

Lexington Theological Seminary
Student Handbook
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1.0 Mission and Vision Statements

Lexington Theological Seminary is an accredited graduate theological institution of the Christian Church (Disciples of Christ). Consistent with the Disciples' historic commitment to Christian unity, the Seminary is intentionally ecumenical with students, faculty, staff and trustees of various denominations. The Seminary has been preparing leaders for the church since 1865.

1.1 Mission

The mission of Lexington Theological Seminary 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.

Lexington Theological Seminary seeks to be a servant of the church preparing men and women for ministry in congregations through innovative instruction, flexible curriculum, congregational experience and compassionate engagement with the needs of society. The Seminary offers an online program that is competency-based, congregation-centered, and developmental in its commitment to prepare people for leadership in congregational ministry.

As an integral part of the church, the seminary serves the church as a theological resource and as a center of continuing education for clergy and lay leaders.

1.2 Purpose

The faculty, trustees, and ministry partners of Lexington Theological Seminary understand ministry to be both a divine calling and a learned profession. Students enter a 3,000 year conversation about who we are, what we are formed to be and do, what it means to be a people of trust, how to respond to life-altering events, who will hear our silent cry, how we craft questions that deepen the conversation, why we assume that the source of wonder and awe is beckoning us, how we listen and respond to the conversations of other people of trust and of mistrust, and why we understand people and the earth to be unfolding mysteries rather than unsolved problems.

The Seminary participates in this conversation in partnership with the church and society through interplay of applied knowledge, empathetic concern and spiritual practices. We do this through three primary, interrelated elements of ministry:

Intellectual – Preparation for ministry requires the development of the intellect with and for the community of faith. This entails understanding study as a form of prayer that shapes and replenishes the community and the ministerial leadership. Intellectual development through such study includes the thoughtful evaluation, judgment and adaptation of texts, traditions, histories and practices of the universal church in its contexts, and the development of the ability to relate the gospel to issues of contemporary society.

Practical – Preparation for ministry also requires that students unite their own unique qualities as persons with specific pastoral and leadership skills, including preaching, leadership in worship, counseling, teaching, administration, exploring a pastoral learning agenda, and promotion of individual and social/political transformation consistent with the gospel. Students develop their pastoral identity in a congregation, understanding and facilitating congregational programs as interpretations of a tradition of transformation.

Spiritual – Preparation for ministry concerns the sources of energy and practices that develop meaningful communities of faith. Ministers-to-be as theologically informed leaders develop a way of being in the world that is informed and replenished by worship, prayer, and service. In addition, students study, evaluate, and savor the texts, traditions, and disciplines of our ancestors’ individual and collective spiritual practices as a form of spiritual midwifery on the way to new life.

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 educational programs, personnel, and technology for student services, and for the library.

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 billing and payments of 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 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. Faculty design and deliver teaching which ensures appropriate learning objectives consistent with the Seminary's mission and academic standards, and serve as academic advisors.

2.4 Standing Committees

Names and contact information for committee chairs may be obtained from the office of the Vice President of Academic Affairs and Dean.

2.4.1 Master's Committee

This committee coordinates matters relating to all Master's degree programs.

2.4.2 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.

2.4.3 Pedagogy and Technology Committee

This committee provides a place for conversation, coordination, and collaboration among faculty and academic administrative personnel responsible for the seminary's use of technology in its educational programs. The committee is charged with considering best practices in the use of the seminary's current educational technologies, and with examining new technologies and practices for possible use in the seminary's programs.

2.4.4 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.

2.5 Organizational Relationships

2.5.1 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. The faculty, staff, and trustees are likewise ecumenical, having members from various traditions.

2.5.2 Accreditation

Lexington Theological Seminary is accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada (10 Summit Park Drive, Pittsburgh, PA 15275; 412-788-6510; website: www.ats.edu). The following degree programs have been approved by the Commission: Master of Divinity, Master of Theological Studies, Master in Pastoral Studies, and Doctor of Ministry.

2.5.3 Academic Partnerships and Agreements

The Seminary enjoys multiple course and degree program partnerships with other institutions. (See Section 6.0, “Relationships with Other Institutions,” for details on each program.)

- The Hispanic Summer Program (HSP) offers an opportunity to study in a Hispanic setting, with Latina/o peers and professors. For further information see the HSP website (www.hispanicsummerprogram.org).
- The Appalachian Ministries Educational Resource Center (AMERC) is offered for students interested in Appalachian ministry. For further information see the AMERC website (<http://www.amerc.org/>).
- Roman Catholic Church: The Seminary offers a Master’s program geared to the needs of Catholic students and planned in consultation with the Office of Catholic Education of the Catholic Diocese of Lexington.

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 Action

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 [Appendix B: Grievance Procedures.](#))

3.1.3 Re-Admission

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. Procedures for readmission are described in section 5.7.5 “Application for Re-Admission after Academic Dismissal.”

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, discrimination, misconduct, or sexual violence in any form on its campus, in its courses, or in other settings directly related to the Seminary. (See policies in [Appendix C: Statement of Policy and Procedures Related to Sexual Harassment, Discrimination or Misconduct; Domestic Violence, Dating Violence; Stalking](#) and [Appendix D: Policy Statement on Racial Discrimination/Harassment](#)).

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 [Appendix H: Language Issues](#). 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.

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

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

(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, including e-cigarettes, is allowed inside Seminary facilities or at public gatherings of the seminary community.

All Seminary members are prohibited from unlawful possession, use, dispensation, distribution, or manufacture of illicit drugs at Seminary facilities, on Seminary business, or at Seminary-sponsored activities.

Lexington Theological Seminary prohibits the possession of any firearm or deadly weapon on Seminary property or at Seminary-sponsored events, even if an individual has been issued a license by the State or is otherwise legally permitted to carry a weapon.

For the complete policy see [Appendix E: Illicit Drugs, Alcohol, Tobacco, and Firearms Policy](#).

3.6 Non-Academic Disciplinary and Grievance Procedures

For full statement of the policy and processes for grievance procedures at Lexington Theological Seminary see [Appendix B: Grievance Procedures](#).

3.7 Students with Disabilities

The Seminary complies with the Americans with Disabilities Act and 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 Dean. 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, and 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 Dean for an initial discussion concerning the request for accommodations. The Dean is the school official responsible for determining what constitutes a reasonable accommodation for the disability. Following the Dean’s decision, the Registrar shall communicate to the student’s instructors concerning the accommodations granted 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 Vice President for Academic Affairs and Dean is the designated “school official” for Title IX matters pertaining to discrimination and harassment.

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 Bosworth Memorial Library

The Bosworth Memorial Library has more than 100,000 physical items (books, bound volumes of periodicals, microforms, and other media) as well as over 35,000 electronic books, and regularly receives nearly 100 periodicals. Additional materials are available through interlibrary loan. Research information is also available through library access to extensive electronic databases. The library also maintains an audio-visual library.

Recordings of seminary chapel services, convocations/lectures, etc. are available for check-out. The library maintains a web portal to its many resources and services at <http://lextheo.libguides.com/home>. See [Appendix O: Library Policies](#) for a full statement of the library's policies and procedures.

3.8.2 Online Writing Lab

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 an online writing lab service provided by [Smarthinking](#). This is introduced in the orientation course required of all entering students, and is accessed through a unit embedded in courses. See section 5.13 for the seminary's "Seminary Writing Support Policy."

3.8.3 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.

3.8.4 Verification of Enrollment

The Registrar will provide verification of enrollment for loan deferments, denominational inquiries, etc. Students must complete a [Student Information Release Request](#) form. If a deferment or other request contains a release section to be signed by the student, the Information Release Request form is not required. 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.

3.8.5 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. 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.

- One work week should be allowed for preparation of a transcript. It is rare that transcripts can be provided on demand. Requests for 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.

3.9 Use of Seminary Resources

3.9.1 Computing Resources

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

4.0 Admissions Policies and Procedures

4.1 Admissions Policies

Responsibility for determining a candidate’s compliance with the requirements for admission and for administering the admissions policy is vested in the Director of Admissions, who consults with program directors, the Dean, and individual faculty as needed about particular applications.

4.2 Admissions Procedures

4.2.1 Admission to Lexington Theological Seminary is ongoing throughout the calendar year. All applications must be submitted through the online application process. No applications will be considered if sent by email or through means other than the online application process. Students will be eligible to begin coursework no later than six weeks after accepting an offer of admission from LTS.

4.2.2 Reasons for denial are not shared. When an applicant is denied admission, that person must wait at least one calendar year before reapplying for admission. This policy does not imply any promise for admission in the future. The process of reapplication and readmission are the same as those for readmission after an absence from studies. See section 5.7.7 “Readmission after an Absence.” A new non-refundable admission fee is charged for the reapplication.

4.3 Criminal Background Checks

- 4.3.1** A criminal background check is required for all applicants for the Master of Divinity Degree and those Master of Theological Studies degree-seeking students who wish to complete their coursework while working in a ministry setting. The applicant submits their own information for that check through the online service Intellicorp.net, listed on the LTS website. Criminal history in and of itself does not necessarily mean the applicant will be denied admissions. However, failure to disclose a criminal history on the application itself, which later turns up in the background check, may be grounds for denial.
- 4.3.2** If the criminal background check produces a criminal record of concern, the Director of Admissions may request further information from the applicant before an admissions decision is made.

4.4 Admissions Requirements

4.4.1 Master of Divinity, Master of Theological Studies, Master in Pastoral Studies

For students applying to the Master of Divinity, Master of Theological Studies, or Master in Pastoral Studies a completed application includes:

- Completed online application form
 - Including essay and
 - Completed list of recommenders
- Receipt of reference letters in the Admissions office
 - Two recommendation letters submitted electronically for the general application
 - Educator (if out of school less than three years); if out of school three years or more a recent employer who can speak to the applicant's leadership skills
 - A minister who can speak to the applicant's potential for Seminary study and potential for ministry
 - If applying for an LTS scholarship an additional letter of recommendation must be submitted by a minister (not named above) who can speak to the applicant's potential for *excellence* in ministry.
- Receipt of official transcripts, in the Admissions office, from all secondary schools attended
 - Applicants for degree programs must have earned a Bachelor's Degree from an institution accredited by an organization recognized by the Department of Education (or international equivalent).
 - All applicants must have a minimum grade point average of 2.5.
- Non-refundable application fee of \$65

- English language - All students are expected to have a good command of the English language. For non-native English speakers, a TOEFL paper test score of at least 600 or an online test score of 250 is required.

Students requesting admission to the Master of Divinity, Master of Theological Studies, or Master in Pastoral Studies who do not hold a bachelor's degree (or who hold a bachelor's degree from a non-accredited institution) will be admitted to the Certificate in Pastoral Ministry for credit. On completion of the Certificate (for credit), if a student's performance warrants, that student can be considered for admission to the applicable Master's degree program *with special approval of the faculty*.

4.4.2 Doctor of Ministry

Applicants must be currently engaged in the practice of ministry, have at least three years of ministerial experience after receiving an ATS-approved Master of Divinity degree or its equivalent, and have the support of the congregation or organization being served. Doctor of Ministry candidates are not eligible for LTS scholarships.

For Doctor of Ministry applicants, a completed application will include:

- Completion of selected sections of the online application
- Receipt of Reference letters in the Admissions office
 - Three recommendation letters submitted electronically:
 - Professor from the applicant's M.Div. program or a more recent graduate program;
 - A recipient of the applicant's ministry (e.g., a lay leader in the applicant's congregation);
 - A judicatory leader - If an applicant is a member of a denomination without judicatory leadership, a colleague in ministry who can speak to the candidate's excellence in ministry will suffice.
- Receipt of official transcripts from all post-baccalaureate schools attended
 - Applicants for the Doctor of Ministry degree must have an ATS-approved Master of Divinity degree or its equivalent
 - Applicants must have a minimum grade point average of 3.0 in their M.Div. program.
- Non-refundable application fee of \$65
- English language: All students are expected to have a good command of the English language. For non-native English speakers, a TOEFL paper test score of at least 600 or an online test score of 250 is required.

4.4.3 Non-Degree Requirements

4.4.3.1 Special Student

Special Students at Lexington Seminary can take up to twelve credit hours of coursework as long as they meet all prerequisites (or present equivalents approved by the Dean) for the courses they wish to take. After taking up to twelve credit hours, the Special Student may choose to apply to an LTS degree or certificate program, transfer to another institution, or leave the institution with twelve hours on his/her transcript.

For Special Student applicants, a completed application will include:

- Completion of the Special Student application form
- Receipt of one letter recommendation submitted electronically
 - This letter must come from a minister, educator, or employer who knows the applicant well and can speak to the applicant's preparation for seminary work
- Receipt of official transcripts in the Admissions office for all post-secondary credits earned
 - Applicants for degree programs must have earned a Bachelor's Degree from an institution accredited by an organization recognized by the Department of Education (or international equivalent).
 - All applicants must have a minimum grade point average of 2.5.

4.4.3.2 Certificate in Pastoral Ministry

Certificate in Pastoral Ministry students may take coursework for credit or non-credit. Applicants seeking to take courses for credit must have earned a minimum of one full-time year's credits toward a bachelor's degree from an institution accredited by an organization recognized by the Department of Education (or international equivalent)." Applicants pursuing the non-credit option must have a high school diploma.

For certificate applicants seeking to take courses *for credit*, a completed application will include:

- Completed online application form
- Receipt of official transcripts in the Admissions office for all post-secondary credits earned and documenting receipt of baccalaureate degree.

- All applicants for credit must have a minimum grade point average of 2.5.
- Receipt of one recommendation submitted electronically
 - This letter must come from a minister, educator, or employer who knows the applicant well and can speak to his/her preparation for seminary work.
- Non-refundable application fee of \$65.

For certificate applicants choosing the *non-credit* option, a completed application will include:

- Completed online application form
- Information regarding high school graduation
 - Non-credit seeking applicants are required to send in the name and address of the high school from which they graduated as well as the year of graduation.
- Non-refundable application fee of \$65.

4.4.3.3 Auditor

Anyone can audit courses at LTS. Auditors may take as many courses as they choose, although class size may limit their options.

For auditors, a completed application will include:

- Completed online application form.
- Non-refundable application fee of \$65.

5.0 Academic Policies and Procedures

5.1 Online Courses

5.1.1 Edvance360 (LTSONline)

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, Broadband internet connection, webcam, and a headset with microphone. For a detailed list of required technological

resources see section 11.7, “Minimum Technological Requirements for Participation in LTS Degree Programs.”

5.1.2 Course Closing and Due Dates and Times

All academic program times are Eastern Time. The closing of courses and the completion times for assignments for courses are the assigned time on Eastern Time (unless a professor makes other arrangements). Usually, the latest a professor will make an assignment due is 6:00 p.m. Eastern Time on the last Saturday of the course. Tests and other timed assignments completed through the course learning platform are always due Eastern Time.

Instructors may choose to allow other types of assignments (e.g., written projects or papers) to be due in accordance with the student’s time zone. Such exceptions should not be expected. Late penalties will be assessed in accordance with Eastern Time, unless the instructor has granted a time zone extension. The course syllabus is the final authority for due dates and deadlines.

5.2 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 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 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.

5.2.1 Change of Advisor

M.Div. students may request a change of advisor after completing 18 hours. M.T.S. students may request a change in advisor after completion of 12 hours of study. To request a change of advisor, the student must notify the Dean’s Office.

5.2.2 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 telephone, Skype, or in-person appointments with faculty.

5.3 Registration Procedures

Registration for courses is done through the school's online registration portal. Courses are available for registration on a quarterly basis (Aug.-Oct.; Nov.-Jan.; Feb.-Apr.; May-July). Registration opens two months prior to the beginning of each quarter. The registration deadline for a course is 21 days before the beginning of the course. A late fee of \$25 per course is charged for registration after that deadline. The late fee may be waived for new students who have just been admitted. Dropping a course after the registration deadline has passed but before the course has begun will result in the assessment of a \$50 drop fee.

5.3.1 Course Enrollment Limits

Online courses have an enrollment limit of fifteen students. On-campus courses during intensive sessions have an enrollment limit of eighteen students. For registrations received during the pre- registration period, priority will be given to persons graduating in the current year and then in the order of pre-registration. Courses with fewer than five students registered may be cancelled. Students registered for a course that is cancelled will receive e-mail notification of the cancellation from the Registrar and be allowed to register for another course without being assessed additional fees.

5.3.2 Changes in Registration Once Courses Have Begun

Students may add, drop, or withdraw from courses after the course has begun.

5.3.2.1 Adding a Course

To add a course once it has begun, students use the seminary's online registration portal. This must be done within the time limit noted below and will incur a \$25 late fee

5.3.2.2 Dropping a Course

To drop a course once it has begun, students use the online registration portal. This must be done within the time limit noted below and will incur a \$50 drop fee. Tuition will be reimbursed through the drop date. A course which is officially dropped by the drop date receives no grade and is not recorded on the student's transcript.

5.3.2.3 Withdrawing from a Course

To withdraw from a course once it has begun students must email a request to the Registrar. This must be done within the time limit noted below. Tuition is not reimbursed for a withdrawal. A course which is officially withdrawn from by the withdrawal date receives a grade of W and is recorded on the student's transcript.

- 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 contribute to GPA; they do, however, appear on the transcript.
- Students who need to withdraw from a course after the withdrawal deadline due to extraordinary extenuating circumstances must have such a withdrawal approved by the Dean.
- 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.

5.3.3 Time Limits for Adding/Dropping a Course After It Has Begun

5.3.3.1 2-Week Online Courses

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

5.3.3.2 4-Week Online Courses

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

5.3.3.3 8-Week Online Courses

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

5.3.3.4 On-Campus Intensive Courses

Add: Not allowed
Drop: Not allowed
Withdrawal: 1 day

5.3.3.5 Covenant Groups

Add:	Not Allowed
Drop:	Before 2 nd meeting
Withdrawal:	Before 3 rd meeting

5.3.3.6 Competency Exercises and Capstone Projects

If a student wishes to withdraw from a competency exercise or a capstone project, he/she must address his/her request to the Dean. The Dean will decide whether to grant the request after consultation with the faculty in charge of the exercise or project.

5.4 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 Registrar.

A student will be administratively withdrawn after a year of no activity on the part of the student. (See section 5.7.7, “Re-Admission after an Absence.”)

5.5 Grading Policy

5.5.1 Principles of Grading

Students should remember the following realities about the grading system:

- 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.
- Poor grades are not punitive in intent. 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.
- A grade is not an assessment of the student’s worth, but an evaluation of the work submitted.
- 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.

5.5.2 Grade Values

The definitions of grades are 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.
- CR: Indicates a level of achievement sufficient to pass the course, i.e., at C level or higher (73 or higher in LTSONline).
- NC: Indicates a level of achievement sufficient to pass the course, i.e., below C (72 or lower in LTSONline).
- S: Indicates satisfactory compliance with the requirements of auditing or non-credit participation in a course by a Certificate in Pastoral Ministry student.
- U: Indicates failure to comply with the requirements of auditing or non-credit participation in a course by a Certificate in Pastoral Ministry student.

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.

5.5.3 Calculation of Cumulative Grade Point Average (GPA)

The GPA is calculated based on the following values:

		B+	3.3	C+	2.3	D+	1.3		
A	4.0	B	3.0	C	2.0	D	1.0	F	0.0
A-	3.7	B-	2.7	C-	1.7	D-	0.7		

5.5.4 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.

5.5.5 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.)]

5.5.6 Grading in Degree and Certificate Programs:

5.5.6.1 Grading in the M.Div. Program

- All 500-level courses taken in the Apprentice Phase (Level I) of the M.Div. program are graded with letter grades.
- SIS courses, LW 577 (Practice Preaching), and Covenant Groups are graded CR/NC.
- Level I courses that are a requirement of the program must be passed with a C grade or higher, and must be repeated as many times as necessary to achieve that grade. Scholarship funds will not apply to retaken courses. Every repetition of a course remains on the transcript and the latest grade assigned the course is recorded in the GPA.
- The competency exercises that conclude the Apprentice Phase (500-level study) in each subject area are graded by letter grade.
- All 600-level courses taken in the Journeyer Phase of the M.Div. program are graded by letter grade.
- The Capstone Project taken as the Master Phase of the M.Div. program is graded by letter grade.
- A GPA of 2.3 is required for graduation.

5.5.6.2 Grading in the M.T.S. Program

Except for the M.T.S. thesis grading in the M.T.S. program is by letter grade. The M.T.S. thesis is graded by CR/NC grade. A GPA of 2.3 and a CR grade on the thesis are needed for graduation.

5.5.6.3 Grading in the M.P.S. Program

Grading in the M.P.S. program is by letter grade. A GPA of 2.3 is needed for graduation.

5.5.6.4 Grading in the Certificate in Pastoral Ministry Program When Taken for Credit

Grading in the Certificate in Pastoral Ministry program when taken for credit is by letter grade. A GPA of 2.3 is needed for graduation.

5.5.6.5 Grading in the Certificate in Pastoral Ministry Program When NOT Taken for Credit

Grading in the Certificate in Pastoral Ministry program when NOT taken for credit is by S/U grade.

5.5.6.6 Grading in the D.Min. Program and the Certificate in Congregational Renewal and Leadership Program

Except for the final D.Min. project and the project seminar, DM 890, grading in the D.Min. program is graded by letter grade. DM 890 and the final project are graded CR/NC. A GPA of 3.0 and passing grades for DM 890 and the final project are required for graduation. Thus all grading for the Certificate in Congregational Renewal and Leadership program is by letter grade, and a GPA of 3.0 is required for graduation.

5.6 Incomplete Work

Should extraordinary circumstances exist which preclude the student 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 NC or F for the course. The grade of NC or F may be changed at the faculty member'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 NC or F.

Courses for which grades are left blank past 90 days will have a grade of NC or F recorded with any and all resultant penalties imposed.

For a M.T.S. 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 NC 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 the following section.)

5.7 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.

5.7.1 Probation in Masters Degree and Certificate Programs

Probation occurs when a student falls below a cumulative GPA of 2.3. A student on probation must raise the cumulative GPA to a 2.3 or higher within the next 10 hours of course work. An M.Div. student must have a cumulative GPA of 2.3 or higher before moving to Level III. Failure to achieve requirements for raising the cumulative GPA results in academic dismissal. Students are not assessed for probation until they have attempted at least 12 credit hours of course work.

5.7.2 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.

5.7.3 Probation in the Doctor of Ministry Program

Probation occurs for Doctoral students anytime their GPA falls below 3.0. Once on probation, students have 4 credit hours to raise their GPA to 3.0. If they are unable to achieve this GPA, they will be dismissed from the D.Min. program.

5.7.4 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 5.8.2, “Appealing Other Academic Matter.” Reasons for dismissal are not shared with students. See section 3.1.3, “Re-Admission” for readmission after non-academic suspension.

5.7.5 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.

5.7.6 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.)

5.7.7 Re-Admission 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.

5.8 Academic Appeals

5.8.1 Grade Appeals

The LTS grade appeals policy strives to balance the values of academic freedom for faculty in determining grades and the protection of students from unfairness in grading. A student is ordinarily expected to raise a grading issue with the faculty member. If the student is unable to find an acceptable solution, he or she may appeal the grade. A student's dissatisfaction with a course grade is not, in general, sufficient grounds for warranting an appeal. Appeals are normally only brought forward on grounds such as discriminatory treatment of the grade determination process significantly departing from the syllabus.

5.8.1.1 An appeal must be initiated within thirty days following the posting of the grade to the LMS. Only grades that appear on the official transcript may be appealed.

5.8.1.2 Students use the following procedure to appeal:

- The student submits a written statement to the Dean with evidence explaining why the grade appears unfair, with copies to the student's Faculty Advisor and the professor whose grade is being appealed.
- After consulting with the professor and the student, the Dean proposes a resolution to the matter which may be either that the grade will stand or that it be changed by the professor. The Dean's recommendation will be communicated in writing to the student, the professor, the student's Faculty Advisor, and the Registrar (for inclusion in the student's file). The professor will make a decision about the grade after receiving the Dean's recommendation.
- If the faculty member's response to the Dean's recommendation is unacceptable to the student, the student may request in writing that an appeals committee be convened. A committee of two regular or affiliate faculty members and a student will be appointed by the Dean to investigate. The student appealing the grade may make a recommendation to the Dean for one of the two faculty members. The appeals committee will interview the student appealing, the professor whose grade is being appealed, and/or gather other information as deemed necessary, including the Dean's recommendation. The committee will then arrive at a recommendation, supported by a rationale that the grade either stand or be changed by the professor. The committee's recommendation will be communicated in writing to the student,

the Dean, the professor, the student's faculty advisor, and the Registrar (for inclusion in the student's file). The professor will make his or her final decision after receiving the committee's recommendation.

- If the student does not accept the professor's final decision, he or she may submit a further appeal in writing to the President. The President will review all materials from the prior proceedings and gather additional information as deemed necessary. The decision of the President will be final.

5.8.2 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).

5.8.2.1 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.

5.8.2.2 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 his/her discretion.

5.8.2.3 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 his/her 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.

5.9 Courses

5.9.1 Course Loads

For purposes of determining financial aid eligibility, a full-time load is defined as 20 hours per year, and a half-time load is defined as 10 hours per year.

5.9.2 Course Numbers

- 500-level courses are introductory level Master's courses
- 600-level courses are advanced Master's courses
- 700-level course numbers are reserved for the summative exercises at the end of Master's programs, i.e., the capstone project in the M.Div., the thesis in the M.T.S., and the final research paper in the M.P.S.
- 800-level courses are D.Min. courses

5.9.3 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, 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 are only allowed for elective courses at the 600-level or higher.
- Credit may be for 1 to 2 hours. The professor and student sign a [Directed Study Agreement](#), 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, Master's students may register for no more than four hours of directed study work within their degree program.

5.9.4 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. Auditing students neither submit course assignments nor do they complete course examinations. Auditors' work will not be evaluated by the professor, and feedback will not be provided. The professor may state in the syllabus specific expectations regarding auditing students' participation. Auditors must register for courses using the online registration process.

5.9.5 Course Evaluations

Course evaluations are important to the Seminary's program of assessment for continuous improvement of the learning experience. They are a means for students to share their opinions about the courses they have just completed. Students are required to complete a standard form online that is embedded in each course. The student's final grade for the course will not be posted by the Registrar until the form is completed. All evaluations remain anonymous. The professor will be able to access the accumulated results of the course evaluations after he/she has turned in the grades for the course. The evaluations are reviewed by the Dean, and are compiled into annual reports for use in faculty performance reviews and in the faculty's annual assessment of the educational effectiveness of the school's programs.

5.9.6 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.

5.10 Clinical Pastoral Education

A student in one of the seminary's Master's degree programs may receive 2 credits for successful completion of a Level I unit of Clinical Pastoral Education (CPE) subject to the following terms and conditions:

- The unit is/was completed at an ACPE-accredited CPE program.
- If taken during the student's program, the student has registered for course LC 672 on entering the unit. The unit can count in this only if taken after the student has met the requirements of their degree program to begin taking 600-level electives. Upon successful completion of the unit, the student receives a grade of "CR" for the course, providing he or she submits to the Dean a copy of his or her final self-evaluation and the final evaluation by the CPE supervisor as documentation of successful completion. If the student does not complete the unit successfully, the student receives a grade of "NC" for the course.
- If the unit is taken within 5 years of the student beginning his or her program at the seminary, he or she may apply for 2 credits of advanced standing, reckoned as a 600-level elective. Such application should be addressed to the Dean, and be accompanied by the student's final self-evaluation and the CPE supervisor's final evaluation of the student as documentation of successful completion.

5.11 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.

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

- Must be earned no more than 10 years prior to graduation from LTS;
- 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 Dean as appropriate to the degree sought at Lexington Theological Seminary.
- M.Div. students may transfer up to 24 hours. In order to determine the adequacy of the transferred credit for particular courses the syllabi may be requested by the Dean.
- M.T.S. and M.P.S. students may transfer up to 15 hours.
- Up to 18 hours of credits transferred from a residential program at another ATS-accredited seminary may be counted toward the residency requirements for the LTS M.Div., and up to 12 hours toward the residency requirement for the LTS M.P.S.
- D.Min. students may transfer up to 6 hours as electives.

5.11.2 Shared and Transfer Credit Within Degree Programs

- When students transfer in credits from a completed Master's degree earned outside LTS, the total number of credits transferred may not exceed the lesser of half the credits earned for the non-LTS degree or the maximum allowable amount of transfer credits for the LTS degree.
- When students complete a Master's degree at LTS and then wish to apply credits from that degree to a second LTS Master's degree, the maximum number of credits that applied to the second degree may not exceed the lesser of half the credits earned for the first degree or half of the credits needed to earn the second degree.
- Students who transfer credits from a completed LTS M.T.S. or M.P.S. into the M.Div. program must take at least two out of the four required pairs of competency exercises.

5.11.3 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 Dean. Written notice of the approval must be submitted to the Registrar prior to the taking of the course.

5.11.4 Transferred credits earned in courses taken on the quarter system are converted using one quarter hour equal to 0.667 of a semester hour.

5.11.5 Waiver of Requirements

Under certain circumstances, instead of approving transfer of credit, the Dean may approve the waiver of a requirement. The credit hour requirement must still be fulfilled by completing course work in the area where the requirement is waived. There are three such sets of circumstances:

- When a M.Div. student transfers in more than half of the credits required at the 500-level in a specific subject area, the competency exercise in that subject area may be waived.
- When a M.Div. student transfers 21 or more credits, the requirement for one 500-level covenant group may be waived.
- Depending on the quantity, character, and quality of work a student has done in a previous Master's degree program from which credit is being transferred, the requirement for a specific course may be waived (e.g., the waiver of SIS 570 when a student has successfully completed a humanities M.A. thesis).

5.12 Academic Conduct and Policies

5.12.1 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 [Appendix J: Policy Regarding Plagiarism.](#))

5.12.2 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 read and sign the honor code. (See [Appendix I: Honor Code](#)).

5.13 Seminary Writing Support Policy

Lexington Theological Seminary is committed to forming students in all areas of ministerial life, including their success in written communication. To help them achieve this success, all newly admitted degree-seeking students and certificate for credit students must submit all designated written assignments to the Seminary's online writing center prior to submitting a final draft to the professor. It is expected that students will revise their drafts based on the tutor's feedback before submitting the assignment to the professor. Even when working with the writing center, students are required to turn in assignments by the dates listed in the course syllabi.

The process for submitting drafts to and receiving feedback from the writing center is outlined in the LTS Common Syllabus and introduced during the Orientation Course. During that course, all students working on the Certificate for Pastoral Studies for credit and all degree seeking students will submit a writing sample to be evaluated. This sample will provide a base line for comparing later improvement.

5.13.1 Completion of Requirement

The Seminary will periodically review students' writing tutor assessments to determine when a student has reached a level of proficiency meriting release from the requirement. Students may request review of their records for possible release at any time.

Degree seeking students must reach a level of proficient writing before advancing beyond specific points in their programs:

- M.Div. students must receive notification that this requirement has been completed before they will be allowed to take their first competency exercise.
- M.T.S. students must receive notification that this requirement has been completed before they will be allowed to take their competency exercise.
- M.P.S. students must receive notification that this requirement has been completed by the time they complete their Catholic Studies courses.
- D.Min. students must receive notification that this requirement has been completed before they will be allowed to take their first elective.

5.13.2 Continued Use of the Writing Center

Once students have received notification that they are no longer required to work with the Writing Center, they are still allowed and encouraged to use the Writing Center as desired for writing support.

Instructors can require individual students who continue to struggle with writing or entire class rosters to use the writing center for any assignment.

6.0 Relationships with Other Institutions

6.1 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. Credit for courses taken in the HSP transfers to LTS as 600-level elective credit. For further details about the Hispanic Summer Program students may consult the HSP web site at www.hispanicsummerprogram.org, and/or consult the Dean.

6.2 Appalachian Ministries Educational Resource (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.

- 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.
- Lexington Theological Seminary students apply for AMERC programs directly and transfer credit in to the LTS program as 600-level electives. Grades are used in the calculation of the GPA. Information can be obtained from the Dean's Office or at <http://www.amerc.org/>.

7.0 Degree Programs

Students must fulfill the requirements of the curriculum of the degree to which they have been admitted that were in force at the time of their admission.

Should a student desire to change from one program to another, or to 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. The Director of Admissions will review the request and make a decision or request additional information.

7.1 Master of Divinity (M.Div.)

7.1.1 Purpose Statement

The Master of Divinity (M.Div.) is a professional degree designed to help men and women preparing for Christian ministry and especially congregational ministry.

7.1.2 Program Learning Goals

- Students will gain the skills and knowledge in the fields of Interpreting the Scripture for the Church, Interpreting the Past for the Church, Interpreting the Faith for the Church, and Interpreting the Behavior For the Church that are needed for effective ministry in the Christian community.
- Students will gain the skills and knowledge in the fields of Leading the Church in Worship (including preaching), Leading the Church Through Care, Leading the Church Through Formation, and Leading the Church Into Mission that are needed for effective ministry in the Christian community.
- Students will learn to think critically and creatively about the Christian faith, including how that thought affects their own theology and life of faith.
- Students will learn to appropriate the Gospel for their varying socio-cultural and ecclesial contexts.
- Students will learn to integrate the spiritual, intellectual, and practical aspects of ministry.

7.1.3 Time Limit

The Master of Divinity degree must be completed within ten years.

7.1.4 Curriculum Requirements

The total number of credits required to complete the M.Div. degree is 76. These are allocated in specific ways as spelled out on the [M.Div. curriculum worksheet](#) and the web page with a [M.Div. Curriculum Overview](#).

7.1.5 Residency Requirement

Twenty-four credits of the work required for the M.Div. degree must be completed through courses taken at the seminary's Lexington campus.

7.1.6 The Congregational Requirement

A major component of the Master of Divinity degree is the participation in the life of a congregation. The congregational requirement is designed to support

the intellectual, practical, and spiritual goals of the M.Div. curriculum. The Seminary's curriculum recognizes the congregation as the primary context where students integrate what they have learned in courses, their growing familiarity with and basic competence in the skills of ministry, and the practical wisdom about ministry generated by their participation in the life of the congregation. In turn, this integration in the congregational setting contributes to their learning in courses. Therefore, all M.Div. students at LTS are required to engage in an accountable work role in a congregation for a minimum of ten hours a week through all levels of the M.Div. program when they are enrolled in courses.

A student who wishes to have a fulltime chaplaincy position recognized as the context for this requirement must petition the Dean for an exception to this policy. Renewal of this exception must be requested annually, and will be limited to one third of the student's program. Being granted this exception does not release the student from congregation-based course assignments.

Each M.Div. student will submit a [Congregation Information Form](#) signed by a congregational representative each year the student is enrolled in courses. The form will be submitted upon initial enrollment in the M.Div. program, and no later than the completion of three credit hours of coursework. Students will update and submit signed Congregation Information Forms every year they are enrolled in courses by a date determined by the Coordinator, verifying their continued accountable work role in a congregational context. Failure to submit a form will make the student ineligible for enrolling in further courses at LTS. Students must continue to meet the congregational requirement so long as they are enrolled in the M.Div. program. If they find it necessary to leave their service in one congregation before starting in another, they will be granted a "grace period" of three credit hours during which they may continue to enroll in courses without a congregational context. After the end of the grace period, they will be ineligible for enrolling in further courses at LTS until they have a new congregation. Only one "grace period" during the course of the M.Div. degree program, beyond the initial three credit hour period, will be allowed.

Details of how to fulfill this requirement are given at the website page, "[The Congregational Requirement](#)."

7.1.7 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.

7.1.8 Covenant Groups

Master of Divinity students are required to participate in four covenant groups during their course of study. Each covenant group lasts three months and earns 0.5 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 (CO 501) before their competency exercises are completed, one while taking 600-level electives during Level II (CO 601), and one while working on their capstone project during Level III (CO 701).

7.1.9 Competency Exercises – Requirements

- The competency exercise integrates two subject areas, ordinarily one from the Interpreting area and one from the Leading area.
- The core of a competency exercise is an event or series of events in a student's accountable ministry site that displays a coherent pastoral practice or set of practices.
- Competency in each of the two subject areas, as well as their integration, is to be exhibited in this pastoral practice or set of practices.
- The student builds a portfolio of materials around this event or events that displays the pastoral practice(s). This portfolio is the basis for instructor evaluation of the student's competency. The portfolio includes the following types of materials:
 - advanced writing about the pastoral practice from the perspective of the two subject areas as a preparation for the event(s) that display the pastoral practice;
 - a recording of the event(s), e.g., a videotape of a worship, a pastoral care verbatim, or an audio tape of a meeting;
 - written evaluations by the church, the student, and the student's mentor of the efficacy of the pastoral practice displayed in the event(s).
- The instructors will prepare a description of the work the student must do to complete the exercise and an assessment rubric identifying the specific knowledge, skill, and character competencies on which the student will be assessed. This rubric should be structured in correlation with the five curricular goals for the M.Div. The instructors also design the assessment instruments used by church, student and mentor to record their evaluations of the student's performance.
- The faculty member in each subject area assigns the grade for that subject area.

- If a student fails a competency exercise, he or she is allowed to re-take that same exercise once. If the student fails the second time, he or she may not continue the M.Div. program. The student is eligible to be considered for transfer to another of the seminary's programs.

7.1.10 Competency Exercises – Procedures

- The Dean will review competency exercises designed by adjunct faculty to ensure consistency with the above framework and its implementation by regular faculty.
- The subject areas paired in each competency exercise are chosen by the student.
- Students will both register separately, and receive separate grades, for each area of a competency exercise. For example, an IF-LM competency exercise is actually registered as two separate items, an IF competency exercise and an LM competency exercise, for which the student receives separate grades.

7.1.11 Competency Exercises – Effect of Waivers

Students may receive a waiver for competency exercises in specific subject areas by virtue of transfer credit. Since competency exercises normally integrate one Interpreting subject area and one Leading subject area, waivers may create two kinds of exceptional situations that this policy addresses.

- If, due to waivers, a student is left with a single subject area that cannot be paired with another to create a competency exercise, the student is not required to complete a competency exercise in that subject area, but must take 500-level courses in the subject sufficient to complete the credit hour requirement in that area, and must take a 600-level (Level II) elective that integrates that subject area with another.
- If, due to waivers, a student cannot match Interpreting and Leading subject areas for every competency exercise, the student may complete one competency exercise matching two Interpreting subject areas or two Leading subject areas. However, the student must take a 600-level (Level II) elective in the subject areas that were waived initially.

7.1.12 Policy for Moving from Level I (Apprenticeship Stage; 500-level) to Level II (Journeyer Stage; 600-level) Coursework

Students may begin to take Level II courses when they have passed one Competency Exercise. In order to take Level II courses in a subject area in which they have not passed a Competency Exercise, students must have completed at least 60% of the Level I credits in that subject area. Students

may take no more than eight credits of Level II courses before passing all competency exercises. Students who fail a competency exercise will not be able to take Level II courses until that competency is completed successfully.

7.1.13 Capstone Project

The Capstone Project constitutes the Master level of the M.Div. curriculum. This 6-credit project begins with a proposal from the student defining a project to be carried out in the student's congregation and around which the student builds a portfolio of materials. The portfolio provides the basis for evaluating the student's performance.

- The Capstone Project is usually carried out in the student's congregation. Students may petition the Dean for an exception to this requirement. The student will develop this petition in consultation with her or his faculty advisor.
- Students will usually complete the project and submit the portfolio to the evaluators no sooner than 3 months and no longer than 6 months after the proposal is approved. Students should expect to spend at least 240 hours of work to complete their projects successfully. Those who intend to complete the Capstone in 3 months should therefore anticipate spending no less than 20 hours a week working on this project. Those who anticipate completing it in 6 months should expect to spend no less than 10 hours a week. Work combines reading, research, congregational activities, and writing.
- Students develop proposals for their Capstone Projects in consultation with their faculty advisors (as well as other persons the advisor deems appropriate), who gives approval when they judge proposals to be sufficiently well-developed. A completed proposal should include at the following items:
 - A hypothesis about the issue faced by the congregation that will be the focus of the project. This issue should be an on-going problematic calling for adaptive change rather than a problem for which an immediate, technical solution can be constructed.
 - A brief sketch of a multi-faceted strategy for responding to the issue, including a definition of progress in addressing it.
 - A brief description of the student's initial understanding of the biblical, theological, historical, and ethical foundations for analyzing the issue.
 - A brief description of pastoral leadership approaches for addressing the issue, including liturgical, educational, programmatic, pastoral, administrative, and leading.

- An initial annotated bibliography of resources related to the issue.
 - The contents of the portfolio that will be submitted for evaluation at the end of the project.
 - The name of the local expert (e.g., local clergy mentor, work supervisor) who will serve as a consultant for the student during the project and who will join the faculty advisor in evaluating the portfolio upon its submission.
- Students register for the Capstone Project in the month after their proposal is approved.
 - Students submit a portfolio by their chosen submission date (see above). Portfolios contain the following contents and are submitted as follows:

At least one week before ministry events the student must submit:

- A 4,000-5,000 word analysis of the issue being studied. An analysis incorporates research in the relevant literature and data gathered in the congregation and/or community. It looks at the general problem and how it is manifested in the student's location. It also includes the theological affirmations (with appropriate justification) that ground the student's understanding of the issue. This paper demonstrates how the student's learning in seminary contributes to her or his understanding of the issue.
- A 4,000-5,000 word description of the approaches the student has taken to address the issue and a justification or rationale for taking that approach. The justification/rationale must draw on various disciplines and show how they are used in a coherent fashion. This description includes the concrete steps taken in applying these approaches to the issue being addressed. It also includes the theological affirmations that ground the student's approaches to the issue. This paper demonstrates how the student's learning in seminary contributes to his or her understanding of the issue.
- An annotated bibliography that includes all literature cited in other materials included in the portfolio. It is divided by discipline and includes resources the student has utilized in his or her seminary studies.

After pastoral events the student must submit:

- Any surveys, questionnaires, programs, literature, sermons, lessons, etc. that were used in carrying out the project in the congregation.

- Evidence of work within the congregation approximating the amount of such work in four competency exercises. Work may include video recordings of 3-4 pastoral events (e.g., sermons, lessons, etc.) as examples of how the student's ministry addressed the issue. Pastoral events will have reflected the diversity of disciplines used in the approaches taken to address the issue. Pastoral events should reflect the same depth of work as the written work.
 - A 750-1,000 word assessment of the effectiveness of the project. This consists of evaluation of the degree to which the progress aimed at was achieved and what the next steps for pastoral action might be.
 - Evaluations of the project's reception by the recipients of the ministry, normally including data gathered from the recipients and "exit data" gathered from the congregation gauging the project's effectiveness.
- The project is evaluated by the local expert named in the proposal and the faculty advisor. Upon initial evaluation, the evaluation team may ask the student to re-work some part of the project or portfolio before assigning a final grade. The faculty advisor assigns the final grade for the Capstone Project. A passing grade for the Capstone Project is C (i.e., 73 or higher). A student who receives a lower grade may re-take the Capstone Project once. A student re-taking the Capstone Project may be asked to re-write all or part of their proposal. The Capstone Project is evaluated using a rubric based on the learning goals of the M.Div. program.

7.2 Master of Theological Studies (M.T.S.)

7.2.1 Purpose Statement

The Master of Theological Studies (MTS) is a program designed to provide a basic understanding of a variety of theological disciplines and develop skill in thinking theologically so as to deepen and enrich graduates' participation in a variety of forms of service in church or society, and/or to deepen and enrich their personal spiritual lives. It may also serve graduates as a foundation for further advanced study in one of the theological disciplines.

7.2.2 Program Learning Goals

- Graduates of the M.T.S. will integrate broad knowledge and basic interpretive skills in the disciplines of Interpreting Scripture, Interpreting Faith, Interpreting the Past, and Interpreting Behavior.
- Graduates of the M.T.S. will show beginning acquaintance with the fields of Leading through Care, Leading in Formation, Leading the Church into

Mission, and Leading in Worship, and will demonstrate basic knowledge and skill in one of them.

- Graduates of the M.T.S. will demonstrate in depth knowledge and developed interpretive skills in two of the disciplines of Interpreting Scripture, Interpreting Faith, Interpreting the Past, and Interpreting Behavior.
- Graduates of the M.T.S. will work critically and creatively with the Christian tradition, including reflecting on how that work affects their own theology and life of faith.

7.2.3 Time Limit

The Master of Theological Studies degree must be completed within ten years.

7.2.4 Curriculum Requirements

The total number of credits required to complete the M.T.S. degree is 48. These are allocated in specific ways as spelled out on the [M.T.S. curriculum worksheet](#) and the web page with a [M.T.S. Curriculum Overview](#).

7.2.5 Residency Requirement

There is NO requirement that credits earned for the M.T.S. degree be completed on the seminary's Lexington campus. Thus, if a student wishes, the degree may be completed entirely online.

7.2.6 Ministry Site Course

Students may receive credit for a single course for work in a ministry site after completing 20 credit hours of work in the program. The student will register for this work as a Directed Study with the Professor of Pastoral Leadership.

Each credit hour of supervised practice must include:

- 1) at least 100 hours of supervised practice,
- 2) under the supervision of that faculty member before the supervised practice begins, an articulation of the learning goals to be accomplished,
- 3) a final evaluation from the supervisor of the practice, and
- 4) a structured reflection with that faculty member about achieving the learning goals.

This course may be taken for between 1 and 3 credit hours. Students will receive only Pass/Fail grades for the directed study in a ministry site.

7.2.7 M.T.S. Competency Exercise

- The Competency Exercise integrates two or three subject areas. These areas will be selected in conversation with the student's advisor.
- The core of the Competency Exercise will be the production of a body of work that demonstrates an appropriate level of understanding and facility with the chosen areas. In addition to competency in each of the chosen subject areas, facility in their integration is to be exhibited in this body of work. If one of the areas is from the Leading areas, the exercise will include an event or series of events that displays a coherent set of leadership practices.
- When the Competency Exercise includes only Interpreting areas, it will consist largely of an integrative written project. The student may be asked to demonstrate competency in some manner beyond the production of written materials. Such expectations may include teaching a class or other activities in which their understanding is shared with a non-specialist audience.
- When the Competency Exercise includes a Leading area, the student builds a portfolio of materials around an event or events that displays the leadership practice(s). This portfolio is the basis for instructor evaluation of the student's competency. The portfolio includes the following types of materials:
 - advanced writing about the leadership practice from the perspective of the chosen subject areas as a preparation for the event(s) that display the leadership practice;
 - a recording of the event(s), e.g., a videotape of a worship, a pastoral care verbatim, or an audio tape of a meeting;
 - written evaluations by the church and the student assessing the efficacy of the leadership practice displayed in the event(s).
- The instructors will prepare a description of the expectations of this exercise. They will also complete an assessment rubric identifying the specific knowledge and/or skill competencies on which the student will be assessed. This rubric should be structured in correlation with the curricular goals for the M.T.S. When the exercise includes a public event

(e.g., teaching a class, etc.), the instructors also design the assessment instruments used by church and student to record their evaluations of the student's performance. The student will propose a project that fits these parameters.

- The faculty member in each subject area assigns the grade for that subject area.
- To pass a competency exercise the student must pass all parts of the exercise with a score of 73 or above. If a student fails a competency exercise, he or she is allowed to re-take that same exercise once after a three-month waiting period and appropriate study as recommended by the faculty setting the exercise and/or the student's advisor. If the student fails the second time, he or she may not continue the M.T.S. program. The student is eligible to be considered for transfer to another of the seminary's programs.

7.2.8 Master of Theological Studies Thesis

The M.T.S. thesis is the culmination of the Master of Theological Studies degree at LTS.

Standards for an M.T.S. Thesis: The thesis should not be less than sixty pages in length. It must follow *MLA Handbook for Writers of Research Papers*, 7th ed. New York: The Modern Language Association, 2009 in matters of form and style. The thesis should build upon coursework and demonstrate an advanced level of research and thought.

The M.T.S. 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.T.S. 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 Theological Studies 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 his/her 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.T.S. 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 M.T.S. 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 it electronically according to standards and formats prescribed by the Director of the Library. No credit will be given for a thesis that does not conform to the correct form and style. The Library will retain the approved thesis in electronic format according to its policies for retention and circulation of such works.

7.3 Master in Pastoral Studies (M.P.S.)

7.3.1 Purpose Statement

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.

7.3.2 Program Learning Goals

- Students will gain the skills and knowledge in the fields of interpreting Scripture, interpreting the Church's past, and Catholic studies that are needed for effective ministry in non-ordained positions within a parish or diocese.
- Students will develop their ability to think theologically within the framework of the Roman Catholic Church.
- Students will gain the skills and knowledge in the fields of leading the church through care, leading the church through formation, and leading the church into mission that are needed for effective ministry in non-ordained positions within a parish or diocese.

7.3.3 Time Limit

The Master in Pastoral Studies degree must be completed within ten years.

7.3.4 Curriculum Requirements

The total number of credits required to complete the M.P.S. degree is 48. These are allocated in specific ways as spelled out on the [M.P.S. curriculum worksheet](#) and the web page with a [M.P.S. Curriculum Overview](#).

7.3.5 Residency Requirement

Sixteen credits of the work required for the M.P.S. degree must be completed through courses taken at the seminary's Lexington campus.

7.3.6 Pastoral Studies Practicum (LM 677)

The pastoral studies practicum is a 15 week, 10 hours a week hands on learning experience with supervision in a parish or pastoral setting. The practicum will provide students with opportunities to observe and then practice pastoral ministry and the spiritual and relational skills needed for this ministry.

Student responsibilities:

1. Meet with supervisor and draw up a list of goals and tasks
2. Observe
3. Incrementally take responsibility
4. Keep “planning book”
5. Journal
 - Keep track of hours and how they are spent
 - Keep a record of reflections: what worked, what went wrong, what you think and feel about this experience
6. Final assignment

After having a conversation with your supervisor about your practicum experience, write a paper (8-10 pages, double spaced) that sums up in hindsight answers to the questions:

- What did you learn?
- How did you grow?
- In what areas do you want to grow?
- From a philosophical and practical viewpoint, how did the practicum further (or fail to further) your formation?

Advisor’s role:

1. Keep in touch with the student.
2. Have conversations with the student and the supervisor twice during the practicum: as the student assumes responsibility and at the end.
3. Read the journal and final paper. Inform the Registrar when the practicum has been completed. The Practicum receives a pass/fail grade.

7.3.7 Masters in Pastoral Studies Research Paper (MPS 770)

The Masters in Pastoral Studies Research Paper is to be written after coursework is completed. The student will choose an area in which to write the paper that is relevant to his/her studies and interests. The topic of the

paper must be related to the student's discipline. The topic will be approved by the Director of the M.P.S. Program. The faculty advisor in the discipline will be assigned by the director in consultation with the Dean.

The student will submit a proposal to the faculty advisor. The proposal will be 1,000-1,300 words, using a 12-point font, double spaced and will contain the following elements:

- Title
- Thesis statement
- Methodology of the existing scholarship on the topic
- Statement of the nature and purpose of the paper
- Working bibliography

The paper is to reflect substantial research. Through researching and writing the paper students will show evidence of being able to find relevant material and being able to express themselves logically and clearly. Students will bring abstract concepts to bear on concrete ministerial settings. The length of the paper is 18,000-27,000 words (40-60 pages). The *MLA Handbook for Writers of Research Papers*, 7th edition (New York: The Modern Language Association, 2009) is to be followed.

The overall process (proposal, paper, and grade) is to be completed in a 15 week period. Students should register for the M.P.S. research paper at the beginning of the 15 weeks in which they expect to undertake and complete the paper. The proposal for the paper is due after 7 weeks and the final paper is due after 13 weeks. The faculty advisor has two weeks to grade the paper. The M.P.S. research paper receives a letter grade.

7.4 Doctor of Ministry (D.Min.)

The Doctor of Ministry program at Lexington Seminary, a graduate professional degree, is designed to enhance pastors' capacity to critically interpret and engage contemporary cultures as a means to give fresh expression to the gospel and to transform congregations for effective ministry in the twenty-first century.

7.4.1 Program Goals

A graduate of the LTS D.Min. program will:

- Have a basic acquaintance with a range of approaches to interpreting contemporary cultural contexts, and facility in at least one approach;
- Have facility in integrating advanced work in the classical theological disciplines with the critical interpretation of culture in service to the church's articulation of the gospel;
- Have a basic acquaintance with a range of approaches for re-imagining organizations and institutional practices that are informed by the critical interpretation of cultures, and facility in at least one approach;
- Have a basic acquaintance with approaches to leading organizations through adaptive change, especially those relevant to empowering congregations.

7.4.2 Residency Requirement

Twelve credits of the work required for the D.Min. degree must be completed through courses taken at the seminary's Lexington campus.

7.4.3 Course Work

Students will enter the D.Min. program as a cohort with a minimum of twelve students and work through three phases of coursework. All classes receive two hours of credit and follow the letter grade scale of the Master's-level programs.

7.4.3.1 Initial Required Courses

Scheduled over approximately eighteen months, an entering cohort of students will take the following courses (for a total of ten hours of credit) in order:

- DM 811, *Introduction to Doctoral Studies: Research, Writing, and Critical Theological Reflection* (online)
- DM 812, *Interpreting Contemporary Cultural Contexts* (on-campus intensive)
- DM 813, *Interpreting Contemporary Congregational Contexts* (on-campus intensive)
- DM 814, *Interpreting the Resources of the Faith for Contemporary Contexts* (online)
- DM 815, *Leading Congregations through Adaptive Change* (online)

7.4.3.2 Electives

Following successful completion of the initial required courses, students will take electives individually based on their own interests (for a total of twelve credits). A minimum of two electives must be taken on campus. The others may be taken online.

These courses will primarily (but not exclusively) be 600-level M.Div. courses with added requirements for D.Min. students. These added requirements must include individual research in which course content is related to the interpretive approaches learned in the required courses.

A minimum of four credits must be taken in the practical disciplines (Leading courses), and a minimum of four credits must be taken in the classical theological disciplines (Interpreting courses).

7.4.3.3 Concluding Required Course

Once students have successfully completed all their electives, they will take a final online required D.Min. course, DM 890, *Writing the Final Project*. This course will help them prepare and present for critique a proposal for their final project. The course is considered completed and passed when the D.Min. Committee approves the proposal.

7.4.3.4 Transfer Credit

D.Min. students may transfer up to six elective hours into the program. For information on allowable transfer credits see section 5.11, "Transfer Credit."

7.4.3.5 Time Limit

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

7.4.4 The Final Project

The final D.Min. project represents six credits of doctoral level work on a problem, issue, or question in the ministry and mission of the church in the contemporary world that defines and evaluates an appropriate response to that problem, issue, or question. The project will contribute new knowledge about the nature and practice of ministry in contemporary church and society at a level of significance that the student's peers would want to see shared in professional contexts. The audience of the project is the student's peers in ministry. The project will employ a reflection-action-reflection

methodology, and use the approaches to cultural analysis, congregational analysis, theological reflection, and leadership through adaptive change developed in the program.

7.4.4.1 Project Proposal

7.4.4.1.1 DM 890, *Writing the Final Project*

Once D.Min. students have independently completed their electives, a new DMIN cohort will be created to form a community of co-journeymers through the final phase of the program and help them prepare and present for critique a proposal for their final project.

- The instructor will guide the cohort through the specific expectations for the final project and proposal.
- Each student will work with a project advisor in developing her or his individual proposal. The students and project advisors will be paired in advance of the class.

7.4.4.1.2 Proposals must be submitted to and approved by the Doctor of Ministry Committee. The course is considered completed and passed when the D.Min. Committee approves the proposal.

7.4.4.1.3 *Proposal Contents*

- The project proposal should demonstrate to the DMin Committee that the student:
 - has developed a critical assessment of a serious and weighty problem, issue, or question in the ministry and the mission of the church to be addressed;
 - has developed a sound approach drawing on methods of cultural analysis, congregational analysis, and contextual theological reflection learned in earlier coursework for studying the problem, issue, or question;
 - has developed a plan to employ leadership for adaptive change in addressing the problem, issue, or question;
 - and has engaged the scholarly literature related to the problem, issue, or question sufficiently to be able to identify the new and valuable contribution

to the discussion that he or she hopes to make.

- The proposal should include the following four elements:
 - a title page with the project title, student's name, project advisor's name, and date of submission;
 - a 1500 word presentation of the project including the elements described in the preceding paragraph;
 - an outline of the chapters of the project following the format described below in 7.4.4.2.2, with each chapter described in 100 words;
 - an annotated bibliography of scholarly and practical books, journal articles, and online resources related to the problem, issue or question being investigated consulted in the literature review required in the preceding paragraph.

- The proposal should be formatted in the same style as the final project as named in 7.4.4.2.3.

7.4.4.1.4 *Submission of the Proposal*

- Students may only submit the proposal to the D.Min. Committee with the approval of their project advisors.

- When such approval has been gained, students should email a digital copy of the proposal to the D.Min. director, who will present it to the D.Min. Committee.

- After reviewing the proposal, the Committee will take one of the following actions:
 - approve the proposal, so that students may move forward on their project with their advisor without any further oversight by the Committee;
 - approve the proposal with suggestions, so that students may move forward on their project with their advisor without any further oversight by the Committee, but with the expectation that the work will take into consideration and make adjustments for concerns raised by the Committee;
 - require the submission of a revised proposal, in which case students, with their advisor, must address concerns raised by the Committee before moving forward; or

- reject the proposal, in which case students must seek a different problem, issue or question to address and develop a completely new proposal to be considered by the Committee.

7.4.4.2 Project

7.4.4.2.1 The project will follow a reflection-action-reflection logic.

- Using methods of cultural analysis, congregational analysis, and contextual theological reflection, students will reflect on a problem, issue, or question that arises out of their ministerial experience and is in conversation with scholarly literature.
- Students will develop a strategy aimed at adaptive change in addressing the problem, issue, or question and carry out the strategy in their ministerial context.
- Finally, students will reflect on the strengths and weaknesses of the actions taken, naming potential directions for future action.

7.4.4.2.2 The chapter structure of the D.Min. project is to be as follows:

- Introduction to the Problem, Issue, or Question
 - A description of the issue (the problem, issue, or question should be one in the student's individual context but one which can be found more widely in the field of ministry in North America)
 - A review of the scholarly literature related to the problem, issue, or question
 - A description of the student's approach in relation to literature and statement of the thesis for the project
 - An introduction to structure of rest of project

The following three chapters may need to be differently ordered and/or combined for different projects, but all three approaches must be included:

- Cultural Analysis (drawing on one of the methods learned and tested in coursework)

- Congregational Analysis (drawing on one of the methods learned and tested in coursework)
- Contextual Theological Analysis (drawing on one of the methods learned and tested in coursework)

The closing two chapters should be as follows:

- A Proposal for New Action toward Adaptive Change (drawing on one of the methods learned and tested in coursework)
- A Description of the Action Taken, Lessons Learned, and Reflection on what was done including next steps.

7.4.4.2.3 *Length and Formatting of the Project*

- The optimum length of the final project (excluding the bibliography) is approximately 125 pages, and there is an absolute maximum of 150 pages.
- The project is to be written using 12 point, Times New Roman Font.
- Pages are to be double-spaced, with 1.5 inch left hand margins and 1 inch margins on the other three sides, printed single-sided.
- The project must follow Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 8th ed. (Chicago: The University of Chicago Press, 2013) in matters of form and style. For formatting see section 7.4.4.3.4, “Final Submission.”

7.4.4.3 Project Completion and Defense

7.4.4.3.1 *Project Submission Deadlines*

- Projects deemed ready for defense must be submitted to the DMin Director no later than February 1 in the year the student intends to graduate.
- The DMin Director will schedule the defense on a date that allows the readers adequate time to work through the project and allows the student adequate time to make revisions required before submitting the final

copies of the project.

- Following the defense and any required revisions and final approval, the final physical and digital copies of the project must to be submitted to the Director of the Library (see section 7.4.4.3.4, “Final Submission” below) by June 1 in order for the student to participate in graduation.

7.4.4.3.2 *Completion and Submission for Review*

- The final project is designed as independent work that takes place under the guidance of the project advisor. The rhythm and process of advising is to be negotiated between the advisor and the student. The advisor must approve the completion of the project as ready for defense before it is submitted to the D.Min. Director.
- Once completed, the project is to be submitted in digital form as an MSWord document (.docx) file via email to the D.Min. Director. At that point the Director, in consultation with the student and project advisor, will appoint two other readers to a Project Committee.

7.4.4.3.3 *Project Defense*

- After being given adequate time to read the project, the Project Committee will convene for an oral defense that will last 1 to 1.5 hours. The student will open the conversation with a brief summary of the project. The Committee members will then ask the student questions concerning the project.
- The Committee evaluates the final project on a Pass/Fail basis. The Committee will give a decision on the project as soon as possible following the meeting. The Committee will take one of the following actions:
 - pass the project with honors;
 - pass the project as is;
 - pass the project pending required revisions, overseen by the project advisor and/or the D.Min. Director;
 - defer the decision concerning passing or failing the project and require the student to make significant revisions and present the project to the Committee again;

- fail the project.

If the Committee fails the project, the student may not continue to work on the problem, issue, or question that was the focus of the project toward the completion of the degree program. This leaves the student two options:

- The student may work with the DMin director to start the process for developing a new project. This does not require retaking DM 890, but does require working with a new project advisor to submit a proposal to the DMin Committee for approval.
- The student may choose to be awarded the Certificate in Congregational Renewal and Leadership in lieu of finishing the degree program.

7.4.4.3.4 *Final Submission*

- When the final project is submitted, it must be accompanied by a one-paragraph abstract of 100 words or less to be published in the *American Theological Library Association's Research in Ministry (RIM): An Index to Doctor of Ministry Theses and Projects*.
- The final copies of the conform to the following formatting standards:
 - title page and signature page following the template established by the Doctor of Ministry Committee;
 - pages are to be double-spaced, with 1.5 inch left hand margins and 1 inch margins on the other three sides, printed single-sided;
 - the paper copies submitted to the library should be laser printed on acid-free paper that meets the following minimum criteria: 20 pound weight, 92 bright, 25% cotton content.
- The student must submit two physical copies and one digital copy to the Director of the Library. Students are responsible for the binding fees for two copies. One archival copy remains in the Library and the other is returned to the student. Students may pay for additional personal copies to be bound if they so desire. The digital copy must be submitted in MSWord (.docx) format.

8.0 Certificate Programs

8.1 Certificate in Pastoral Ministry

The Certificate in Pastoral Ministry is a Master's-level program designed for non-degree seeking students. To earn the certificate a student must complete 24 credit hours matching specified credit totals in each of the eight subjects of the curriculum. Students in the program may take courses either for academic credit or not for credit.

8.1.1 Purpose Statement

Some ministerial situations do not demand an academic degree but require that certain skills be demonstrated to qualify for the position or for commissioning. Additionally, a certificate can help an individual transition into a new career area, gain confidence and background in a particular skill or pursue a new area of interest. Certificate programs are intended to meet these diverse needs

8.1.2 Program Learning Goals

- Students will gain a beginning level of skills and knowledge in the fields of Interpreting the Scripture for the Church, Interpreting the Past for the Church, Interpreting the Faith for the Church, and Interpreting the Behavior For the Church that are needed for effective ministry in the Christian community.
- Students will gain a beginning level of skills and knowledge in the fields of Leading the Church in Worship (including preaching), Leading the Church Through Care, Leading the Church Through Formation, and Leading the Church Into Mission that are needed for effective ministry in the Christian community.

8.1.3 Certificate in Pastoral Ministry, taken FOR CREDIT

Students who have earned a minimum of one full-time year's credits toward a bachelor's degree from an institution accredited by an organization recognized by the Department of Education (or international equivalent) may take courses for academic credit. In this case they must complete all the work and fulfill all the requirements of a particular course that are expected of degree seeking students. Credit hours earned in this way may transfer into a degree program at a later time if the student so chooses.

8.1.4 Certificate in Pastoral Ministry, taken NOT FOR CREDIT

Students who take the courses without credit must fulfill the following requirements to have satisfactory completion of the courses recorded in order to earn the certificate without credit:

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

Courses completed according to these norms are not granted academic credit, and thus are not transferable to other programs.

8.2 Certificate in Congregational Renewal and Leadership

The Certificate in Congregational Renewal and Leadership is a 10 hour post-Master of Divinity program designed for non-degree seeking students. Certificate Students complete a Doctor of Ministry admissions application and upon acceptance take the first five courses in the D.Min. program as part of a cohort. Students in the certificate program may apply to transfer into the D.Min. program. Likewise, students in the D.Min. program may choose to receive the certificate if they decide not to complete all of the requirements for the D.Min. degree.

All courses in the Certificate and D.Min. programs are 2 credit hour courses. The course requirements for the Certificate are:

- DMIN 811 *Introduction to Doctoral Studies: Research, Writing, and Critical Theological Reflection*
- DMIN 812 *Interpreting Contemporary Cultural Contexts*
- DMIN 813 *Interpreting Contemporary Congregational Contexts*
- DMIN 814 *Interpreting the Resources of the Faith for Contemporary Contexts*
- DMIN 815 *Leading Congregation through Adaptive Change*

The admissions standards as well as expectations and policies concerning academic performance for the Certificate in Congregational Renewal and Leadership are the same as those for the D.Min. program.

9.0 Preparing for Graduation

9.1 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.

9.2 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.

9.3 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.

9.4 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.

10.0 Financial Policies and Procedures

10.1 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.

- Bills with clear due dates are provided. Balances not paid within 30 days of the due date may incur a late fee.
- Payments will be accepted in cash, by check or credit card.
- Refunds are provided for tuition and fees if the student drops courses by the published deadline. A fee will be charged for any course dropped less than 21 days before the start of the course see section 5.3, "Registration Procedures." There are no refunds for withdrawn courses or late fees.
- The seminary does not cover added costs for programs such as CPE, AMERC, or the Hispanic Summer Program even though it grants credit for work done in them.

10.2 Tuition and Fees

Tuition and fees are subject to change each academic year. Students are encouraged to consult the school's website for current information.

10.3 Financial Aid

Financial aid is available to students who file the Free Application for Federal Student Aid (FAFSA). Aid in the form of student loans is available to qualifying students. The FAFSA can be filed online at <https://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 Director of Financial Aid.

10.3.1 Scholarships

- Each Disciples of Christ or United Church of Christ M.Div., M.T.S., Certificate in Pastoral Ministry with credit, or Special student who has been an active member of a Disciples of Christ or UCC congregation for a year or longer and who is under care of his/her regional commission on the ministry will receive a scholarship of 50% per credit hour up to the total number of credits required by the program. All D.Min. and Certificate in Congregational Renewal and Leadership students, and all other M.Div., M.T.S, Certificate in Pastoral Ministry with credit, or Special students will receive a scholarship of 30% per credit hour up to the total number of credits required by the program. Each Roman Catholic M.P.S student will receive a scholarship of 50% per credit hour up to the total number of credits required by the program. Students who retake any coursework because they have failed the coursework will receive no scholarship aid for that retaken coursework.
- LTS provides up to 10 full-tuition scholarships for outstanding M.Div. students. These scholarships will be given for a maximum of four years.
 - The 10 full-tuition scholarships will be offered at a rate of one or two per year to students. These scholarships will be awarded by the LTS Scholarship Committee to any student, regardless of denomination, who meets the criteria for “potential for excellence in ministry.” No criteria beyond a record of past academic success, exceptional promise for a future in congregational ministry and the ability to successfully complete a **minimum of 12 credit hours per calendar year** apply to these scholarships. The scholarships are available for four years only and are non-renewable.
 - Students who receive these full-tuition scholarships will not simultaneously be eligible for the tuition scholarships listed above.

- No scholarship aid will be provided to non-credit certificate students or auditors.
- Students receive no scholarship aid while on probation.

10.3.2 Loans

- Federal Stafford Loans: Federal Stafford loans are available to Lexington Theological Seminary degree-seeking students. For additional information, contact the Director of Financial Aid.
- VA Loans: LTS is an approved school for students who qualify for Veterans Administration Benefits.

10.4 Billing Errors or Inquiries

All billing inquiries should be made of the Director of Financial Aid.

10.5 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.

11.0 Miscellaneous Information and Policies

11.1 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 (withdrawal) 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.

11.2 Family Educational Rights and Privacy Act of 1974 (FERPA)

See [Appendix A: Family Educational Rights and Privacy Act \(FERPA\)](#).

11.3 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).

11.4 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 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 entity, citation and credit for all materials used.

11.5 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.

11.6 Text Books

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

11.7 Minimum Technological Requirements for Participation in LTS Degree Programs

Students enrolled in degree and certificate programs at Lexington Theological Seminary are expected to use computers and Internet connections conforming to the following minimum system and hardware requirements. Following admission each

new student will be sent a form detailing these requirements which he or she is required to return indicating compliance with these minimum standards.

Hardware:

You must have **all** of the following:

- Operating System: Windows 7, Vista, XP, Mac OS X 10.4 or higher
- Memory: 3 GB RAM
- Processor: Intel Core 2 Duo Processor or at least 1.5 GHz
- Hard Drive: 250 GB (2 GB free)
- Headphone set with microphone
- Webcam
- Digital video camera (not a cell phone) – or access to such

Internet Browser:

The latest version of **at least one of the following** is required. They are listed in order of their compatibility with LTSONline (with the most compatible first). It is strongly recommended that you use one of the top two:

- Mozilla Firefox
- Google Chrome™
- Safari
- Microsoft Internet Explorer

Internet:

You must have **at least one of the following**. They are listed in order of their desirability for speed and full participation in LTSONline (with the best listed first).

- Cable internet - 1,000-10,000+ kbps (from cable co. – highly recommended)
- High speed DSL, T1, Satellite or Cable connection (1.5 mbps minimum)

Software:

You must have **all** of the following:

- Latest version of Windows Media Player
- Latest version of Adobe Flash Player
- Latest version of Adobe Reader
- Classic Java (MRJ 2.2.5) or a more recent version for Mac (free download)
- Microsoft Office XP, 2003, 2007, 2010 or productivity
- Software compatible with Microsoft Word, Excel, and PowerPoint