strongly urged to familiarize themselves with all library rules and procedures. Abuse of library privileges can result in disciplinary action or dismissal.

3.8.3 Writing Center: Seminary students are expected to be able to write at a graduate level. In order to help students reach that level LTS offers those students who need assistance one-on-one help through the Writing Center. The Writing Center does not offer assistance to the student by proof reading or editing the student’s paper before the paper is handed in to a professor.

Diagnostic Tests: LTS requires that all in-coming students take an online diagnostic test to assess writing skills and that the results of the test be sent to the Director of the Writing Center. (Contact the Director of the Writing Center for directions for taking the diagnostic test.) This test must be taken within the first two weeks of one’s first enrollment. Failure to fulfill this requirement will result in students not receiving their course grades. If the diagnostic test reveals that a student needs help with grammar, punctuation, or sentence structure, the student is expected to seek help from the Writing Center.

Referral by a Professor: Professors may refer students to the Writing Center for help with the overall organization of a paper, with writing clear introductions and conclusions, with developing an argument, with integrating quotations, or with the Turabian citation style. Professors may, when they deem it necessary, require that a particular student seek help from the Writing Center.

- 3.8.4 Counseling: Students wishing to discuss personal concerns are invited to use any of the following services:
- Faculty: Each member of the faculty is available to students. The primary matters discussed with the faculty are academic and vocational; however, discussions with faculty are not limited to these issues.
 - The Office of the Dean: The Office of the Dean works with students, advocates for students in appropriate circumstances, and works to assist individual students in solving problems that might inhibit academic progress.
- 3.8.5 Verification of Enrollment: The Registrar will provide verification of enrollment for loan deferments, denominational inquiries, etc. Students must complete a *Student Information Release Request* (See *Appendix Forms*). If a deferment or other request contains a release section to be signed by the student, the Information Release Request form is not required. Verification of enrollment will be provided only after the drop/add date. Verifications which must be sent prior to that date will indicate registration only. Subsequent to provision of the verification by the Registrar, the student is responsible for reporting to the lending or other agency any changes in enrollment (number of hours, etc.). The student should be aware that failure to provide notification of such changes may be construed as fraud.
- 3.8.6 Transcript Requests: Requests for release of a transcript must be in writing and must carry an original signature. Everyone requesting a transcript must use a *Student Information Release Request* form (See *Appendix Forms*). Requests from students/former students with unmet financial obligations in the Business Office will not be honored until the obligation is met. The transcript can be provided to the student/former student or mailed directly to a third party. The transcript will be provided along with a cover sheet. A copy of the cover sheet is attached to the request and maintained in the student's file.
- One work week should be allowed for preparation of a transcript. It is rare that transcripts can be provided on demand. Transcripts must be pre-paid. There will be no credit or invoicing.
 - Transcripts are \$10 for the first copy and \$2 for each additional copy requested at the same time.
 - Transcripts are printed on safety paper which cannot be altered and will show the words "COPY" when copied. The back of the transcript includes a key explaining the grading system, transfer hours, etc. An original signature and seal are not provided unless specifically requested.

3.9 Use of Seminary Resources

3.9.1 Computing Resources: Computers and printers are available for student use in the Bosworth Library. Adding, deleting, and changing computer software is not permitted.

3.9.2 Media Resources in Library: The Seminary maintains audio-visual equipment and a tape library. DVD, VHS tapes, and CDs are available for check out. Tapes of previous chapels, convocations/lectures, and video recordings are available for check-out.

4.0 Academic Policies and Procedures

4.1 Edvance360: Lexington Theological Seminary uses Edvance360 as its learning management system. Within this learning management system, students will participate in online discussions, take quizzes, correspond with faculty and classmates, join online communities, and view interactive PowerPoint presentations. Students who are admitted to the program will be required to have access to: a computer, DSL internet connection, webcam, and microphone.

4.2 Advisors and Program Responsibilities: Upon enrolling in the Seminary, each degree-seeking student will be assigned a Faculty Advisor. Advisors are available to help students to plan their academic programs (see *Appendix Forms: Curriculum Worksheets*) and to counsel on academic and professional matters. Students should be aware that final responsibility for their academic program and its successful completion rests with the student, not the advisor or any other representative of the Seminary.

Master of Arts in Pastoral Studies and Doctor of Ministry students will be advised by the respective program directors throughout their program of study. Non-degree seeking students should consult with the Office of the Dean regarding academic programs.

4.2.1 Change of Advisor: M.Div. students may request a change of advisors after completing 18 hours. M.A. students may request a change in advisors after completion of 12 hours of study. To request a change of advisors, the student must notify the Dean's Office.

4.2.2 Faculty Availability: One of the traditions of the Seminary is the faculty's availability to students. Members of the faculty want to be helpful and to work with students to enhance their theological education. Students should not hesitate to contact or make appointments with faculty.

4.3 Registration Procedures: Registration for courses is done online. Students may register for courses any time during the three months prior to the month in which the course takes place. The registration deadline for a course is the end of the first week of the month prior to the month in which the course takes place. A late fee is charged for registration after that deadline. The late fee may be waived for new students who have just been admitted.

4.3.1 Course Enrollment Limits: Online courses have a limit of twelve students during the 2010-2011 year and fifteen students in subsequent years. For registrations received during the pre-registration period, priority will be given first to degree-seeking students, persons graduating in the current year and then in the order of pre-registration. Courses with less than 5 students registered will be cancelled.

4.3.2 Changes in Registration: Students may add, drop or withdraw from courses after the course has begun. To add a course students complete the online registration form (used to register for the course) and submit it. This must be done within the time limit noted below. To drop or withdraw from a course students must fill out the "Drop Form" posted online (_____) and submit it to the Registrar within the time limit noted below. Dropping a course after the drop time limit constitutes withdrawal from the course. (See the following Section 4.3.3)

Reimbursement of tuition can be received through the drop date. A course which is officially dropped by the drop dates receives no grade and is not recorded on the student's transcript.

Time Limits For Adding/Dropping/Withdrawing

.5 hour Modules

Add: 1 day
Drop: 3 days
Withdrawal: 1 week

1 hour Modules

Add: 2 days
Drop: 1 week
Withdrawal: 2 weeks

1.5 hour Modules

Add: 3 days
Drop: 2 weeks
Withdrawal: 3 weeks

2 hour Electives

Add: 4 days
Drop: 3 weeks
Withdrawal: 4 weeks

4.3.3 Withdrawal: The following conditions apply to course withdrawals:

- Withdrawals from courses within the time limited noted in 4.3.2 occur without academic penalty.
- There will be no reimbursement of tuition for withdrawn courses.
- Courses from which a student withdraws are counted towards the number of hours of financial aid awarded; therefore, withdrawal from a course ultimately results in the student's having to pay full tuition for the equivalent hours in order to complete curriculum requirements.
- Withdrawn courses accrue no hours and do not receive a grade; they do, however, appear on the transcript.
- Students who need to withdraw from a course for medical reasons must submit a letter from his/her doctor to the Dean. Medical withdrawals may be given beyond the withdrawal date.
- If a student elects not to complete a course and the withdrawal date has passed, the course grade will be recorded as a failure; it will appear on the transcript.

4.3.4 Withdrawal from Seminary: Voluntary withdrawal from the seminary occurs when a student sends a written notification that he/she is withdrawing from the seminary to the Office of the Dean.

A student will be considered withdrawn after a year of no activity on the part of the student. (See Section 4.5.6 for readmission).

4.4 Grading Policy:

4.4.1 Pass/Fail and Letter Grades: The courses of Level I, the MA thesis, and the D.Min. project are graded on a Pass/Fail basis. The competency exercises, the electives of Level II, and the capstone of Level III are graded with a letter grade. (See also Section 4.4.6 for explanation of the retroactive application of the competency exercises grade to the Level I courses.)

The use of plus/minus with the letter grades allows faculty members to distinguish levels of performance more carefully and accurately. Pluses and minuses for B, C, and D grades and minuses for A grades are recorded on the official Seminary transcripts. There are no pluses awarded for A or F grades.

4.4.2 Required GPA for Graduation: A grade point average of 2.3 is needed for graduation in the M.Div. and M.A. degree programs; 3.0 is required for D.Min. Students performing C level work in a specific course does not disqualify a student from further study; however, students are expected to perform at a higher overall level.

4.4.3 Principles of Grading: Students should remember the following realities about the grading system:

- Poor grades are not punitive in intent. Grades are expressions of a faculty member's judgment on the quality of the student's work and, thus, are intended to serve as indicators of performance and progress. A poor grade should be understood as a "red flag" signaling the need for improvement.
- The time and energy spent on a course or assignment are not the determining factors in evaluation of the quality of work accomplished.
- Grading cannot be objective; i.e., without the subjective values of the professor entering into the judgment. Evaluating another person's performance always involves the subjective values of the one doing the evaluating.
- No "objective" standard has been, nor will be, devised to ensure that every faculty member evaluates student performance identically. Students should expect a range of consistency among the faculty in giving certain letter grades for a certain quality of academic performance, but there will always be variability among individual teachers.
- A grade is not a moral assessment of the student's ontological status.
- The level of work required in seminary, as in all graduate and professional schools, should be substantially higher than that required for completion of an undergraduate degree.

4.4.4 Incomplete Work: Should extraordinary circumstances exist which preclude the student from finishing work and receiving a final grade, faculty may opt to not record a grade for the student for up to 30 calendar days following the date grades are due. If a grade has not been submitted at the end of the 30-day period, the Registrar will record a grade of "no pass" or F for the \ course. The grade of "no pass" or F may be changed at the faculty's discretion.

Under special circumstances, grades may be left blank for more than 30 days and up to 90 days if the faculty member and student have entered into a written agreement which outlines completion of the work. A copy of this written agreement must be provided to the Registrar prior to the initial 30-day deadline to prevent recording of a "no pass" or F.

Courses for which grades are left blank past 90 days will have a grade of "no pass" or F recorded with any and all resultant penalties imposed.

For an M.A. thesis which is not complete at the end of the term for which it was registered, a No Credit (NC) will be reflected on the transcript until the thesis is successfully completed.

- If the grade point average for a student with a missing grade places the student on probation or causes dismissal, that action will be suspended until the end of the 30 day period mentioned above.
- If no grade has been recorded by the end of the 30 day period, a grade of no pass or F will be factored into the grade point average for the course. If the grade point average results in probation or dismissal, the action will be taken immediately.

NOTE: Students may be billed late for tuition when being placed on probation. (See Section **4.5 Academic Probation.**)

4.4.5 Letter Grades and GPA-- The definitions of letter grades are provided as follows:

- A: Indicates work is at a level substantially above that required for successful completion of the course.
- B: Indicates work is above that required for successful completion of the course.
- C: Indicates work meets but does not exceed basic course requirements and expectations.
- D: Indicates work may complete basic course assignments but is not at an acceptable graduate level.
- F: Indicates work does not fulfill basic course requirements and expectations for the course. Courses for which an F is earned are part of the Grade Point Average (GPA) calculation but do not accrue hours.

The GPA is calculated based on the following values: A: 4.0; A-: 3.7; B+: 3.3; B: 3.0; B-: 2.7; C+: 2.3; C: 2.0; C-: 1.7; D+: 1.3; D: 1.0; D-: .7; F: 0.0.

4.4.6 Grading in Level I Courses - The courses of Level I are graded as Pass/Fail. Students must achieve a 73 or higher to pass a course. If a student does not pass a course he/she can take it again, as many times as needed to pass it. Scholarship funds will pay for only the first retake of a particular course. Other retakes of that module must be paid for by the student.

Faculty may allow up to one assignment/quiz within a Level I course to be retaken if a student does not pass it the first time.

When students take their competency exercise in an area the grade achieved in that competency exercise will retroactively be given to all the previously taken Level I courses in that area. Thus, the "pass" recorded for each course in that area will be changed to that letter grade.

4.4.7 Grading Criteria -- The following academic factors influence a student's grade:

- The ability to identify, select and use resources and research methods pertinent to the course.

- The grasp of basic content of the course, including appropriate data, theory, and skills and proficiency in demonstrating them.
- The ability to communicate ideas and insights material to the course, demonstrating skills in the use of language, organization, and clarity of thought.
- The ability to interpret and integrate ideas and insights creatively, responding with originality to others' ideas, and demonstrating skill in theological reflection across disciplinary lines.
- The ability to conceive appropriate applications of the course to the profession and practice of ministry.
- Personal maturity, i.e. demonstrating a sense of personal freedom, empathy for fellow students and faculty, a sense of integrity in coursework, a commitment of energy to the work, and openness to dialogue, and a sense of responsibility to the course and fellow members of the class.

4.4.8 Additional Grading Criteria, Doctor of Ministry Program-- In addition to what has been previously stated, Doctor of Ministry students will be graded on a series of criteria, including the following standard assessment of doctoral level work. D.Min. students at LTS will demonstrate their abilities to do critical thinking and sound theological reflection by:

- doing careful, thorough research,
- interpreting evidence accurately,
- identifying salient arguments,
- thoughtfully analyzing and evaluating alternative points of view,
- drawing warranted, non-fallacious conclusions,
- explaining assumptions and reasons,
- justifying key results and procedures,
- being fair-minded in following where evidence and reason lead,
- demonstrating integrative thinking, and
- writing with correctness, clarity, and coherence.

[Adapted from Peter A. and Noreen C. Facione, *Holistic Critical Thinking Scoring Rubric* (Millbrae, California: The California Academic Press, 1994.)]

4.4.9 Doctor of Ministry students who take elective M.Div. courses not offered through the D.Min. curriculum will be required to do additional work for credit. The “conversion” of a Masters level course to D.Min. status should include:

- Approval by the professor and the D.Min. Director,
- Attendance and full participation in the class, including completion of all requirements,

- Additional requirements assigned by the professor such as readings, book reviews, case studies, reflection papers, or classroom presentations,
- An advanced level of theological thinking,
- A major research paper/project, approximately 30-40 pages in length, as assigned by the professor.

4.4.10 Institutional Forgiveness/Grade Bankruptcy—Level I courses receive a NC (no credit) when the Student’s grade is below 73. The following policy and procedure apply:

- Level I courses may be repeated as many times as necessary to pass (with the restriction of probation policies – See 4.5)
- An NC (no credit) is recorded on the transcript and remains there even after the course has been repeated and passed
- When the course is repeated and passes the P (credit) is recorded
- When the competency exercise is taken the grade will replace the P on the course passed, but not the NC on the course failed
- The GPA will be calculated using the grade of the passed course; the NC remains on the transcript but is not used in calculating the GPA.

4.4.11 Institutional Forgiveness/Grade Bankruptcy-- An elective (Level II) may be repeated in order to increase the grade reflected in the student’s GPA. The following requirements and restrictions apply:

- In order to repeat an elective, the student must obtain written approval of both the course professor and the Dean.
- An elective may be repeated only one time.
- A maximum of six hours may be repeated within a M.Div., M.A., or M.A.P.S. program.
- Courses must have been completed within ten years prior to the repeat.
- Courses must have a grade of D+ or lower to be repeated.
- Courses must be repeated prior to granting of the degree.
- Courses for which low grades have been received due to dishonesty, e.g., plagiarism or cheating, may not be repeated.
- Repeated electives are not eligible for any form of financial aid.
- When a student repeats an elective, the first grade will remain on the transcript but will not be used in calculating the GPA.
- The second grade earned will become the official grade.

4.4.12 Honor Roll: Full-time (nineteen hours or more per year) degree-seeking students who achieve a cumulative GPA of 3.5 or higher will be placed on the Honor Roll.

4.5 Academic Probation and Academic Dismissal: While on probation, students will not be considered for degree candidacy, will not graduate, and will not receive financial aid.

4.5.1 Probation in the Master of Divinity Program: During Level I (the first 50 hours) a student is placed on probation after failing 7 hours. Dismissal from the program occurs when a student fails more than 12 hours (that is on the 13th failure).

Probation at Level II occurs when a student falls below a cumulative GPA of 2.3. A student on probation in Level II must raise the cumulative GPA to a 2.3 or higher within the next 10 hours of course work. A student must have a cumulative GPA of 2.3 or higher before moving to Level III. Failure to achieve both of these requirements for raising the cumulative GPA results in academic dismissal.

During Level II a student who was on probation at Level I can only have one more probation.

4.5.2 Probation in the Master of Arts and MAPS Programs: After the first 12 hours, the MA student must have a cumulative GPA of 2.3. A cumulative GPA below 2.3 places a student on probation.

After being placed on probation, the student must raise his/her cumulative GPA to a 2.3 or higher within the next 10 hours of course work. Failure to do this results in academic dismissal.

4.5.3 Probation: Students in the MA/MAPS and M.Div. programs can only be on probation twice during their degree program. Dismissal from the program occurs at the third probation.

4.5.4 Full Tuition on Probation: Students pay full tuition while on probation. Because grades are sometimes posted after new courses begin, students placed on probation at the end of the prior course may be billed late for tuition balances currently due. Students on probation who have not paid in full by the “Add/Drop” registration deadline will be dropped from their courses with no opportunity for reinstatement in those courses at that time.

4.5.5 Probation in the Doctor of Ministry Program: Probation occurs for a Doctoral student anytime the student receives below a B- in a course. Academic dismissal occurs for a D.Min student upon receiving below a B- in two courses.

Doctoral students are admitted on probation if their Master of Divinity degree GPA is below 3.25. The first 6 hours following admission on probation is treated as a semester of academic probation, is subject to all aspects of this policy, and is counted against the allowed maximum.

4.5.6 Dismissal: The Seminary reserves the right to dismiss students at any time due to unacceptable academic work or for other reasons by vote of the faculty. Dismissals may be appealed according to procedures outlined in Section 4.6.2, Appealing Other Academic Matter. Reasons for dismissal are not shared with students. See section 3.1.3 for readmission after non-academic suspension.

4.5.7 Application for Re-Admission after Academic Dismissal: Application for re-admission after \ \ academic dismissal is through the full faculty. Students dismissed for academic performance may apply for re-admission after a lapse of one academic year. Students dismissed a second time for

academic reasons may not re-apply for a period of three calendar years and must provide a compelling argument for improvement in their academic abilities or circumstances.

- Requests for re-admission after expulsion or study that has been terminated by action of the faculty shall be made, in writing, to the faculty.
- Requests for re-admission to the program from which the student was terminated shall be made, in writing, to the full faculty, after one calendar year has passed.
- Requests for admission to a different program after termination from another program shall be made, in writing, to the full faculty.

A student dismissed from a degree program can be accepted into a certificate program.

4.5.8 Probation for Students Returning After Dismissal: Students returning to Level I after academic dismissal can only fail three hours before being dismissed again.

Students returning to Level II after dismissal retain their record of probation occurrences. (The total number of probationary occurrences counted against the maximum allowed does not re-start upon re-admission. The record is cumulative.)

4.5.9 Readmission After an Absence: Students who seek to enroll in courses after more than one year of absence must submit a request for re-admission. A letter must be sent to the Director of Admissions requesting re-admission to the seminary. The Director of Admissions may ask for additional information depending upon the length of absence and the circumstances at the time of the student's departure.

4.6 Academic Appeals

4.6.1 Grade Appeals: Students who have disagreements regarding grades have thirty days from the date on the report card to begin their appeal process. Students must use the following procedures to appeal:

- The student must talk with the professor involved and state the reason for the complaint.

NOTE: If the professor is not available, i.e., out of town or on sabbatical, the student must provide written notice of her/his intent to appeal, including a description of the disagreement, to the Dean within the thirty-day time limit.

- If the discussion with the professor does not produce a satisfactory resolution of the problem, the student may contact the Dean to explain the reasons for the complaint.
- If the discussion with the professor does not resolve the matter, the student should submit a written statement to the Dean, with copies to the student's Faculty Advisor and the professor in question, explaining why the grade appears unjust.
- The Dean will have a talk with the professor whose grade is being questioned and will communicate the results of that conversation in writing to the student, with copies to the faculty member whose grade is being questioned, the student's Faculty Advisor, and the Registrar (for inclusion in the student's file).

- If the student still wishes to pursue the matter, a written request must be submitted to the Dean. A committee of two faculty members will be appointed by the Dean to investigate. The student questioning the grade may recommend one of the members to the Dean. The committee may interview the student appealing, the faculty member assigning the grade, and/or gather other information as deemed necessary.
- The professor whose grade is being questioned will receive a written recommendation from the committee and make a final decision. A copy of the professor's decision will be sent to the committee members, the student, the student's Faculty Advisor, the Dean, and the Registrar.
- If the student still wishes to pursue the matter, a further written appeal may be submitted to the President. The President will review all materials from the prior proceedings and gather additional information if it is deemed necessary. The decision of the President will be final.

4.6.2 **Appealing Other Academic Matters:** The following other academic matters may be appealed: termination of study; expulsion – unless by the President or the Dean – for disciplinary reasons; or refusal of the faculty to re-admit a student.

These academic appeals are handled by a sub-committee of the Appeals/Grievance Committee (see *Appendix B, Grievance Procedures*) in addition to the Dean and the student's Faculty Advisor.

The faculty chair of the Appeals/Grievance Committee acts as chairperson of the sub-committee unless that faculty member is the appealing student's Faculty Advisor. In such a case, the Dean shall appoint another faculty member to act as chair. Should the Dean be the appealing student's Faculty Advisor, the sub-committee chair shall appoint another member of the faculty as alternate to the Dean. Two student members of the Appeals/Grievance Committee will be appointed to the academic appeals sub-committee by the sub-committee chair, or, the Dean shall appoint one or two other students to the sub-committee if such action is necessary to ensure neutrality of the student members with respect to the appealing student, i.e., no compromising relationships may exist between appealing student and sub-committee member(s).

4.6.3 **Notification of Intent to Appeal:** The student must notify the Dean in writing that he/she wishes to appeal a specific action within thirty days of the action. By virtue of this notification, the student is automatically granting release of relevant information to the members of the committee. A hearing will be scheduled at a time convenient to both the student and the committee. After having received written notice of the faculty action with a list of specific reasons for this action, the chair, in consultation with the Dean, will provide a summary of all relevant information which contributed to the faculty's decision. The student should then prepare his/her appeal as follows:

- The student must prepare a written statement (approximately 1,500 words, double-spaced, and in 12-point font) outlining the major points of the appeal and must submit this statement to the chairperson of the sub-committee at least one week before the hearing date.

NOTE: The student should remember that a specific faculty decision is being appealed and should answer the specific points of the faculty decision. Thus, the student should show that: the faculty misunderstood the facts, or pertinent facts were not considered by the faculty, or circumstances and personal character have changed sufficiently so that the faculty's decision

should be reconsidered. (This latter argument applies only to appeals for re-admission.) A plea for a second chance is not grounds for an appeal to this sub-committee. Nor is disagreement with the decision made by the faculty acceptable as grounds for appeal or as a defense.

- The student must arrange for evidence or witnesses that will speak on his/her behalf, including making arrangements for the release of any psychological evaluation(s) to be submitted to the committee.

NOTE: References to psychological test(s) or evaluation(s) are not admissible. Written records must be signed by the attending psychologist or psychiatrist, or, the psychologist or psychiatrist must appear as a witness. Submission of such data in any form is strictly voluntary. The chairperson may limit the number of witnesses that can appear and the time that each can speak. Written statements may be submitted in lieu of personal appearance(s) of witnesses.

NOTE: Any data or witnesses must speak directly to the issues involved in the appeal. General character evaluations will be ruled out-of-order.

- The student may ask one person to attend the hearing as his/her personal counselor. This may be a fellow student, a faculty member, a minister, or a close personal friend. Because the appeal process is strictly within the structures of the Seminary, the appellant's counselor may not be an attorney.

4.6.4 Hearing Procedure:

- The hearing will open with a statement by the chairperson regarding hearing procedures.
- The Dean (or an alternate) will read the statement of the faculty's action.
- The student will read his/her summary statement.
- The student may introduce data or call witnesses in support of the appeal.
- The members of the committee will have the opportunity to question the student and/or the witnesses.

NOTE: The chairperson may rule as out-of-order any question which probes beyond the scope of the appeal, or which would require an answer in violation of privileged communication or the right of privacy.

- After evidence has been submitted and witnesses examined, the student may make a summary statement.
- The student and witnesses will be excused during the committee deliberations.
- The committee will submit a report of its decision to the President who may or may not accept the decision. The committee can make one of three recommendations: to uphold the faculty decision, to reverse the faculty decision, or, to refer the question to the faculty for reconsideration in light of new or clarified evidence.
- The President will decide upon an action. In informing the student of an action, the President may include the committee's recommendation, at her/his discretion.

4.6.5 General Regulations Governing the Hearing Procedure:

- The committee's decision will be made by a simple majority vote. The vote will be included in the recommendation to the President without reference to how individual committee members voted and without any dissenting opinions.
- Committee members will hold all committee proceedings in strict confidence, even after the decision is made.
- The appellant student should not discuss the appeal procedure or the content of the appeal with any committee member except the chairperson. Attempted communication with or any form of harassment of committee members will be grounds for denying the appeal.
- The committee will keep no record of its proceedings. The only written document will be a report of the decision to the President.
- The student may invoke her/his right to privacy at any time; however, in doing so, he/she may be denying the committee essential information and thereby be undermining the appeal.

4.7 Courses

- 4.7.1 Course Loads: Normally, students will take 18-26 hours each year. Full-time is considered as 19 hours per year since it allows one to graduate in 4 years. In determining a reasonable course load, students must consider their ministry site and other obligations and responsibilities, such as family, health, employment, etc. Some church positions take more time than others and students must strive to achieve a reasonable balance between church work, academic life, family life, and community life.
- 4.7.2 Course Numbers: Course numbers for Masters level students belong to the 500, 600, and 700 series. The 500 level courses are the two, four, and six-week courses. The 600 level courses are eight-week electives. The 700 level course is the capstone course of the M.Div. The D. Min. courses are 800 level.
- 4.7.3 Waiver of Requirements: Students with strong backgrounds in particular subject areas may have the requirements of particular courses waived upon approval of the faculty in the given area. The faculty member must provide written notification to the Dean that the requirement has been waived. The Dean will provide notification of waiver to the Registrar. The hour requirement must still be fulfilled by taking an optional course in the area or an upper-level course in the area.
- 4.7.4 Directed Studies: Normally, directed studies are undertaken only in areas not offered, or not offered on a regular basis in the regular curriculum. Directed studies may be taken by students in any degree program, subject to the agreement of the professor, completion of a Directed Study Agreement form (see *Appendix Forms*), and approval of the Dean. Students who wish to take directed studies with a person who is not on the faculty of LTS must receive prior approval of the Dean before completing and submitting the Directed Study Agreement. The student should be prepared to demonstrate to the Seminary that the course professor possesses an appropriate terminal degree and qualifying credentials.

- Directed studies for M.Div. students occur only at Level II.
- Credit may be for 1 to 2 hours. The professor and student sign a Directed Study Agreement (See *Appendix Forms*), accompanied by a detailed syllabus, which must be submitted to the Dean for approval at the time of registration. The Dean will notify the student of approval, disapproval, or tentative approval with changes. The Dean forwards the signed Agreement to the Registrar.
- Directed studies are subject to the same deadlines (registration, Drop/Add, grade submission) as other classes and must be completed by the end of the period for which they are registered.
- Normally, Masters students may register for no more than four hours of directed study work within their degree program.

4.7.5 Auditing Courses: Auditing provides students the opportunity to benefit from a course without being subject to credit requirements. No credit is awarded (nor would be transferred to other institutions) for audited courses. Normally, auditing students neither submit course assignments nor do they complete course examinations; however, the professor may state specific expectations regarding an auditing student's participation in the syllabus. Auditors must register for courses using the online registration process.

4.7.6 Course Evaluations: Course evaluations are very important to the Seminary's program for continuous improvement of the learning experience. They are a means for students to share their opinions about the courses they have just completed. A standard form is completed online by every student in each course. All evaluations remain anonymous. The professor will be able to access the evaluation after he/she has turned in the grades for the course. The evaluations are reviewed by the Dean.

4.7.7 Seminary Assessment: All student work may be used as a part of the Seminary's assessment program. The assessment use of student work in no way affects the grade the student receives. This is an evaluation of the work of the Seminary in terms of the work of the student. Students' names are commonly removed from the work used in assessment. This evaluation is intended to help the Seminary improve its education programs.

4.8 Transfer Credit: The Seminary accepts credits transferred to or shared from other institutions according to the policy guidelines indicated below. Grades from transferred courses are not used in the calculation of the GPA and show on the transcript simply as the number of hours transferred and the name of the institution. Individual courses transferred are not listed.

4.8.1 In general, to be accepted for transfer, credits must meet the following criteria:

- Must be earned within the last 10 years;
- Must be graduate level, earned at a seminary or graduate school accredited by the Association of Theological Schools. Credit earned at non ATS accredited but regionally accredited institutions may be approved.
- Must carry a grade of B or above; and,

- Must be judged by the Registrar and the Office of the Dean as appropriate to the degree sought at Lexington Theological Seminary.
- M.Div. students may transfer up to 24 hours. However, transferred credits may only be applied towards required courses. In order to determine the adequacy of the transferred credit for particular courses the syllabi may be requested by the Dean.
- M.A. students may transfer up to 15 hours toward required courses.
- D.Min. students may transfer up to 3 hours.

4.8.2 Shared and Transfer Credit Within Degree Programs:

- When students transfer in from outside LTS, no more than 24 (appropriate) hours of a master degree or higher from the outside institution will be accepted for the M.Div. degree.
- Students may use a portion of the hours from their LTS degree for a Master of Divinity degree. No more than 35 appropriate hours from the previous degree will be accepted for the M.Div. degree.
- Students who transfer degree credits within LTS in the M.Div. program must take at least two out of four competencies.
- For LTS shared programs with the University of Kentucky, sharing of credits between two degree programs are administered on a program-by-program basis. Students must consult the Registrar and their Faculty Advisor for details about allowed courses and shared credit limits. Shared and transfer credit limits may not be combined.

4.8.3 If the student is already enrolled in a degree program at Lexington Theological Seminary and desires to take an elective course at another institution, the student's request must be approved ahead of time by the student's advisor and the Office of the Dean. Written notice of the approval must be submitted to the Registrar prior to the taking of the course. Shared and transfer credit limits may not be combined.

4.8.4 Transferred and shared credits earned in courses taken on the quarter system are converted using one quarter hour equal to .667 of a semester hour.

Work taken through the TEAM-A exchange is not considered transfer work. (Grades are used in the calculation of the GPA.) The number of courses taken as TEAM-A may be limited for each student based on individual circumstances.

4.8.5 Admission of Students without a Bachelor's Degree:

- Students requesting admission to a MA, MAPS, M.Div degree who do not hold a BA (or hold a BA from a non-accredited institution) will be admitted to the Certificate for credit program.

- On completion of the Certificate for credit program, if the student's performance warrants it, the student can be considered for admission to the M.Div degree *with special approval of the full faculty*.

4.9 Academic Conduct and Policies

- 4.9.1 Policy Regarding Plagiarism: All sources (whether copyrighted or not) including monographs (books), essay collections, dictionaries and encyclopedias, journal articles, internet articles, audio and video recordings, computer files, lectures, and private communication (letters, conversations, e-mails, etc.) that are incorporated into a student's work must be cited. LTS makes use of a Plagiarism Review Board (PRB) to review plagiarism violations and to determine penalties for these violations. (See Section 2.6.5, *Plagiarism Review Board* and *Appendix J, Policy Regarding Plagiarism*.)
- 4.9.2 Honor Code: All students registered for courses are expected to do their work with the highest ethical standards of intellectual integrity. As a part of their admission process they are asked to read and sign the honor code. (See *Appendix I*).

5.0 Relationships with Other Institutions

- 5.1 **TEAM-A:** The Seminary is a member of the Theological Education Association of Mid-America, known as TEAM-A. The other participating seminaries are: Asbury Theological Seminary (Wesleyan); Louisville Presbyterian Theological Seminary (PCUSA); Southern Baptist Theological Seminary; and, St. Meinrad School of Theology (Roman Catholic).
- 5.1.1 When students take courses at TEAM-A schools, they pay tuition at their home seminary. Their work is not considered transfer work. Grades are used in the calculation of the GPA. Students wishing to enroll in a TEAM-A course must complete a TEAM-A Registration Form. (See *Appendix Forms*)
- 5.2 **University of Kentucky:** Seminary students may take graduate courses at the University of Kentucky and transfer them to the Seminary if they meet the requirements and limitations for transfer credit (see Section 4.8, **Transfer Credit**). Students must be admitted to the University of Kentucky and will pay university tuition.
- 5.3 **Wesley Theological Seminary:** Wesley Theological Seminary in Washington, D.C. offers a "National Capital Semester for Seminarians" program. Lexington Theological Seminary students may participate and transfer coursework within the limitations for transfer credit. Students apply directly to Wesley for this program.
- 5.4 **Hispanic Summer Program:** The Hispanic Summer Program (HSP) provides seminary students with an opportunity to study in a Hispanic setting, with Latina/o peers and professors. All sponsors are fully accredited members of the Association of Theological Schools. LTS students may take one HSP course per summer. Each course carries three semester hours of credit and is given by the institution sponsoring the program that summer. Except where otherwise indicated, courses are taught primarily in

Spanish and students must be able to read materials in both Spanish and English. Students may do their academic work and participate in class discussions in either English or Spanish, as they prefer. There are limited courses available in English.

5.4.1 For each course, there will be work to be done prior to the beginning of the program. All other work must be completed within two weeks after the end of the program. More information can be obtained at www.hispanicsummerprogram.org.

5.4.2 Students apply directly to the sponsoring institution for enrollment through the Hispanic Summer Program website. Financial aid is available from the HSP. Students may also apply for assistance from one of the various LTS travel funds available as described in Section 8.3.2, Travel Funds.

5.5 Appalachian Ministries Educational Resource Center (AMERC): The Appalachian Ministries Educational Resource Center is a consortium of more than thirty seminaries which has provided quality educational programs and learning experiences for seminarians and other religious leaders interested in ministry in Appalachia and other rural areas for many years.

5.5.1 The centerpiece of their programs has been in-depth, contextually based dialogue with local people engaged with regional issues and involved in creative ministries. Courses are generally available in January and during the summer.

5.5.2 Lexington Theological Seminary students apply for AMERC programs directly and transfer credit in to the LTS program. Grades are used in the calculation of the GPA. Information can be obtained from the Registrar's Office of at www.amerc.org.

6.0 Degree Programs

Degree-seeking students are accepted to LTS in a specific course of study. (For information about policies regarding non-degree seeking student status, see the catalog_____).

Should the student desire a change in program, from the M.A. to the M.Div. or vice-versa, or a change from non-degree to degree-seeking status, a request for the change must be submitted to the Director of Admissions. The request must contain the reasons for the request and the planned completion of the new course of study, and it must be signed by the student's Faculty Advisor. The Director of Admissions will review the request and make a decision or request additional information.

6.1 Master of Divinity (M.Div.): The M. Div. is a professional degree designed to help persons preparing for Christian ministry. This degree is required for ordination by many denominations. The total number of hours required for graduation is 76. There are four primary goals to the M.Div. degree at Lexington Theological Seminary. They are:

- that students will learn to think critically and creatively about the Christian faith;
- that students will gain the skills and knowledge in the fields of theology, church history, ethics, and Biblical studies that are needed for effective leadership in the Christian community;

- that students will gain specific pastoral and leadership skills appropriate to ordained ministry, including teaching, preaching, and pastoral care;
- that students will learn to appropriate the Gospel for their varying contexts; and that students will learn to integrate the spiritual, intellectual, and practical aspects of ministry.

6.1.1 Time Limit: The Master of Divinity degree must have been completed within ten years prior to the granting of the degree.

6.1.2 Curriculum Requirements: The degree can be completed in three years by taking twenty-five to twenty-six hours each year. It can be completed in four years by taking nineteen hours each year. Students must fulfill the curricular requirements in place when they enter the degree program. (For more information on allowable transfer credits, see Section 4.8, **Transfer Credit**.) For an overview of the curriculum structure, go to _____.

6.1.3 Ministry Site: A major component of the Master of Divinity degree is the participation in the life of a congregation. Students will serve in an accountable ministry in a congregational setting throughout their degree program. (See *Appendix K, Accountable Ministry Site*) In the experience of this ministry site, students will benefit from the distinctive formation of congregational life and leadership.

6.1.4 Mentors: Each Master of Divinity student will be partnered with a local mentor during his/her degree program. The mentors help students reflect upon the ministry in which they are participating as well as participate in the evaluation of the students' competency exercises and consult with them in the development of their capstone project in Level III of the degree program.

6.1.5 Covenant Groups: Master of Divinity students participate in a covenant group for no less than 4 terms. Each term of a covenant group last three months and earns .5 credit hour toward the degree. The covenant groups meet twice a month and are co-led by a professor and an experienced pastor. Students will participate in two covenant groups during Level I of their program before their competency exercises are completed, one during Level II, and one during Level III.

6.1.6 Gerontology Program: The University of Kentucky Sanders-Brown Center on Aging offers a Graduate Certificate in Gerontology. The program requires twelve hours of classroom work and a field experience for which three hours of credit are earned. LTS will accept the fifteen hours of work for transfer into the Master of Divinity degree program. The LTS Professor of Pastoral Leadership will work with the academic advisor at UK in an effort for the UK field education to count as one of the electives at LTS for M.Div. students.

6.2 **Master of Arts (M.A.):** The Master of Arts is a program designed to prepare men and women for a wide variety of ministries including advanced graduate study in one of the theological disciplines. It introduces students to the main theological disciplines, provides opportunity for some specialization, and requires a thesis relevant to the student's goal. It is designed to be flexible enough to accommodate preparation for a variety of vocational goals.

6.2.1 Time Limit: Coursework counted toward the completion of the Master of Arts degree must have been completed within ten years prior to the granting of the degree.

6.2.2 M.A. Basic Curriculum Requirements: For information on allowable transfer credits, see Section 4.8, **Transfer Credit**. For an overview of the curriculum structure, go to _____.

6.2.3 Gerontology Program: The University of Kentucky Sanders-Brown Center on Aging offers a Graduate Certificate in Gerontology. Students in the Lexington area may enroll in this program. The program requires twelve hours of classroom work and a field experience for which three hours of credit are earned. Lexington Theological Seminary will accept the fifteen hours of work for transfer into the Master of Arts degree program.

6.2.4 Master of Arts Thesis: The M.A. thesis is the culmination of the Master of Arts degree at LTS.

Standards for an M.A. Thesis: The thesis should not be less than sixty pages in length. It must follow Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th ed., (Chicago: The University of Chicago Press, 2007) in matters of form and style. The thesis should build upon coursework and demonstrate an advanced level of research and thought.

The M.A. thesis is normally an academic research project, though the student may choose to relate the research to a question or issue in a religious community. It is expected that the M.A. thesis will demonstrate an advanced level of thought and facility in a field of religious studies.

The project provides an opportunity for candidates to engage in an inquiry which will:

- Develop and demonstrate a deep and coherent understanding of an area of religious studies;
- Further refine and integrate various elements of candidates' academic work;
- Represent an advanced degree of knowledge and skill in a particular area.

Thesis Proposal Due Dates: The process of thesis submission begins with the thesis proposal. Master of Arts students must submit a thesis proposal to the faculty for approval. The following guidelines apply:

- Proposals are due after students complete thirty-three credit hours and no later than the completion of thirty-nine hours.
- Proposals are due in the Office of the Dean on the third Friday of the month preceding the month the proposal is being presented to the faculty.
- Students who do not submit their proposals by the time they complete thirty-nine hours will not be allowed to register for subsequent coursework. The Registrar's Office will be responsible for identifying students who are not allowed to register for further coursework.

Thesis Proposal Preparation and Submission: Before beginning to write the proposal, a student must select a proposed Thesis Advisor from among the faculty and that faculty member must agree to advise the student. The student should confer with her/his proposed Thesis Advisor about procedures and faculty expectations. The proposed Thesis Advisor will engage the student in a discussion of the main considerations in the proposal.

Before the proposal is submitted for approval, the student will:

- Review the thesis proposal with and receive approval from the proposed Thesis Advisor.
- Select proposed thesis readers from a related field. One of the readers may be from an institution other than LTS. Any outside reader must be approved by the Thesis Advisor and

Dean. M.A. thesis readers must be faculty or retired faculty members of LTS or another institution accredited by the Association of Theological Schools and/or have their accreditation recognized by the United States Department of Education (or international equivalent), and must be involved in a discipline related to the content of the thesis.

- Secure from the readers their consent to serve.

The thesis proposal is an 800 to 1,300 words, 12-point font, double-spaced document which shall contain the following elements:

- Title
- Thesis Statement
- Methodology to be applied
- Brief discussion of the existing scholarship on the topic
- Statement of the nature and purpose of the thesis
- Outline of the basic content of the thesis
- Working bibliography, and
- Names of two readers who agree to serve along with the Thesis Advisor as the Thesis Committee.

When the Thesis Advisor has approved a satisfactory draft, the student will prepare the final copy. The top of the first page of the proposal should contain the student's and the Thesis Advisor's typed names, signatures, and date signed.

The proposal is handed to the Dean's office according to the above timetable.

The faculty will review the proposal at the faculty meeting following the due date of the proposal. Faculty meetings are generally the first Monday of each month. Faculty reserve the right to postpone review of any proposal to balance the distribution between meetings. Students will be advised of postponed proposals.

When the proposal comes before the faculty, it may be approved, returned for revision (of either content or designation of readers), or rejected. Should the proposal be rejected, the student must begin formulating another thesis proposal. All thesis proposals must be approved by the faculty.

Thesis Writing, Completion and Defense: When writing the thesis the student must work closely with his or her thesis advisor sending portions or sections of the thesis to the advisor for feedback and modifications.

When the student and advisor agree that the thesis is close to completion the student may register for the thesis course credit. Students should register for their thesis only in the month in which they expect to defend it. Those who do not complete the thesis in the expected month will receive an NC as a grade until the thesis is completed and defended.

- Students will submit a copy to each of the faculty members on their thesis committee.

- Students will schedule a time for the thesis defense that is no less than 1 month before the date of graduation.

The defense is open to the entire faculty and is chaired by the Thesis Advisor. Should others beyond faculty members wish to attend a thesis defense, they may do so only with the consent of the Thesis Advisor and Dean of the Seminary and only under whatever conditions the Advisor and Dean choose to impose.

Thesis Grade and Final Requirements: As soon as possible after the defense, the student's thesis committee will communicate the results of its evaluation. The thesis committee will normally convene immediately following the defense so that they may convey the results of their deliberations to the student without delay.

Students may receive a grade on the thesis, a grade dependent upon revisions being made and approved by the Thesis Advisor or thesis committee, or, instructions to make substantial revisions and appear again to present a defense.

When the thesis is approved, the thesis committee members will sign the title page of the thesis in the appropriate place and the thesis advisor will submit the grade to the registrar. A thesis will receive a grade of Credit or No Credit.

- A minimum of a C performance is required for a thesis to receive a mark of Credit.
- A thesis may also receive an "Honors" designation if the thesis committee determines that it is of superior quality.
- For an MA thesis which is not complete at the end of the month for which it was registered, a No Credit (NC) will be reflected on the transcript until the thesis is successfully completed.

When the thesis committee has accepted the thesis, the student will submit two copies to the office of the Dean. The copies must be submitted unbound on #16 Roman 12-point type on at least 50% cotton paper (twenty-weight). No credit will be given for a thesis that does not conform to the correct form and style.

The Seminary will have the copies of the thesis bound. One copy will remain in the Library and the other will be returned to the student. Graduation fees that cover these costs are to be paid to the Business Office.

6.3 Master of Arts in Pastoral Studies (M.A.P.S.): The purpose of the degree is to prepare Roman Catholics for lay ministry at a diocesan or parish level. The degree is designed only for Roman Catholics who do not seek ordination. Others will not be admitted. Graduates of this program will have a basic knowledge of scripture, contemporary biblical scholarship, the Christian tradition, theology, moral theology, and sacramental traditions. They will have skills in developing and executing programs of education, administration of parish life, and pastoral care and nurture of Christian communities.

6.3.1 Time Limit: Coursework counted toward the completion of the Master of Arts in Pastoral Studies degree must have been completed within ten years prior to the granting of the degree.

6.3.2 Curriculum Requirements: M.A.P.S students may transfer up to 15 hours into the program. For more information on allowable transfer credits see section 4.8, **Transfer Credit**. For an overview of the curriculum structure go to _____.

6.4 **Doctor of Ministry:** The Doctor of Ministry program at Lexington Seminary is an advanced professional degree, designed to strengthen ministry practice and leadership in the midst of today's rapidly changing cultures. The program seeks to train students to be critical interpreters of culture and theology, skilled practitioners, and faithful leaders in ministry. D.Min. studies call for rigorous academic work within the context of collegiality, spiritual formation, and a high level of commitment to the life and witness of the Church. Our goal is to integrate an advanced level of theological reflection and the practice of ministry, thereby raising the standards of ministry and contributing to the continuing renewal and mission of the Church.

6.4.1 Time Limit: Course work counted toward the completion of the Doctor of Ministry degree must have been completed within ten years prior to the granting of the degree.

6.4.2 Curriculum Requirements: D.Min. students may transfer up to 3 elective hours into the program. For information on allowable transfer credits see section 4.8, **Transfer Credit**. For an overview of the curriculum structure go to _____.

6.4.3 Submission of Project Proposal: After completing 20 hours in the program, and prior to the completion of 26 hours, the student will submit a Project Proposal to the D.Min. committee and the faculty. The proposal should be three pages, single-spaced, in length; in addition a substantial bibliography (including key sources in the proposed field of study) must accompany the proposal. A faculty member will be assigned by the D.Min. Director as advisor to the student prior to the writing of both the proposal and the final project.

The Project should arise from the practice of ministry in the congregation or church agency served by the doctoral candidate, and it must represent an advanced level of theology, research, and practice. The goal is to require candidates to express her or his calling as practical theologians in defining and reflecting on an issue of significance in the life of the church or church agency.

The Project must reflect substantive, scholarly research in the area of inquiry.

Depending upon the nature of the Project, candidates may be required to enlist a collaborative team of leaders from the congregational or agency context in which they serve.

6.4.4 Models for the Project are:

- Action/Reflection – The development and implementation of a program in a congregational or church agency setting, with particular emphasis on the theological grounding and the critical evaluation of the program.

- Extended Research Essay -- An inquiry into a topic related to the integration of theology and the practice of ministry in a congregation or church agency.

6.4.5 Project Dates: Candidates will register and pay tuition for the D.Min. project in the semester in which they present the project. The Seminary requires that projects be submitted to the D.Min. Director by February 1 of the proposed graduation year.

Following the presentation and any required revisions and ultimate approval, two copies of the final approved project are to be sent to the D.Min. Director by May 1 of the year in which the degree is to be conferred.

6.4.6 Project Format: The optimum length of the final project is approximately 125 pages, and there is an absolute maximum of 150 pages. The paper must follow Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th ed. (Chicago: The University of Chicago Press, 2007) in matters of form and style.

6.4.7 Project Completion and Committee Presentation: The following steps describe the process of preparation, oral presentation, revision and final submission of the project following acceptance of the project proposal:

- The candidate is required to submit chapter drafts to her/his Project Advisor.
- When the project is completed and receives final approval from the Project Advisor, three copies of the project are submitted to the D.Min. Director.
- Upon receipt of the project, the D.Min. Director appoints a third faculty reader.
- The candidate must schedule the oral presentation when the final project is submitted to the Director of the D.Min. Program.
- The oral presentation meeting will last approximately one hour. The candidate will give a brief summary of the project. Committee members will then ask questions of the project.
- The Committee will give a decision on the project as soon as possible following the meeting. The Committee may approve the project and inform the Registrar of the grade for D.Min. 858 in the candidate's records; or, may delay its decision on the project and ask for revision of the final project at specific points. (This action could result in postponement of graduation.)
- The project is not complete until the candidate has made any needed revisions and the Project Advisor has approved the final copy.

6.4.8 Project Submission

- Two copies must be submitted unbound on #16 Roman 12-point type on at least 50% cotton paper (twenty-weight).
- The Seminary will have these copies of the project bound. One copy remains in the Library and the other is returned to the candidate.
- Graduation fees that cover these costs are to be paid to the Business Office.
- When the final project is submitted, it must be accompanied by a one-paragraph abstract of 100 words or less. This abstract will be published in the *American Theological Library Association's Research in Ministry (RIM): An Index to Doctor of Ministry Theses and Projects*.

7.0 Certificate Programs

The Certificate in Pastoral Ministry is designed for non-degree seeking students. It is a 21 hour program. Students in the program take courses for either academic credit or non-academic credit.

7.1 Certificate with Credit: Students who hold a bachelors degree may take courses for academic credit by fulfilling all the work expected of degree seeking students. The credit earned in this way may transfer into a degree program at a later time if the student so chooses.

7.2 Certificate (Non Credit): Students who take the courses for non-academic credit fulfill the following requirements in order to earn the certificate:

- Read 70% of the course material
- Participate in the online discussion through an average of at least 2 posts per week

7.3 Curriculum Requirements: For an overview of the curriculum structure go to _____.

8.0 Preparing for Graduation

8.1 Application for Conferring of Degree: Students who plan to graduate submit an Application for Conferring of Degree to the Registrar during February of the year in which graduation is planned.

8.2 Caps and Gowns: The Seminary arranges for provision of caps and gowns for graduates. The cost is part of the graduation fee. Students will be notified of procedures for ordering.

8.3 Graduation Costs and Fees: Students should plan ahead for the expenses of graduation. Each student will receive a statement from the Business Office itemizing the amounts due, including a graduation fee. Failure to pay outstanding financial obligations may prohibit graduation.

8.4 Students Seeking Ordination: Students who are pursuing ordination must seek the proper endorsement from the appropriate denominational agencies. For members of the Christian Church (Disciples of Christ), this means a regional committee or commission on ministry. Members of other denominations should consult their own ecclesiastical officials. In most cases, it is important to begin the process early and not wait until the last year of seminary study.

9.0 Financial Policies and Procedures

9.1 Payment and Refund Policy: Students are expected to meet tuition, fees, library, and other obligations when they are due. Students will not be allowed to have transcripts or other information released, or graduate if money is owed to the Seminary. Students will be allowed to register for courses but will not be able to start a course until all outstanding balances are paid.

- Non-degree seeking students who do not pay tuition, such as auditors, must pay any tuition/fees for work done “off-campus” for which the Seminary is charged, such as CPE and AMERC. The Seminary will not cover these costs.
- Bills with clear due dates are provided. One reminder will be sent within 30 days of the due date; a late fee is imposed. If payment is not made within 10 days of the reminder, the Registrar’s office is notified of the delinquent status and the penalties noted above will be imposed.
- Payments will be accepted in cash, by check or credit card (Master Card, Visa, and Discover) .
- Refunds are provided for tuition and fees if the student drops courses by the published deadline. There are no refunds for withdrawn courses or late fees.

9.2 Tuition and Fees: Tuition, student activity fee, institutional fee and fee for course audit are subject to change each academic year. Students are encouraged to contact the Business Office for current information.

9.3 Financial Aid: Financial aid is available to students who file the Free Application for Federal Student Aid (FAFSA). Aid in the form of grants and student loans is available to qualifying students. The FAFSA can be filed online at www.FAFSA.ed.gov. Students should request that a copy of the processed results be sent to LTS by entering the school code G01971. For additional financial aid and scholarship information, students should contact the Office of Admissions. Students on probation receive no financial aid.

9.3.1 Loans and Scholarships:

- **Guaranteed Student Loans:** Guaranteed student loans are available to Lexington Theological Seminary students. Application forms are available from the Director of Accounting.
- **VA Loans:** LTS is an approved school for students who qualify for Veterans Administration Benefits.

9.3.2 Travel Funds: Lexington Theological Seminary is privileged to have funding for student travel from a number of sources. A student may receive one major travel grant during her/his years at LTS. The quality of the application will have significant bearing on the awarding of grants.

Students who wish to apply for funds in the current academic year must consult with the Office of the Dean for more information.

9.4 Billing Errors or Inquiries: All billing inquiries should be made of the Business Office. Inquiries may be made in writing or in person.

9.5 Returned Check Policy: A student whose check is returned to the Seminary for insufficient funds will be charged a \$50 returned check fee for each check returned. If a second check is returned for insufficient funds the student will be denied check payment privileges for their remaining time at seminary.

10.0 Miscellaneous Information and Policies

10.1 Call to Active Military Service: Lexington Theological Seminary responds to the needs of students who are called to active military service by being as helpful and accommodating as possible:

When a student leaves after the drop deadline but prior to the withdrawal deadline, the Seminary will:

- Refund all tuition and fees for the term.
- Maintain active student status.
- Retain scholarship status.
- Enter the grade of W (withdrew) for each course with the reason noted on the transcript.

When a student leaves after the Withdrawal deadline, the Seminary will:

- Enter the grade of W for all course work unless the course(s) are sufficiently far along to allow the granting of credit and grade for the course(s).
- Draw up a letter of agreement/contract between the student and each faculty member outlining what work needs to be completed in order for the student to receive credit for the course. (This will be filed with the Registrar.)

The returning student will be allowed a full year after de-activation to complete work for credit.

10.2 Family Educational Rights and Privacy Act of 1974 (FERPA): See *Appendix A*.

10.3 Changes in Personal Information: The student is responsible for reporting all changes in personal information promptly to the Registrar including but not limited to mailing and/or residential address changes and e-mail address changes. To change your name a legal document (social security card, marriage certificate, etc.) which shows your legal name must be submitted to the Registrar. The Office of the Registrar will notify all other Seminary offices of the information change(s).

10.4 Recording Policy: Material prepared for and presented in courses by instructors are their intellectual property. Therefore, before recording lectures in onsite courses, students must obtain permission from the professor or lecturer. Use of any material (oral, written, or digital) produced by the instructor for the course may not be shared outside the Seminary setting except by written consent of the professor or lecturer. If used outside the classroom with permission, the student is responsible to provide proper identity, citation and credit for all materials used.

10.5 Cell Phones and Other Devices: All audible communication devices should be turned off while students are in the classroom, chapel and other areas where audible devices would cause a disturbance.

10.6 Text Books: Students may obtain books for their courses via personal sources or from a Seminary recommended source.