



Student Handbook

2009–2010
Academic Year

*Setting the Standard for
Excellence in Theological Education*

ROOTED IN GRACE FOR A LIFETIME OF MINISTRY

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Revised 10/09

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INTRODUCTION

Our goal at Covenant Theological Seminary is *to train servants of the triune God to walk with God, to interpret and communicate God's Word, and to lead God's people*. The Seminary staff is committed to serving the student body to the best of our ability. We know that you also want to be informed of our various policies and procedures and we have written this Student Handbook for that purpose.

The academic regulations in this Student Handbook are based upon and update the Seminary's Catalog. In the case of differences between the Catalog and the Handbook, the Handbook supersedes. Students should consult the Handbook, and especially any registration materials, for current curriculum and course description information.

Covenant Theological Seminary reserves the right to add to, modify or withdraw any provisions in this handbook. Although policies are under constant review to better serve the students and the institution, the provisions of this handbook normally are subject to change only on an annual basis. Students are responsible for knowing the contents of this *Handbook* and the policies covered in it.

ACCREDITATION

Covenant Theological Seminary is incorporated in the state of Missouri with full authority to grant academic degrees. The Seminary is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (30 N. LaSalle St., Suite 2400, Chicago, IL 60602-2504; tel. 800-621-7440; www.ncahigherlearningcommission.org) and by the Association of Theological Schools (10 Summit Drive, Pittsburgh, PA 15275-1103; tel. 412-788-6505; www.ats.edu). The Seminary's accreditation status helps students qualify for military chaplaincy upon graduation, transfer credits to other institutions, gain acceptance to graduate programs for more advanced study, and qualify for student loans.

DOCTRINAL COMMITMENTS

Covenant Seminary's faculty and Board of Trustees annually subscribe in writing to the Bible as the Word of God, immediately inspired and inerrant in its original writings, and to the Westminster Confession of Faith and Catechisms, which, although subordinate to the Bible in their authority, set forth the Seminary's understanding of biblical faith in a consistent and reliable form.

Covenant Seminary students affirm the historic Christian beliefs expressed in such documents as the Apostles' Creed and the Statement of Faith of the National Association of Evangelicals. A limited number of applicants who do not share these beliefs also may be permitted to enroll in individual courses as non-degree students.

These doctrinal statements are available from the Admissions Office or on the Seminary's Website. Applicants who have questions or concerns about these beliefs are encouraged to contact the Admissions Office.

NOTICE OF NON-DISCRIMINATION

Covenant Theological Seminary does not discriminate on the basis of race, color, national or ethnic origin, age, gender, or physical handicap in admission to or employment in its educational programs or activities except as required by the doctrinal standards of the Presbyterian Church in America (PCA). Any inquiries concerning the application of Title IX, its implementing regulations, or appeal procedures may be referred to Melinda Conn, our Title IX coordinator, or to the office of Civil Rights or the U.S. Department of Education.

Melinda Conn can be reached in the Financial Aid office by mail at 12330 Conway Road, St. Louis, MO.

ACADEMIC/EDUCATIONAL PROGRAMS

MASTER OF DIVINITY (MDiv)

- **Program Requirements:** The MDiv degree requires satisfactory completion of a total of 103 semester units as outlined in the curriculum with a cumulative GPA of at least 2.25/4.0 plus 300 hours of supervised field education. MDiv students interested in further graduate study may prepare for such work through research projects under faculty supervision. Students interested in further study or teaching in a secular setting may wish to pursue the MAET along with the MDiv. Contact the One-Stop Student Services office for details.
- **Nine-year Time Limit:** The time limitation for completion of the MDiv degree is nine years. Courses taken more than nine years prior to the degree completion may be credited toward the degree only by faculty approval. Such approval may require re-examination or additional study and may jeopardize financial aid eligibility.
- **Residency Requirement:** The last 32 units of this degree normally must be taken in residence at Covenant Seminary. Distance education courses may be included in these units. Students who have completed at least 80 semester units at Covenant Seminary have met the residency requirement and may apply in writing to the Associate Dean for Academic Services (through the Registrar) for permission to complete the remaining degree requirements by transferring appropriate courses from a recognized graduate school. Because the MDiv is designed to be completed on campus, students who wish to complete the degree off campus must request this privilege in writing to the Associate Dean for Academic Services. Due to the difficulties students encounter in completing studies after leaving campus and/or beginning work in ministry, the request must include a specific plan with target dates for completion of all remaining course work, including (if applicable) a documented agreement from the student's employer to the proposed degree completion plan and to the provision of adequate study time.
- **Bible Content Exam:** All entering MDiv students must take the Bible Content Exam prior to registration. Students must pass the exam no later than the semester prior to graduation. Study guides for the exam are available on the portal.
- **Language Placement Exam:** Students who have previously studied Greek or Hebrew prior to enrolling at Covenant Seminary (either at the graduate or undergraduate level) and wish to

receive credit for that language work must take an exam to determine language standing prior to registration. Students who pass the exam receive advanced standing or transfer credit toward the degree.

Study guides for these exams are available from the One-Stop Student Services and Admissions Offices. Students wishing to take either exam are strongly encouraged to consult the study guides.

- Ministry Tracks: Two curriculum tracks are offered in the MDiv. Transcripts indicate which track the student has completed.
- The Pastoral Ministry Track (Track R): The Pastoral Ministry Track (Track R) is designed specifically to prepare men for ordained ministry within the church. This track includes required courses in homiletics and other areas of practical theology essential for traditional or non-traditional pastoral ministry. This track meets curriculum requirements for ordination in the Presbyterian Church in America (PCA) and is strongly recommended for students pursuing pastoral ministry.
- The Specialized Ministry Track (Track S): The Specialized Ministry Track (Track S) allows greater freedom to men and women preparing for specialized ministries not requiring ordination (such as counseling, education ministries, campus ministry, teaching, research and writing), as well as the pursuit of advanced study. This track prescribes practical theology electives (such as educational ministries, counseling, and some courses in contemporary culture and world mission) in place of the preaching, worship, pastoral theology and licensure/ordination courses. Exemptions allowing a student to take courses in other areas will be considered if the student is able to demonstrate a clear rationale for the exemption in light of the student's previous training and educational/vocational goals. Women register for communication courses instead of homiletics practicum courses in keeping with the PCA's loyalty to the biblical requirement of placing men in the office of teaching elder or preacher.
- Presbytery Relations: We advise applicants to the MDiv program, especially members of the PCA, to come under care of their local church and presbytery (or other church body responsible for candidates for ministry). This status demonstrates to the Admissions Committee that the applicant is supported by a broad body of the eldership in pursuit of God's call and may qualify the student for scholarships.
- Field Education Requirement: Supervised field education experience is required of all MDiv students. Through this requirement, the Seminary seeks to help students:
 - Grow in walking with God and leading God's people.
 - Integrate classroom learning and ministry practice.
 - Confirm or clarify their gifts and calling for ministry.
 - Identify ministry-related strengths and weaknesses.

Students must complete 300 hours of supervised field education prior to graduation. Students may receive up to four units of academic credit for this work if they register for PT592 Ministry Practicum (or a similar course) and pay applicable tuition and fees.

PCA students may fulfill this requirement by completing presbytery internship requirements. MDiv students normally must have completed at least 150 field education hours before registering for their final year. For further information, see “Field Education” on the portal.

- Distance Education Studies: Students who begin their studies on the main campus may apply a maximum of 12 units of Distance education courses to the MDiv degree. (See the “Distance Education” section of this Handbook for additional information.)

Students who begin their studies as distance education students may apply a maximum of 30 semester units in a mix of core and elective credit toward the MDiv degree. These students should read the “Satisfactory Academic Progress” section of the Handbook to ensure on-going Financial Aid eligibility.

- MDiv Equivalency for MA Courses: Full-time residential MDiv students should take MDiv core courses. Exceptions to this policy can be requested in writing in One-Stop Student Services. Other MDiv students are encouraged to take MDiv core courses whenever possible.

Students may not apply more than one MA course per discipline in New Testament, Old Testament, and systematic theology to the MDiv (MDiv students may *not* take NT230 Life and Letters of Paul in lieu of NT330 Acts and Paul). To be eligible for MDiv equivalency, students must receive a grade of B-or higher in MA courses.

Students will be required to translate both Greek or Hebrew texts (depending on the course) and complete additional assignments for MDiv equivalency. See the One-Stop Student Services office for course equivalency requirements.

- Concentrations: Concentrations allow students to focus on a particular area of interest by requiring the completion of at least 9 semester units of specialized study in addition to the core degree requirements. Generally these electives are taken following the first year of study. Some concentrations require particular courses that may not be offered every year or may have prerequisites. Students interested in pursuing a concentration should plan their electives in consultation with Academic Advising and the department or concentration advisor.
- Self-Directed Studies Concentration: A Self-Directed Studies Concentration allows a student to pursue an area of personal interest. A faculty member must be willing to supervise the student. Students who do not choose a particular area of concentration receive a General Studies concentration and may choose electives according to personal interest.

Available concentrations include:

Biblical Studies (9 units)

OT400–OT699 (excluding OT410)

NT400–NT699 (excluding NT410)

Christianity and Contemporary Culture (9 units)

CC500 Schaeffer Institute Lectures (2 required)

Other approved courses include: CC400–599

Church Growth, Planting and Renewal (9 units)

CG515 Church Planting Trip

Other approved courses include: CG400–599

Counseling (9 units)

CO531 Crisis and Transition
CO570 Psychological Disorders
Other approved courses include:
CO400–599 (excluding CO520)
NT571 Marriage and Family in the Bible

Educational Ministries (9 units)

EM501 Educational Foundations (in lieu of EM301)
EM502 Teaching and Learning
Other approved courses include: EM502–599

Music and Worship (student will replace EM330 Christian Worship with music and worship electives) (9 units)

EM570 History and Theology of Christian Worship
EM572 Planning and Leading Christian Worship
Other approved courses include:
EM571–579, EM535–539
EM591 Independent Study in Educational Ministry

Theology (9 units)

ST400–699
CH400–699

Urban Ministry (9 units)

WM524 Intercultural City Ministry
Other urban ministry electives as approved
Field Ed: 150 hours must be in approved urban ministry

World Mission (9 units)

WM540 People's Religious Traditions
WM400–599
Field Ed: 150 hours must be in cross-cultural context

Youth Ministry (9 units)

EM501 Educational Foundations (in lieu of EM301)
EM521 Youth Ministry
Other approved courses include: EM502–599

MASTER OF ARTS

MASTER OF ARTS IN EDUCATIONAL MINISTRIES (MAEM)

- **Program Requirements:** Students in the MAEM program must successfully complete 48 semester units of study as outlined in the curriculum (including a Capstone Project which helps students synthesize their course work and field education experiences) with a cumulative GPA of at least 2.25/4.0 plus 150 hours of supervised field education. Basic Bible knowledge is a degree prerequisite (see “Bible Content Exam” below). Students may begin the MAEM by distance education or complete it employing the Co-op Track. Normally, 29 units of this degree must be taken in residence at Covenant Seminary.
- **Local Track:** Students spend two years at Covenant Seminary’s main campus to complete course work. Students must complete field education requirements either during summer internships or by working in St. Louis-area churches.

- **Co-op Track:** Students complete one academic year of study at Covenant Seminary's main campus and complete the remaining work via distance education courses from an internship site outside the St. Louis area. Students will be required to be part of a cohort group (both years), which will maintain contact through various technologies.
- **Nine-Year Time Limit:** The time limitation for completion of the MAEM degree is nine years. Courses taken more than nine years prior to the degree completion may be credited toward the degree only by faculty approval. Such approval may require re-examination or additional study and may jeopardize financial aid eligibility.
- **Residency Requirement:** Students in the MAEM program must take at least 29 semester units on campus. No more than 24 units of transfer credit, distance learning courses and independent study may be applied to an MAEM degree earned on-campus.
- **Bible Content Exam:** All students entering the MAEM program are required to take the Bible Content Exam prior to registration. Students must pass the exam no later than one semester prior to graduation.
- **Field Education Requirement:** Supervised field education experience is required of all MAEM students. Through this requirement, the Seminary seeks to help students:
 - Grow in walking with God and leading God's people.
 - Integrate classroom learning and the ministry practice.
 - Confirm or clarify their gifts and calling for ministry.
 - Identify ministry-related strengths and weaknesses.

Students must complete 150 hours of supervised field education prior to graduation, with at least a significant portion of the field education in the area of educational ministries. Students may receive up to four units of academic credit for this work if they register for PT592 Ministry Practicum (or a similar course) and pay applicable tuition and fees. For further information, see One-Stop Student Services.

- **Concentrations:** Students may choose to specialize in a particular area of study by completing 9 semester units in one of the areas below (in addition to core degree requirements). Some concentrations require particular courses that may not be offered every year or may have prerequisites. Students interested in pursuing a concentration should plan their electives in consultation with Academic Advising and the department or concentration advisor.

Music and Worship (9 units)

EM570 History and Theology of Christian Worship

EM572 Planning and Leading Christian Worship

Other approved courses include:

EM571–579, EM535–539

EM591 Independent Study in Educational Ministry

Youth Ministry (9 units)

EM521 Youth Ministry

Other approved courses include: EM502–599

MASTER IN WORSHIP AND MUSIC (MAWM)

The MAWM degree requires satisfactory completion of 48 semester units as outlined in the curriculum (including a Capstone Project) with a cumulative GPA of at least 2.25/4.0 plus 150 hours of supervised field education. Basic Bible knowledge is a degree prerequisite (see “Bible Content Exam” below). Students are also required to exhibit musical proficiency. Core courses for the MAWM are sequenced according to the curriculum. Normally 24 units of this degree must be taken in residence at Covenant Seminary.

- **Nine-Year Time Limit:** The time limitation for completion of the MAWM degree is nine years. Courses taken more than nine years prior to the degree completion may be credited toward the degree only by faculty approval. Such approval may require re-examination or additional study and may jeopardize financial aid eligibility.
- **Residency Requirement:** Students in the MAWM program must take at least 24 semester units on campus. No more than 24 units of transfer credit, distance learning courses and independent study may be applied to an MAWM degree.
- **Bible Content Exam:** Beginning in fall, 2010, all students entering the MAWM program are required to take the Bible Content Exam. Students must pass the test no later than one semester prior to graduation.
- **Field Education Requirement:** Supervised field education experience is required of all MAWM students. Through this requirement, the Seminary seeks to help students:
 - Grow in walking with God and leading God’s people.
 - Integrate classroom learning and the ministry practice.
 - Confirm or clarify their gifts and calling for ministry.
 - Identify ministry-related strengths and weaknesses.

Students must complete 150 hours of supervised field education prior to graduation, with at least a significant portion of the field education in the area of worship. Students may receive up to four units of academic credit for this work if they register for PT592 Ministry Practicum (or a similar course) and pay applicable tuition and fees. For further information, see One-Stop Student Services.

MASTER OF ARTS IN RELIGION AND CULTURES (MARC)

- **Program Requirement:** Students in the MARC program must successfully complete 48 semester units of study as outlined in the curriculum (including a Capstone Project) with a cumulative GPA of at least 2.25/4.0 plus 150 hours of supervised field education. Basic Bible knowledge is a degree prerequisite (see “Bible Content Exam” below). This degree allows students to follow tracks which focus on city ministry and international ministry. Core courses for the MAWM are sequenced according to the curriculum. Normally 24 units of this degree must be taken in residence at Covenant Seminary.

- **Nine-Year Time Limit:** The time limitation for completion of the MARC degree is nine years. Courses taken more than nine years prior to the degree completion may be credited toward the degree only by faculty approval. Such approval may require re-examination or additional study and may jeopardize financial aid eligibility
- **Residency Requirement:** Students in the MARC program must take at least 24 semester units on campus. No more than 24 units of transfer credit, distance learning courses and independent study may be applied to an MARC degree.
- **Bible Content Exam:** Beginning in fall, 2010, all students entering the MARC program are required to take the Bible Content Exam. Students must pass the test no later than one semester prior to graduation.
- **Field Education Requirement:** Supervised field education experience is required of all MARC students. Through this requirement, the Seminary seeks to help students:
 - Grow in walking with God and leading God's people.
 - Integrate classroom learning and the ministry practice.
 - Confirm or clarify their gifts and calling for ministry.
 - Identify ministry-related strengths and weaknesses.

Students must complete 150 hours of supervised field education prior to graduation, with at least a significant portion of the field education in the area of urban or international ministry. Students may receive up to four units of academic credit for this work if they register for PT592 Ministry Practicum (or a similar course) and pay applicable tuition and fees. For further information, see One-Stop Student Services.

MASTER OF ARTS, THEOLOGICAL STUDIES (MATS)

- **Program Requirements:** The MATS degree requires satisfactory completion of 60 semester units as outlined in the curriculum with a cumulative GPA of at least 2.25/4.0. Covenant no longer enrolls students in this program but will be teaching students through completion for this degree. In light of this, students should carefully plan their schedules in consultation with Academic Advising.

Students may earn up to 6 semester units of credit for a ministry project conducted under faculty supervision. No more than 6 semester units may be given to independent study and ministry projects combined. For further information on ministry project requirements, students should consult Academic Advising.

Students who have an undergraduate degree (from a school whose accreditation is recognized by the U.S. Department of Education) in Bible or religion may apply to the Associate Dean for Academic Services for a maximum of 30 units of advanced standing towards the MATS. Students who wish to pursue this option should contact Admissions prior to enrollment or the One-Stop Student Services office in their first semester at Covenant.

- **Nine-Year Time Limit:** The time limitation for completion of the MATS degree is nine years. Courses taken more than nine years prior to the degree completion may be credited toward the

degree only by faculty approval. Such approval may require re-examination or additional study and may jeopardize financial aid eligibility.

- Distance Education Studies: Students who complete most of their courses as independent distance learners must attend three one-week residencies and present their Capstone Project in St. Louis.
- Residency Requirement: Students who have completed at least 40 semester units in St. Louis have met the residency requirement and may complete the remaining degree requirements by taking distance education courses. Students who choose this option will continue to be considered main campus students and “on-campus” policies will apply. A maximum of 20 hours of transfer credit and/or Independent Study may be applied to this degree.
- Concentrations: Students may choose to specialize in an area of study by completing 9 units in one of the areas below (in addition to core degree requirements). Students who do not choose a particular area of study have a General Studies concentration and choose electives according to personal interest.

Some concentrations require particular courses that may not be offered every year, may not be offered in the evening or by distance education, or may have prerequisites. Students interested in pursuing a concentration should plan their electives in consultation with Academic Advising. Students may use required electives in practical theology to meet the following concentrations.

Christianity & Contemporary Culture (9 units)

CC500 Schaeffer Institute Lectures (1req)
Other approved courses include: CC400–599
PT501 Jesus the Evangelist
WM310 God’s World Mission

Counseling (9 units)

CO310 Introduction to Counseling
CO520 Marriage and Family Counseling
CO570 Psychological Disorders
Other approved courses include: CO400–599

Educational Ministries (9 units)

EM501 Educational Foundations
EM502 Teaching and Learning
Other approved courses include: EM502–599

Music and Worship (9 units)

EM570 History and Theology of Christian Worship
EM572 Planning and Leading Christian Worship
Other approved courses include:
EM571–579, EM535–539
EM591 Independent Study in Educational Ministry

Urban Ministry (9 units)

WM524 Intercultural City Ministry
Other urban ministry courses as approved

World Mission (9 units)

WM540 People’s Religious Traditions
3 credits of cross-cultural ministry practicum
Other approved courses include: WM400–599

Youth Ministry (9 units)

EM501 Educational Foundations

EM521 Youth Ministry

Other approved courses include: EM502–599

MASTER OF ARTS IN COUNSELING (MAC)

- **Program Requirements:** The MAC requires satisfactory completion of 60 semester units as outlined in the curriculum with a cumulative GPA of at least 3.0/4.0. To facilitate professional development during the second year of the program, students must be enrolled in certain required daytime courses concurrently and in sequence.

Counseling-specific term papers may be required to follow the guidelines in *The Publication Manual of the American Psychological Association* (4th Ed.). Please check with each professor for requirements.

- **Residency Requirements:** The last 30 units of this degree must normally be taken in residence at Covenant Theological Seminary. This degree is designed to be completed on campus. A maximum of 30 hours of transfer credit and/or Independent Study may be applied to this degree.
- **Nine-Year Time Limit:** The time limitation for completion of the MAC degree is nine years. Courses taken more than nine years prior to the degree completion may be credited toward the degree only by faculty approval. Such approval may require re-examination or additional study and may jeopardize financial aid eligibility.
- **Candidacy:** Candidacy is the process of receiving permission to take the internship-related courses for the MAC and is required prior to registration for those courses. Candidacy requires satisfactory completion of at least 27 units of the first year's curriculum (with the student lacking one systematic or Bible class or CO552 Research Methods). Candidacy also requires a cumulative GPA of 3.0, recommendation of the counseling faculty, and evident potential for effective counseling ministry. The Registrar's office will contact students no later than January of the year preceding their desired internship year to verify intent.

Students who are not admitted to the internship may choose to terminate their studies with the Graduate Certificate in Counseling. Internship decisions are made at the end of the academic year, and students are notified of their status by mid-June.

- **Internship:** During the MAC internship year, students are required to participate in a counseling internship that spans the entire school year and may begin in the summer. In addition to the time spent at assigned sites, internship students meet for group supervision twice a week and at least once every other week for individual supervision from a faculty member. Students need to budget at least 15–20 hours per week for internship alone. Counseling sessions with clients continue during the January term, so students must plan to be in St. Louis throughout their internship year.
- **Licensure:** Students must research licensure requirements in any state in which they wish to be licensed. Core MAC courses are designed to meet the educational licensure requirements of the

Missouri Committee for Professional Counselors if the student uses elective credit to take courses in three areas specified by the state: group dynamics, educational/psychological measurements and career counseling.

Beyond the academic requirements, Missouri licensure also requires additional hours of supervised counseling under a licensed professional and successful completion of the National Counselor Examination. Students seeking licensure in other states should contact authorities in those states for requirements.

- Distance Education Studies: All counseling courses (CO300-599) must be taken in St. Louis. Students may apply a maximum of 12 credit units of distance education courses to the MAC

MASTER OF ARTS, EXEGETICAL THEOLOGY (MAET)

- Program Requirements: The MAET degree requires satisfactory completion of 60 semester units as outlined in the curriculum with a cumulative GPA of at least 3.0/4.0. Basic Bible knowledge is a degree prerequisite (see “Bible Content Exam” below). A maximum of 15 units may be accepted in transfer for the MAET.

Greek and/or Hebrew are prerequisites for most courses in this program. Students without sufficient background in Greek who wish to complete the degree in two years must take summer NT301/302 prior to their first fall semester.

Students interested in teaching in a seminary are advised that the MDiv and ministry experience are normally required in addition to an advanced degree. Such students may wish to pursue the MDiv in addition to the MAET.

- Residency Requirements: The last 24 units of this degree (excluding the thesis) must normally be taken in residence at Covenant Seminary.
- Nine-Year Time Limit: The time limitation for completion of the MAET degree is nine years. Courses taken more than nine years prior to the degree completion may be credited toward the degree only by faculty approval. Such approval may require re-examination or additional study and may jeopardize financial aid eligibility.
- Bible Content Exam: All entering MAET students must take the Bible content exam prior to registration. Students must pass the exam no later than one semester prior to graduation.
- Language Placement Exams: Students who have previously studied Greek or Hebrew (at the graduate or undergraduate level) and wish to receive credit for that language work must take a placement exam before registration. Students who pass the exam will fulfill the MAET Greek prerequisite or receive advanced standing or transfer credit for Hebrew.

Exam study guides are available from the One-Stop Student Services and Admissions offices.

- Thesis: The MAET thesis (MA399) must demonstrate the use of standard research methods and an adequate grasp and treatment of the subject matter. The style and grammar must conform to the latest edition of Kate Turabian’s *A Manual for Writers*. Thesis Procedures, a resource

available from the One-Stop Student Services office, outlines the requirements the student must meet.

The student must select a thesis topic and receive approval from the MAET Thesis Advisor no later than seven months before receiving the degree. The MAET Thesis Advisor will determine the student's Thesis Committee (advisor, reader). The advisor must approve an outline and bibliography no later than six months before a student plans to receive the MAET degree. The student must register and pay for MA Thesis Supervision (MA397) no later than the semester following approval of the thesis proposal. The student must register for MA Thesis Completion (MA398) no later than the semester in which the student plans to graduate.

No thesis will be considered completed until the final format and style have been approved by the thesis committee and the Library Director. The student must pay the thesis binding fee in the semester of anticipated graduation. The student should submit two copies of the completed thesis for binding and permanent retention in the Seminary library. Both copies must be printed on 20-pound acid-free paper and typed in a standard typeface appropriate for scholarly material.

- Distance Education Studies: Due to the language-intensive nature of this degree and the lack of Greek- and Hebrew-based work in distance education courses, MAET students may take only church history or ST360 Christian Ethics by distance education, totaling no more than 9 hours of course work.

MASTER OF THEOLOGY (ThM)

- Program Requirements: The ThM requires satisfactory completion of 30 semester units as outlined in the curriculum with grades of A or B and a cumulative GPA of at least 3.1/4.0.

All students are initially enrolled in the ThM in Biblical and Pastoral Theology. Students interested in pursuing the Exegetical Theology degree may apply to write a thesis when they have completed 12 units of study. If accepted, they will be changed to the Exegetical Theology program at that point.

Since this degree is designed to teach students advanced study skills, students are strongly encouraged to complete up to 6 units of coursework by independent reading and research under faculty supervision. A maximum combined total of 12 units may be transferred from another institution or taken by independent study for the ThM. Program requirements are clearly spelled out in the ThM Manual available from the ThM Director.

- Modular Program Option: Either of the ThM tracks (see below) may be done in a modular format. The modular ThM program is structured to allow individuals in full-time ministry, or otherwise unable to study in residency, to pursue their ThM from a distance. Students in this program are able to complete the degree through a combination of intensive week-long, on-campus residencies, advisor-guided independent studies, and self-study courses.

Students in the Exegetical Theology track (see below) must complete 12 hours of the ThM program through on-campus, week-long, intensive seminars. The remaining 18 hours can be completed off campus through independent studies and self-study options. Students in the Biblical and Pastoral Theology track (see below) must complete 15 hours of the ThM program

on campus (weekend or week-long intensive seminars, normally including 9 Practical Theology credits). The remaining 15 hours can be completed off campus through a combination of independent studies and self-study options.

- **ThM in Exegetical Theology:** The ThM in Exegetical Theology requires proficiency in a second modern language (including English if English is not the primary native language) by the time a student has completed 12 units of graduate work at Covenant Seminary. Students are not permitted to register for additional units until this requirement has been met. (**Note:** Proficiency is defined as the equivalent of 1 recently completed college level course.) The degree also requires successful completion of a thesis (6 units) or comprehensive exam (non-credit) plus 6 elective credits.

The thesis or comprehensive exam must address one of the following specialized areas of Exegetical Theology: exegesis, biblical languages, isagogics, hermeneutics, or biblical theology.

After completing at least 9 units (but no more than 12), successfully demonstrating proficiency in a second modern language, and passing a qualifying language exam (Greek or Hebrew) in the area of intended thesis research, a student may petition the ThM Committee for permission to write a thesis by submitting a written request through the ThM Director no later than seven months before receiving the degree. The ThM Committee may grant permission, defer the decision pending further information, or refuse permission (in which case the student will remain in the Biblical and Pastoral Theology program). Approved thesis candidates must submit a proposal to the ThM Director and receive approval from the ThM Committee at least seven months before receiving the degree.

The student must register and pay for ThM Thesis Supervision I (TM797) no later than the semester following approval of the thesis proposal. The student must register for ThM Thesis Supervision II (TM798) no later than the semester in which the student plans to graduate. Thesis Procedures, available in the Registrar's office, outlines the thesis requirements. An oral defense of the thesis may be requested by the ThM Committee. (See ThM Manual for details.) The student must pay the thesis binding fee in the semester of anticipated graduation.

No thesis will be considered completed until the final format and style have been approved by the Library Director. The student should submit two copies of the completed thesis for binding and permanent retention to the Seminary Library. Both copies must be printed on 20-pound acid-free paper and typed in a standard typeface appropriate for scholarly material.

Candidates required to take the comprehensive exam instead of writing a thesis must register for the ThM Comprehensive Exam (TM795) and begin the process no later than the first week of the semester in which the candidate expects to graduate. The exam should be taken no later than five weeks prior to expected graduation date. The ThM Committee may request an oral defense of the comprehensive exam. See the ThM Manual for details.

- **ThM in Biblical and Pastoral Theology:** The ThM in Biblical and Pastoral Theology requires at least 9 units in biblical studies, 9 in practical theology, and 3 in philosophy. The remaining units may be taken in any area. Biblical studies include courses emphasizing direct Bible study, such as biblical theology, exegesis and systematic theology. Practical theology courses include areas such as church planting, growth, and renewal; counseling; preaching; and educational ministries.

The degree also requires successful completion of a practicum (3 units) of actual ministry service in an area of pastoral ministry (educational ministries, Christian mission, preaching, diaconal services, etc.). Students with a year or more of practical Christian ministry experience may request permission to substitute 3 units of course work rather than the practicum. Further details are available from the ThM Director.

Finally, the degree requires three units of independent study culminating in a writing project. After choosing the study topic, the student must, with the counsel of the ThM Director, select a faculty member who will direct and evaluate the research and/or project that culminates in a written paper relating the Scriptures to some aspect of ministry or to an issue of contemporary pastoral concern. The paper must conform to the latest edition of Turabian's *A Manual for Writers*. The ThM Committee may require a student to take a comprehensive examination instead of completing the independent study project. (See the ThM Manual for further details.)

- **Nine-Year Time Limit:** The time limitation for completion of the ThM degree is nine years. Courses taken more than nine years prior to the degree completion may be credited toward the degree only by faculty approval. Such approval may require re-examination or additional study and may jeopardize financial aid eligibility.

DOCTOR OF MINISTRY (DMin)

- See the DMin Handbook, available from the DMin office, for details on this program.

GRADUATE CERTIFICATE (GC)

- **Program Requirements:** Each certificate requires satisfactory completion of 30 semester units as outlined in the curriculum with a cumulative GPA of at least 2.25/4.0. Graduate Certificate students (including student spouses) are not eligible for financial aid. Since the certificate is not a degree, all certificate credits subsequently may be applied to one of Covenant Seminary's degree programs. Specific requirements for the certificates are detailed below.
- **Nine-Year Time Limits:** The time limitation for completion of a Graduate Certificate is nine years. Courses taken more than nine years prior to certificate completion may be credited toward the certificate only by faculty approval. Such approval may require re-examination or additional study and may jeopardize financial aid eligibility.
- **Distance Education Studies:** Students may complete a Graduate Certificate of Biblical and Theological Studies by distance education. Students may also apply distance education courses to certificates in Christianity and Contemporary Culture and World Mission but some courses required for these certificates are only offered on campus. Certificate students should remember that there are limitations on the number of distance education courses that may be applied to Covenant Seminary's master's degrees. (See the "Distance Education" section of this Handbook for additional information.)
- **Transfer Credit:** Transfer credit for the Graduate Certificate will be limited to 10 semester units.

- Graduate Certificate of Biblical and Theological Studies: This certificate is ideal for individuals wishing to deepen their knowledge of Scripture and its application. This program requires 30 semester units of work of the student's choice. This allows interested students to create a self-study program which best meets their needs or interests.
- Graduate Certificate of Christianity and Contemporary Culture: The Graduate Certificate in Christianity and Contemporary Culture is designed to help students understand the challenges Christianity faces in contemporary culture. This certificate program guides students in developing means to engage that culture with Christian truth. Requirements for the Graduate Certificate of Christianity and Contemporary Culture are listed in the Seminary's Catalog.
- Graduate Certificate in World Mission: While overseas mission agencies generally require ordination as a qualification for full-time missionary work, many also employ associate missionaries who are not required to hold the MDiv degree. The Graduate Certificate in World Mission was designed to fulfill training requirements for such positions.

This certificate program requires 30 credit units with at least 15 in world mission and evangelism courses. The program assumes 12 undergraduate units in Bible. Students lacking these units must include at least 12 credit units in Bible or theology in their 30 credit units at Covenant Seminary.

- Graduate Certificate in Counseling: This certificate may be awarded to students in the Master of Arts in Counseling (MAC) degree who terminate their studies after completing the first year of the MAC curriculum. A cumulative GPA of 2.25/4.0 is required. (Only students previously accepted into the MAC program are permitted to receive this certificate.)

OTHER INFORMATION

SECOND MASTER'S DEGREE

Students seeking to earn two master's degrees from Covenant Seminary or to transfer credits previously applied toward another graduate degree into a degree program at Covenant Seminary must complete at least the following number of units:

MAEM or MARC or MAWM/MAEM or MARC or MAWM	72 units
MATS/MAEM or MARC or MAWM	84 units
MATS/MAC	90 units
MDiv/MAEM or MARC or MAWM	127 units
MDiv/MATS or MAC or MAET	133 units

Students must also meet all specific degree requirements. Students pursuing double degrees including the MAC or the MAET must have a cumulative GPA of 3.0/4.0 for both degrees. Students pursuing the MDiv/MAEM or MARC or MAWM must complete a total of 375 hours of field education.

Students must have prior faculty approval in order to receive both degrees from Covenant Theological Seminary. Contact the One-Stop Student Services office for more information.

Students pursuing a double degree will be allowed to take distance education course hours equal to the number allowed in the highest of the two degrees according to the following order (from highest to lowest): DMin, ThM, MDiv, MAET/MAC/MAEM/MATS/MARC/MAWM, GC.

Students pursuing the MDiv/MAC or the MA/MAC must apply for the MAC program through the Admissions office by Feb 1 two years prior to the anticipated start of their internship year. The application submittal must include the following:

1. An essay stating reasons for pursuing a counseling degree, counseling experience—either counseling and/or being counseled—and views concerning the relationship between theology and psychology. This essay must include the year in which the student intends to do internship. Any change in internship year could jeopardize the student's ability to complete the degree.
2. New application to school (no application fee required).
3. References (one from current pastor, one standard).
4. An interview with a counseling faculty member.

Additionally, MDiv and MA students must be in the process of taking, or have completed, CO310 Introduction to Counseling and are encouraged to be in the process of taking or to have completed CO520 Marriage and Family Counseling prior to applying to add the MAC degree. All students desiring to add the MAC must have completed at least 10 units of study and possess a cumulative GPA of a 3.0 or above.

Students attending Covenant Seminary under the Spouse Teamwork Scholarship program are only permitted to complete one degree under the program. Course work over and above the first degree will not be eligible for the Spouse Scholarship.

Scholarships are not automatically applied to second degrees. Students must reapply for scholarships at the time of their application for admission into the new degree program.

AUDITORS

A limited number of auditors are permitted in most courses. Special and non-credit students may register as auditors under these conditions:

- The auditor applies to and is accepted by Covenant Seminary.
- The auditor pays the required tuition and fees (no additional fee for full-time students or their spouses).
- The instructor permits auditors in the class.
- Adequate classroom facilities are available.

Credit students have priority in classroom discussion and exercises. Audit students may not turn in assignments or take exams.

Generally, students may not audit language courses to learn the language. Those who have successfully completed or tested out of language courses may register to audit them for review, subject to the normal procedures for auditing. Students who are failing a language course on their first attempt to take it and who have permission from the Registrar and professor, may change status to audit after the mid-term (with written certification of failure from the professor). These students will be expected to take quizzes

and tests and continue to participate in the class. Students may also be asked to meet regularly with a tutor.

These students will be charged half price for the first course *if* they pre-register to take the course again. When they re-take the course for credit, they will only be charged half of the normal tuition rate for the class (effectively paying only one full credit charge for the combined total of both courses). Students contracting for this audit option will not be allowed to take the placement test for credit. All students taking advantage of this policy must meet with the Registrar and sign a contract. Non-completion of the contract will cause the grade to revert back to an F.

Students may not change from audit to credit status after the semester deadline for adding courses. Auditors must register for all courses they audit.

Full-time students may audit without tuition charge. We ask that if a student is not able to attend 50 percent of the course, he/she should contact the One-Stop Student Services office and drop the course. Spouses may generally audit year round if the student in the family is full-time in the fall and spring academic terms.

CHANGING DEGREE PROGRAMS

Students wishing to change degree programs must submit a written request to the faculty through the One-Stop Student Services office or Academic Advising giving the reasons for the change. Additional material (e.g., references, essays, exams) may be required. Students considering such a change should consult Academic Advising for assistance in selecting courses that will satisfy requirements for both degree programs. Faculty permission to change degree programs includes permission to take all courses required for the new degree.

Students wishing to change to the must also provide a new pastor's reference specifically addressing the student's desire to pursue the MDiv.

Students wishing to change to the MAC program should contact Admissions.

DISTANCE EDUCATION STUDIES

Covenant Seminary offers distance learning opportunities. Students take courses using audio recordings, and interacting with other students in online forums under the supervision of the professor. Distance education courses may not be applied toward the ThM or DMin degrees.

Students may complete a Graduate Certificate in Biblical and Theological Studies through distance education. Some courses required for other certificates may only be available on the Seminary's St. Louis campus.

MASTER OF ARTS

Students on the St. Louis campus may apply distance education courses to their Master of Arts degrees according to the limits specified in the descriptions of each degree.

MASTER OF DIVINITY (MDiv)

Students may apply distance education courses toward the MDiv according to the following guidelines:

1. Students beginning their MDiv studies through distance education before moving to the main campus may apply a maximum of 30 units of distance education courses toward the MDiv.
2. Main campus MDiv students may apply a maximum of 12 units of distance education courses toward the MDiv.
3. MDiv students are limited to only one course each in New Testament, Old Testament or Systematic Theology through distance education. Additional work (mainly in biblical languages) will be required to make these courses MDiv-equivalent. These assignments are available in the One-Stop Student Services office.

TIME LIMITATIONS

Distance education courses will be completed in a normal semester schedule.

REGISTRATION

ACADEMIC PLANNING

Each spring students must complete academic planning for the entire upcoming year on the portal. Students may sign up for counseling sessions with Academic Advising (in One-Stop Student Services) if the students desire help in planning their schedules.

Because registration information is needed for planning (as well as being helpful for students), students who do not participate in academic planning during the announced times will be charged a late registration fee. Changes may be made on the portal with no financial penalty until the end of financial registration at the beginning of each term. Academic Advising is available to all students throughout the year at One-Stop Student Services.

REGISTRATION

Students may attend class only if they have completed registration (including paying for the courses) at the beginning of each term. Students register online. Students will be charged a late registration fee if they do not participate in registration. Materials required to complete registration are:

1. Submission of all required admissions materials (items listed on the application).
2. Complete and current auto information for all vehicles that will be driven on campus. All students (in fall and spring terms) must register each vehicle operated on campus by providing

the current license plate number(s) of the vehicle(s). Parking stickers will be issued upon completion of financial registration.

3. Complete and current health insurance information for the student and all immediate family members (required only of full-time students; see below).
4. Full tuition payment or initial deferred payment of at least 25 percent (unless a penalty applies) of all related fees and a deferment fee.
5. Certification of immunization and immigration status for international students.

Students who do not submit all of the materials necessary for admission and/or registration will be dropped to audit status six weeks into the semester. No refund of tuition or other related fees will be given.

HEALTH INSURANCE

Every full-time student *must* have medical insurance for the student and all family members. Students must certify that they have coverage to complete financial registration. If the student cannot complete financial registration (due to lack of insurance), but receives insurance during the first two weeks of the semester, a late registration fee will be charged when the student registers. Because it often takes more than six weeks to obtain proof of coverage, students should make arrangements accordingly.

It is vital that Student Life be informed promptly of any serious illness, accident, or other emergency.

Missouri Baptist and St. John's Mercy hospitals provide readily accessible medical assistance in their emergency rooms and clinics.

IMMUNIZATION

The Seminary encourages all students to receive regular tuberculosis (TB) screenings. In accordance with recommendations from the American Lung Association, the Public Health Service, and the Centers for Disease Control, students in high risk groups (international students from Asia, Africa, or Latin America, or any student exposed to TB due to vocation, locale, or living arrangement) and their families are required to be tested for TB prior to registration for their first semester. Those who test positive for TB must receive chest x-rays and any preventive treatment prescribed by the physician. All students required to have an initial test may be required to have an annual follow-up interview with the International Student Advisor. In this interview the student will sign a form certifying that he or she is free of TB symptoms. All test results must be received prior to fall registration in order for the student to register.

DEFERRED BILLING

All prior balances must be cleared before the student may use the deferred payment option. If a student is unable to pay the full amount due at the time of registration, deferred payment may be requested. The student pays at registration at least 25 percent of the balance of tuition and fees after financial aid has been applied, plus a \$30 deferred payment charge. The deferred payment plan debits payment of the remaining charges in three equal monthly installments after the scheduled date of registration and must be paid in full by the end of the term. If the payments are not made as scheduled, the student may be dropped from class, with all monies paid to date forfeited. The student will also be responsible to pay the balance of remaining tuition. For all course sessions other than a semester, the charges are to be paid

before the class begins. **Note:** *The Director of Financial Aid and the Controller may deny the deferred payment option to anyone they believe is unlikely to make all payments.*

Students are encouraged to maintain a good credit rating. An account will be considered past due if it remains unpaid past the deferred time limit. In the next semester students with a record of past due accounts are required to pay a 50 percent payment of the remainder of all tuition, fees (after financial aid has been applied). Students will be denied deferred payment privileges if a past-due condition occurs in two consecutive semesters.

Charges (such as phone, fines, etc.) that are not normally included in a deferred payment agreement plan are to be paid within 30 days of the date they are billed. Otherwise the account will be considered past due.

SPOUSE TEAMWORK SCHOLARSHIPS

This scholarship provides spouses of day (full-time) and evening students the opportunity to audit seminary courses or, if they wish to pursue a degree, to take seminary courses for credit with scholarship. Spouses applying for the scholarship must apply to the Seminary, be accepted, and register for courses in the same way as other students. The required application for this scholarship is available in the Financial Aid office or on the Seminary website. The student Spouse Teamwork Scholarship is available to students in all degree programs, but is limited to 50 percent scholarship in the MAC program. While the spouse will not pay full tuition rates for courses, students and spouses are encouraged to remember that this is a scholarship. If the spouse is taking a course for credit and withdraws from the course after the first two weeks of the semester, or receives a grade that is below what is needed to make Satisfactory Academic Progress, the spouse scholarship may be jeopardized in future semesters. (See the Financial Aid section or check the Financial Aid Handbook).

The Spouse Teamwork Scholarship only applies up to the number of hours the student is taking. Spouse scholarships are available for summer or January term (even if the student is not enrolled in those terms) if the student was registered for full-time status for the prior term and has pre-registered for full-time enrollment in the following semester.

Students attending Covenant Seminary under the Spouse Teamwork Scholarship program are only permitted to complete one degree. Additional hours beyond the degree will not be covered under the Spouse Scholarship. Spouses who have graduated from Covenant Seminary are not eligible for the spouse scholarship.

Evening and distance education student spouses may qualify for this scholarship if they take class with the student (same class, same time). See the Financial Aid Handbook or the Financial Aid office for details.

REFUNDS

Refunds are granted only when a student drops a course through the One-Stop Student Services office. Tuition is refunded according to the following schedule:

- 80% up to the end of 10 business days (13% of a short course)
- 60% up to the end of 15 business days (14–20% of a short course)

- 40% up to the end of 20 business days (21–30% of a short course)
- 20% up to the end of 25 business days (31+% of a short course)

No refund is given after 25 class days. Under special circumstances, 100 percent of tuition may be refunded if the student drops the course on the day of the first class meeting. Independent study tutorial fees will be refunded on the same pro-rated basis as tuition. No refund will be made of other fees or special charges. In adapting the above schedule for evening classes, intensive courses (January or summer), or other courses with special schedules, one “week” corresponds to the number of instructional hours that the course would receive during one week of a normal term. Exceptions are granted only in extreme circumstances upon written application submitted through the Registrar.

In keeping with federal law, students receiving Title IV HEA program assistance who withdraw from classes during a term are required to return a percentage of their funds based upon the percentage of time enrolled. All Title IV Return of Funds calculations will be made and the resulting amount will be returned to the government first. The student will then receive any remaining refund or will be responsible for any remaining charges. Please see the Financial Aid Handbook or the Financial Aid office for details.

FINANCIAL AID

Students receiving financial aid (scholarships and/or government loans) are responsible for the information in the Financial Aid Handbook. Questions regarding financial aid procedures and/or specific financial aid awards not answered in the Handbook should be directed to the Financial Aid office.

Students expecting to receive financial assistance from external institutions or organizations should make arrangements in advance to have the minimum payment in time for registration. If the church or agency cannot meet the financial requirements by registration, the student must meet those requirements.

STUDENT LOANS

Students are encouraged not to exceed a total government loan indebtedness of \$26,000 for the MDiv program or \$20,000 for the MA programs (these totals include outstanding undergraduate and graduate government loans). Students requesting a loan that will put them over \$26,000 for an MDiv degree or over \$20,000 for an MA or ThM degree will be required to meet with the Director of Financial Aid for debt counseling.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress measures both the quality and quantity of academic work. It is certified by successful completion of 70% of a student’s attempted, non-repeated course load.

- **Quality and Quantity.** Due to the nature of theological education, students are encouraged to gain ministerial experience during their training and to avoid accumulating debt while doing so. Students need time for that practical experience and to earn money. Students also are given specified time frames within which to complete their degrees (see specific degree descriptions for time frames). Students who take time off of school will not lose satisfactory academic progress as

long as they complete the required units in the specified time frames. These time frames begin with the first course which counts toward the student's degree. Consequently, the time frame for students with transfer credit begins with the semester in which the transfer coursework was taken. The only exception to the specific degree timeframes that will be routinely granted will apply to students who are out of the county for mission work and are unable to take courses. The degree time frames may be extended for an amount of time equal to the time the student spent doing that mission work.

Students who complete one degree and begin work on a subsequent degree will be judged to have begun a new degree (the qualitative and quantitative measurements below will begin anew with the start of the new degree[s]). Students who change degrees prior to completing the previous degree will be judged to have begun their degree with their initial course work.

- **Successful Course Completion.**
- **Students in all degree programs except DMin**—Successful completion of courses taken in the combined January/spring terms will determine satisfactory progress for the fall term. Successful completion of courses taken in the combined summer/fall terms will determine satisfactory progress for the spring term.
- **DMin students**—Successful completion will be checked annually after course completion to determine eligibility for scholarship for the following year.

To compute satisfactory academic progress, non-credit, remedial, and audit courses are not included in the course load. Courses with grades of P are successfully completed. **Successful completion** is defined as follows:

- MDiv, MAEM, MATS, MARC, MAWM, Certificate, and non-degree students must receive individual course grades of D or higher in each course with a combined term GPA of at least 2.25.
- MAC and MAET students must receive individual course grades of D or higher with a combined term GPA of at least 3.0.
- ThM and DMin students must receive individual course grades of B- or higher with a combined term GPA of at least 3.0.
- Grades of I, W, and F will be included in the combined course load and are not considered successfully completed courses.
- Transfer credit will not be included in qualitative work evaluated for Satisfactory Academic Progress. Only units earned at Covenant Seminary are used to calculate the grade point average.

Students who miss the 70% successful completion requirement due to grade of L in a course OR an inadequate grade (less than the GPA required for their degree) or withdrawal in their first attempt to complete any given required language course will not lose satisfactory academic progress for inadequacy or withdrawal in one (and only one) of these courses per semester. See the Financial Aid Director or the Registrar for further details.

A student not progressing toward completion of a degree in an appropriate manner (taking the appropriate courses for a degree, etc.) as determined by the Registrar shall become ineligible for financial aid. A student in his/her first semester of probation may keep his/her loan eligibility for that semester

with the permission of the Registrar and the Financial Aid Director. In some cases, students initially admitted on academic probation are eligible for financial aid.

Staff members pursuing degree completion within a timely fashion (as evidenced by completion of adequate hours to meet the time limit for the desired degree) will be subject to the normal satisfactory academic progress rules.

It is recommended that students meet with their academic advisor at least once a year to review progress toward their degree. For most students, this will occur during academic planning when they also preregister for courses in the upcoming year. Master of Theology students meet with the ThM director. Doctor of Ministry students are reviewed by the DMin director.

Loss of Eligibility. Students who fail to meet satisfactory academic progress requirements are ineligible for financial aid for the next semester. Students who were full-time in the semester when eligibility was lost must successfully complete a full-time semester of non-repeated work to be reinstated. Similarly, students who were half-time in the semester when eligibility was lost must successfully complete a half-time semester of non-repeated work to be reinstated.

If satisfactory academic progress is maintained for the requisite term(s), eligibility for financial aid may be reinstated for the following semester. Students are required to apply to the Financial Aid Director for reinstatement prior to registration for the semester in which financial aid is desired.

Appeals. Students wishing to appeal a ruling on unsatisfactory academic progress may do so in writing to the Academic Dean (through the Registrar). Appeals will only be granted in circumstances beyond the student's control (e.g., death of a family member, injury or illness of the student which resulted in missing more than two weeks of class) or in cases where the student has regained satisfactory progress prior to the implementation of unsatisfactory progress (pending receipt of final grades for all previous terms) or in cases of school error (beyond the student's control). Students also may appeal to the Chairman of Financial Aid Committee as a last resort.

If the Financial Aid Committee approves the exception, the student is allowed one additional semester of financial aid on Financial Aid Probation. Two conditions now apply:

- If, during the next semester, satisfactory academic progress is maintained, the student is removed from probationary status and is eligible to receive financial aid for the succeeding semester.
- If, during this semester of probation, satisfactory academic progress is not maintained, the student is ineligible to receive financial aid for the succeeding semester and must use his/her own financial resources until satisfactory academic progress requirements are met. The student must then reapply for financial aid.

VETERANS INFORMATION

Covenant Seminary is certified by the Veterans Administration as a school that veterans may attend with benefits. The terms of veteran enrollment, certification, progress, etc., are spelled out in detail on the Seminary website. All veterans' benefits are handled by the Registrar's office.

ACADEMIC LIFE

ACADEMIC ORIENTATION

Before each semester begins, academic orientation is required for all new students and those returning to Covenant Seminary after an absence. In addition to important information about the Covenant community and life, curriculum sequences are presented in detail for each degree program at academic orientation.

ATTENDANCE

Students are expected to attend all scheduled class sessions. Students who are excessively absent or tardy for class will have their grades lowered, may be placed on probation, or may be dismissed. Students in the last year of their studies who need to take two courses that are scheduled at the same time may apply for permission to tape up to half of each of the two courses.

Students who must be absent are encouraged to notify the professor prior to their absence and make arrangements for a classmate to tape that class.

COURSE NUMBERS

100 = Continuing Education course (not available for graduate credit)

200 = MA Core and Electives (not generally available for MDiv or ThM credit)*

300 = MDiv and MA Core Courses (not generally available for ThM credit)

400 = MDiv and MA Electives (not generally available for ThM credit)

500 = MDiv and MA Electives (with additional work, may be taken for ThM credit)

600 = MDiv and MA Exegetical Electives (courses have language prerequisites; with additional work, may be taken for ThM credit)

700 = ThM Courses (may generally be taken for D.Min. credit)

800 = DMin Courses (DMin students only)

* With permission, students may complete additional work to count a limited number of these courses for MDiv credit.

COURSE LOAD

MDiv, MATS, MAC, MAET, MAEM, MARC, MAWM and Certificate students normally carry 12 to 15 credit units each semester, although a load of 10 units is considered full time. Faculty permission is required to take more than 16 units in a semester. Students must complete 10 hours of study with a cumulative GPA of 3.0 to be eligible for more than 16 units.

MAET students enrolled for thesis supervision are not full time unless they are registered for the requisite 10 units per semester (including thesis units).

ThM students are full time when registered for either comprehensive exams, thesis research, or 8 units of course work (full-time status not to exceed two years). DMin students are full time when registered for 6 units per year (but not for student visa eligibility).

Students for whom English is a second language and who are living for the first time in a North American context may be required to reduce their loads and take English language courses if the faculty deems it necessary.

Covenant Seminary strongly encourages students to work to avoid incurring debt. Students who must work more than 15 hours a week may need to take a longer period to complete a degree. Required courses may be scheduled in the afternoon and evening, creating potential conflicts with work schedules.

COURSEWORK COMPLETION

Students who take a class for credit must complete all assigned work in a timely manner and will be assigned a grade for the course.

All course assignments are due the last day of the term's final examinations, unless required earlier by the professor. Work turned in after the semester deadline is penalized by one grade for every two days that the work is overdue. Assignments turned in late during the semester will be penalized by one grade per week. A faculty member may set deadlines beyond which assigned work will not be accepted.

CROSS-REGISTRATION

Covenant Seminary has cross-registration privileges with four other St. Louis-area seminaries: Concordia, Eden, Kenrick, and St. Louis University (through its Aquinas Institute). Students may register through Covenant Seminary to attend appropriate courses at these institutions with permission from Covenant Seminary's Registrar. Students must have completed 10 units of work at Covenant Seminary and be in good standing. Financial aid may not apply to cross-registered course units.

DISABLED STUDENTS

Students who have a disability that might prevent them from fully demonstrating their abilities should meet with the Registrar, Covenant Seminary's disabilities coordinator, as soon as possible. The Registrar will advise the student on disability verification and discuss any accommodations necessary to ensure full participation in class and the successful completion of course requirements.

All students requesting accommodations must provide the Registrar with evidence of professional evaluation of the disability, including specified assistance required.

Covenant Seminary provides designated parking spaces and open access to campus facilities for students with disabilities. Special seating arrangements may be made through the Registrar's office.

DROPPING OR CHANGING COURSES

Students may add, drop, or change courses without financial penalty before registration for each term.

Once registration is completed, a student wishing to withdraw from any course(s) or to make any other change in enrollment must apply in writing to the One-Stop Student Services office. No student will be allowed to add a course, change from one course to another, or change from audit to credit after the tenth class day in any semester (or a similar proportion for short courses). Intensive courses must be added prior to the beginning of the course.

Generally, a student may not withdraw from a course or change to audit after the end of the tenth week of the semester (or a similar proportion for short courses) without receiving an F. Students withdrawing from a course after the tenth class day may affect their satisfactory academic standing and thus may affect their financial aid eligibility in a future semester (see One-Stop Student Services office for details).

ENROLLMENT STATUS

Credit Enrollment. A unit of credit represents the amount of credit given for class attendance of a 50-minute period weekly throughout the semester. Students taking 10 credits should expect to be in the classroom for ten 50-minute periods per week. This may not be the case for special (e.g., weekend, concentrated) courses.

Audit Enrollment. Students who audit a course may not take exams or turn in assignments. They are simply in class to learn and will not be assigned a grade for the course. (See the “Auditors” section of this Handbook.)

LANGUAGE AUDIT POLICY

Generally students may not audit language courses to learn the language; however, students who have successfully completed or tested out of language courses may register to audit them for review subject to normal procedures for auditing a course. Students who are failing a language course on their first attempt to take it and who have permission from the Registrar and the professor may change status to audit after the mid-term (with written certification of failure from the professor). These students are expected to take quizzes and tests and continue to participate in the class. Students may also be asked to meet regularly with a tutor.

These students will be charged half price for the first course if they pre-register to take the course again. When the student re-takes the course, he/she will be charged half of the tuition rate for the class (effectively paying only one full credit charge for the combined total of the courses). Students contracting for this audit option will not be allowed to take the placement test for credit.

All students taking advantage of this policy must meet with the Registrar and sign a contract. Non-completion of the contract will cause the grade to revert back to an F.

FIELD EDUCATION PROGRAM

Covenant Seminary is committed to challenging students in professional training to engage in ministry while in seminary by making real-world applications of classroom instruction through Field Education. MDiv students must complete 300 hours of supervised Field Education, while MAEM, MARC and MAWM students complete 150 hours of Field Education. (MAC students complete supervised

internship.) Students can choose programs that fit career objectives or time constraints. Field Education also provides opportunities for students to learn from the local church, as they minister in conjunction with local sessions and diaconates in mercy, pastoral, educational and outreach ministries. The Field Education office assists students in satisfying this requirement by providing employment and internship opportunities for students seeking Field Education placement.

Students may also receive academic credit for Field Education work. (See the “Ministry Practicum” section of this Handbook or speak with the One-Stop Student Services office).

FINAL EXAMINATION

All final examinations are taken in specified classrooms during scheduled periods (usually 8:30–11:30 a.m. and 12:30–3:30 p.m. or scheduled evening exam sessions) on designated examination days. Students may take any exam during any scheduled periods.

Students who wish to take one or more exams early must gain the permission of each professor involved and the Associate Dean for Academic Services. Students will be charged \$30 per exam taken early.

Examinations include the following statement to be signed by each student taking the exam: “I have neither discussed this examination with anyone, nor will I discuss it until after the last examination period is over.” The integrity of an examination process with such convenience and flexibility depends upon honesty on the part of the students. Each exam’s signed statement reflects the need for such honesty. “Discussion” in this context means disclosure about the nature (long or short, hard or easy, etc.), form (essay, multiple choice, etc.) or content (specific questions, general ideas, etc.) of the exam. It also would be dishonest for a student who has taken the exam to advise another student how to study for the exam. No helps, including Bibles, are to be used during the exam unless noted on the exam. Other forms of dishonesty (e.g., cheating) also ought not to be done.

Examinations must be taken as scheduled unless the student is excused by the faculty member involved and the Associate Dean for Academic Services. An unexcused absence from a final examination will be counted as an F, with privilege of re-examination.

Students whose first language is not English may be permitted additional time equal to 150 percent of the ordinary time allotted for examinations. The student must begin the exam at the stated time (the privilege is not intended for students who arrive late; see the “English Language Skills” section of this Handbook). Evening finals sessions will not be extended to accommodate extra time for exams.

GRADING

Grade reports are available via the Portal approximately one month after the end of each term. (Paper copies may be requested at One-Stop Student Services). Neither grades nor transcripts will be released if the student has any past-due financial obligations to the Seminary or has not been officially admitted to the Seminary.

Grading System. A grade point measures quality assigned to, or withheld from, units of credit according to the following grade system:

A	4.0	Outstanding
A-	3.7	

B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Adequate
C-	1.7	
D	1.0	Marginal
F	0.0	Failure
AU	0.0	Audit only
I	0.0	Incomplete
L	0.0	Failure due to language deficiency
W	0.0	Withdrawn after the tenth day of class; can effect financial aid for following semester. See Satisfactory Academic Progress.

If students feel that a mistake has been made in the computation of their grade(s), they may appeal the grade. Appeals should be made first to the professor of the course(s). Further appeals may be made through the Associate Dean for Academic Services to the Vice President for Academic Administration. Appeals may be made no later than one semester after the course is finished.

Incompletes. A grade of I (Incomplete) indicates that the required work for the semester has not been completed due to circumstances beyond the student's control (such as illness). Students working a large number of hours, getting married, or having a baby (unless there are complications) should plan these circumstances into their schedules. Learning to manage time is an important part of preparation for ministry.

Students who fail to complete work on time or to make satisfactory arrangements to submit work late will be given the grade to which the work submitted entitles them. Instead of getting extensions of time to complete work, students who run into routine difficulties (ordinary illnesses, busyness, etc.) should complete as many courses as possible on time. In most cases, students who are behind in their work at the end of the term should simply turn in the work late and accept the penalty assigned by the instructor.

Students requesting an incomplete must complete an Application for Incomplete Grade (applications are available in the One-Stop Student Services office), secure the instructor's signature, and submit the completed form (with the instructor's signature) to the Associate Dean for Academic Services. Applications must be submitted and approved no later than the last day of the examination period for the course. Remaining work must be submitted to the instructor no later than five weeks after the end of the examination period for the course. Extensions beyond this five-week period must receive approval from the entire faculty. All remaining grades of I will be changed to F six weeks after the end of the course.

Incomplete grades prevent the Seminary from determining students' satisfactory academic progress and may prevent the processing of financial aid and student loans in time for the beginning of the next term.

Language Deficiency. A grade of L (Language Deficiency) may be given to a student enrolled in the first year of studies at Covenant Seminary for whom English is a second language. This grade indicates that the student has not satisfactorily completed the course due to inadequate English language skills. The grade of L is not counted in computing the GPA.

Repeating Courses. Covenant Seminary allows students to repeat courses in which they received a grade of C+ or lower. All grades earned will appear on the transcript, but only the highest grade (and its

corresponding units attempted) will be calculated in the cumulative grade point average. Financial Aid does not apply toward repeated course work.

ACADEMIC PROBATION

A limited number of students—no more than 10 percent in any program—may be accepted into Covenant Seminary with previous academic work that is substandard. Such students will be on academic probation for their first 15 credit units (9 credit units for DMin and ThM degrees). Students admitted on probation must earn the minimum GPA for their degree by the time they have completed 9 units of study and maintain that GPA during the remaining 6 units of admissions probation. Students who do not meet these criteria will be suspended from further academic work at Covenant Seminary.

A student is placed on academic probation at the end of any term in which the *cumulative* GPA falls below the minimum required for good standing in the particular degree program: 3.0/4.0 for MAET, MAC, ThM, and DMin; 2.25/4.0 for MDiv, MATS, MAEM, MARC, MAWM and Certificate. Any student whose *term* GPA falls below 1.7/4.0 (C-) will be placed on academic probation.

Students on academic probation who receive an unsatisfactory grade in a language class in the summer or January terms will remain on probation rather than being dismissed.

Academic probation is a warning that the quality of a student's work is not adequate to receive the desired degree. Students on academic probation are advised to limit extracurricular activity. Students will remain on academic probation as long as the *cumulative* GPA remains below the required level. If, while on probation, the *term* GPA falls below the required minimum, the student will be dismissed from further academic work at Covenant Seminary.

A dismissed student has the right to appeal to the faculty for reinstatement. If the faculty feels the student has potential to complete a program, re-entry on probation may be allowed. Students also may be placed on disciplinary probation for non-academic reasons.

ACADEMIC HONESTY

As part of our purpose to train servants of the triune God to walk with God in all of life, we expect godly integrity in academic work. God's covenant with His people calls for commitment to truth (in the ninth commandment). Because we live in that covenant and in community with one another, upholding truth is an essential duty. Applied to academic labors, this means that we accurately represent our work to others. Neither cheating nor plagiarism will be tolerated.

Plagiarism is presenting the ideas of others as if they were one's own. The ideas of others can be written or spoken, published or un-published. The presentation of those ideas can be in a quotation, a paraphrase, a summary, or as the idea behind one's own thoughts. Documentation always must give proper credit to the source of ideas, regardless of whether or not a professor requests footnotes and/or a bibliography.

Cheating in an academic environment means violating the rules under which papers, projects, and examinations are to be completed. Examples of cheating include, but are not limited to: using unauthorized sources for help on an exam, turning in the same paper or work for credit in different

courses without the professor(s)'s knowledge and approval, or taking answers or work from fellow classmates with or without their consent.

The first violation of these standards will result in failure of the assignment or test in question and could, depending on the work, result in failure of the course. A second violation will result in dismissal from the institution. See "Appendix A" of this Handbook for further explanation of and a tutorial on how to avoid academic dishonesty.

COPYRIGHT USAGE

Covenant Theological Seminary participates in an annual copyright license agreement for academic institutions that allows duplication for only printed materials related to coursework. This licensing agreement does not apply to digital materials including audio recordings and video recordings. Because Federal law prohibits the duplication of copyrighted materials, students may not reproduce copyrighted material unless it is printed material related to coursework. Students who violate copyright restrictions will be subject to federal laws and penalties in this area.

IDENTIFICATION CARDS

A picture identification card, which also serves as the student's library card, will be issued following the student's initial registration. Students who do not receive an ID card should contact the Library.

INDEPENDENT STUDY

All degree programs allow up to 6 units of independent study or ministry practicum (elective credit) under a faculty member's direction. To qualify, a student must:

1. Have completed at least 10 units.
2. Carry a GPA of 3.0 (students who are completing ministry practicum will be exempt from the 3.0 GPA requirement).
3. Obtain the permission of the Associate Dean for Academic Services (through One-Stop Student Services) and the supervising faculty member.
4. Pay an additional tutorial fee when not required for the degree program (i.e., ThM or DMin; OT600 Hebrew Reading and NT600 Greek Reading do not require a tutorial fee.)

Students may work on Independent Study prior to registering for the course with permission from the faculty member and the Associate Dean (through the Registrar). The course must be completed in the semester in which the student registers for the course. During that semester the student and faculty member meet at least monthly.

Independent Study includes four types of course work:

1. Greek or Hebrew reading (no tutorial fee; student normally translates around 10 chapters per credit hour).
2. ITS tape courses (with tutorial and materials fees; student completes course work).
3. Ministry Practicum (with tutorial fee; see "Ministry Practicum" section).
4. Research project (with tutorial fee; as a guideline, each unit of independent study credit requires approximately 1,000 pages of reading, with 1 page of written work for every 100 pages read).

INTERNATIONAL STUDENTS

Covenant Seminary welcomes students from other countries and cultures and invites applications from people serving the Church around the world. Completed applications should be sent no later than six months prior to the desired entry date, since additional steps are involved in processing international applicants.

Applicants from outside the United States must meet the U.S. Citizenship and Immigration Services (USCIS; formerly known as the Immigration and Naturalization Service, or INS) requirements and the standards of spiritual maturity and academic proficiency required of all students, including a North American bachelor's degree or its educational equivalent.

According to federal law, international students must demonstrate (documented) adequate resources to finance their education by providing official bank statements and letters from sponsors. This documentation of financial support must be submitted before student visa applications can be sent. Available scholarships apply only to tuition and do not cover housing, food, books or transportation costs.

Students with F-1 visa status must remain full-time while attending Covenant Seminary. According to USCIS guidelines, students with visa status other than F-1 may not enroll full-time. If students need to change the number of hours they are taking, they should first contact the International Student Advisor.

International students who have questions regarding student visas, changes to immigration status, or other immigration issues should contact the International Student Advisor.

ENGLISH LANGUAGE SKILLS

Prospective students for whom English is not their first language must take the Internet-based Test of English as a Foreign Language (TOEFL). For admission, Covenant Seminary requires a score of 84 (written, 21; speaking, 24; reading, 20; listening, 19). For information, visit the TOEFL Website at www.ets.org or write to TOEFL services, P.O. Box 6151, Princeton, NJ 08451, USA. (Covenant Seminary's TOEFL code number is 6141).

Students identified by the faculty as having weak English skills may be required to take courses in written and spoken English until their skills are judged to be adequate.

Students whose first language is not English may be permitted additional time equal to 150 percent of the ordinary time allotted for examinations. Students must begin the exam at the stated time (the privilege is not intended for students who arrive late). Students seeking additional time for in-class examinations normally must make arrangements with the instructor to take the examination outside of the regular class time.

MINISTRY PRACTICUM

Up to 6 units of ministry practicum may be earned at Covenant Seminary. Ministry Practicum is a form of Independent Study (see the "Independent Study" section). Course requirements are available from the One-Stop Student Services office. As a guideline, each credit unit requires 200–400 pages of reading, 75–150 hours of ministry and 10–15 pages of writing.

The following Ministry Practicum courses are offered: PT592 Ministry Practicum, EM592 Educational Ministries Practicum, CG592 Church Planting Practicum, WM592 World Mission Practicum, WM593 Cross-Cultural Mission Trip, MA491 Ministry Project (MATS), and DM892 DMin Practicum.

POST-DEGREE ENROLLMENT PRIVILEGES

Students wishing to pursue a subsequent degree at Covenant Seminary must apply through the Admissions office for admission to that degree program. Students who wish to take additional courses (whether for credit or as an auditor) and have not been enrolled in a degree program within the past year must apply for admission as a Special Student through the Admissions office. Students who have been enrolled in a degree program within the past year may apply for admission as a Special Student by submitting to One-Stop Student Services a petition addressed to the faculty.

Special Student status is good for one academic year and entitles the student to register for no more than 12 units (credit or audit), after which a new application or petition must be made. Work done as a Special Student will be added to the student's transcript, but is not normally applicable to a degree program.

Students currently enrolled in a degree program may take no more than 6 units beyond the work required for their program without permission of the faculty. Students who receive permission from the faculty to change degree programs are thereby granted permission to take whatever courses are needed to fulfill the requirements of that degree program. Students must consult with the Financial Aid office when changing degrees or taking additional credit hours as permission from the faculty does not ensure that scholarship will continue.

RE-ADMISSION

Students must reapply for admission to Covenant Seminary after two years of absence from the institution. Students who return to school after a period of non-enrollment may no longer qualify for financial aid (see the "Satisfactory Academic Progress" section above or check the Financial Aid Handbook).

SNOW DAYS

Information regarding seminary closure due to weather conditions is announced in the following ways:

- **The main seminary web site (www.covenantseminary.edu)** - If there is a change to the schedule there will be an announcement in the News section of the home page that reads "Campus Weather Alert!" Click the link to go to a page with more information.
- **The phone system** - Call the Seminary's main number (314-434-4044). The greeting will indicate if the schedule has changed due to weather.
- **Cell phone text messaging** - If you have opted into the Emergency Contact System, then you will receive a text message on your cell phone if there is to be a change in the Seminary's hours of operation. If you have not done so already, you may opt in to the program now by clicking on the "Emergency Contact System" link in the Portal and following the instructions.

- **Email** - If there is to be a change in the Seminary's hours of operation, an email notification will be sent to your primary email address.

If a "snow day" is called, the Seminary is closed and classes are cancelled for the day. If a "snow schedule" is called, the administration offices will open at 10:00 a.m. and classes will begin at 1:00 p.m. on Monday or 11:00 a.m. Tuesday through Friday.

The seminary does not close or observe a snow schedule during the final exam period in December.

The seminary does not close on account of snow during the intensive January term, but morning classes will begin at 9:30 a.m. if the seminary announces it is on snow schedule.

Whenever the Seminary is on snow schedule, staff should report at 10:00 a.m.

Evening class decisions are made by the Academic Dean and the faculty members teaching on the snow day. That decision will be posted on the seminary Web site by 3:00 p.m.

Library operations normally follow the class schedule, although the library may sometimes be open even when classes have been cancelled. If the seminary is on snow schedule, the library may not open until 10:00 a.m. Since the seminary does not close during finals or during January term, the library will normally be open during regularly announced hours. If you are unsure whether the library will be open, please call before making the trip.

STUDENT RIGHT TO PRIVACY

Covenant Seminary complies with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of students and gives students over 18 years old rights regarding the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Seminary received a request for review. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The rights to request amendment of education records that the student believes are inaccurate or misleading. The student should write the Registrar, clearly identifying the portion of the record that the student wishes to change and specifying what is inaccurate or misleading. If the Seminary decides not to amend the record as requested, the Seminary will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information in the student's education records, except when FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate educational interests.
 - a. School officials are people employed by the Seminary as administrators, supervisors, instructors, or support staff members; people serving on the Board of Trustees; people or companies with whom the Seminary has contracted to perform a special task (such as an attorney or auditor); or students serving on official committees, such as disciplinary or grievance committees, or assisting school officials in performing tasks.
 - b. School officials have a legitimate educational interest if they need to review an education record to fulfill their professional responsibilities.

Upon request, the Seminary discloses education records, without consent or notification to the student, to officials of another institution in which a student seeks or intends to enroll.

4. The Seminary also discloses directory information about a student. Directory information includes (but is not limited to): name, address, telephone number, e-mail, date and place of birth, spouse's name, home state, previous schools attended, denomination and presbytery affiliation (if any), number of hours completed, dates of attendance, photo, degree program and concentration, enrollment type (full-time, part-time, less than half-time), degrees and awards received with date of graduation. Information published in the student directory will be public through the publication of the next student directory, regardless of whether or not the student continues to be enrolled.

Individuals who take courses as part of our Lifetime of Ministry program will not be included in the directory.

5. Students who wish to keep all of their directory information confidential must notify the Registrar in writing no later than the end of the second week of the academic term.
6. Students have the right to file a complaint with the U.S. Department of Education alleging failure by the Seminary to comply with FERPA requirements. FERPA contact information is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Please contact the Registrar (the institution's FERPA officer) regarding FERPA issues.

STUDY LOAD

The Seminary estimates that for every hour of class, students will have approximately two hours of study outside of class (reading, writing, researching, memorizing, etc.). Courses with substantial memorization (notably languages, church history, and Bible content) require more time.

When planning schedules for work and ministry, students must factor in their study loads. These loads may require that the student reduce course units to maintain godly priorities.

Students in MAC internships experience a particularly heavy load. See the MAC program description for more information.

TRANSCRIPTS

Students who would like copies of their academic transcripts must submit a request form (located on the Seminary Website at <http://www.covenantseminary.edu/upload/49946b910a687.pdf>) or send a written request to the Registrar's office. The student's full name, current address and phone number, the years in which the student attended Covenant Seminary, whether the transcript needs to be official or unofficial, the complete name and address of the party to whom the transcript is to be sent, *the student's signature*, and the date are required. Transcript requests are normally honored within four working days. Minimum notice (in emergency situations only) is 24 hours.

Government regulations require a written request to release a transcript. E-mail requests are not acceptable. Faxed requests are acceptable. The first transcript is free; the cost for each subsequent

transcript is \$5.00. Students who request that a transcript be faxed or sent overnight will be billed for that service.

Some organizations providing tuition assistance require students to submit transcripts every semester. Students may submit a standing transcript request in a letter or a form available from One-Stop Student Services or the portal to have a transcript sent every semester. The student will be billed every semester for the cost of the transcript.

Transcripts will not be released if students have outstanding financial obligations to the Seminary.

TRANSFER CREDIT

Students transferring to Covenant Seminary from other institutions must provide official transcripts of previous academic work as part of the admission process. Due to the difficulty of evaluating a student's work at another institution, final evaluation will be made based on the student's first 15 units of work at Covenant Seminary.

Generally, transfer courses must have grades of B- or better from a graduate institution whose accreditation is recognized by the U.S. Department of Education. Courses must also fall within 9 years of graduation. The number of units that can be transferred varies by degree program.

Students attempting to transfer Greek or Hebrew credits must take a placement exam before the transfer credit will be accepted. Study guides for these exams are available from the Admissions or One-Stop Student Services offices.

A student normally will be excused from courses that parallel those taken at a previously attended accredited graduate institution with permission from the Associate Dean for Academic Services. Elective credit may be given for appropriate parallel study. In cases where course work done elsewhere is partially parallel, the instructor may allow partial class attendance and assign special research projects to fulfill the course requirements.

Students intending to transfer credits from Covenant Seminary to another institution must realize that acceptance of credit is entirely at the discretion of the receiving institution.

Calculation of a student's eligibility for financial aid includes satisfactory academic progress requirements for degree completion (see the "Satisfactory Academic Progress" section of this Handbook). Transfer credit taken several years earlier may jeopardize eligibility for financial aid.

WITHDRAWING FROM THE SEMINARY

Students withdrawing from the Seminary must notify One-Stop Student Services in writing. Students withdrawing before the semester ends who fail to notify One-Stop Student Services in writing will receive the grade to which their course work entitles them (usually "F") and will forfeit any refund that might otherwise have been available to them.

GRADUATION

APPLICATION FOR GRADUATION

In their next to the last term, students receive a graduation application from the Registrar's office which should be filled out and returned to that office as soon as possible. Graduating students who have not received an application by mid-semester should contact the Registrar. Graduates are billed a non-refundable graduation fee for each attempted graduation, whether they plan to attend the ceremony or not. Students should submit all graduation requirements and the graduation application before leaving St. Louis.

FALL COMPLETION

Covenant Seminary has only one commencement exercise, held in May, but issues diplomas for fall graduates in January. Students graduating in the fall are strongly encouraged to participate in the May graduation exercises.

DIPLOMAS

Prior to graduation, Covenant Seminary verifies each student's legal name, which will appear on the diploma. The school normally will defer to the student's preference on initials but reserves the right to decline nicknames on the diploma. Once that diploma is printed, the name on it is a permanent record and will not be subsequently amended (unless it was printed incorrectly).

STUDENT REQUIREMENTS TO RECEIVE DIPLOMAS

Students wishing to graduate must complete the following requirements:

1. Successful completion of degree requirements.
2. Elimination of any outstanding financial obligations to the Seminary.
3. Exit survey.
4. Lamb Fund exit interview (if applicable).
5. Financial Aid exit interview (if applicable).
6. Thesis completion and approval (for all MAET, DMin and some ThM students)
7. Capstone completion and approval (for all MARC, MAWM, MAEM and appropriate MATS students).
8. Field education (for MDiv, MAEM, MARC and MAWM students). MDiv students must complete 300 hours of supervised field education; MAEM, MARC and MAWM students must complete 150 hours.

REGALIA

According to the information on the student's graduation application, the Registrar's office will provide a cap, gown, and academic hood (if applicable) for each student. The day after graduation, students must return their cap, gown, and academic hood (if applicable) to the One-Stop Student Services office. Once the regalia have been returned and all other requirements have been met (see above), the diploma will be awarded.

Degree program graduates who would like to purchase an academic hood may contact the Registrar's office for contact information for an individual who makes academic hoods.

COMMENCEMENT

Graduating students are expected to attend the baccalaureate and commencement exercises. Covenant Seminary provides appropriate academic dress. Students with outstanding financial obligations to the Seminary will not be allowed to participate in commencement exercises.

GRADUATION HONORS

Students in the MATS, MAEM, MAC, MAET, MARC, MAWM and MDiv programs who achieve a 3.55 cumulative GPA will graduate cum laude; 3.75, magna cum laude; 3.90, with faculty action, summa cum laude. ThM degree candidates will graduate with honors only by special faculty action. Honors appear on the student's diploma and transcript.

Each year at commencement the faculty recognizes special achievements of graduating students with the following awards:

- **The Robert G. Rayburn Homiletics Award** is given to the graduating senior who best represents Covenant Seminary's tradition of excellence in preaching.
- **The J. Oliver Buswell Theology Prize** of a significant evangelical publication furnished by Baker Book House is given to the graduating senior deemed worthy of special recognition for work in historical or systematic theology.
- **The R. Laird Harris Award in Exegesis** is given to the graduating student deemed worthy of special recognition for work in biblical exegesis.
- **The Belz Christian Education Award** is given in memory of the Rev. Max Belz, pastor and Christian education advocate, to a student who has demonstrated special zeal and competence in the field of educational ministry.
- **A Grant for Graduate Theological Studies** of \$1000 is given to a graduating student(s) deemed worthy in terms of academic ability, financial need and consistent Christian character and testimony. Only graduating students who hold to Covenant Seminary's doctrinal standards and who have been accepted into a graduate program of theological studies may receive the award. Interested students should apply in writing to the Vice President for Academic Administration by March 1. Forms for this grant are in the Dean's office. The award is good for the following academic year.

CAMPUS LIFE

COMMUNITY GROWTH IN GRACE

Covenant Theological Seminary’s mission—*“to train servants of the triune God to walk with God, to interpret and communicate God’s Word and to lead God’s people”*—unfolds both outside and inside the classroom. Growth in Christ-likeness (Rom. 8:29) takes place in the context of a corporate community of believers through meaningful relationships in formal and informal settings. Students are encouraged to participate as much as possible in the following campus-wide and small group community experiences.

CHAPEL

Chapel services take place from 10 to 10:45 a.m. every Tuesday and Friday during the regular school year. Chapel is a regular time to gather for community-wide worship, prayer, and teaching. Professors, local pastors, or distinguished guests preach while students lead worship. Ordinarily, chapel is formatted as a worship service, but on occasion the time is used for topical presentations and information sharing of a more informal nature. When chapel services are worship services, they include aspects of worship as represented in a variety of PCA churches. In a seminary setting with a limited time frame, not all of the elements of a formal worship service are included in every service. While the Seminary is not a local church, as the denominational seminary of the PCA it is under the oversight of a Board of Trustees made up of PCA teaching and ruling elders.

CAMPUS DAY

One day each spring semester, classes are suspended for the Seminary community to join together to enhance the beauty and usability of the campus and its buildings. Many projects done on this day would not otherwise be possible. Lunch is provided for all workers.

Campus Day is an expression of the body of Christ since each project crew must work together to accomplish its task. Each team is a group of “servants” doing tasks coordinated by a “leader.” With many teams working simultaneously on different projects, the campus is improved in a few short hours.

An added benefit of participating in Campus Day is a much needed mental break for students, faculty, and staff, for as the Bible reminds us, “much study wearies the body” (Eccl. 12:12).

COVENANT GROUPS

Covenant Groups form at the beginning of each fall and spring semester and meet weekly throughout the academic year. In each group, students and a faculty and/or staff member share testimonies of praise, personal needs, and struggles with the purpose of encouraging and praying for one another. This opportunity to create long-lasting friendships with other students, faculty, and staff is strongly recommended.

First-year MDiv students will be assigned to a Covenant Group through their Covenant Theology I and Covenant Theology II classes. First-year MAEM students will be assigned to a Covenant Group through their Educational Foundations class. Other students may select a group of their choice. Covenant

Groups meet either on Wednesdays or Thursdays from 10 to 10:45 a.m. Some groups have a special focus such as missions, military ministry, or counseling.

DAY OF PRAYER

Each semester, the Seminary holds a Day of Prayer when classes are suspended and students, faculty, and staff meet in the chapel for prayer and worship. After a brief message from a speaker, there are sessions of individual prayer, small group prayer for individual needs, and corporate prayer for the community as a whole, as well as for needs around the world. A community lunch provided by the Seminary follows.

Day of Prayer is an important time of renewed perspective and focus on God. The Seminary family is encouraged to participate in the Day of Prayer; doing so, even under the pressures of study, work, and family, helps form habits of prayer that will be beneficial for the future pressures of ministry.

FAMILY NURTURE

Covenant Seminary takes seriously the privilege and responsibility of helping to prepare future pastors and ministry leaders and their families. The Seminary understands that when the Lord calls a married student into ministry He calls the entire family as well. Through our Family Nurture Program, we offer a variety of opportunities for support groups, fellowship, learning, and general preparation for the joys and challenges that ministry brings to a family. We also provide childcare for selected classes as well as our Mothers Morning Out and Parents Night Out programs.

MINISTRY LUNCHESES

Ministry lunches take place on Tuesdays and Thursdays from 12:30 to 1:30 p.m. and sometimes on Fridays from 12:20 to 12:55 p.m. These gatherings give students an opportunity to hear various speakers and panel discussions on topics that relate seminary studies to life and ministry.

CAMPUS PICNICS

Students, staff, and faculty enjoy food and fellowship at our picnics, held throughout the school year and over the summer.

SPIRITUAL FORMATION

Throughout the year there are informal opportunities for growing in the grace and knowledge of Christ. Please watch the *Courier* for announcements or contact Student Life.

CAMPUS COMMUNICATIONS

BULLETIN BOARDS AND SIGNS

Each campus bulletin board has a designated function. In Edwards Hall there are bulletin boards for Field Education, Job Opportunities, Local/Regional Events and Items for Sale. In the Community Center there is a Student Life Bulletin Board posting campus monthly events. The large bulletin boards near the Community Center present information and challenges from Student Mission Fellowship, the Archaeology Club, and International Students.

Ads or notices are placed on the bulletin boards by bringing them to the Student Life office.

COVENANT COURIER

The *Covenant Courier* is one of the Seminary's primary information vehicles. The Courier, published each Monday during the regular semesters, is available on the student portal. The Seminary communicates registration, academic, financial aid and community life information via the *Courier*. Students are encouraged to read and contribute to the Courier. All material should be submitted to Student Life in writing by noon on Wednesdays. Student Life reserves the right to edit all material submitted.

MAIL

Student mailboxes are Seminary property. On-campus credit students are assigned a numbered box which remains theirs as long as they actively pursue seminary studies. Outgoing mail can be placed in the marked box near the Edwards Hall kitchen and is picked up early each morning and mid-afternoon. Any distribution of circulars to the student body or placing of unaddressed materials in mailboxes or in the mailrooms must be approved by Student Life. The Seminary, through Student Life, reserves the right to control or limit placement of such materials.

Apartment and on-campus residents receive and send mail through mailboxes in the lobbies of their buildings. All residents must submit a change of address card to the Post Office prior to moving out of their apartments. Student papers will be returned in class. This material will be destroyed no sooner than a week after the term. Prior to the end of the term, non-returning students may make arrangements with the Faculty Secretary to return papers.

Anything in a student's box is personal property and may not be removed by anyone else. As a precaution, we suggest that mailboxes be checked regularly, particularly before weekends. Mailboxes should not be used for valuables. Covenant Seminary reserves the right to clean the accumulated mail out of overflowing boxes.

PUBLIC TELEPHONES

Students may make free local calls outside the Seminary on phones in the following areas:

1. The stairwell of the Chapel.

2. The bottom of the stairs in the Library.
3. The small room across the hall from Edwards 11.
4. Edwards Hall by the Community Center.
5. The hallway upstairs in Edwards Hall across from the guest rooms.
6. The small hallway just outside room B111 in the Library.

STUDENT PORTAL

Covenant Seminary maintains a student portal to allow electronic access to seminary announcements and communications. The portal is a primary communication tool for the administration to reach students with important information. Through the portal, students have access to academic planning, online registration, course work, tests, online forums for course discussion, grades, billing, schedules, semester calendars, the student pictorial directory, chapel messages, Bible Content information, community announcements, Field Education and more. Students are expected to check the portal regularly to access various resources there. The portal is available at:

<http://portal.covenantseminary.edu>.

SERVICES

BOOKSTORE

Hours:

Fall and Spring Semesters

Mon- Fri	8 a.m. – 6 p.m.
Sat.	9:30 a.m. – 2:30 p.m.

Jan-term and Summer Semesters

Mon – Fri	8 a.m. - 6 p.m.
Sat	9:30 a.m. - 2:30 p.m.

CAMPUS HOUSING

Covenant Seminary housing is available to students enrolled, registered and pursuing full-time seminary studies (10 units for most students or 8 units for ThM students). Students in their last year of study prior to graduation may be less than full-time and still retain their housing and financial aid. Normally, students dropping below full-time must leave Seminary housing within 30 days.

COUNSELING

Second-year counseling students offer counseling services at no charge to the student body. Internship students are supervised by counseling faculty and confidentiality is assured. Students interested in this service should contact the counseling department.

FREE STORE

Students may obtain clothing and children's toys without charge from the Free Store, located in the basement of Edwards Hall. Friends of the Seminary have donated these items for students. The Free Store is operated by Student Life during specified hours each week.

GUEST ROOMS

Guest rooms are available to the Seminary community for a nominal fee. Priority for these rooms is given to official guests of the Seminary. Students wishing to reserve a room for family or friends must contact the Admissions office. Reservations will only be confirmed 48 hours prior to the reservation date. Because of this, it is a good idea to have alternate arrangements in case the reservation cannot be confirmed.

LIBRARY

In addition to the use of our own Buswell Library, Covenant Seminary has arrangements to allow students to borrow materials from many libraries in St. Louis, across the state and beyond. Please ask a librarian for information on these and other services available. Library information is available on the Library website (<http://library.covenantseminary.edu>).

Semester Hours*:

Mon., Tues., Thurs	8 a.m.–10 p.m.
Wed., Fri.	8 a.m. – 6 p.m.
Sat.	10 a.m.–6 p.m.
Sun.	Closed

Summer* Hours:

Mon., Thurs.	8 a.m.–8 p.m.
Tues., Wed., Fri.	8 a.m.–5 p.m.
Saturday, Sunday	Closed

Library Cards. The library card is the student identification card, issued after initial registration. Students who did not receive a card should speak with a librarian. The library card *must* be presented whenever checking out materials.

Borrowing Items. Materials check out for the following periods:

- Books: 3 weeks (plus 2 renewals of 3 weeks each)
- New Books: 1 week (no renewals)
- A/V: 2 weeks (plus 1 renewal for an additional week)
- Digital Audio Recorders: 3 days
- DVD Video Cameras: 3 days
- Small Lockers: 2 weeks

Students may see what they have checked out by accessing the Library's catalog online, clicking "view your library account" at the bottom left, and entering their name and student ID card number (the entire thing, without spaces).

Fines charged for overdue materials are 5¢ per day for the first two weeks, and 25¢ per day for the next two weeks. Fines for new books are \$1 per day. After 4 weeks, a replacement bill for the item is sent. The charge for replacing a Covenant Seminary Library book is \$40 plus a \$5 billing fee. If the cost of the book is greater than \$40, the charge is the cost of the book. The charge for replacing a cassette tape is \$15 plus a \$5 billing fee. If the cost of the cassette is greater than \$15, the charge is the cost of the cassette.

The charge for replacing a MOBIUS book (see below) is \$100 plus a \$20 billing fee. If the cost of the book is greater than \$100, the charge will be the cost of the book.

Reserves. Students can see what is on reserve for each professor and course by using the “course reserves” selections at the bottom right of the Library’s catalog online. Reserve materials check out for the following periods (the number of renewals allowed is in parenthesis).

- 3 hours (plus 2 renewals of 1 hour each)
- *Overnight* (due back 1 hour after opening the next day that the Library is open)
- 2 days
- 3 days
- 1 week

Fines charged for overdue reserve materials are 50¢ per hour for 3-Hour and Overnight Reserves and \$2 per day for 2-day, 3-day and 1-week reserves.

MOBIUS. MOBIUS is a consortium of over 60 academic libraries across Missouri that have agreed to share books with one another. By using the MOBIUS Union Catalog, you can search the collections of all member libraries simultaneously and request books to be delivered either at Covenant Seminary or at the MOBIUS institution of your choice. Thanks to the MOBIUS courier service, delivery usually takes only 2 or 3 business days. Students may also visit any MOBIUS member library to check out books with a current Covenant Seminary ID.

MOBIUS members include other theological schools (Eden Seminary, Kenrick-Glennon Seminary), small to mid-sized private colleges and universities (Maryville University, Lindenwood University), large research universities (St. Louis University, Washington University) and all of the University of Missouri campuses. This diversity means that you have an extensive collection available to you.

Internet Access & Computer Lab. Buswell Library is equipped with wireless Internet access throughout. IT Services provides computers for student use in 2 rooms in the Library’s lower level. These computers are equipped with Internet access, Microsoft Office, and some additional programs. There is no fee for use of the computers, except 10¢ per printed page.

Lockers. The Library has 16 small lockers and 12 large lockers available for public use located in the lounge. The small lockers may be checked out at no cost for two weeks at a time for storage of personal belongings. The large lockers may be rented on a semester basis for a fee. Library materials placed in a locker must be checked out.

Carrels. Carrels are reserved only for ThM or other students working on a thesis, or for those with demonstrated need. Reserved carrels are marked. All other carrels are open for use by anyone.

Other. Drinks are permitted in the Library but only in cups or mugs with lids. Food is prohibited.

THE SCRIBE

The Scribe is Covenant Seminary's resource center for theological writing. Both in seminary and in future ministry, students will spend many hours communicating God's truth to His people through reading, writing, and speaking. The Scribe promotes the practice of writing in the Covenant community by:

- Offering one-to-one and small group tutorial sessions with writing consultants.
- Developing resources to support student writers.
- Exploring and advancing the role of writing in theological contexts.

LOUNGE

The student lounge in Edwards Hall provides a comfortable setting for relaxing, reading, studying, conversations, or even informal meetings.

EDWARDS COMMUNITY CENTER

The lunchroom in Edwards Hall is open each day from 7 a.m. to 10 p.m. for studying, socializing, and eating. Snack food items are available from the vending machines located there. Students may also use the refrigerator, ice machine and microwave ovens located there.

ONE-STOP STUDENT SERVICES

One-Stop Student Services gives students one office on the second floor of Founders Hall in which to transact business with the seminary. It houses Financial Aid, the Registrar's Office, the Business Office and Student Life. One-Stop Student Services is open from 8 a.m. through 4:30 p.m. Monday through Friday and by appointment only in the evenings. The office will be closed during Chapel (10-11 a.m. on Tuesdays and Fridays).

STUDENT EMPLOYMENT

Student Life serves as a resource for current students and spouses seeking full- or part-time employment. The Employment Opportunities Bulletin Board in Edwards Hall includes information on full- and part-time employment (both ministerial and non-ministerial) in the St. Louis area. The bulletin board is located near the Rivendell coffee shop in the Community Center.

PLACEMENT

Covenant is committed to seeing graduating seniors placed successfully. We treat the placement process as an organic continuation of the living-learning community of Covenant. In addition to the Candidating and Transitioning class, the Placement Office is available to help students with resume construction, skill assessment, job evaluation and salary negotiations. Jobs submitted to the seminary will be available on the student and alumni portals and are updated weekly. Churches also regularly call the seminary with information on future openings not publicized elsewhere.

While many of the positions of which the seminary is aware are connected with the PCA, the seminary is ready and willing to respond to, connect with and seek out ministerial opportunities for non-PCA students. Students are encouraged to take pre-placement steps throughout their seminary studies, and actively begin their placement search a minimum of 9 months before desired placement. Please contact the Placement Office for more information or to set up a meeting.

RECREATION

Seminary recreational facilities include a basketball court behind Edwards Hall, available to students and their families during daylight hours. Additionally, the Seminary has a playground for children located behind Edwards Hall, including a picnic pavilion.

RIVENDELL COFFEE SHOP

The campus coffee shop is located in the Community Center and serves coffee, snacks, sandwiches, and other beverages. Hours vary with the academic schedule.

VOTER REGISTRATION

Students who are Missouri residents may register to vote at Student Life. Students are encouraged to exercise their national responsibility to vote in all elections.

STUDENT LIFE

STUDENT COUNCIL

Student Council is an elected body created to serve students by identifying and seeking to meet the needs of the student body. This Seminary-sponsored organization of student government meets with the Vice President for Student Development to organize social events, monitor the Student Counsel budget and disburse funds for each student organization.

Elected each year by the student body, the council consists of four executive offices, and eight representatives (one from each MDiv class, one from among the students in each of the other degree programs, one from among the international students and one from among the women students). Student Council also serves as a representative voice to the Administration and faculty.

STUDENT CONCERNS

The administration, in consultation with Student Council, established processes for resolving concerns or complaints that students may have with the Seminary, either personally or administratively. For student concerns, the administration created an Ad Hoc Student Concerns Committee. An International Student Concerns Committee also has been established to handle unique international student experiences. Both committees include administration and faculty representatives (and student representatives when appropriate; see note below).

The Seminary created this standard process to resolve concerns or grievances that develop as we live together. Exceptions to the standard process are delineated below.

The standard process is as follows:

1. Should a grievance arise, first approach the other(s) involved to try to resolve the situation privately in accordance with Matthew 18.
2. If no resolution is reached, discuss the situation with the Vice President for Student Development to develop a plan for resolving the problem. To file a formal complaint, the student must submit the complaint in writing to the Vice President for Student Development. No adverse action will be taken against a student for filing a formal complaint.
3. If there is still no resolution, or if a formal complaint is filed, the problem will be heard by either the Student Concerns Committee or International Student Concerns Committee within 14 days of the formal complaint filing. The Vice President for Student Development will serve as the chairman of the committee. He will appoint appropriate faculty and student representatives for each situation heard by a committee. The committee shall not be composed of individuals directly involved in the alleged problem. The committee hearing the case will make recommendations to the administration for final resolution. Within seven days of the committee hearing, the Vice President for Student Development will notify the student of the final resolution. If the Vice President for Student Development is directly involved in the alleged problem, the President shall appoint a temporary chairman of the committee who shall deliver the final determination in writing to the student.

Note: Since full hearing of a problem may involve sharing legally confidential information, parties are not at liberty to engage in full discussion until the student making the complaint signs an information release allowing for discussion of such matters before the committee.

Other informal avenues of resolution may be pursued. Generally, concerns which are community-wide may be addressed to the Student Council through its officers or representatives. They will be able to direct the student's concern through the appropriate channels.

Concerns with a faculty member may be addressed to the Vice President for Academic Administration, assuming the student is unable first to resolve the issue privately with the faculty member.

For any other matters that are not covered by this process, the Vice President for Student Development is available for consultation.

STUDENT DISCIPLINE

Students are expected to maintain the highest standards of Christian conduct while attending Covenant Seminary. Students whose conduct becomes problematic may be referred to Student Council for advice or to appropriate faculty and administrative offices for counsel or correction. Vice President for Student Development is responsible for oversight of student. Matters related to academic discipline should be referred to the Vice President for Academic Administration. Serious breaches of moral behavior or ethical standards may result in the student being required to leave the Seminary and/or forfeit a degree otherwise earned.

Personal and spiritual maturities as well as academic attainment bear on recommendation for placement of ministry-oriented students.

The investigative and adjudicatory process for students whose behavior appears to be in violation of Seminary standards is as follows:

1. The Vice President for Student Development will discuss the problem with the student(s) involved. This discussion will investigate the facts to determine a possible course of action to correct the problem, offer counsel, and determine whether to solicit advice from additional Seminary faculty/staff. The Vice President for Student Development shall then determine the appropriate disciplinary actions/steps.
2. If the matter cannot be resolved by the Vice President for Student Development, the student or Vice President for Student Development may request that the situation be reviewed by the Student Disciplinary Committee (described below), and a written summary of charges will be prepared. The committee will hear the case within 14 calendar days (when school is in session) from the initial committee review. The student will be informed of the committee hearing date within 3 days (when school is in session) of the initial committee review. The student is expected to attend the committee hearing. Any information known to committee members about the student that might be relevant should be discussed with the student present, giving opportunity for explanation. Other students may be present if the involved student so desires and signs appropriate release of information documents. The committee, upon hearing the pertinent facts from the involved parties, will recommend appropriate action to the Vice President for Student Development, who will take the final action he deems appropriate, subject to the review and approval of the President.
3. The Vice President for Student Development will inform the student in writing. The report will include a summary of the charges, the findings of the committee and the specific actions taken by the Vice President for Student Development. A copy of the report will be forwarded to the student's permanent record, the Vice President for Academic Administration and the Student Council. Student Council shall maintain a confidential file of the committee reports.
4. The Student Disciplinary Committee will be a standing committee. Its members shall be composed of the Vice President for Student Development (Chairman), the Vice President for Academic Administration, a faculty representative, a representative of Student Council and a student at large. Student representatives are expected to keep details of committee deliberations confidential and must sign a pledge of confidentiality to this effect. Committee members shall be appointed by the President for a maximum of two years (except the Vice President for Student Development and the Vice President for Academic Administration). If a member(s) is unavailable (preventing the timely processing of a situation), the President may choose a temporary replacement for the absent member(s).

DRUGS, ALCOHOL AND SECURITY

The Seminary prohibits the unlawful possession, use, or distribution of illicit drugs by students and employees. The Seminary, through its security department, will involve local law enforcement officials for suspected illegal drug violations on the school's property or at school activities. Any student charged with possession, use or distribution of illegal drugs will be immediately placed on disciplinary probation pending legal outcome of the charge. If a student is found guilty, the student will be suspended for a time period to be determined in relationship to the seriousness of the offense. Readmission after such an offense must involve evidence of genuine repentance with a disciplinary probationary status for at least one semester. Other consequences, such as non-recommendation for placement and non-awarding of degrees, also could result

The Seminary believes that, in view of the widespread abuse of alcohol in our culture, the corporate life of the Seminary community is not enhanced by the use of alcoholic beverages. Hence, the Seminary community discourages student possession of alcoholic beverages on campus and explicitly prohibits the consumption of alcoholic beverages in public areas on campus. This policy is in keeping with the advice

of the 1980 and 1983 General Assemblies of the Presbyterian Church in America, stating that, although requiring total abstinence “would go beyond the requirements of Scripture,” the requirements of “love and wisdom . . . may lead to individual decisions to curb or refrain from the use” of alcohol. Students found guilty of violating the explicit prohibitions of this paragraph will be subject to a \$200 fine and placed on disciplinary probation for one semester. A second offense will result in a one-semester suspension with mandatory counseling before readmission is considered.

In compliance with federal regulations, the Seminary makes available specific information regarding drug and alcohol use and campus security (Campus Crime Report) via the website at www.covenantseminary.edu/pdf/crimerpt.pdf. A physical copy of this information is available upon request through the Physical Plant or Financial Aid offices. The Campus Crime Report includes a description of sanctions under local, state, and federal law for possession, use, and distribution of illicit drugs and alcohol. The document also includes a description of the health risks involved.

Students convicted of drug use or possession may lose eligibility for student loans. See the Financial Aid Director for details.

Students requiring emergency assistance are encouraged to call the following numbers:

- 911 for all life-threatening emergencies. This number will reach local police, fire and paramedic personnel quickly. Once you have reached these resources, please also call 392-4111 to alert the campus security to your need.
- 392-4111 for non-life-threatening emergencies. This number will reach campus security personnel quickly.

Students wishing to report missing persons in the Covenant community should use the numbers mentioned above.

PROPER DRESS

Students are expected to dress in a way that reflects the proper dignity and modesty of a servant of the Lord.

PARKING AND DRIVING

While driving on campus, please ***watch for small children.***

Parking stickers must be attached inside the vehicle’s front window on the driver’s side. Parking areas designated for faculty, staff, visitors and disabled students must be available to them by 7:30 a.m. each work day. Student parking is limited to unassigned spaces in the Administration lot, the lower lot in front of the 441 Covenant Lane apartment building and the lot at the Seminary entrance off of North Outer 40 Drive.

The primary parking regulation is common sense. Please park in paved spaces that are marked by a parking block. During normal working hours spaces marked “Admin,” “Faculty/Staff,” and “Visitors” are not spaces for students. “Guest Room” and “Mail Van” parking is not available to students at any time. It is illegal to park in spaces designated for the handicapped unless you are handicapped (enforced by Creve Coeur police). During normal campus activities there should be enough spaces on campus; therefore, parking in the grass is not permitted (exceptions are made for special events when all lots are filled).

Car troubles do occur. You must remove your car within four weeks if it breaks down on campus. Major repair work should not be done in the parking lots, but should be done off campus.

Campus Speeding Policy: Full-time Seminary employees may note the license plate number and make of any car exceeding the posted speed limit on campus. This information will be reported to the Safety Officer. Student offenders will receive a written warning in their mailbox on the first occurrence. Student workers and staff will also be counseled by their immediate supervisor.

A \$20 fine will be levied against the driver if for a second occurrence. If the offender is a student, the fine will be charged to the student's account, and the student will be counseled by the Vice President for Student Development. If the offender is a staff or faculty member or student worker, the offender must pay the fine in person in the Business Office, where he or she will be counseled by the Vice President for Business Administration. Unpaid fines will double every 30 days. If a Seminary vehicle is involved in a speeding incident on or off campus, the driver will not be allowed to operate Seminary vehicles for a period to be determined by the Safety Officer.

A third occurrence of speeding will result in the loss of parking privileges on campus (revocation period to be determined by the Safety Officer). An auto found on campus during a revocation period will be towed, at the owner's expense, by the Creve Coeur Police Department.

SEXUAL CONDUCT

Covenant Seminary affirms that all persons, male and female, are created in the image of God, and therefore deserve to be treated with respect, honor and love. Jesus Christ provides the supreme model for Christian relationships, treating others with love and purity. Sexuality is a good gift of God that enhances the whole of life, yet Scripture expressly limits the expression of sexual intimacy to heterosexual, monogamous marriage. Violation of marriage vows by unfaithfulness or unbiblical divorce displeases God and damages others. Sexual intimacy outside marriage violates God's standards, as may words, attitudes and thoughts (e.g., pornography);¹ therefore, sexual harassment is sin, and one which is viewed in society as discrimination prohibited by federal law.²

Sexual misconduct and sexual harassment violate the life of the community. Further, when they involve or become known to those outside the Seminary, they dishonor the name of Christ and of the Seminary; therefore, these sins will be viewed as serious offenses which will be subject to appropriate disciplinary and other measures.

Sexual misconduct or harassment allegations will be treated as any other allegation of serious misconduct. Complaints will be investigated immediately and thoroughly. If it is determined that sexual misconduct or harassment has occurred, prompt and appropriate disciplinary action will be taken, up to and including termination (of an employee) and/or expulsion (of a student). The Seminary will not retaliate or permit retaliation (including termination of employment) for bringing an allegation of sexual harassment or misconduct in good faith (i.e., not frivolously, maliciously, or with vengeful intent).

¹ Specific scriptural references are available on request. The Seminary's understanding of Scripture on these matters is summarized in the doctrinal standards to which it and its parent denomination (the Presbyterian Church in America) subscribe, the Westminster Confession of Faith (XXIV), the Larger Catechism (questions 137–139), and the Shorter Catechism (questions 70–72).

² E.g., Title VII, Civil Rights Act (1964); Title IX, Education Amendments (1972); Civil Rights Act (1991).

Definitions. Sexual misconduct includes any violation of scriptural standards for sexual conduct and faithfulness to one's spouse (if married). Examples include, but are not limited to:

1. Intimate sexual activity with and/or deep emotional attachment to a person other than one's legitimate spouse.
2. Intimate sexual activity by unmarried persons.
3. Sexual abuse of children.
4. Unbiblical separation or divorce and/or remarriage.
5. Collection, viewing or use of pornography.
6. Homosexual sexual activity.
7. Sexual harassment.

Sexual misconduct is treated as other misconduct under the faculty, staff and student manuals.

Sexual harassment includes any form of unwelcome or nonconsensual sexual advance, request for sexual favors or other verbal or physical contact of a sexual nature, when: 1) submission to such conduct is made explicitly or implicitly a condition of employment or academic standing; 2) submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades or advancement; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or learning environment. It may include, but is not limited to:

1. Jokes, comments, verbal "kidding" or abuse that is sexually-oriented.
2. Suggestive, inappropriate or graphic comments about a person's body, appearance or actions.
3. Sexually suggestive gestures or actions, including physical actions such as patting, pinching, constant brushing against another's body or blocking another's movement.
4. Subtle pressure for sexual activity or demands for sexual favors, whether or not accompanied by promise of reward or threat of punishment.
5. Sexual assault and/or rape.
6. Condoning any of the above.

Procedures for Complaints of Sexual Harassment A complaint may be brought to the Vice President of Student Development (if the accuser is a student) or one's own supervisor (if the accuser is an employee). It may be useful to provide a written statement giving details about the behavior or indecent(s). In special situations (e.g., the supervisor is the alleged offender), a report may be brought to an Administrator. The Seminary representative receiving the complaint will be responsible to:

1. Obtain from the accuser(s) a complete written statement detailing the alleged offense(s).
2. Assure the accuser(s) that the matter will be taken seriously and treated as confidentially as possible, and that there will be no retaliation in response to allegations brought in good faith.
3. Encourage the accuser(s) to notify the police if the offense appears to be of a criminal nature.
4. Offer to make available appropriate counseling and pastoral care.
5. The supervisor (or Administrator) shall review the situation, including interviewing all parties involved, to determine the facts and develop an appropriate action plan.
6. If the action plan satisfactorily resolves the issue, submit to the President's office a sealed summary of the matter.

In the event that the complaint is not resolved by the fulfillment of the action plan or the employee (or student) is not satisfied with the action plan or its progress, the complaint should be brought to the Chief Operations Officer (if the accused is an employee); to the Vice President of Student Development (if the accused is a student) or to the President (only if either of these should be unable to act). The Administrator shall be responsible to:

1. Notify the Seminary's legal counsel (through the Vice President for Business Administration) and the President that a complaint is under investigation;
2. Arrange to minimize job-related or other necessary contact between the parties until the situation is resolved; underscore the importance of working within these limits and that in no case should conversations about the matter occur without the presence of a responsible third party.
3. Encourage the accused to provide a written response to the allegations (for clarity and fairness).
4. Conduct a complete investigation, including interviews with any other parties who may have knowledge of the incident(s).
5. Make a judgment regarding the allegations.
6. Determine and carry out appropriate disciplinary actions;
7. Notify accuser(s) of any disciplinary action(s) taken against the accused and of right to appeal.
8. Submit to the President's office a sealed record of the investigation and conclusion of the matter.

Alleged victims or offenders who feel that they have not been treated satisfactorily during this process may appeal to the President, whose decision shall be final. If the President has been involved as accuser, accused or investigator, appeal may be made instead to a committee of Trustees appointed by the Chairman, in which case the decision of the committee will be final.

SMOKING

The Seminary's insurance policies stipulate that smoking must not occur in any Seminary buildings; therefore, smoking is not permitted in any buildings on campus, including the student apartments, dorm areas or campus homes.

SPECIAL PROBLEMS

From time to time, problems will emerge within the Seminary community that needs attention. These problems will vary tremendously, including financial, marital, parental and relational issues. Students are urged to respond to needs as members of the body of Christ, according to biblical principles. The Vice President for Student Development and the Student Life office are available for counsel when these or other challenges arise.

APPENDIX A: USING AND DOCUMENTING SOURCES

One of the beauties of the academic community is that we learn from and build upon the work of others. We can use prior learning to advance to further learning; however, there is responsibility that goes with this privilege. When we use and build upon the work of others, we must give credit to them for their work. Failure to do so constitutes plagiarism and is an offense to academic integrity.¹

The purpose of this tutorial is to clarify and reinforce a proper understanding of what does and does not constitute plagiarism in a graduate school setting.

Plagiarism, simply defined, is presenting the ideas of others as if they were one's own. To avoid plagiarism, all members of the academic community are responsible "to identify for [their] readers each piece of information that [they] borrow from sources."² Readers are alerted to information in a work that is not original to the author of that work by proper documentation (as has been done here).

There are three basic ways in which we use information from other sources: quotation, paraphrase, and summary. In this tutorial we will look at proper use of each method in academic work. Whether you quote, paraphrase, or summarize information from other sources, you must properly credit the source for any and all information you borrow. In other words, remember that to paraphrase or summarize the work or ideas of another does not make that work or those ideas yours, so do not present them as such!

QUOTATION

The most obvious way to use information from another source is to quote it directly, word for word. For example, let's take some information from Dan Doriani's book on biblical interpretation, *Getting the Message*, and show how we would use it as a quotation.

Doriani writes in his book, "The fundamental skill for biblical interpretation, as in much of life, is observation. All other skills depend on it."³ We might use this quote in a paper on biblical interpretation like this:

It takes work and practice to interpret the Bible properly. To do it right, we must develop certain skills. The most important skill, according to one scholar who has written on the subject, is observation. Dan Doriani writes, "The fundamental skill for biblical interpretation, as in much of life, is observation. All other skills depend on it" (Doriani, 14). It is imperative, therefore, that we start developing our skills of observation.

The above example illustrates proper use of another source by straightforward quotation. The information from the original source is copied exactly (word for word), is enclosed in quotation marks, and then is documented with parenthetical notes, footnotes, or endnotes. **Note:** When you use quotation

¹ The Seminary's academic integrity statement begins:

"As part of our purpose to train servants of the triune God to walk with God in all of life, we expect godly integrity in the academic work done at Covenant Seminary. God's covenant with His people calls for honesty and a commitment to truth (as in the ninth commandment). As we live in that covenant and in community with one another, upholding truth is an essential duty. Specifically applied to academic labors, this means that we accurately represent our work to others. In other words, neither cheating nor plagiarism is tolerated."

² Mary Lynch Kennedy and Hadley M. Smith, *Reading and Writing in the Academic Community* (Englewood Cliffs, NJ: Prentice-Hall, Inc., 1994), 59.

³ Dan Doriani, *Getting the Message* (Phillipsburg, NJ: Presbyterian and Reformed Publishing, 1996), 14.

marks, you are saying that the words enclosed in quotes are the exact words of the author. If they are not the exact words of the author, you are misusing the marks.

Sometimes it is necessary to modify the wording of the source to fit the context in which one is using it. It is legitimate to do so, provided that proper methods are used to signal the modification and that the whole is still attributed to its source.

For example, we may want or need to shorten a quotation slightly to fit our space and use. An ellipsis (three spaced dots) is used to indicate where material in the original source was left out. (**Note:** You may not leave out words in a way that changes the meaning of the original.) Continuing with Doriani's words above, we might shorten it to say:

The most important skill, according to one scholar who has written on the subject, is observation. Dan Doriani writes, "The fundamental skill for biblical interpretation . . . is observation. All other skills depend on it" (Doriani, 14). It is imperative, therefore, that we start developing our skills of observation.

Sometimes we need to modify the wording of a quotation to fit the context in which we are using it. We may have to adjust verb tenses or pronoun cases, or explain unclear referents. Such changes are legitimate as long as they are indicated to the reader by placing the altered or added words in brackets and as long as they do not change the text's meaning. To illustrate this using Doriani's words, we might compose a paragraph like the following:

Observation is not just an important skill for biblical interpretation; it is the foundational skill. In fact, "All other skills [for biblical interpretation] depend on [observation]" (Doriani, 14). It is imperative, therefore, that we start developing our skills of observation.

In the above quotation, brackets have been used to define what "skills" referred to in the original context and what the pronoun "it" refers to. That demonstrates the proper use of another source as a quotation with modification, informing the reader both that a source has been used and that modifications have been made to it.

PARAPHRASE

A good alternative to quotation as a means of employing a source is the use of paraphrasing. A paraphrase communicates important information from a source in your words, not the original author's, while still properly crediting the source. Paraphrasing is not just a rearrangement of the source's own words; rather, it is a restatement of the author's point with your words in your sentence structure. **Note:** Inadequate paraphrasing is a form of plagiarism, even if documentation is done correctly, because it presents the words of another as if they were your own.

The following example of adequate and inadequate paraphrasing from Kennedy and Smith's book will help us to understand the issues involved in paraphrasing:

Original sentence: Albert Einstein's theory of relativity was once considered so controversial that it was not specifically included in his list of accomplishments when he was awarded the 1921 Nobel Prize for physics.

Inadequate paraphrase: The theory of relativity, devised by Albert Einstein, was originally considered so controversial that it was not mentioned in Einstein's list of accomplishments when he won the Nobel Prize for physics in 1921 (Kennedy and Smith, 39).

Adequate paraphrase: When physicist Albert Einstein received the Nobel Prize in 1921, his theory of relativity had still not been universally accepted; thus it was not cited as the basis for the award (Kennedy and Smith, 39).⁴

You can see that in the inadequate paraphrase, the words and structure of the sentence are basically those of the original source, just moved around a little bit and presented as those of the new author. That is why inadequate paraphrasing is a form of plagiarism. On the other hand, the adequate paraphrase expresses all the ideas of the original source's sentence, but presents them in a new way with new words. Be sure to note that the adequate paraphrase still must be documented as coming from the original source. It is still the ideas of that source here expressed, so it should be credited.

Kennedy and Smith offer the following guidelines for avoiding plagiarism and properly paraphrasing information and ideas borrowed from other sources:

1. Try not to use more than three words in a row directly from the original source. Use synonyms whenever possible.
2. Change the macro-structure of the passage whenever possible, i.e., move the last part to the front, the front to the middle, and so on to deviate from the original order.⁵

Paraphrasing is an important tool. It allows us to use information and ideas from others without the choppy effect of using a lot of direct quotations. However, we must use the tool correctly, being sure to adequately paraphrase and to document the source behind the paraphrase.

SUMMARY

What paraphrase does for a sentence or short paragraph from a source, summary does for longer sections and even for works as a whole. To summarize is to condense a section of material down and present its most salient or important points as related to the topic under consideration. It is not in the interests of this tutorial to explain and exemplify the process of summarizing. However, it is within our purposes to point out the challenges of summarizing that bear upon our goal of academic integrity. Those challenges are: 1) to accurately represent the intended meaning of the original source, and 2) to remember that summary requires documentation of the source behind it. Even though you are presenting your summary, it is your summary of someone else's thoughts or ideas, so that someone else must be accurately represented and must get the credit.

A WORD ABOUT DOCUMENTATION

While we have talked about the need to footnote, we have not talked about how to do so. Generally, students should follow the recommendations of *The Chicago Manual of Style* (14th edition) or the summary of that style as found in Kate Turabian's *A Manual for Writers* (6th edition). Students in counseling courses will use the APA (American Psychological Association) style which is consistently used in that discipline. Please note that the Covenant Seminary Library has handouts available which provide a basic orientation to the Chicago/Turabian and APA styles.

⁴ Kennedy and Smith, 62.

⁵ Ibid., 63; cf. 75.

CONCLUSION

Many people suppose that properly crediting sources is necessary only when instructed by a professor to do so or when writing a formal research paper. This is *not* the case. Plagiarism occurs anytime you present the ideas of another as if they were your own, whether you are giving a speech, presentation or sermon, or writing a book, article, research paper, reflection paper, interaction paper, response paper, critique paper or even a letter to your sweetheart (e.g., pretending you came up with “But, soft! What light through yonder window breaks?”).⁶ The call to academic integrity is inherent in any graduate school community and is certainly essential at Covenant Seminary as we endeavor to walk with God in all of life. May the principles explained in this tutorial guide us to that end.

SOURCES CONSULTED

Doriani, Dan. *Getting the Message: A Plan for Interpreting and Applying the Bible*. Phillipsburg, NJ: Presbyterian and Reformed Publishing, 1996.
Kennedy, Mary Lynch, and Hadley M. Smith. *Reading and Writing in the Academic Community*.

⁶ William Shakespeare, *Romeo and Juliet*, Act II, Scene 2.

APPENDIX B: STUDENT CONSUMER INFORMATION

Provided in Accordance with Department of Education Title IV Participant Requirements

You are entitled to receive the following information from Covenant Seminary. It is provided through the Student Handbook, the Financial Aid packet, booklets or flyers from the Department of Education, your mailbox, the Admissions office and the One-Stop Student Services office. If you have questions regarding any of the information or where it may be found, contact the One-Stop Student Services office.

1. What need based and non-need based federal financial aid, state and local aid programs, school aid programs, and private aid programs are available to students.
2. How a student applies for aid, how eligibility is determined, and how the school distributes aid to the student.
3. Rights and responsibilities of students receiving aid.
4. Terms and conditions of any employment that is part of the financial aid package.
5. The terms of, schedules for, and necessity of loan repayment and the required loan entrance and exit counseling.
6. The criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may re-establish eligibility for federal financial aid.
7. For each student chosen for verification, the deadlines and consequences of failure to comply with the request.
8. Information on the prevention of drug and alcohol abuse and the school's policies and discipline procedures.
9. The return of federal funds policy and the order of SFA refund distribution.
10. Students have the right to defer Federal Loans if classified as at least a half-time student.
11. The names of associations, agencies, and/or governmental bodies that accredit, approve or license the school and its programs and the procedures by which a student may receive a review copy of the school's accreditation, licensure, or approval.
12. Special facilities and services available to disabled students.
13. Cost of attending the school (tuition and fees, books and supplies, room and board and applicable transportation costs, such as commuting) and any additional costs of the program in which the student is enrolled or has expressed an interest.
14. The degree programs, training and other education offered.
15. The instructional, laboratory, and other physical plant facilities associated with the academic programs.

16. A list of faculty and other instructional personnel.
17. Whom to contact for the information on student financial assistance and on general institutional issues.
18. Official withdrawal and leave of absence policy of the school.
19. Registration form for elections.
20. School policies on transfer of credit, including the criteria it uses regarding the transfer of credit earned at another school and a list of any school with which it has established an articulation agreement.
21. Information on placement of and types of employment obtained by graduates of the school's degree or certificate programs.
22. The school's missing persons procedures and the student's option to designate a contact person.
23. Emergency response and evacuation procedures to reach students and staff.
24. The school's fire safety report.
25. School policies regarding all vaccinations.
26. Policies and sanctions related to copyright infringement and liabilities students may face for unauthorized distribution of copyrighted materials.
27. Crime Security Report consisting of:
 - a. Availability of the daily log and where it is kept.
 - b. The procedures and facilities for reporting crimes and the other emergencies occurring on campus.
 - c. The titles of each person or organization to which students and employees should report crimes occurring on campus.
 - d. Policies for the school's response to the report of a crime occurring on campus.
 - e. Policies concerning the security of and access to all campus facilities, including residences.
 - f. Security considerations used in the maintenance of campus facilities.
 - g. Policies concerning campus law enforcement, including their relationship with state and local law enforcement agencies.
 - h. The enforcement authority of campus security personnel and whether the security personnel have the authority to arrest individuals.

- i. Policies that encourage accurate and prompt reporting of crimes to campus police and the appropriate police agencies.
- j. The type and frequency of programs for students and employees on campus for security procedures and practices.
- k. The type and frequency of crime prevention programs and programs that encourage students and employees to be responsible for their own security and the security of others.
- l. Policies concerning the possession, use, and sale of alcoholic beverages, including the enforcement of state underage drinking laws.
- m. Policies concerning the possession, use, and sale of illegal drugs—including the enforcement of state and federal drug laws.
- n. A description of the drug and alcohol abuse education programs available to students and employees.
- o. A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses.
- p. Procedures a student should follow if a sex offense occurs (whom to contact and the importance of preserving evidence for proof of a criminal offense).
- o. A statement that school personnel will assist the student in notifying authorities if a sex offense occurs, if requested by the student.
- p. Availability of on- and off-campus counseling, mental health, or other Student Life for victims of sex offenses.
- q. The options for a change in the victim's academic and living situations after an alleged sex offense, if changes are requested by the victim and are reasonably available.
- r. Procedures for campus disciplinary actions in cases of an alleged sex offense.
- s. A clear statement that both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding.
- t. A clear statement that both the accuser and the accused will be informed of the school's final determination following any school disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused.
- u. Sanctions the school may impose following a final determination of a school disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.
- v. Statistics of the on-campus and area surrounding campus occurrence of the hate and non-hate crimes listed below:
 - Murder
 - Manslaughter
 - Forcible and non-forcible sex offenses
 - Robbery

- Aggravated assault
 - Burglary
 - Motor vehicle theft
 - Arson
 - Larceny theft
 - Simple assault
 - Intimidation
 - Destruction/damage/vandalism of property
 - Any of the above crimes or others involving bodily injury that are classified as hate crimes as prescribed by the Hate Crimes Statistics Acts (28 U.S.C. 534)
 - Campus disciplinary actions or arrests for on-campus liquor, drug, and weapons crimes
- w. Policies for providing timely warning to the campus community of the on-campus occurrence of any crimes listed above.
- x. Statement advising the campus community where to find law enforcement agency information concerning registered sex offenders who might be present on campus.

28. FERPA Rights.

- a. Right to review and inspect student's educational record.
- b. Right to seek amendment of student's record that you believe to be inaccurate, misleading, or otherwise in violation of your privacy rights.
- c. Consent (under certain conditions) to disclosure of personally identifiable information contained in student's educational records.
- d. Right to file a complaint with the Department of Education concerning alleged failures by the school to comply with statutory and regulatory student and family privacy rights.
- e. Procedures to inspect student's educational records and for seeking amendments.

APPENDIX C: CURRICULUM SEQUENCES

MASTER OF DIVINITY – 3 YEAR

Schedule of Required Courses Offered in Day (subject to change)

SUMMER

NT301-2 Beginning Greek: 6 hours

FIRST YEAR

		Fall	Jan-term	Spring
CO310	Introduction to Counseling	3		
CM310	Preparation & Delivery of Sermons*	3		
NT303	Greek in Exegesis	3		
PT310	Spiritual and Ministry Formation	2		
ST300	Covenant Theology I	3		
	Electives†	1		
	Electives†		3	
CC310	Apologetics and Outreach			3
CM320	Elementary Homiletics Practicum*			2
NT320	Gospels			3
ST301	Covenant Theology II			2
ST310	God & Humanity			3
	Electives†			<u>1</u>
	Total Hours: 32	<u>15</u>	<u>3</u>	<u>14</u>

SECOND YEAR

		Fall	Jan-term	Spring
CH310	Ancient & Medieval Church History†	3		
CM330	Christ-Centered Preaching*	2		
EM301	Educational Ministry of the Church	2		
OT301	Hebrew	4		
ST330	Christ & Salvation	3		
WM310	God's World Mission	2		
OT302	Hebrew		2	
CH320	Reformation & Modern Ch. History†			3
NT330	Acts and Paul			4
OT303	Hebrew in Exegesis			3
OT320	Pentateuch			2
OT330	Old Testament Historical Books			<u>3</u>
	Total Hours: 33	<u>16</u>	<u>2</u>	<u>15</u>

THIRD YEAR

		Fall	Jan-term	Spring
CM340	Advanced Homiletics Practicum*	2		
NT350	Past. & General Epistles/Revelation	3		
OT340	Psalms & Wisdom Literature	3		
PT340	Pastoral Theology*	2		
PT341	Ministry Leadership	2		
ST350	Ecclesiology & Eschatology	3		
	Electives†		2	
CO320	Marriage and Family Counseling			2

EM330	Christian Worship*			2
OT350	Prophetical Books			3
PT411	Prep/Ordination Exams*			1
ST360	Christian Ethics			3
	Electives†			<u>4</u>
	Total Hours: 32	<u>15</u>	<u>2</u>	<u>15</u>

FIELD

EDUCATION

FE301, FE302, FE303, FE304 each represent 75 hours of field work; may be taken in any term,
 although FE301 and 302 must be completed before the final year of study;
 no academic credit unless students also register for PT592

CORE UNITS: 92

ELECTIVE UNITS: 11

Field Education (4 units, no academic credit)

CURRICULUM

UNITS: 103

† Church History courses may be taken in the second or third years. Electives may be taken in any term.

§ Students weak in basic Bible knowledge (as determined by testing) must take remedial coursework.

MASTER OF DIVINITY – 4 YEAR

Schedule of Required Courses Offered in Day (subject to change)

FIRST YEAR		Fall	Jan-term	Spring
CM310	Preparation & Delivery of Sermons*	3		
NT301	Beginning Greek	4		
PT310	Spiritual and Ministry Formation	2		
ST300	Covenant Theology I	3		
NT302	Beginning Greek		2	
CC310	Apologetics and Outreach			3
ST301	Covenant Theology II			2
CM320	Elementary Homiletics Practicum*			2
NT303	Greek in Exegesis			3
ST310	God & Humanity			<u>3</u>
	Total Hours: 27	<u>12</u>	<u>2</u>	<u>13</u>
SECOND YEAR		Fall	Jan-term	Spring
CM330	Christ-Centered Preaching*	2		
EM301	Educational Ministry of the Church	2		
OT301	Hebrew	4		
ST330	Christ & Salvation	3		
OT302	Hebrew		2	
NT320	Gospels			3
NT330	Acts and Paul			4
OT303	Hebrew in Exegesis			3
OT320	Pentateuch			<u>2</u>
	Total Hours: 25	<u>11</u>	<u>2</u>	<u>12</u>
THIRD YEAR		Fall	Jan-term	Spring
CH310	Ancient & Medieval Church History†	3		
CM340	Advanced Homiletics Practicum*	2		
NT350	Past. & Gen. Epistles & Revelation	3		
CO310	Introduction to Counseling	3		
	Electives†	2		
	Electives†		2	
CH320	Reformation & Modern Ch. History†			3
OT330	Old Testament Historical Books			3
ST360	Christian Ethics			3
WM310	God's World Mission			<u>2</u>
	Total Hours: 26	<u>13</u>	<u>2</u>	<u>11</u>
FOURTH YEAR		Fall	Jan-term	Spring
OT340	Psalms & Wisdom Literature	3		
PT340	Pastoral Theology*	2		
PT341	Ministry Leadership	2		
ST350	Ecclesiology & Eschatology	3		
	Electives†	2		
	Electives†		2	
CO320	Marriage and Family Counseling			2
EM330	Christian Worship*			2

OT350	Prophetical Books			3
PT411	Prep/Ordination Exams*			1
	Electives†			<u>3</u>
	Total Hours: 25	<u>12</u>	<u>2</u>	11

FIELD EDUCATION

FE301, FE302, FE303, although FE301 and no academic credit

FE304 each represent 75 hours of field work; 302 must be completed before the final year unless students also register for PT592

may be taken in any term,
of study;

CORE UNITS: 92

ELECTIVE UNITS: 11

Field Education (4 units, no academic credit)

CURRICULUM UNITS: 103

† Church History courses may be taken in the third or fourth years. Electives may be taken in any term.

§ Students weak in basic Bible knowledge (as determined by testing) must take remedial coursework.

MASTER OF DIVINITY/MASTER OF ARTS IN COUNSELING

NOTE: Students may not be admitted to the double degree program until they have completed at least one year of studies at Covenant Theological Seminary. The higher minimum grade point average for the M.A.C. (3.0 minimum) governs the cumulative GPA for the double degree student.

FIRST YEAR		Fall	Jan-term	Spring
CM310	Preparation & Delivery of Sermons*	3		
NT301	Beginning Greek	4		
PT310	Spiritual and Ministry Formation	2		
ST300	Covenant Theology I	3		
NT302	Beginning Greek		2	
ST301	Covenant Theology II			2
CM320	Elementary Homiletics Practicum*			2
CO310	Introduction to Counseling			3
CO370	Cross-Cultural Communications			3
NT303	Greek in Exegesis			<u>3</u>
	Total Hours: 27	<u>12</u>	<u>2</u>	<u>13</u>

SECOND YEAR		Fall	Jan-term	Spring
CO520	Marriage and Family Counseling	3		
ST330	Christ & Salvation	3		
CM330	Christ-Centered Preaching*	2		
	Counseling Electives‡	3		
	Electives†		2	
CO531	Crisis and Transition			3
NT320	Gospels			3
NT330	Acts and Paul			4
ST310	God and Humanity			<u>3</u>
	Total Hours: 26	<u>11</u>	<u>2</u>	<u>13</u>

SUMMER: CO552 Research Methods (3 hours)

THIRD YEAR		Fall	Jan-term	Spring
CM340	Advanced Homiletics Practicum*	2		
EM301	Educational Ministry of the Church	2		
OT301	Hebrew	4		
OT320	Pentatuch	2		
OT302	Hebrew		2	
CO570	Psychological Disorders			3
OT303	Hebrew in Exegesis			3
OT330	Old Testament Historical Books			3
	Counseling Elective‡			<u>3</u>
	Total Hours: 26	<u>10</u>	<u>2</u>	<u>12</u>

FOURTH YEAR		Fall	Jan-term	Spring
CH310	Ancient & Medieval Church History†	3		
OT340	Psalms & Wisdom Literature	3		
ST350	Ecclesiology & Eschatology	3		
NT350	Past. & Gen. Epistles & Revelation	3		
	Electives†		3	

CH320	Reformation & Modern Church History†			3
OT350	Prophetic Books			3
EM330	Christian Worship*			2
WM310	God's World Mission			2
	Electives†			<u>3</u>
	Total Hours: 26	<u>12</u>	<u>3</u>	13
FIFTH YEAR		Fall	Jan-term	Spring
PT340	Pastoral Theology*	2		
PT341	Ministry Leadership	2		
CO540	Counseling Internship#	3		
CO551	Theories and Techniques#	3		
	Electives†	3		
CO541	Counseling Internship#			3
CO360	Ethics and Counseling#			3
PT411	Prep/Ordination Exams*			1
	Electives†			<u>5</u>
	Total Hours: 25	<u>13</u>	<u>—</u>	12
FIELD EDUCATION				
FE301, FE302, FE303, although FE301 and no academic credit	FE304 each represent 75 hours of field work; 302 must be completed before the final year unless students also register for PT592	may be of study;	taken in	any term,
CORE HOURS:		111		
ELECTIVE HOURS:		22		
Counseling Elective Hours:		6		
Free Elective Hours:		16		
FIELD EDUCATION				
UNITS:		4	(No academic credit)	
CURRICULUM HOURS:		133		

§ Students weak in basic Bible knowledge (as determined by testing) must take remedial coursework.
Indicates courses that must be taken concurrently and in sequence during the last year.

MASTER OF ARTS, EXEGETICAL THEOLOGY

Schedule of Required Courses Offered in Day (subject to change)

SUMMER

NT301-2 Beginning Greek: 6 hours (prerequisite)

FIRST YEAR

	Fall	Jan-term	Spring
NT303 Greek in Exegesis	3		
OT301 Hebrew	4		
ST300 Covenant Theology I	3		
Electives†	3		
OT302 Hebrew		2	
NT320 Gospels			3
NT330 Acts and Paul			4
OT303 Hebrew in Exegesis			3
OT320 Pentateuch			2
ST301 Covenant Theology II			<u>2</u>
Total Hours: 29	<u>13</u>	<u>2</u>	<u>14</u>

SECOND YEAR

	Fall	Jan-term	Spring
CH310 Ancient and Medieval Church History	3		
NT350 Past. & Gen. Epistles & Revelation	3		
OT340 Psalms & Wisdom Literature	3		
Electives†	6		
Electives†		2	
CH320 Reformation and Modern Church History			3
OT330 Old Testament Historical Books			3
OT350 Old Testament Prophetical Books			3
Thesis			4
Electives†			<u>1</u>
Total Hours: 31	<u>15</u>	<u>2</u>	<u>14</u>

TOTAL CORE UNITS:

44

TOTAL ELECTIVE UNITS:

12

Systematic Theology Elective Units:

6

Exegetical Elective Units:

6

TOTAL THESIS UNITS:

4

TOTAL DEGREE UNITS§:

60

Students register for thesis credit as follows:

MA397 MA Thesis Supervision I

2

MA398 MA Thesis Supervision II

2

† Electives may be taken in any term the student desires.

Systematic Theology electives include those beginning with ST.

MASTER OF ARTS IN EDUCATIONAL MINISTRIES

Schedule of Required Courses Offered in Day (subject to change)

FIRST YEAR		Fall	Spring
EM501	Educational Foundations	3	
OT200	OT History and Theology	3	
PT200	Gospel and Life	3	
ST200	God and His Word	3	
CH200	Story of Christianity		3
EM502	Teaching & Learning		3
NT200	New Testament History & Theology		3
ST220	Humanity, Christ, Redemption		<u>3</u>
	Total Hours: 29	<u>12</u>	12

SECOND YEAR		Fall	Spring
EM503	Educational Leadership/Admin. in the Church	3	
ST240	Spirit, Church, Last Things	3	
WM200	God's Gracious Kingdom	3	
	MAEM Electives†	3	
CC210	Outreach to Contemporary Culture		3
MA298	Capstone Supervision		2
	MAEM electives		4
	Electives†		<u>3</u>
	Total Hours: 21	<u>12</u>	12

Non-Credit Field Education requirement: 150 hours

Degree Totals:

Biblical/Theological Foundation:	27 hrs.
Educational Foundation:	21 hrs.
EM Electives:	7
Free Electives:	3
Capstone Project:	2
Field Education:	150 hrs. (non-credit)
TOTAL:	48 hrs.*

† Electives may be taken in any term.

MASTER OF ARTS IN WORSHIP AND MUSIC

Schedule of Required Courses Offered in Day (subject to change)

FIRST YEAR		Fall	Spring
EM570	History/Theology of Christian Worship	3	
OT200	OT History and Theology*	3	
PT200	Gospel and Life	3	
ST200	God & His Word	3	
CC210	Outreach to Contemporary Culture		3
EM574	Music in Local Church: Hist/Contemporary Approaches		3
NT200	NT History and Theology		3
ST220	Humanity, Christ, Redemption*		<u>3</u>
	TOTAL	12	12

SECOND YEAR

MA297	Capstone Intro	1	
ST240	Spirit, Church, Last Things	3	
WM200	God's Gracious Kingdom	3	
	MAWM electives*	3	
	Electives	2	
CH200	Story of Christianity		3
MA299	Capstone Completion		2
EM572	Planning/Leading Christian Worship		3
	MAwm electives*		3
	Electives		1
	TOTAL	12	12

Certificate Totals:

Biblical/Theological Foundation	27 hrs.
MAWM Courses	18 hrs.
MAWM Core	9 hrs.
MAWM Electives	6 hrs.
Capstone	3 hrs.
Electives	3 hrs.
TOTAL:	48 hrs.

MASTER OF ARTS IN RELIGION AND CULTURES

Schedule of Required Courses Offered in Day (subject to change)

FIRST YEAR		Fall	Spring
ST200	God & His Word	3	
OT200	OT History and Theology	3	
PT200	Gospel and Life	3	
WM200	God's Gracious Kingdom	3	
CC210	Outreach to Contemporary Culture		3
CH200	Story of Christianity		3
NT200	NT History and Theology		3
ST220	Humanity, Christ, Redemption		3
	TOTAL	12	12

SECOND YEAR			
MA297	Capstone Intro	1	
ST240	Spirit, Church, Last Things	3	
WM540	People's Religious Traditions	3	
	MARC elective	3	
	Electives	2	
MA299	Capstone Completion		2
WM524	Intercultural City Ministry		3
	MARC elective		4
	Electives		3
	TOTAL	12	12

Degree Totals:

Biblical/Theological Foundation	27 hrs.
MARC Courses	16 hrs.
MARC Core	6 hrs.
MARC Electives	7 hrs.
Capstone	3 hrs.
Electives	5 hrs.
TOTAL:	48 hrs.

MASTER OF ARTS IN COUNSELING

Schedule of Required Courses Offered in Day (subject to change)

FIRST YEAR		Fall	Jan-term	Spring
CO310	Introduction to Counseling	3		
CO520	Marriage and Family Counseling	3		
NT2XX	NT Core Course§	3		
OT200	OT History and Theology	3		
ST200	God and His Word	3		
				3
CO370	Cross-Cultural Communication			3
CO531	Crisis and Transition			3
CO570	Psychological Disorders			3
ST220	Humanity, Christ, and Redemption			<u>3</u>
	TOTAL: 27 Units	15		12
SUMMER				
CO552	Research Methods: 3 hours			
SECOND YEAR		Fall	Jan-term	Spring
CO540	Counseling Internship#	3		
CO551	Theories and Techniques#	3		
OT2XX	OT Core Course*	3		
ST240	Spirit, Church, and Last Things	3		
	Counseling Electives‡	3		
CO541	Counseling Internship#			3
CO360	Ethics and Counseling#			3
NT200	NT History and Theology			3
	Counseling Electives‡			3
	Electives			<u>3</u>
	TOTAL: 30 units	15		15
TOTAL CORE UNITS:		51		
TOTAL ELECTIVE UNITS:		9		
	Counseling Elective Units:	6		
	Free Elective Units: 3	3		
TOTAL CURRICULUM UNITS:		60		

‡ Counseling electives include CO502 Career Counseling (spring evening), CO503 Educational and Psychological Measurement (fall day), CO555 Group Dynamics (summer day). These courses are required for licensure in Missouri.

† Electives in either day or evening program may be taken in any term and may include a specially designed Ministry Project.

Indicates courses that must be taken concurrently and in sequence during the second year.

MASTER OF ARTS, THEOLOGICAL STUDIES

Schedule of Required Courses Offered in Day (subject to change)

FIRST YEAR		Fall	Spring
CM300	Communicating the Gospel	3	
OT200	OT History and Theology	3	
ST200	God and His Word	3	
	Electives†	3	
	Practical Theology Elective	3	
CC210	Outreach to Contemporary Culture		3
ST220	Humanity, Christ and Redemption		3
NT200	NT History and Theology		3
	Electives†		<u>6</u>
		<u>15</u>	<u>15</u>
SECOND YEAR		Fall	Spring
CH200	Story of Christianity	3	
OT2XX	OT Core Course*	3	
ST240	Spirit, Church and Last Things	3	
	Bible Electives‡	3	
	Electives†	3	
WM310/500	God's World Mission		3
NT2XX	NT Core Course*		3
	Theology elective		3
	Practical Theology Electives#		4
	Electives†		<u>2</u>
		<u>15</u>	<u>15</u>

Schedule of Required Courses Offered in Evening (subject to change)

		Fall	Spring
Year A			
OT200	OT History and Theology	3	
CH200	Story of Christianity	3	
WM310/500	God's World Mission		3
CM300	Communicating the Gospel		3
Year B			
OT2XX	OT Core Course*	3	
ST220	Humanity, Christ and Redemption	3	
NT2XX	NT Core Course§		3
	Theology or Bible elective		3
Year C			
ST200	God and His Word	3	
ST240	Spirit, Church and Last Things	3	
NT200	New Testament History & Theology		3
CC210	Outreach to Contemporary Culture		3
TOTAL CORE UNITS:		33	
TOTAL ELECTIVE UNITS:		27	
	Bible Elective Units:	3	
	Theology Elective Units	3	
	Practical Theology Elective Units:	7	
	Free Elective Units:	14	
TOTAL UNITS:		60	

MASTER OF THEOLOGY, EXEGETICAL THEOLOGY

Schedule of Required Courses Offered (subject to change)

FIRST YEAR		Summer	Fall	Jan-term	Spring
ST700	Advanced Hermeneutics	3			
OT700	Grad Seminar in OT		3		
	Exegetical Elective		3		
	Elective		4		
	Elective			2	
NT700	Grad Seminar in NT				3
	Elective				3
TM897	Thesis Supervision I*				0 (3)
	TOTAL: 21(24) Units	3	10	2	6
SUMMER					
OT710	Adv. Studies In Biblical Theology	3			
TM898	Thesis Supervision II	0(3)			
	TOTAL: 3(6) Units	3			
TOTAL CORE UNITS:		15			
TOTAL THESIS UNITS:		6			
TOTAL ELECTIVE UNITS:		9			
TOTAL CURRICULUM UNITS:		30			

* Students must have thesis topic approval prior to registering for TM897 Thesis Supervision I.

NOTE: Students must include philosophical studies in their elective credits. Students must complete modern language and qualifying Biblical language exams no later than after completion of 12 credit hours

MASTER OF THEOLOGY, BIBLICAL AND PASTORAL THEOLOGY

Schedule of Required Courses Offered (subject to change)

FIRST YEAR	Summer	Fall	Jan-term	Spring
Bible Elective*		4		
Practical Theology Elective ^		4		
Elective		3		
Practical Theology Elective ^			2	
Philosophy Elective				3
Bible Elective*				5
Practical Theology Elective ^				3
TOTAL: 24 Units		11	2	11
SUMMER				
Internship	3			
Independent Study	3			
TOTAL: 6 Units	6			
TOTAL CORE UNITS:	27			
TOTAL ELECTIVE UNITS:	3			
TOTAL CURRICULUM UNITS:	30			

* Bible electives include courses in New Testament (NT), Old Testament (OT) and Systematic Theology (ST).

^ Practical Theology electives include courses in Church Planting/Growth (CG), Communication (CM), Counseling (CO), Educational Ministries (EM) and Practical Theology (PT) and some courses in Contemporary Culture (CC) and World Mission (WM).

WHOM TO CONTACT

To find out about:	Contact:
Academic Advising.....	One-Stop Student Services
Add/Drop a Class.....	One-Stop Student Services
Address Changes	Student Portal
Alumni Affairs.....	Alumni Relations
Apartments.....	Housing
Apartments/Maintenance	Apartment Manager
Apologetics and Culture.....	Schaeffer Institute
Audiovisual Equipment	Communications
Billing Questions	One-Stop Student Services
Bookstore.....	Bookstore Manager
Bulletin Boards (posting).....	Student Life
Campus Day.....	Director of Facilities & Operations
Chapel	Student Life
Computers	Information Technology Services
Concessions	Director of Facilities & Operations
<i>Courier</i>	Student Life
Course Change	One-Stop Student Services
Day of Prayer	Student Life
Deferred Payments.....	Business Office
Degree Changes.....	Academic Advising (One-Stop Student Services)
Discipline.....	Vice President for Student Development
Distance Learning (<i>Access</i>)	One-Stop Student Services
Emergencies (facilities).....	314-392-4111
Emergencies (students).....	Security (314-392-4111)
Faculty.....	Faculty Secretary
Family Nurture Program	Student Life
Fax.....	Receptionist
Field Education.....	Director of Field Education
Financial Aid Information.....	Financial Aid
Grade Reports.....	Registrar's Office
Graduation (Regalia, Diploma).....	Registrar's Office
Grounds	Director of Grounds & Equipment
Guest Rooms.....	Admissions
Housing.....	Housing

To find out about.....	Contact:
Housekeeping	Director of Environmental Services
Identification Cards.....	Library
International Students.....	International Student Advisor
Internet access (student lab)	Library
Internship Programs.....	Director of Field Education
Loan Deferrals.....	One-Stop Student Services
Lost and Found	Physical Plant
Mail.....	Director of Guest Services/Mail
Maintenance.....	Director of Maintenance Operations
Ministry Lunches	Student Life
Parking.....	Director of Facilities & Operations
Parking Stickers.....	Director of Facilities & Operations
Payment of Tuition, etc.....	One-Stop Student Services
Placement	Placement Office
Refunds	One-Stop Student Services
Registration	One-Stop Student Services
Room Reservations (events)	Admissions
Scheduling (classes).....	One-Stop Student Services Service
Scribe	Library
Security.....	314-392-4111
Single Student Housing (Maintenance).....	Resident Assistant
Snow Schedule Information.....	Website/Portal
Student Directory	Student Life
Student Portal.....	IT Services
Student Employment Assistance.....	Student Life
Summer School	One-Stop Student Services
Supply Preaching.....	Student Life
Telephone Information	Receptionist
Transcript Requests	One-Stop Student Services
Veterans Administration.....	Registrar's Office
Voter Registration	One-Stop Student Services
Website.....	Communications
Withdrawal.....	One-Stop Student Services



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