



Student Handbook

2017–2018
Academic Year

*Revised and Updated
July 2017*

*Setting the Standard for Excellence
in Theological Education*

ROOTED IN GRACE FOR A LIFETIME OF MINISTRY

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Presbyterian Church in America

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INTRODUCTION

Our goal at Covenant Theological Seminary is to *glorify the triune God by training his servants to walk in God's grace, minister God's Word, and equip God's people – all for God's mission*. The Seminary staff is committed to serving the student body to the best of our ability.

As the seminary of the Presbyterian Church in America (PCA), Covenant Seminary is the only seminary whose Board of Trustees is elected by and submits to the governance of the entire PCA. Additionally, the close relationship of Covenant Seminary's Board of Trustees, faculty and administration provides both accountability and direction in the training of students for ministry. The Chairman of the Board of Trustees oversees the board while the president of the Seminary oversees the administration and faculty of the Seminary.

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 our 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 the 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 also authorized by the Tennessee Higher Education Commission (in connection with our Nashville extension site). This authorization must be renewed each year and is based on evaluation of minimum standard concerning the quality of education, ethical business practices, and fiscal responsibility.

Covenant is accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada (ATS), with the following degree programs approved: Master of Divinity (MDiv), MA in Educational Ministry (MAEM), MA in Religion and Culture (MARC), MA in Worship and Music (MAWM), MA (Theological Studies) (MATS), MA in Counseling (MAC), MA (Exegetical Theology) (MAET), MA in Missional Theology (MAMT), Master of Theology (ThM), and Doctor of Ministry (DMin). The Seminary is approved for a Comprehensive Distance Education Program.

The Commission contact information is: The Commission on Accrediting of the Association of Theological Schools in the United States and Canada, 10 Summit Park Drive, Pittsburgh, PA 15275, USA. Telephone: 412.788.6505; Fax: 412.788;6510; Website: www.ats.edu.

The Seminary is also accredited by The Higher Learning Commission (HLC) and a member of the North Central Association of Colleges and Schools (NCACS). The institution has been approved under Commission policy to offer all its degree programs and to offer up to 20% of its total degree programs through distance education. Contact: Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, USA. Telephone: 800.621.7440; Website: www.higherlearningcommission.org/.

For questions regarding the Seminary's accreditation, please contact Diane Preston, Associate Dean and VA/Active Military Student Advisor, at diane.preston@covenantseminary.edu or 314.434.4044.

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 with 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 origin, age, gender, or disability 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). The following people have been designated to handle inquiries regarding the non-discrimination policies:

- **Melinda Conn, Director of Financial Aid**
Title VI of the Civil Rights Act of 1964 (race, color, national origin)
Title IX of the Education Amendment of 1972 (gender)
12330 Conway Road, St. Louis, MO 63141
314.434.4044, ext. 4033

- **Betsy Gasoske, Registrar**
Section 504 of the Rehabilitation Act of 1973 (disabilities)
Age Discrimination Act of 1975
12330 Conway Road, St. Louis, MO 63141
314.434.4044, ext. 4025

Inquiries regarding the application of non-discrimination policies may also be directed to:

- **Mike Higgins, Dean of Students – Students**
12330 Conway Road, St. Louis, MO 63141
314.434.4044, ext. 4975
- **Alice Evans, Vice President of Business and Finance – Staff**
12330 Conway Road, St. Louis, MO 63141
314.434.4044 x4053
- **Jay Sklar, Vice President of Academics and Dean of Faculty – Full-time Faculty**
12330 Conway Road, St. Louis, MO 63141
314.434.4044, ext. 4234

ACADEMIC/EDUCATIONAL PROGRAMS

MASTER OF DIVINITY (MDIV)

- **Program Requirements:** The MDiv degree requires satisfactory completion of a total of 93 semester units (including a Capstone Project which helps students synthesize their course work and field education experiences) as outlined in the curriculum (see Appendix C) 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 One-Stop 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 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.
- **Off-Campus Completion:** The last semester of the MDiv degree normally must be taken in residence at Covenant Seminary. Students who, due to certain life circumstances find it necessary to move away from St. Louis, may apply in writing to the Dean for Academic Administration (through One-Stop) for permission to complete the remaining course requirements by online education and/or transferring appropriate courses from a recognized graduate school. Due to the difficulties students encounter in completing required 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 degree requirements, 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 before beginning courses. Students must pass the exam no later than the semester prior to graduation. The exam may be attempted multiple times. The exam can only be taken on the St. Louis campus. Study guides for the exam are available on the Portal
- **Language Placement Exam:** Students who have studied Greek or Hebrew somewhere other than 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 One-Stop and the Admissions Office. 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 is designed to prepare men for ordained ministry in the church. This track includes required courses in homiletics and other areas of applied theology essential for pastoral ministry. This track meets curriculum requirements for ordination in the Presbyterian Church in America (PCA) and is strongly recommended for men pursuing pastoral ministry.
 - ❖ *The Specialized Ministry Track (Track S):* The Specialized Ministry Track 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 applied theology electives such as communication, educational ministries, counseling, and church planting in place of the preaching 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 in God's grace and equipping God's people for ministry.
 - ❖ 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.

- **Online Education:** Students may apply a maximum of 35 hours of online courses toward the MDiv degree in a mix of core and elective credit. F-1 (non-immigrant) International students may not take more than one class or three credits per semester online while attending under an F-1 visa. Students should read the “Satisfactory Academic Progress” section of the handbook to ensure ongoing Financial Aid eligibility (See the “Online Education” section of this handbook for additional information.)

MASTER OF ARTS

Master of Arts (Exegetical Theology) (MAET)

- **Program Requirements:** The MAET degree requires satisfactory completion of 66 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.

The last 24 units of this degree (excluding the thesis) must normally be taken in residence at Covenant Seminary.

- **Bible Content Exam:** All entering MAET students must take the Bible content exam before beginning courses. Students must pass the exam no later than one semester prior to graduation. The exam can only be taken on the St. Louis campus. Study guides for the exam are available on the Portal.

- **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 receive the appropriate hours of advanced standing in Greek or Hebrew based on the exam results. Exam study guides are available from One-Stop or the Admissions office.

- **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 One-Stop, 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 MA397 MA Thesis Supervision I no later than the semester following approval of the thesis proposal. The student must register for MA398 MA Thesis Supervision II no later than the semester in which the student plans to graduate.

No thesis will be considered completed until the thesis committee and the Library Director have approved the final format and style. 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.

In order to participate in the yearly graduation ceremonies, the thesis semi-final draft needs to be submitted no later than April 1 prior to graduation, and the final draft needs to be submitted no later than May 1 prior to graduation.

- **Online Education:** Due to the language-intensive nature of this degree and the lack of Greek- and Hebrew-based work in online courses, MAET students may take only systematic theology

courses online, totaling no more than 9 hours of course work. F-1 (non-immigrant) international students may not take more than one class or three credits per semester online while attending under an F-1 visa.

Master of Arts (Theological Studies) (MATS)

- **Program Requirements:** The MATS degree requires satisfactory completion of 48 semester units as outlined in the curriculum with a cumulative GPA of at least 2.25/4.0. Basic Bible knowledge is a degree prerequisite (see “Bible Content Exam” below). This degree allows students to focus on deepening their biblical and theological knowledge. Core courses for the MATS are sequenced according to the curriculum. The degree may be pursued through several options: on-campus full- or part-time study (day or evening), or through our fully online option (see the “Online Education” bullet point below).
- **Bible Content Exam:** All students entering the MATS program are required to take the Bible Content Exam before beginning courses. Students must pass the test no later than one semester prior to graduation. St. Louis campus and Nashville site students must take the exam on the St. Louis campus or in Nashville. Online campus students may contact the Associate Dean for details on arranging a local proctor. Study guides for the exam are available on the Portal.
- **Online Education:** Students may pursue the MATS fully online. The MATS online is the same degree program offered on campus, but allows students to fulfill all curricular requirements online; no on-campus residency is necessary for this option. (NOTE: The online option will take longer than the two years normally required for full-time, on-campus study.)
- **Nashville Campus:** Students accepted to the MATS program in Nashville may complete no more than 23 credit hours of the degree through courses offered there. Remaining courses may be taken through our Online Education offerings or courses offered on our main campus in St. Louis, Missouri. Courses in Nashville take place at Christ Presbyterian Church, 2323 Old Hickory Boulevard, Nashville, TN 37215-5332, and West End Community Church, 235 White Bridge Pike, Nashville, TN 37209.

F-1 (non-immigrant) international students may not take more than one class or three credits per semester online while attending under an F-1 visa. Students should read the “Satisfactory Academic Progress” section of the handbook to ensure ongoing Financial Aid eligibility (See the “Online Education” section of this handbook for additional information.)

Master of Arts in Counseling (MAC)

- **Program Requirements:** The MAC requires satisfactory completion of 64 semester units as outlined in the curriculum with a cumulative GPA of at least 3.0/4.0. During the course of this degree, students must receive at least 12 counseling sessions (see the Counseling Department for additional information). Upon admission to the program, a student is assigned a practicum year and an internship year. Because practicum and internship are restricted, students attempting to change internship years may have difficulty. To facilitate professional development during the practicum and internship, students must be enrolled in certain required daytime courses concurrently and in sequence. Covenant strongly recommends that students reduce their working hours to 15 or fewer during the internship year. In Covenant's experience, students working more than 15 hours per week during internship are in danger of receiving poor grades for their internship (or other courses they are taking at that time) and not being able to sustain the necessary GPA to graduate from the program.

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 34 units of this degree must normally be taken in residence at Covenant Theological Seminary.
- **Nine-Year Time Limit:** The time limitation for completion of the MAC degree is nine years. Courses taken more than nine years prior to 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 students entering the MAC program are required to take the Bible Content Exam before beginning courses. Students must pass the test no later than one semester prior to graduation. The exam can only be taken on the St. Louis campus. Study guides for the exam are available on the Portal.
- **Practicum and Internship Candidacy Process:** There is a two-part acceptance to the MAC degree: acceptance into the program, followed by acceptance into candidacy. Candidacy is the process of receiving faculty approval to practicum and internship courses for the MAC. Candidacy is required prior to registering for the practicum and internship-related courses.

Candidacy requires:

- ❖ Satisfactory completion of at least 27 units of the curriculum.
- ❖ Completion of practicum prerequisite courses:
 - CO310 Counseling Intro and Theories I;
 - CO520 Marriage and Family Counseling;
 - CO531 Human Growth and Development;
 - CO370 Social and Cultural Diversity in Counseling
 - CO380 Foundations of Counseling: God & Humanity
- ❖ Completion of additional courses required for internship:
 - CO390 Counseling Practicum
 - CO570 Psychological Disorders
 - CO551 CO Theories II and Techniques
 - CO555 Group Dynamics
- ❖ A cumulative GPA of 3.0 (across all degrees in which enrolled, not just the MAC).
- ❖ Recommendation of the counseling faculty.
- ❖ Evident potential for effective counseling ministry.

The Counseling Department and the Registrar's office will contact MAC students in January of the year preceding their assigned practicum semester to verify intent to participate in the practicum and internship as assigned. The Registrar's office will communicate to the student no later than the October preceding the assigned practicum and internship years if any of the academic requirements are not scheduled to be met.

Counseling faculty are continually evaluating MAC students for evidence of items necessary for effective counseling ministry, including: self-awareness, other awareness, communication skills, personal growth and development, and understanding of the interaction between the biblical narrative and personal narrative. Counseling faculty desire for all MAC students to be approved for the practicum and internship experiences, and will continually strive to encourage the growth of these skills in each MAC student. On the rare occasion that the Counseling faculty are concerned about a student's potential for effective counseling ministry, or if the faculty cannot recommend a student for Candidacy, the faculty will communicate with the student no later than the October preceding his or her assigned practicum semester.

- **Internship:** During the MAC internship year, students are required to participate in a counseling internship that spans June through May. In addition to the time spent at assigned sites,

internship students meet for group supervision twice a week and once every week for individual supervision from a faculty member. Students need to budget at least 20–25 hours per week for internship alone. Counseling sessions with clients continue during fall break and the January term, so students must plan to be in St. Louis throughout their internship year. Covenant strongly recommends that students limit working hours during internship to 15 hours per week or fewer (see first paragraph in this degree).

- **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.

Beyond the academic requirements, Missouri licensure also requires additional post-degree 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.

- **Online Education:** All counseling courses (CO300–599) must be taken in St. Louis. Students may apply a maximum of 12 credit units of online education courses to the MAC. F-1 (non-immigrant) international students may not take more than one class or three credits per semester online while attending under an F-1 visa. Students should read the “Satisfactory Academic Progress” section of the handbook to ensure ongoing Financial Aid eligibility (See the “Online Education” section of this handbook for additional information.)

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). Normally, 25 units of this degree must be taken in residence at Covenant Seminary.
- **Nine-Year Time Limit:** The time limitation for completion of the MAEM degree is nine years. Courses taken more than nine years prior to 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 25 semester units on campus. No more than 23 units of transfer credit and online courses may be applied to an MAEM degree.
- **Bible Content Exam:** All students entering the MAEM program are required to take the Bible Content Exam before beginning courses. Students must pass the exam no later than one semester prior to graduation. The exam can only be taken on the St. Louis campus. Study guides for the exam are available on the Portal.
- **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 in God’s grace and equipping God’s people for ministry.
 - ❖ Integrate classroom learning and 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.

- **Online Education:** Students may apply a maximum of 23 hours of online study toward the MAEM degree in a mix of core and elective credit. F-1 (non-immigrant) International students may not take more than one class or three credits per semester online while attending under an F-1 visa. Students should read the “Satisfactory Academic Progress” section of the handbook to ensure ongoing Financial Aid eligibility (See the “Online Education” section of this handbook for additional information.)

Master of Arts in Missional Theology (MAMT)

- **Program Requirements:** The MAMT degree requires satisfactory completion of 48 semester units as outlined in the curriculum. These units must be completed in residency at the Missional Training Center (MTC) in Phoenix, AZ.

- **Residency Requirements:** This program requires a signed, four-year commitment along with active participation in a local ministry. All units must be taken in residency at MTC. No advanced standing or transfer credit can be awarded for this program.
- **Degree Time Limit:** The program is a rigidly structured four-year program. If, due to extenuating circumstances, a student is unable to complete the program in four years, he or she must complete the program within nine years of the first course with special permission of the director of the program.

Master of Arts in Religion and Cultures (MARC)

- **Program Requirements:** 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 focus on city ministry and international ministry. Core courses for the MARC are sequenced according to the curriculum. Normally 25 units of this degree must be taken in residence at Covenant Seminary. Students may pursue the degree along one of three track options: the General track, the City Ministry Initiative (CMI) Missional Discipleship Fellowship track, or the Francis A. Schaeffer Institute (FSI) Cultural Apologetics Fellowship track.
- **Nine-Year Time Limit:** The time limitation for completion of the MARC degree is nine years. Courses taken more than nine years prior to 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 25 semester units on campus. No more than 23 units of transfer credit and distance learning courses may be applied to an MARC degree.
- **Bible Content Exam:** All students entering the MARC program are required to take the Bible Content Exam before beginning courses. Students must pass the test no later than one semester prior to graduation. The exam can only be taken on the St. Louis campus. Study guides for the exam are available on the Portal. Students may take and pass the elective courses OT410 Bible

Content Overview *and* NT410 Bible Content Overview in lieu of passing the exam. These two courses will count against free electives in the degree program.

- **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 in God’s grace and equipping God’s people for ministry
 - ❖ Integrate classroom learning and 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 AT592 Ministry Practicum (or a similar course) and pay applicable tuition and fees. For further information, see One-Stop.

- **Online Education:** Students may apply a maximum of 23 hours of online study toward the MARC degree in a mix of core and elective credit. F-1 (non-immigrant) international students may not take more than one class or three credits per semester online. Students should read the “Satisfactory Academic Progress” section of the handbook to ensure ongoing Financial Aid eligibility (See the “Online Education” section of this handbook for additional information.)

Master of Arts in Worship and Music (MAWM) – Teach-out Only

- **Program Requirements:** 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 25 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 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 25 semester units on campus. No more than 23 units of transfer credit and online courses may be applied to an MAWM degree.
- **Bible Content Exam:** All students entering the MAWM program are required to take the Bible Content Exam before beginning courses. Students must pass the test no later than one semester prior to graduation. The exam can only be taken on the St. Louis campus. Study guides for the exam are available on the Portal.
- **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 in God’s grace and equipping God’s people for ministry.
 - ❖ Integrate classroom learning and 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 in the area of worship. Students may receive up to four units of academic credit for this work if they register for AT592 Ministry Practicum (or a similar course) and pay applicable tuition and fees. For further information, see One-Stop.

- **Online Education:** Students may apply a maximum of 23 hours of online study toward the MAWM degree in a mix of core and elective credit. F-1 (non-immigrant) international students may not take more than one class or three credits per semester online while attending under an F-1 visa. Students should read the “Satisfactory Academic Progress” section of the handbook to ensure ongoing Financial Aid eligibility (See the “Online Education” section of this handbook for additional information.)

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 (Biblical and Pastoral Theology) program. 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.

- **Modular Program Option:** Either of the ThM tracks (see below) may be done in a modular format by Covenant Seminary alumni. The modular program is structured to allow individuals in full-time ministry, or otherwise unable to study in residency, to pursue and complete their ThM from a distance through a combination of intensive weeklong, 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, weeklong, 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.

- **The ThM (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 one recently completed college level course.) The degree also requires successful completion of a thesis (6 units) or comprehensive exam (6 units).

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

Students must enroll in TM797 ThM Thesis Supervision I (3 hours of billing, 0 hours of credit) no later than the semester immediately preceding their expected graduation semester (e.g., fall semester if expecting to graduate in the spring). TM797 entails completing two chapters of the student's thesis, as well as an outline of the remaining chapters, to the satisfaction of the thesis supervisor. Successful completion of TM797 ThM Thesis Supervision I is necessary in order to enroll in TM798 ThM Thesis Supervision II (3 hours of billing, 0 hours of credit.) Successful completion of TM797 ThM Thesis Supervision I entails completion of two chapters of the thesis, as well as an outline of the remaining chapters, to the satisfaction of the thesis supervisor.

The student must register for TM798 ThM Thesis Supervision II no later than the semester in which the student plans to graduate. "Thesis Procedures," a resource available in the Registrar's office, outlines the thesis requirements. The ThM Committee may request an oral defense of the thesis. The student must pay the thesis binding fee in the semester of anticipated graduation.

No thesis will be considered completed until the Library Director has approved the final format and style. 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 who take the comprehensive exam instead of writing a thesis must register for TM795 Comprehensive Exam 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 the expected graduation date. The ThM Committee may request an oral defense of the comprehensive exam.

- **The ThM (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) 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 Kate 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.

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 20 semester units as outlined in the curriculum with a cumulative GPA of at least 2.25/4.0. Since the certificate is not a degree, all certificate credits subsequently may be applied to one of Covenant Seminary's degree programs.
- **Online Education:** Students may complete a Graduate Certificate of Biblical and Theological Studies online. 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 "Online Education" section of this handbook for additional information.) F-1 (non-immigrant) international students may not take more than one course or three credit hours per semester online.

- **Transfer Credit:** Transfer credit for Graduate Certificates will be limited to 6 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 20 semester units of work of the student’s choice in 200-, 300- 400-, and 500-level course work (within the structure of course pre-requisites). This allows interested students to create a self-study program that best meets their needs or interests.

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 or MATS (48)/MAEM or
MARC or MAWM or MATS (48) 72 units
- MAC/MAEM or MARC or MAWM 100 units
- MDiv/MAEM or MARC or MAWM or MATS (48)117 units
- MDiv/MAC 134 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 One-Stop for more information.

Students pursuing a double degree will be allowed to take online education course hours equal to the number allowed in the highest of the two degrees according to the following order (from highest to lowest): 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 **February 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 Award program are only permitted scholarship on 48 hours. Tuition charges over and above the 48-hour credit limit will not be eligible for the Spouse Teamwork Award.

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 pertinent tuition and fees.
- 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; see the “Language Audit Policy” section for further details).

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 One-Stop 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 One-Stop, 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 MDiv 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.

Students need to talk with Financial Aid if they are changing degrees. Financial aid granted for one degree will not necessarily apply to another degree.

ONLINE EDUCATION

Covenant Seminary offers online courses. Online courses may not be applied toward the ThM or DMin degrees. Students may complete a Graduate Certificate in Biblical and Theological Studies (GC) or a Master of Arts (Theological Studies) (MATS) fully online. For specifics regarding other degrees and

online courses, please look in at the particular degree specifics in this handbook.

Enrollment in online courses is limited. Priority is given to online campus and Nashville campus students. St. Louis campus student can request a spot in an offered online course, but a final decision regarding taking the course will not be made until one week before the start of the term in question.

Online courses will be completed in a normal semester schedule.

F-1 visa (non-immigrant) international students may not take more than one course or three credit hours per semester online.

ACADEMIC PLANNING AND 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 if they desire help in planning their schedules. Academic Advising is available to all students throughout the year at One-Stop.

Because registration information is needed for planning and is helpful to 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.

Registration

Students may attend class only if they have completed registration (including paying for the courses) at the beginning of each term. Students register via the Portal. 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 registration.

3. Complete and current health insurance information for the student and all immediate family members (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 student on the St. Louis campus must have medical insurance for the student and all family members. Students must certify that they have coverage to complete financial registration. If students do not have medical insurance at the time of registration, they will be required to certify that they will get that insurance as soon as possible. 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.

The nearby Missouri Baptist Hospital and Mercy Hospital 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 Financial Aid Director 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 and 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 housing, 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 Award

This award provides spouses of full-time students the opportunity to audit seminary courses or to take seminary courses for credit in any of Covenant's degrees *except* the Master of Theology and the Doctor of Ministry. Spouses applying for the award must apply to the Seminary, be accepted, and register for courses in the same way as other students. The required application for this award is available on the Student Portal, in One-Stop or on the Seminary website and must be completed by the normal Financial Aid deadlines. The Spouse Teamwork Award is limited to no more than 48 hours of tuition. While the spouse will not pay full tuition rates for courses, students and spouses are encouraged to remember that

this is an award. 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 Teamwork Award may be jeopardized in future semesters. (See the Financial Aid section or check the Financial Aid Handbook).

The Spouse Teamwork Award only applies up to the number of hours the student is taking in fall or spring semesters. Spouse awards are available for summer or January-term (even if the student is not enrolled in those terms) if the student was full-time in the adjacent fall and spring terms.

Students attending Covenant Seminary under the Spouse Teamwork Award program are only granted the award on up to 48 credit hours. Additional hours will not be covered under the Spouse Award. Spouses who have graduated from Covenant Seminary are not eligible for the Spouse Teamwork Award.

The Financial Aid office will review the situation of students who become eligible while in seminary; the scholarship previously received by the spouse will be considered in determining how many hours will be granted under the Spouse Teamwork Award to bring them to an equivalent of 48 hours of 100 percent tuition coverage.

Part-time and online education student spouses may qualify for this award if they take classes 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 One-Stop. Tuition is refunded according to the following schedule:

- 80% up to the end of 10 business days (13% of an intensive course)
- 60% up to the end of 15 business days (14–20% of an intensive course)
- 40% up to the end of 20 business days (21–30% of an intensive course)
- 20% up to the end of 25 business days (31–40% of an intensive course)

No refund is given after 25 business days. One hundred percent of tuition will be refunded if the student officially drops the course on the first day of the semester. Under special circumstances, 100 percent of tuition may be refunded if the student officially drops the course within 24 hours of the end of the business day following the first meeting of the class. 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 Direct Student Loans who withdraw from classes during a term are required to return a percentage of their funds based upon the percentage of time enrolled. All Direct Student Loan Return of Funds calculations will be made and the resulting amount will be returned to the government first. The student will 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 (awards, scholarships, and/or government loans) are responsible for the being aware of the information contained in the Financial Aid Handbook. Questions regarding financial aid procedures and/or specific financial aid issues not answered in the handbook should be directed to the Financial Aid office in One-Stop.

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). It is recommended that any student requesting a loan that will put them over \$26,000 for an MDiv degree or over \$20,000 for an MA or ThM degree meet with the Financial Aid Director 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 percent of a student’s attempted 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, but they also need to earn money. Students therefore are given specified time frames within which to complete their degrees (see specific degree descriptions for time frames). A student must maintain a pace that allows the student to complete his or her degree within the specified time frame for that degree.

Students who take time off 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 that 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 if that work pre-dates the student's work at Covenant. The only exception to the specific degree time frames that will be routinely granted will apply to students who are out of the county for mission work or military service and are unable to take courses. The degree time frames may be extended for an amount of time equal to the time that the student spent overseas doing that 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 or add a concurrent degree prior to completing the previous degree will be judged to have begun their degree(s) 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.

Computing Satisfactory Academic Progress

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

- MDiv, MAEM, MATS, MARC, MAWM, Graduate 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, L, 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 will be assumed to have made satisfactory academic progress (based on their term GPA's from the combined periods) unless otherwise noted. Students who fail to achieve satisfactory academic progress will be notified via a letter prior to the beginning of the next term. A notation of the loss of satisfactory academic progress will be made in the student's financial aid file. Students will receive another letter when they re-gain satisfactory academic progress and a notation of that change will be made in their financial aid file.

Students who miss the 70 percent successful completion requirement due to receiving a grade of L in a course *or* an inadequate grade (less than the GPA required for their degree), or withdraw in their first attempt to complete any given required language course, will not lose satisfactory academic progress. This exception will be applied to only one course 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.

We recommend 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 for the upcoming year. ThM students meet with the ThM Director. DMin 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 (or its equivalent credit hours) of work to be eligible for reinstatement. Similarly, students who were half time in the semester when eligibility was lost must successfully complete a half-time semester (or its equivalent credit hours) of 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 of unsatisfactory academic progress may do so in writing to the Financial Aid Director. 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). Appeal letters should include supporting documentation where possible (pertinent medical records, death notice, etc.). Where applicable, students should include their plan to avoid such circumstances in the future (noting provisions they have made to eliminate or control the problem area). The decision of the Financial Aid Committee is final.

If the Financial Aid Committee approves the exception, the student is allowed a specified amount of time (semesters) of financial aid on Financial Aid Probation. Two conditions now apply:

- If, during the next semester(s), 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 period 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.

Repeated and Failed Courses

Scholarships do not cover repeated or failed courses. The Registrar's Office will notify the Financial Aid office if a student is repeating a non-failed course. For repeated courses (where the initial course did not receive a failing grade), no scholarship will apply. If a course is failed, the scholarship must be paid back on that course. Because the scholarship has been repaid on the failed course, the student will not be penalized when the course is repeated.

Veterans Information

Covenant Seminary is certified by the Veterans Administration as a school that veterans may attend with benefits. Information on the terms of veteran enrollment, certification, progress, etc., can be obtained through the Registrar, who handles all veterans' benefits for the Seminary.

ACADEMIC LIFE

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 who must be absent are encouraged to notify the professor prior to their absence and make arrangements for a classmate to obtain information covered during that class.

Course Numbers

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

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

400 = MDiv Core and MA/MDiv Elective Courses (not generally available for ThM credit)

500 = MA Core and MA/MDiv Elective Courses (with additional work, may be taken for ThM credit)

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

700 = ThM Courses (may generally be taken for DMin 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 Graduate Certificate students who are full time 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.

MAC students enrolled in the required counseling internship courses in the fall and spring terms are considered full-time.

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 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 international student visa eligibility).

Students for whom English is a second language and who are living for the first time in an English-speaking 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, though the professor retains the right to create and enforce stricter late work policies. A faculty member may set deadlines beyond which assigned work will not be accepted.

Cross-Registration

Covenant Seminary has cross-registration privileges with three other St. Louis-area seminaries: Eden, Kenrick, and Aquinas Institute of Theology. 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. Further, if any other barriers inhibit your ability to integrate into community life, please contact the Director of Facilities/Operations.

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 One-Stop.

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 for details).

Financial Aid does not cover dropped courses. For example, if you receive scholarship for three hours and later drop them, your scholarship will be removed immediately and must be repaid. For students with student loans, see Section 3.4 of the Financial Aid Handbook for the refund policy governing the loan. The government's return of funds policy differs from the Seminary's refund policy.

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 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

Covenant Seminary is committed to challenging students to engage in, reflect on, and receive feedback about the practice of ministry in a variety of real-life contexts, in concert with what they learn in the classroom. MDiv students must complete 300 hours of supervised field education; MAEM, MARC, and MAWM students complete 150 hours of field education; MAC students complete a 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.

Students may also receive academic credit for field education work (see the “Ministry Practicum” section of this handbook or speak with One-Stop).

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

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. 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."

"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 Dean of Academic Administration. 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). 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	B-	2.7
A-	3.7		C+	2.3
B+	3.3		C	2.0 Adequate
B	3.0	Good	C-	1.7

D	1.0	Marginal	L	0.0	Failure due to language deficiency
F	0.0	Failure	W	0.0	Withdrawn after the tenth day of class; can affect financial aid for following semester. See “Satisfactory Academic Progress.”
AU	0.0	Audit only			
I	0.0	Incomplete			

Final Grade Appeals

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 Vice President of Academics. Appeals may be made no later than one semester after the course is finished.

Late Assignments

Students who fail to submit their work or to make satisfactory arrangements to submit work late will receive a grade of “0” for the missing or late assignments. Instead of getting extensions of time to complete work, students who run into routine difficulties (ordinary illnesses, busyness, etc.) should complete as many assignments in as many courses as possible on time. In most cases, students who are behind in their work at the end of the term will turn in the work by the end of the finals period and accept the penalty assigned by the instructor for any missing work. Any work submitted after finals will be accepted at the discretion of the instructor.

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 requesting an incomplete must complete an Application for Incomplete Grade (applications are available in One-Stop), secure the instructor’s signature, and submit the completed form (with the instructor’s signature) to the Dean of Academic Administration. 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 Graduate 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 unpublished. 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

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code), including uploading and downloading of copyrighted works via peer-to-peer (P2P) file sharing. Copyright law covers the right to reproduce or distribute a copyrighted work. Because Federal law prohibits the duplication of copyrighted materials, students may not reproduce copyrighted material unless it is printed material related to coursework. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Covenant currently employs bandwidth-shaping technology to limit P2P network traffic.

Alternatives to Illegal File Sharing

Educause (<http://www.educause.edu/legalcontent>) maintains a comprehensive list of legal downloadable resources. Members of the Covenant Seminary community are encouraged to take advantage of these legitimate sources of digital content.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Students who violate copyright restrictions will be subject to federal laws and penalties in this area. Copyright infringement includes both civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. (For details, see Title 17, United States Code, Sections 504, 505).

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

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 master's degree programs allow up to 6 credits of independent study or ministry practicum (elective credit) under a faculty member's direction. The ThM and DMin degree programs allow a maximum of 12 credit hours of independent study and/or transfer credit. 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 supervising professor and the degree advisor (Lead Student Advisor, the ThM Director, or the DMin Director).
4. Pay an additional tutorial fee when not required for the degree program (i.e., ThM or DMin).

Students interested in doing an Independent Study must submit permission forms to One-Stop no later than one week prior to the end of the add period for a term. The form should include the professor's signature and the signature of the degree advisor. One-Stop will then enter the course in the computer, making it possible for students to complete financial registration with the inclusion of the Independent Study course.

Students may work on Independent Study prior to registering for the course with permission from the faculty member and the degree advisor. 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 three types of course work:

1. Greek or Hebrew reading (with tutorial fee; student normally translates around 10 chapters per credit hour).
2. Ministry Practicum (with tutorial fee; see "Ministry Practicum" section).
3. Research project (with tutorial fee; see guideline chart below for degree specific guidelines).

Degree	Reading	Writing	Translation & Parsing
GC/MA/MDiv	1000 pages	10–15 pages	100 verses
ThM	1250 pages	15–20 pages	125 verses
DMin	1500 pages	20+ pages	150 verses

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, as additional steps are involved in processing international applicants. Applicants from outside the United States must meet the U.S. Citizenship and Immigration Services (USCIS) 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 (in One-Stop). 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 One-Stop. 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:

- AT592 Ministry Practicum
- EM592 Educational Ministries Practicum
- CG592 Church Planting Practicum
- WM592 World Mission Practicum
- WM593 Cross-Cultural Mission Trip
- MA491 Ministry Project (MATS)
- 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 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 in One-Stop 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).

Campus Closures – Emergency Notification

Information regarding Seminary closure due to emergencies or weather conditions is announced in the following ways:

- **The Seminary website** (www.covenantseminary.edu). If there is a change to the schedule there will be a banner announcement on the home page with details concerning the alert.
- **Cell phone text messaging.** Students should enroll in the Seminary’s Emergency Contact System so they can receive a text message on their cell phones if there is to be a change in the Seminary’s hours of operation, or an emergency alert. If you have not done so already, you can enroll now by clicking on the “Emergency Contact System” link in the Portal and following the instructions.
- **E-mail.** If there is to be a change in the Seminary’s hours of operation, an e-mail notification will be sent to your primary e-mail address.

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

Decisions to cancel evening classes will be posted on the Seminary website by 3 p.m.

Emergency situations could occur during class hours due to security concerns (severe weather like

tornadoes) or maintenance related emergencies. The Emergency Management System (the EMS) will be the main form of communication offering clear direction to students and staff. Participation in the EMS is vital to everyone's safety.

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 their own educational records. These rights include:

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 right to request amendment of education records 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/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.

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, course recordings, degree program and concentration, enrollment type (full time, part time, less than half time), degrees, campus, 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.

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 20202-5920
1.800.U.S.A.LEARN (1.800.872.5327)
ferpa@ed.gov

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 the languages, church history courses, classes on psychological disorders, and Bible content classes) 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) 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 or scanned e-mail attachment requests are acceptable with the student's signature. The cost for each transcript is \$5. Students who request that a transcript be 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 or the Portal) to have a transcript sent every semester. The student will be billed every semester for the cost of the transcript or can pay once for multiple semesters.

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 10 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 who have studied Greek or Hebrew somewhere other than Covenant Seminary (either at the graduate or undergraduate level) and wish to receive credit for that language work must take an exam to determine current language proficiency. Students who pass the exam receive advanced standing or

transfer credit toward the degree. Study guides for these exams are available from One-Stop or the Admissions Office. Students wishing to take either exam are strongly encouraged to consult the study guides.

A student normally will be excused from courses that parallel those taken at a previously attended accredited graduate institution with permission from the Registrar. 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 in writing. Students withdrawing before the semester ends who fail to notify One-Stop 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.

With or without notification from the student, a student will be considered withdrawn from the Seminary after two years of no coursework. If a student reapplies to the Seminary after a two-year absence, the previous coursework that can apply will be based on the degree time limitations and/or changes to the curriculum (degree or course) that have taken place during the student's absence.

GRADUATION

Application for Graduation

In their last term (fall graduates) or next to last term (spring graduates), students receive a graduation application from the Registrar's office; this form should be filled out and returned to One-Stop as soon as possible. Students graduating either in January or May of the current academic year who have not

received an application by November should contact the Registrar. Graduates are billed a non-refundable graduation fee in their graduation term whether they plan to attend the ceremony or not. Students are charged the graduation fee for each graduation attempt. 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 all 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 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

Based on the information supplied 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 One-Stop. Once these items 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*; those with a cumulative GPA of 3.75, *magna cum laude*; and those with a GPS of 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 chief academic officer 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 Seminary's purpose is *to glorify the triune God by training his servants to walk in God's grace, to minister God's Word and equip God's people – all for God's mission.*" This purpose unfolds both outside and inside the classroom. Growth in Christlikeness (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.

Covenant Groups and Cohort Groups

Covenant Groups and Cohort Groups form at the beginning of each fall and spring semester and meet weekly throughout the semester and sometimes 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 Cohort Group. These groups are mandatory for MDiv students. First-year MAEM students will be assigned to a mandatory Covenant Group. Other students may select a group of their choice. Cohort and Covenant Groups meet either on Wednesdays or Thursdays from 10 to 10:45 a.m. Some Covenant Groups have a special focus such as missions, military ministry, counseling, or others. To learn more, visit the Student Life team located in Edwards Hall.

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 Student Life's 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 for our Parents' Morning Out and Parents' Night Out programs.

Ministry Lunches

Ministry Lunches aim at developing ministry competencies or engaging the ministry character of attendees by providing opportunities to hear speakers and discussions on topics relating seminary studies to life and ministry. They are usually held on Tuesdays and Thursdays, 12:25–1:30 p.m. Special ministry lunches may be held on other days of the week.

Bulletin Boards and Signs

The Community Center houses several bulletin boards, each with a designated function. The Student Life Bulletin Board in the foyer posts monthly campus events. Another board is reserved for Local/Regional Events and advertisements of other services. Except for the materials hung by student organizations on the designated board, all adds, announcements, or notices must be approved by Student Life before being displayed on campus. Visit the Student Life office in Edwards Hall to request approval.

Calendar

Information for many campus activities is posted on the Seminary Calendar, which is available through both the Seminary website and the Portal (<http://www.covenantseminary.edu/calendar>). Clicking a calendar name (Academics, Campus Hours, Chapel, Student Life, etc.) toggles that calendar on or off so that the viewer can filter information to the desired level. The Student Life calendar announces ministry lunches and many other events for students. The Academic calendar and the Covenant Theological Seminary calendar also provide information for important campus events and dates.

Community News

Community News is one of the Seminary's primary information vehicles. Published weekly on Mondays during the regular semesters, *Community News* is available by e-mail and on the student Portal and features registration, academic, financial aid, and community life information. Students are encouraged to read and contribute to the news. All material for *Community News* should be submitted by e-mail to communitynews@covenantseminary.edu by noon on the Wednesday preceding the Monday date of publication. Student Life reserves the right to edit all material submitted.

Mail

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 or via the Faculty Secretary. Any of this

material not claimed 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 receive returned papers. Students may not use the main seminary address to receive packages and mail. The Seminary will not be responsible for any lost mail sent to the main address.

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 main stairs in the Library.
3. Edwards Hall Community Center lobby.
4. The hallway just outside room B111 in the Library.
5. Outside One-Stop on the second floor of Founders Hall.
6. Outside the faculty offices (by the staircase) on the third floor of Founders Hall.

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 online academic planning and registration, final course grades, billing, schedules, semester calendars, the student pictorial directory, chapel messages, Bible content information, community announcements, field education information, and more. Students are expected to check the Portal regularly to access the various resources there. The Portal is available at: <http://portal.covenantseminary.edu>.

Sakai

Sakai is the course management system used by the Seminary. Each student will receive a Sakai account to access course information such as syllabi, tests, online discussion forums, assignments grades, and other course resources.

Books

New and used course-required and faculty-published textbooks are available for purchase in **The Exchange** campus store and via our online bookstore. Visit bookstore.covenantseminary.edu to browse and search required textbooks by course, topic, or professor list. Book lists are finalized six weeks before each semester begins. For questions or to report problems with the website, e-mail The Exchange at TheExchange@covenantseminary.edu. For more information, see the section of this handbook titled “The Exchange – Campus Store.”

Counseling

Counseling students in internship 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 at 314.392.4240.

The Exchange – Campus Store

New and Used Books

The Exchange offers new course-required and faculty-published books, all priced cheaper than on Amazon. The Exchange also has a growing selection of used books available for purchase. If you have any used course books or other books which you’d like to sell on consignment, **The Exchange** can help you sell them for a small fee. Simply bring your books, fill out a “Consignment Agreement” slip for each book, and place the books on the shelves. We will contact you when you have a payout available from books sold. E-mail us at TheExchange@covenantseminary.edu with any questions.

Free Clothes

The Exchange also accepts donations of gently used women’s and children’s clothing for free distribution to seminary families. Bring your donations to the drop-off shed in front of Edwards Hall, near the east end of the building. (Unfortunately, we cannot accept items other than women’s and children’s clothing.)

Online Bookstore

Whatever isn't carried in The Exchange is available from the Seminary's Online Bookstore, an Amazon storefront, located at bookstore.covenantseminary.edu. As long as you get to Amazon through our Online Bookstore, a percentage of anything that you purchase helps to support Covenant.

Guest Rooms

Guest rooms are available to the Seminary community for a reasonable 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 Guest Services. Because reservations will only be confirmed 48 hours prior to the reservation date, it is a good idea to have alternate arrangements in case the reservation cannot be confirmed.

Housing

Covenant Seminary housing is available to students enrolled, registered, and pursuing full-time seminary studies (10 units for most students; 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.

For families, the Seminary offers two- and three-bedroom units on campus or one- and two-bedroom units off campus at the Gulf Drive Apartments. For single students, single-occupancy and double-occupancy rooms are available for rent for those who would like to live on campus. To find out more about the housing options available to Covenant students, e-mail housing@covenantseminary.edu, or review the Housing Handbook.

The Housing office also maintains a list of off-campus housing opportunities from the surrounding community. Visit <https://covenantadmissions.backpackit.com/pub/1516524> to see the list.

Library

In addition to the use of our own J. Oliver Buswell Jr. 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. Hours of operation and other information about the Library is available on the Library website at www.covenantseminary.edu/library.

Library Cards

The library card is the student identification card. Students should visit the Library to have their photo taken and card issued soon after starting classes. The library card *must* be presented whenever checking out materials.

Loan Periods and Policies

After you've collected the items you would like to check out from the Library shelves, bring them to the circulation desk at the entrance to the Library. Present your Library card (Student ID) to the staff member on duty. The following chart shows how long materials check out, and what is charged if they're turned in late.

Regular Materials Checkout Periods

Material Type	Loan Period	Renewals	Overdue Fines
Books, Audio, Video	4 weeks	Twice (4 weeks each)	5¢ per day for first 2 weeks; 25¢ per day thereafter
New Books	1 week	None	\$1 per day
Small Lockers	4 weeks	None	5¢ per day for first 2 weeks; 25¢ per day thereafter
MOBIUS Books	4 weeks	Twice (4 weeks each)	None (but note the large replacement and billing fees below)

Note: Items that have been recalled will be assessed an additional 25¢ in fines per day while overdue.

Limits. Students are allowed to check out up to 25 items at a time. The Library does not have separate limits for the various material types (e.g., books, videos, CDs, etc.).

Billing for Replacement. After an item has been overdue for four weeks, the Library considers it lost and a bill for replacement and processing will be sent.

- The default replacement charge is \$100 per item; however, this charge will be manually adjusted to reflect the actual replacement cost after the Library staff has had time to determine current market value.
- The processing fee is \$10 per item from Covenant and \$20 per item from MOBIUS.

If the overdue item is returned within a reasonable time after it has been billed, the replacement charge will be removed. In addition, the processing fee may be reduced.

- For MOBIUS materials, the \$20 processing fee will remain per MOBIUS policy.
- For reserve materials and new books, the \$10 processing fee will remain and will serve as the total overdue fine.

- For all other Covenant materials, the processing fee will be reduced to \$5 and will serve as the total overdue fine.

Reserve Materials

Course reserves comprise many of the required and optional readings for the current semester’s classes—often from the books and other resources that students are not required to buy. In order to ensure that every student in a class has access to the necessary materials, items on course reserve only check out for short periods of time—a couple hours, overnight, or perhaps a few days. The professors determine what is placed on reserve and how long the checkout period should be (taking into account the size of the class and the length of the reading). Items that are on reserve are marked as such in the Library catalog. The catalog also contains a list of items on reserve for each class. You can search for reserve lists by class name or number, or by the name of your instructor.

The course reserves are shelved behind the circulation desk at the entrance to the Library. A Library staff member will be glad to help you get the materials that you need. Make sure that you bring your student ID when coming to the Library to use reserve materials. Even if you don’t plan on leaving the Library, items on reserve cannot leave the circulation desk without being checked out.

Limits. Please note that you may only check out up to two hourly reserve items and two overnight/multi-day reserve items at a time.

Reserve Materials Checkout Periods

Reserve Type	Due Back	Renewals	Overdue Fines
1 Hour	1 hour from checkout	Once (1 hour)	50¢ per hour
2 Hour	2 hours from checkout	Once (1 hour)	50¢ per hour
3 Hour	3 hours from checkout	Twice (1 hour each)	50¢ per hour
Overnight	1 hour after the Library opens the next day	None	50¢ per hour
2 Day	Any time before closing 2 days later	None	\$2 per day
3 Day	Any time before closing 3 days later	None	\$2 per day
1 Week	Any time before closing 1 week later	None	\$2 per day

Other Materials Checkout Periods

Item	Details
Large (Rental) Lockers	Rented on a semester-by-semester basis. Rental fees are prorated according to time left in the semester. See Library staff for full details and current prices.
Digital Audio Recorders	3-day reserve
Reusable Bags	4 weeks, 2 renewals (same as books)
Headphones	Due at closing

MOBIUS

MOBIUS is a consortium of academic libraries (and some others) in and around Missouri that have agreed to share books with one another. By using the MOBIUS 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 three to five business days. Students may also visit any MOBIUS member library to check out books with a current Covenant Seminary ID. One of the best places to begin research is the Bridges Catalog, which includes Covenant's holdings and those of Concordia, Eden, and Kenrick Seminaries as well as seven nearby colleges/universities.

MOBIUS members include other theological seminaries besides those already mentioned, many small to mid-sized private colleges and universities (Maryville University, Lindenwood University), large research universities (Saint 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 and Computer Lab

Buswell Library is equipped with wireless Internet access throughout. Public computers are available in the Reference section on the main level and in the Computer Lab on 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 storage of personal belongings. Library material placed in a locker must be checked out. The small lockers may be checked out at no cost for three weeks at a time. The large lockers may be rented on a semester basis for a fee. Pricing is prorated according to the month; see a librarian for more information.

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.

Food and Drinks

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

The Scribe – Campus Writing Center

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 can help you learn to write and communicate more clearly to better complete your assignments. The Scribe provides one-to-one and small group tutorials with trained writing consultants, and offers specialized assistance to students for whom English is not a first language (ESL). The Scribe also produces handouts and resources to support student writing for assignments at Covenant. You can make an appointment for the Scribe Writing Center at the Library Circulation Desk.

Lounges

The Edwards Hall lounge is a waiting area for Student Life and is a comfortable setting for relaxing, reading, studying, and conversing. Upon reservation, a piano is available for use on weekdays after business hours from 5 to 7 p.m. and on Saturdays between 10 a.m. and 5 p.m. There is also a student lounge adjacent to the One-Stop offices on the second floor of Founders Hall, with seating available for small group conversations or quiet study. There are also a couple of kiosks available to access the Portal or Sakai if needed.

Edwards Community Center

The Community Center in Edwards Hall is available for studying, socializing, and eating. It is open every official class day and most Saturdays. Vending machines are located there along with a refrigerator and microwave ovens for community use. The Covenant Café and The Exchange (campus clothing and bookstore) are located in the Community Center too. Purchases from The Exchange can be made during Café hours. The hours of operation are posted at the main entrance.

One-Stop

One-Stop gives students one location on the second floor of Founders Hall in which to transact most business with the Seminary. It houses Financial Aid, the Registrar’s Office, the Business Office, Academic Advising, and the Housing Office. One-Stop is open from 8 a.m. to 4:30 p.m. Monday through Friday and by appointment only in the evenings. One-Stop will be closed during chapel times (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 website includes information on full- and part-time employment (both ministerial and non-ministerial) in the St. Louis area. The link to the site is available on the Portal.

Placement

Covenant is committed to seeing graduating seniors placed successfully. We treat the placement process as an organic continuation of the living-learning community you experience during your time in seminary. In addition to the Candidating and Transitioning into Ministry class (AT580), the Career Services Office is available to advise students on differentiation with regard to 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.

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

While many of the positions of which the Seminary is aware are connected with the PCA, we are also 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 one year before desired placement. Please contact the Career Services office for more information or to set up a meeting.

Recreation

Seminary recreational facilities include a basketball court behind Edwards Hall, which available to students and their families during daylight hours. Additionally, the Seminary has a playground for children located behind Edwards Hall, which includes a picnic pavilion. The basketball court, playground, and picnic areas are smoke-free; smoking is not permitted within 25 feet of these areas.

Voter Registration

Students who are Missouri residents may register to vote at: <http://www.sos.mo.gov/elections/register2vote>. This form may also be obtained at any driver's license office. 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 Dean of Students to organize social events, monitor the Student Council budget, and disburse funds for each student organization.

Elected each year by the student body, the council consists of four executive offices and representatives from across the student body. Student Council also serves as a representative voice to the administration and faculty.

Student Concerns

At times, students may have concerns, complaints, and/or grievances they need to have addressed. Informal avenues of resolution may be pursued:

- We would encourage students to first approach the other(s) involved to try to resolve the situation in accordance with Matthew 18.
- Concerns that are community-wide in nature may be addressed to the Student Council through its officers or representatives.
- Concerns with another student may be addressed to the Dean of Students.
- Concerns with an employee may be addressed to the Vice President of Business and Finance.
- Concerns with a full-time faculty member may be addressed to the Dean of Faculty.
- Concerns with an adjunct professor or visiting instructor may be addressed to the Vice President of Academics.

Formal avenues of resolution are as follows:

- A. **For complaints or grievances involving an allegation of discrimination or harassment**, please see “Discrimination and Harassment Grievance Procedures” on page 67 of this handbook.
- B. **For other complaints or grievances**, the Seminary has the following standard process:
 - 1. A student who would like to file a formal complaint must do so in writing to the Dean of Students. No adverse action will be taken against a student for filing a formal complaint.
 - 2. The Dean of Students will convene a Student Concerns Committee to review the complaint within 30 days of the formal complaint filing. The Dean of Students will serve as the chairman of the committee. He will appoint appropriate faculty, employee, and/or student representatives for each complaint reviewed by a committee. The committee shall not be composed of individuals directly involved in the complaint. The committee reviewing the complaint will make recommendations to the administration for final resolution. Within 45 days of the formal complaint filing, the Dean of Students will notify the student in writing of the final resolution. This decision is considered final.
 - 3. If the Dean of Students is directly involved in the complaint, the student may submit the formal complaint in writing to the Office of the President. The President shall appoint a substitute chairman for the Dean of Students in this process.

Students on our Nashville campus may also refer academic program complaints to the Tennessee Higher Education Commission Staff, 404 James Robertson Pkwy., Suite 1510, Nashville, TN 37243-0830; (615) 741-5293. Any person claiming damage or loss as a result of any act or practice by this institution that may be in violation of the Title 49, Chapter 7, Part 20, or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

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 the Student Council for advice or to appropriate faculty and administrative offices for counsel or correction. The Dean of Students is responsible for oversight of students. Matters related to academic discipline should be referred to the Vice President of Academics. 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. The investigative and adjudicatory process for students whose behavior appears to be in violation of Seminary standards is as follows:

1. The Dean of Students 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 Dean of Students shall then determine the appropriate disciplinary actions/steps.
2. If the matter cannot be resolved by the Dean of Students, the student or Dean of Students 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 about the student known to committee members 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 Dean of Students, who will take the final action he deems appropriate, subject to the review and approval of the President.
3. The Dean of Students will inform the student in writing of the action to be taken. The report will include a summary of the charges, the findings of the committee, and the specific actions taken by the Dean of Students. A copy of the report will be forwarded to the student's permanent record, the chief academic officer, 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 Dean of Students (Chairman), the Vice President of Academics, 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 Dean of Students and the Vice President of Academics). If a member(s) is unavailable, thus preventing the timely processing of a situation, the President may choose a temporary replacement for the absent member(s).

Computing Resources Acceptable Use Policy

Purpose

Access to computing resources is a privilege, not a right, and is granted with restrictions and responsibilities for use. This policy sets forth the rules for using computing resources at Covenant Theological Seminary. These rules apply to all users of Seminary computing resources and all computing accounts on Seminary computers.

Policy Statements

Sharing your Covenant Network ID, or any other account is prohibited. You are responsible for all activity conducted with your Covenant Network ID or any other account. Covenant Network ID/account information must not be given to anyone else. Improper safeguarding of your password that results in unauthorized use of your Covenant Network ID/account will not be tolerated.

Use of computing resources must be in accordance with Seminary policies, and codes of conduct. Files controlled by individual users are considered private. The ability to read, alter, or copy a file does not imply permission to do so. The Seminary reserves the right to access and/or remove any files in violation of Seminary policies. The ability to connect to or make use of other systems through the network does not imply the right to do so unless properly authorized by the owners of these systems. To do so without proper authorization will result in disciplinary action.

People with security access privileges to confidential data and/or data management systems shall not use those privileges for anything other than fulfillment of official duties. Use of those privileges for any other purpose will result in disciplinary action, up to, and including, termination of employment.

Do not create or participate in electronic chain mail messages or send unsolicited mass mailings to people using the Seminary network or computing systems. Electronic chain mail and mass mailings cause network congestion and waste computing resources. If you receive electronic chain mail at Covenant, please delete it.

E-mail is not confidential and is subject to disclosure in State laws and court procedures. The Seminary reserves the right to access e-mail information if the Seminary suspects or is advised of possible breaches of security, harassment, or other violations of other Seminary policies, rules, regulations, directives, or law. Once a message has been sent, control over it is lost. It may be forwarded to others or displayed on an electronic bulletin board or in a news group without the author's knowledge or consent. Never say

anything in e-mail that wouldn't be said publicly. Abusive or insensitive language, in public or in private, is an inappropriate use of computing resources. And, use of electronic means to send or post fraudulent, harassing, obscene, indecent, profane, intimidating, or unlawful messages is prohibited.

Respect intellectual property rights. Do not access or copy software or data belonging to others without prior written authorization. Unauthorized duplication of copyrighted information, data and/or software is a direct infringement of the federal copyright law. Doing so subjects one to criminal prosecution or civil liability.

Commercial use is prohibited. Computing accounts are provided for non-commercial, academic use only. Accounts found being used for commercial and/or personal gain will be turned off. Electronic advertising using Seminary computing resources is prohibited.

Do not negatively impact computing resources. Users share many resources including disk space, CPU cycles, printer queues, batch queues, login sessions, wireless access points, software licenses, etc. Resources also include, but are not limited to, computing facilities, accounts, Covenant computing equipment, and network systems and connections. Do not monopolize these resources, especially for non-academic purposes. While computers may be used for e-mail and Internet activities, the machines provided in the computing lab are primarily for academic work. The Seminary reserves the right to limit the use of computing resources.

Act responsibly and practice due diligence to prevent the spread of computer viruses. Have anti-virus software installed on your computer and keep your Virus Definition File up to date. Perform appropriate security updates for your specific hardware operating system in a timely fashion. The Seminary reserves the right to remove infected or vulnerable computers from the network as well as block malware/spyware infected websites.

Enforcement

Violations of these rules are subject to the investigative and disciplinary procedures of the Seminary with IT Services acting in an advisory role. Complaints against students' abuse are usually forwarded to and handled by the Student Life department. Complaints against faculty and staff are forwarded to and handled by the supervisors and/or the appropriate vice president and sometimes, in the case of faculty members, to the president's office.

In some cases, the Seminary must act more immediately to protect its interests and resources, or the

rights and safety of others. The President and IT Director, or a delegate within IT Services, has the authority to suspend or limit account privileges and access to resources in those situations. When an account and/or access has been suspended in this way, IT shall notify the appropriate office who will handle the complaint and attempt to notify the account or computer owner. Account suspension, or removal from the network is typically temporary while the complaint is handled through the normal investigative and disciplinary procedures of the Seminary.

Discrimination and Harassment Grievance Procedures

We strongly encourage any person who feels that he or she has been subjected to any type of discrimination, harassment, or retaliation (gender, race, disability, or age) or believes he or she has witnessed such conduct to report it promptly. Failure to report any incidents promptly will hinder the Seminary's ability to investigate a complaint thoroughly and to stop or prevent other incidents from occurring. You are encouraged to provide as much information as possible so that a fair and effective investigation may follow.

A formal complaint should be brought in writing to the Dean of Students (if the target is a student), to the Vice President of Business and Finance (if the target is an employee), to the Vice President of Academics (if the target is a faculty member). The Seminary representative receiving the complaint will be responsible to:

1. 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.
2. Review the written statement detailing the alleged offense(s) and encourage the accuser to include any additional details (e.g., evidence, potential witnesses, etc.) not already included in the written complaint.
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. Arrange to minimize unnecessary contact between the parties until the situation is resolved and underscore the importance of working within these limits so that in no case should conversations about the matter occur without the presence of a responsible third party.
6. Review the situation, including interviewing all parties involved and any other parties who may have knowledge of the incident(s), to determine the facts within 30 days of the formal

complaint being filed.

7. Develop an appropriate action/disciplinary plan within 45 days of the complaint being filed.
8. Notify all parties in writing, within 45 days of the complaint being filed, of the outcome of the Seminary's investigation, including any disciplinary action(s) taken against the accused and of the right to appeal.
9. If the action plan satisfactorily resolves the issue, submit to the Office of the President a sealed summary of the matter.

If it is determined, after thorough investigation, that the accused is guilty of the allegations brought forward in the complaint, that person will be subject to appropriate disciplinary and/or corrective measures commensurate with the seriousness of the particular offense, up to, and including, termination of employment and/or expulsion from academic programs at the Seminary.

Retaliation in any form against someone who exercises his or her right to make a complaint or against any individual who provides information related to any such complaint is strictly prohibited and will in itself constitute cause for appropriate disciplinary action, up to, and including, termination of employment and/or expulsion from academic programs at the Seminary.

In the event that the complaint is not resolved by the fulfillment of the action plan or the parties are not satisfied with the action plan or its progress, an appeal may be brought in writing to the Office of the President within 60 days of the written notification of the original outcome. Within 45 days of the appeal, all parties will be notified of the final review and decision by the Office of the President.

Drugs, Alcohol, and Security

Illegal Substances

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. In issues of drug use that is voluntarily self-reported and/or brought to us by concerned persons, it would warrant an investigation and/or assessment by the Dean of Students and a qualified person he deems necessary and beneficial.

Weapons

No explosives, flammables, guns, bows and arrows, or other deadly weapons, or AirSoft, BB, or pellet guns are permitted in Covenant Seminary housing or on any part of the campus, including automobiles, at any time.

Alcohol Use

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 buildings and grounds. 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 mentioned in this paragraph will be placed on disciplinary probation for one semester. A fine may also be assessed at the discretion of the Facilities Department when abuse of campus property warrants it. A second offense will result in a one-semester suspension with mandatory counseling before readmission is considered.

Crime Report

In compliance with federal regulations, the Seminary makes available specific information regarding drug and alcohol use and campus security (Campus Crime Report) via the Seminary website at https://media.covenantseminary.edu/PDF/Campus_Safety_Report_2016.pdf. A physical copy of this information is available upon request through the Campus Safety Office or Financial Aid. 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 314.581.7212 to alert

the campus security to your need.

- 314.581.7212 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

Scripture admonishes us to adorn ourselves with Christ; this would include dressing in a way that reflects Christ. Students are expected to dress in a way that reflects the proper dignity and modesty of servants of the Lord. Please be especially mindful of others and the struggles others may have as it relates to dress. Try and refrain from wearing clothing that is too revealing: shorts that are too short, clothing that is too tight, and/or low cut shirts and dresses. There is tremendous beauty in discretion.

Parking and Driving

Vehicles on Campus

While driving on campus, please *watch for small children*. Absolutely no parking of inoperative motor vehicles is allowed on the premises. All motor vehicles parked on campus must display valid license plates and be legally insured. Car troubles do occur, so please notify the Campus Safety Officer if your vehicle breaks down on campus and it must be left overnight. Inoperative vehicles must be removed within 24 hours unless otherwise approved by the Facilities office. Major repair work should not be done in the parking lots, but should be done off campus.

Overnight parking of boats, trailers, trucks, or any other type of vehicle other than passenger automobiles on Seminary property is specifically prohibited, unless prior authorization is obtained from Campus Safety or Facilities Office.

On rare occasions, the Seminary may need residents' cars to be moved from a parking space for road repairs, maintenance, or snow removal.

Permits

Parking permits enable Seminary personnel to provide adequate parking each semester, contact vehicle owners in case of emergency, and are necessary to provide a safe campus. Free permits are required for all students, staff, and faculty vehicles parked on campus and must be attached inside the vehicle's front window on the lower passenger's side and must be clearly visible from the outside. Vehicles without decals will be fined. Permits are obtained at the start of your academic year. First-semester students beginning in June must obtain their permits at the start of classes.

Parking

Please do not park in areas designated for faculty, staff, visitors, or disabled students. Commuting students should park in campus paved parking lots in unassigned spaces. Fines will be issued for violations. It is illegal to park in a handicapped space without a proper permit (enforced by Creve Coeur police and Campus Safety). The Edwards Hall front circle drive is a fire lane, and vehicles parked there are subject to significant fines and/or towing. During normal campus activities, there should be enough spaces on campus; therefore, parking in the grass or along the yellow curbs is not permitted.

Campus Speeding Policy

The speed limit on all campus roads is 10 mph. 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 Campus Safety Officer. Student offenders will receive a \$20 fine on the first occurrence.

A \$100 fine will be levied against the driver 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 Dean of Students. 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. These offenses, while not considered illegal, will be viewed as serious and will be subject to appropriate disciplinary and other measures.

Sexual misconduct 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).

Definitions

Sexual misconduct includes any violation of scriptural standards for sexual behavior, whether single or married. Examples include, but are not limited to:

1. Physical 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. Collection, viewing, or use of pornography
5. Homosexual sexual activity

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

Sexual Offense Policy

As noted above, Covenant Seminary affirms that all individuals, 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.

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) subscribes: the Westminster Confession of Faith (XXIV), Larger Catechism (questions 137–139), and Shorter Catechism (questions 70–72).

Allegations of sexual offenses will be investigated immediately and thoroughly. The Seminary will maintain confidentiality to the degree permissible by law and up to the point at which information needs to be disclosed to effectively investigate and/or act in the interest of protecting the safety of the Seminary community. If it is determined based on a preponderance of evidence that a sexual offense 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 for bringing in good faith (i.e., not frivolously, maliciously, or with vengeful intent) an allegation of a sexual offense.

1. Definitions

Various terms related to sexual conduct and sexual offenses are defined below. Sexual offenses will be treated by the Seminary as any other misconduct.

- **Consent** is defined as assent that is explicitly and freely given with reasonable and unimpaired judgment. Consent is required to be given by each individual. Assent does not constitute consent if it is given by an individual who by reason of youth, mental disease or defect, intoxication, a drug-induced state, or any other reason (e.g., incapacitation or unconsciousness) is manifestly unable or is known by the other individual(s) to be unable to make a reasonable and unimpaired judgment, or if assent is induced by force, duress, or deception. Past consent, silence, or the absence of resistance do not imply consent.
- **Dating Violence** is violence committed against an individual by an individual with whom he or she has been in a social relationship of a romantic or intimate nature.
- **Domestic Violence** is violence committed against an individual by that individual's current or former spouse, current or former cohabitant, or an individual similarly situated under domestic or family violence law.
- **Rape** occurs when an individual engages in non-consensual sexual intercourse. Two specific sub-categories of rape are:
 - ❖ **Acquaintance rape** is rape where the individuals know one another.
 - ❖ **Statutory rape** in Missouri is defined as having intercourse with an underage person.
 - **Statutory rape in the first degree** is having sexual intercourse with a person under the age of 14.

- **Statutory rape in the second degree** is sexual intercourse between someone 21 years of age or older with an individual under the age of 17 (i.e., 14, 15, or 16).
- **Sexual assault** is defined as harmful or threatening behavior of a sexual nature manifested in the form of physical contact and/or non-physical behavior (verbal threats, intimidations, and/or indecent exposure).
- **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 a basis for evaluation 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. Sexual harassment can occur regardless of the original intent and/or whether or not it is direct or indirect. It may include, but is not limited to:
 - ❖ Jokes, comments, verbal "kidding," or abuse that is sexually oriented.
 - ❖ Suggestive, inappropriate, or graphic comments about an individual's body, appearance, or actions.
 - ❖ Sexually suggestive gestures or actions, including physical actions such as patting, pinching, constant brushing against another's body, or blocking another's movement.
 - ❖ Subtle pressure for sexual activity or demands for sexual favors, whether or not accompanied by promise of reward or threat of punishment.
 - ❖ Sexual assault and/or rape.
 - ❖ Condoning any of the above.
- **Stalking** is engaging in a course of conduct directed at a specific individual that would cause a reasonable individual to fear for their safety or the safety of others; or suffer substantial emotional distress.

Missouri Revised Statutes 566.010 – 566.155.2 contain specific information regarding Missouri state laws and penalties pertaining to sexual offenses.

2. Prevention

The Seminary will make online training regarding sexual offense prevention and reporting procedures available to all students and staff. This training will be available at any time through our Student and Staff Portals with a bi-annual e-mail notification of its availability. The Seminary will also provide multiple seminars/events per academic year related to the prevention of dating violence, domestic violence, rape, sexual assault, sexual harassment and/or stalking. These seminars/events will be available to all students and staff of the Seminary as well and will be publicized through *Community News*, the weekly student and staff e-mail newsletter, and through directed e-mails as appropriate.

To avoid being the instigator of inappropriate behavior, individuals should:

- Know that they are expressing hostility and aggression if they try to force or coerce any other individual to engage in sexual acts or intercourse.
- Accept the other individual's decision not to have sexual contact.
- Not assume that because an individual seems flirtatious that they want to have a sexual relationship.
- Not assume that paying for a date means that the other person owes sexual favors.
- Avoid the use of alcohol and illegal use of drugs. (See Alcohol and Drug Policies in the faculty/staff/student handbooks.)

To help deter sexual assault and rape, individuals should:

- Walk in lighted, familiar areas.
- Walk with a companion.
- Be direct and firm with someone who is pressuring for sexual activity.
- Avoid the use of alcohol or illegal drugs. (See Alcohol and Drug Policies in faculty/staff/student handbooks.)
- Follow these guidelines when on dates:
 - ❖ Clearly establish the expectation in advance of where the date will take place and what will occur. Set boundaries.
 - ❖ Let someone else know where the date will take place, when it will end, and who will be there no matter the length of the relationship.
 - ❖ When feeling uncomfortable, pay attention to that feeling and begin to plan a way to get to a safe place.

3. Bystander Intervention

What can a bystander do to help if he or she witnesses a sexual offense occurring on campus or elsewhere? (NOTE: This information is not meant to cover all possible scenarios or variables, nor is it meant to train anyone as a counselor.)

If an individual witnesses a situation on campus, he or she should carefully assess the entire situation/circumstances before making any decisions or taking any action. Personal safety is the first priority. It is important to report witnessing apparent sexual offenses (See the section titled “Report a Sexual Offense” below for details.) Do not assume someone else will do it.

Consider both *direct* and *indirect* ways to intervene. **Direct** means taking responsibility as the primary helper or speak to the person directly. **Indirect** means requesting that someone else take the responsibility as the primary helper (e.g., the police, EMT personnel, etc.) or speaking to another person who could be helpful or give guidance and direction (e.g., police, Dean of Students, Campus Safety, etc.).

Emergency Helping – General Strategies. Remember the following in an emergency or crisis:

- Be a calming presence, calming others as necessary if possible.
- Gather information.
- Look at options.
- Provide support.
- Do not become enmeshed.
 - ❖ Look for the best exit strategies for those involved.
 - ❖ Be clear and direct with all requests.
 - ❖ Make safe choices; consider the level of risk in choosing an action for intervening.
 - ❖ Understand boundaries and limits – don’t be a hero. Remember verbal fights can quickly turn into physical fights. It is often better to walk away.
 - ❖ Intervene early – before a problem becomes a crisis or disaster.
 - ❖ Be sure to not escalate situation.
 - ❖ Publically state your commitment to helping – “I will do X.”
 - ❖ Engage other bystanders – “You do Y.”
 - ❖ Discuss consequences that the person cares about – encourage value based decisions.
 - ❖ Call 911 if it is not safe or prudent for you to help directly.

Non-Emergency Helping – General Strategies. With a non-emergency situation, even if not acted on immediately, don’t ignore the situation.

- Consider the frequency, duration, and intensity/severity when evaluating a situation.
- Determine the barriers for individuals if possible – motivation, ability, or environment.
- Know your limits as a helper; engage others as necessary.
- Be sensitive, understanding, and non-judgmental.
- Challenge misperceptions; express true feelings/beliefs.
- Identify the red flags; anticipate problems.
- Determine the priority goal, formulate a plan, prepare/practice what to say.
- Interrupt/distract/delay a situation that might be problematic before it becomes an emergency.
- Set boundaries; do not make excuses for the person or otherwise enable him or her.
- Conduct conversations in a safe environment. Maintain mutual respect and mutual purpose.
- Remember the Law of Delivery – who (persons), what (content), when (timing), where (location/privacy), why (reasons), and how (tone).

4. Immediate Steps for Victims of a Sexual Offense

Following are steps that should be taken by victims of a sexual offense:

- Get to a safe place as soon as possible.
- Try to preserve all physical evidence. If possible, do not wash, take a shower, use the toilet, apply medications, or change clothing. If changing clothing is necessary, put all clothing worn at the time of the incident in a paper rather than plastic bag.
- Contact someone who can be trusted to be with and support you through the decision making, medical treatment, and interviews. This is your right!
- Get medical attention as soon as possible to assure your physical well-being and to collect important evidence in the event legal action is taken at a later time. It is important to seek immediate and follow-up medical attention (1) to assess and treat any physical injuries that may have been sustained and (2) to determine the risk of sexually transmitted diseases or pregnancy.
- Contact the Student Life department to receive psychological and spiritual support. The long-term negative effects of such an incident may be minimized with the help of a trained professional counselor. Confidentiality will be maintained to the extent possible. Counselors can also direct victims to other resources that are available within the St. Louis community. (See section 9, “Resources,” below for a short list of immediately available resources.)
- When calm, prepare written notes of the incident.

5. Report a Sexual Offense

We strongly encourage anyone who has been the victim of a sexual offense, or who believes they have witnessed a sexual offense, to report it promptly. Failure to report promptly will hinder the Seminary's ability to effectively investigate and/or act in the interest of protecting the safety of the Seminary community. You are encouraged to provide as much information as possible so that a fair and effective investigation may follow.

Reporting an incident is a separate step from filing a grievance with the Seminary or a criminal complaint with law enforcement. When a report is made, there is no obligation to continue with filing a grievance with the Seminary or a criminal complaint with law enforcement. Assistance in notifying the local police will be provided, if requested.

Individuals making a report may request that their identity be kept confidential until/unless a commitment is expressed to proceed with filing a criminal complaint.

Any incident should be reported to one or more of the following:

- **Public Safety Office** / 24-Hour Contact / 314.581.7212
- **Adam Lopez**, Campus Safety Officer / 314.392.4166 / Adam.Lopez@covenantseminary.edu
- **Suzanne Bates**, Associate Dean of Students / 314.392.4242 / Suzanne.Bates@covenantseminary.edu.
- **Alice Evans**, Title IX Coordinator / 314.392.4053 / Alice.Evans@covenantseminary.edu
- **Mike Higgins**, Dean of Students / 314.392.4155 / Mike.Higgins@covenantseminary.edu

The report process is as follows:

- A statement will be taken to document what happened. Questions will be asked about the individuals involved, the scene of the incident, witnesses, and what happened before and after the incident. A support person may be present, and individuals considering filing a criminal complaint may ask a local police officer to participate as well.
- The Public Safety office must keep a log of reported incidents on campus. The log will not contain names of individuals involved or personally identifiable information of those individuals.

- All reports will be investigated by the Seminary to the extent possible. Involvement of the reported victim(s) of the sexual offense will be at their discretion. Based on a preponderance of evidence, the Seminary will take action to ensure the safety of the Seminary community.
- Adjudication through the Seminary Grievance and Disciplinary Procedures, the criminal justice system, or both is at the discretion of the individual who feels he or she has been the victim of a sexual offense. If that person decides to move forward with filing a grievance with the Seminary, the procedures as outlined below in “Seminary Grievance and Disciplinary Procedures” will be followed.

6. Notice of Interim Measures Following the Report of a Sexual Offense

Any reported victim of a sexual offense is entitled to receive from the Seminary interim support and reasonable protection as needed against further acts of misconduct, harassment, or retaliation. A reported victim of a sexual offense is entitled to interim support and protection even if that person was not the reporter. The Seminary will provide these interim measures regardless of whether the individual chooses to file a grievance with the Seminary or a criminal complaint with local law enforcement.

- Individuals seeking interim support and protection should speak with one of the following individuals:
 - ❖ Alice Evans, Title IX Coordinator / 314.392.4053 / Alice.Evans@covenantseminary.edu
 - ❖ Adam Lopez, Campus Safety Officer / 314.392.4166 / Adam.Lopez@covenantseminary.edu
 - ❖ Suzanne Bates, Associate Dean of Students / 314.392.4242 / Suzanne.Bates@covenantseminary.edu
 - ❖ Mike Higgins, Dean of Students / 314.392.4155 / Mike.Higgins@covenantseminary.edu
- Individuals who have been the victim of a sexual offense have the right to file a criminal complaint with local law enforcement regardless of whether they file a grievance with the Seminary.

Following are possible interim measures that may be utilized by the Seminary:

- **Increased Public Safety Presence** – Increased monitoring, supervision, or security where the incident occurred.

- **Modified Academic/Work/Residence Arrangements** – Change in the relevant arrangements for the accuser or accused to reduce the probability of contact between them. May include an allowance to withdraw from and retake classes without penalty.
- **No-Contact Order** – An order issued by the Seminary Public Safety Office to the accuser and/or accused banning all interaction and communication between them.
- **Temporary Suspension for the Accused** – A temporary suspension of access to apartment buildings/houses, campus, and activities (including classes and work) for the accused if it is believed by the Public Safety Office that the accused pose(s) a threat to the safety of the Seminary community.

7. Seminary Grievance and Disciplinary Procedures

A formal complaint should be brought in writing to the Title IX Coordinator. Alternatively, as primary points of contact in their respective areas, a formal complaint may be left in the care of the:

- Dean of Students if the accuser is a student.
- Vice President of Business and Finance if the accuser is an employee.
- Dean of Faculty if the accuser is a full-time faculty member.
- Vice President of Academics if the accuser is an adjunct professor or visiting instructor.

The following process will run whether or not a criminal complaint is filed with local law enforcement.

The Seminary representative receiving the complaint will be responsible to:

1. 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.
2. Review the written statement detailing the alleged offense(s) and encourage the accuser to include any additional details (e.g., evidence, potential witnesses, etc.) not already included in the written complaint.
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. Arrange to minimize unnecessary contact between the parties until the situation is resolved and underscore the importance of working within these limits so that in no case should conversations about the matter occur without the presence of a responsible third party.

6. Review the situation, including interviewing all parties involved and any other parties who may have knowledge of the incident(s), to determine the facts within 30 days of the formal complaint being filed. Both the accuser and the accused have the right to be accompanied by a support person to all meetings and hearings.
7. Develop an appropriate action/disciplinary plan based on the preponderance of evidence within 45 days of the complaint being filed. Appropriate disciplinary measures will be commensurate with the seriousness of the particular offense and may be up to, or including, termination of employment and/or expulsion from academic programs at the Seminary.
8. Notify all parties in writing simultaneously, within 45 days of the complaint being filed, of the outcome of the Seminary's investigation, including any disciplinary action(s) taken against the accused and of the right to appeal.
9. If the action plan satisfactorily resolves the issue, submit to the Office of the President a sealed summary of the matter.

Retaliation in any form against an individual who exercises his or her right to make a complaint, or against an individual who provides information related to any such complaint, is strictly prohibited and will in itself constitute cause for appropriate disciplinary action, up to, and including, termination of employment and/or expulsion from academic programs at the Seminary.

In the event that the grievance is not resolved by the fulfillment of the action/disciplinary plan, or the parties are not satisfied with the plan or its progress, an appeal may be brought in writing to the Office of the President within 60 days of the written notification of the original outcome. Within 45 days of the appeal, all parties will be notified of the final review and decision by the Office of the President.

If in the course of an investigation the local church of the accused is not already involved, because of the relationship of the Seminary to the church, the Seminary will seek the written permission of the accused to include that person's church leadership in the process.

8. Possible Sanctions of Disciplinary Proceedings

The following sanctions may be imposed based on the preponderance of evidence following Seminary Grievance and Disciplinary Procedures:

- **Official Reprimand:** An official written reprimand kept in the Seminary's student and/or employment files (as appropriate), with suggested corrective measures the individual(s) should

take to avoid a future infraction. The reprimand will also include potential actions, up to and including Disciplinary Dismissal, if another incident should occur.

- **Official Reprimand with Corrective Measures Requirement:** An official written reprimand kept in the Seminary's student and/or employment files (as appropriate) with required corrective measures the individual(s) will have to take to avoid a future infraction and continue without suspension or dismissal. The reprimand will also include potential actions, up to and including Disciplinary Dismissal, if another incident should occur or if the corrective measures are not satisfactorily fulfilled.
- **Disciplinary Suspension:** Suspension from further study and/or work for serious and/or repeated violations. Suspension for disciplinary reasons may also include being prohibited from visiting campus and/or attending Seminary functions. A written record of the suspension will be kept in the Seminary's student and/or employment files (as appropriate) and will include a timeline and/or conditions for returning from suspension.
- **Disciplinary Dismissal:** Dismissal from Seminary employment and study, including being prohibited from visiting campus and/or attending Seminary functions. A written record of the Disciplinary Dismissal will be kept in the Seminary's student and/or employment files (as appropriate) and will include any conditions for reapplication; however, Disciplinary Dismissal will typically be permanent and prohibit any future employment or study. Disciplinary Dismissal is noted on student transcripts.

9. Resources

On Campus

- Public Safety Office – 314.581.7212

Off Campus

- ALIVE – 314.993.2777
- Anti-Violence Advocacy Project – 314.503.2050
- Mercy Hospital Emergency Room – 314.251.6090
- Crime Victims Advocacy Center – 314.652.3623
- Life Crisis Services (24-hour hotline) – 314.647.4357
- Safe Connections – 314.531.2003
- Sexual Assault Hotline – 1.877.946.6854
- Victim Service Council – 314.889.3075
- YWCA - St. Louis Regional – 314.531.7273

National Hotlines

- AIDS Hotline – 1.800.342.2437
- Network of Victim Assistance – 1.800.675.6900
- A Woman’s Place – 1.800.220.8116

Smoking

Smoking is prohibited in and around all Seminary-owned buildings and housing. This includes the Log Cabin, the playground, and the basketball court. In addition, smoking is also prohibited on all campus sidewalks, public patios, and areas where the public is invited. A distance of 60 feet from all of the above listed areas must be maintained when smoking. There is a designated smoking area located near the road leading to the MTW House, between the North Forty Road parking lot and the maintenance shop yard. Failure to abide by these rules could jeopardize your student status and/or your lease if living in Campus Housing.

Special Problems

From time to time, problems that need attention will emerge within the Seminary community. 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 Dean of Students 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

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.

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 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 space 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

³ Dan Doriani, *Getting the Message: A Plan for Interpreting and Applying the Bible* (Phillipsburg, NJ: P&R Publishing, 1996), 14.

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

⁴ Kennedy and Smith, 62.

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 our purpose here 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: (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 the 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.

⁵ Ibid., 63; cf. 75.

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 latest edition of *The Chicago Manual of Style* or the summary of that style as found in the latest edition of Kate Turabian's *A Manual for Writers*. Students in counseling courses will use the APA (American Psychological Association) style that 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.

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 any time 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: P&R Publishing, 1996.
- Kennedy, Mary Lynch, and Hadley M. Smith. *Reading and Writing in the Academic Community*. Englewood Cliffs, NJ: Prentice-Hall, Inc., 1994.

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, the Admissions office, and One-Stop. If you have questions regarding any of the information or where it may be found, contact One-Stop.

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. 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 credit, including criteria it uses regarding credit earned at another school and a list of schools with which there is an established 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).
- q. A statement that school personnel will assist the student in notifying authorities if a sex offense occurs, if requested by the student.
- r. Availability of on- and off-campus counseling, mental health, or other Student Life services for victims of sex offenses.
- s. 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.
- t. Procedures for campus disciplinary actions in cases of an alleged sex offense.
- u. A clear statement that both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding.
- v. 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.

- x. 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.
- y. 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.
- z. Policies for providing timely warning to the campus community of the on-campus occurrence of any crimes listed above.
- aa. 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 (MDIV) – THREE-YEAR SEQUENCE (SUMMER START)

Sequence of Required Courses

FIRST YEAR		Summer	Fall	Jan-term	Spring
NT301	Greek I	4			
NT302	Greek II	2			
AT300	Spiritual & Ministry Formation *		2		
CM310	Communicating the Scriptures		2		
NT303	NT Exegesis & Communicating the Scriptures†		3		
ST300	Covenant Theology I		2		
WM310	God's World Mission		3		
	Electives‡			2	
CC310	Apologetics & Outreach				3
NT320	Gospels				3
ST301	Covenant Theology II				2
ST310	God & Humanity: Foundations of Counseling *				4
	Electives				2
Total Hours: 34		6	12	2	14
SECOND YEAR		Summer	Fall	Jan-term	Spring
OT301	Hebrew I	4			
OT302	Hebrew II	2			
AT411	Mentored Ministry Practicum I		1		
CH310	Ancient & Medieval Church History		3		
CO320	Counseling in the Church I		2		
OT303	OT Exegesis & Communicating the Scriptures †		3		
OT320	Pentateuch		2		
ST330	Christ & Salvation		3		
	Elective‡			1	
AT412	Mentored Ministry Practicum II				1
CH320	Reformation & Modern Church History				3
EM301	Educational Foundations				3
NT330	Acts & Paul				3
OT330	OT Historical Books				3
Total Hours: 34		6	14	1	13
THIRD YEAR		Summer	Fall	Jan-term	Spring
AT340	Theology of Ministry		2		
AT341	Ministry Leadership		2		
CM340	Advanced Homiletics§		1		
CO330	Counseling in the Church II†		3		
OT340	Psalms & Wisdom Literature & Worship		4		
ST350	Spirit, Church, & Last Things		2		
AT490	Preparation for Licensure & Ordination Exams§				1
AT499	MDiv Capstone				1
NT350	Pastoral & General Epistles & Revelation				3
OT350	Prophetical Books				3
ST360	Christian Ethics				3
Total Hours: 25			14		11

BIBLE CONTENT EXAM

Entering students must attempt the Bible Content Exam prior to their first class; prior to graduation all student must pass the Bible Content Exam.

FIELD EDUCATION

300 hours of field work are required for graduation; these hours will be transcribed in 75hr units (FE301, FE302, FE303, and FE304) when the Field Education Office has approved completion of hours. Accumulation of field hours will begin in conjunction with PT311 Mentored Ministry Practicum I.

SUMMARY OF DEGREE REQUIREMENTS

Bible Exam

Field Education (4 units)

Curriculum Hours: 93 (88 core; 5 unrestricted hours)

* MDiv students registered for the courses so marked will be assigned to **mandatory** personal formation Cohort Groups which will meet from 10 to 11 a.m. on Wednesday or Thursday. Students will be notified by Student Life after the end of Registration of their assigned group leader and day.

† MDiv students **must** register for the corresponding Lab course when registering for the courses so marked: with NT303, CM320 Exegesis & Homiletics Lab I (Ordination Track) or CM321 Exegesis & Communication Lab I (Specialized Ministries Track); with OT303, CM330 Exegesis & Homiletics Lab II (Ordination Track) or CM331 Exegesis & Communication Lab II (Specialized Ministries Track); with CO330, PT313 Mentored Ministry Counseling Practicum.

§ Specialized Ministries Track M.Div. students substitute applied theology electives for the courses so marked.

‡ Electives may be taken in any term.

MASTER OF ARTS (EXEGETICAL THEOLOGY) (MAET)

Sequence of Required Courses

FIRST YEAR		Summer	Fall	Jan-term	Spring
NT301	Greek I	4			
NT302	Greek II	2			
CH310	Ancient & Medieval Church History		3		
EM301	Educational Foundations §		3		
NT303	Greek in Exegesis		2		
OT301	Hebrew I		4		
ST300	Covenant Theology I		2		
OT302	Hebrew II			2	
NT320	Gospels				3
OT303	Hebrew in Exegesis				2
OT320	Pentateuch				2
ST301	Covenant Theology II				2
	Electives ‡				4
Total Hours: 35		6	14	2	13
SECOND YEAR		Summer	Fall	Jan-term	Spring
	Electives ‡	4			
MA397	MA Thesis Supervision I		(2)		
NT330	Acts & Paul		3		
OT330	OT Historical Books		3		
OT340	Psalms & Wisdom Literature & Worship		4		
	Electives‡		2		
CH320	Reformation & Modern Church History				3
MA398	MA Thesis Supervision II				(2)
NT350	Pastoral & General Epistles & Revelation				3
OT350	Prophetical Books				3
	Electives‡				2
Total Hours: 27		4	14		11

BIBLE CONTENT EXAM

Entering students must attempt the Bible Content Exam prior to their first class; prior to graduation all students must pass the Bible Content Exam.

SUMMARY OF DEGREE REQUIREMENTS

Bible Exam

Curriculum Hours: 62 (50 core hours; 6 systematic theology elective hours, 6 exegetical elective hours)

Thesis Hours: 4 (awarded upon successful thesis completion)

§ MAET students may substitute CM310 Communicating the Scriptures **and** CM321 Exegesis & Communication Lab I for the course so marked.

‡ 6 elective hours must be in systematic theology (courses with the ST prefix); and 6 elective hours must be exegetical (courses numbered 600-699 with the OT or NT prefix). Electives may be taken in any term.

MASTER OF ARTS IN COUNSELING (MAC)

Sequence of Required Courses

FIRST YEAR		Summer	Fall	Jan-term	Spring
CO310	Counseling Intro & Theories I ^		3		
CO503	Assessment in Counseling		3		
CO520	Marriage & Family Counseling ^		3		
ST300	Covenant Theology I		2		
	CO Electives ‡			3	
CO502	Career Counseling				3
NTXXX	NT Core #				3
ST301	Covenant Theology II				2
CO380	Foundations of Counseling: God & Humanity ^				4
Total Hours: 26		0	11	3	12
SECOND YEAR		Summer	Fall	Jan-term	Spring
ST330	Christ & Salvation		3		
CO531	Human Growth & Development ^		3		
OTXXX	OT Core #		3		
CO370	Social & Cultural Diversity in Counseling ^		3		
ST350	Spirit, Church, & Last Things		2		
CO390	Counseling Practicum § ~				3
CO570	Psychological Disorders §				3
CO551	CO Theories II & Techniques § ~				3
CO555	Group Dynamics §				3
Total Hours: 26		0	14	0	12
THIRD YEAR		Summer	Fall	Jan-term	Spring
CO540	Internship Site Lab I	0			
CO541	Counseling Internship I ~		3		
CO360	Ethics & Professional Development ~		3		
CO542	Internship Site Lab II			0	
CO543	Counseling Internship II ~				3
CO552	Research Methods ~				3
Total Hours: 12		0	6	0	6

BIBLE CONTENT EXAM

Entering students must attempt the Bible Content Exam prior to their first class; prior to graduation all student must pass the Bible Content Exam.

SUMMARY OF DEGREE REQUIREMENTS

Bible Exam

Curriculum Hours: 64 (61 core hours; 3 counseling elective hours)

‡ 3 elective hours must be in counseling (courses with the CO prefix that are non-core). Electives may be taken in any term.

^ Course must be completed before CO390 Counseling Practicum

§ Course must be completed before Counseling Internship

~ Course must be taken along with other course so marked in a term

NT500 NT History & Theology and OT500 OT History & Theology respectively will need to be taken unless language pre-requisites

MASTER OF ARTS IN EDUCATIONAL MINISTRIES (MAEM)

Sequence of Required Courses

FIRST YEAR		Summer	Fall	Jan-term	Spring
AT300	Spiritual & Ministry Formation		2		
EM301	Educational Foundations		3		
OT500	Old Testament History & Theology		3		
ST300	Covenant Theology I		2		
	Electives ‡			2	
EM502	Teaching & Learning				3
NT500	New Testament History & Theology				3
ST301	Covenant Theology II				2
ST310	God & Humanity: Foundations of Counseling				4
Total Hours: 24		0	10	2	12
SECOND YEAR		Summer	Fall	Jan-term	Spring
CC310	Apologetics & Outreach		3		
EM503	Leadership & Ministry Development		3		
ST330	Christ & Salvation		3		
WM310	God's World Mission		3		
	Electives ‡			2	
CH200	Story of Christianity				3
MA299	Capstone				2
ST350	Spirit, Church & Last Things				2
	Electives ‡				3
Total Hours: 24			12	2	10

BIBLE CONTENT EXAM

Entering students must attempt the Bible Content Exam prior to their first class; prior to graduation all students must pass the Bible Content Exam.

FIELD EDUCATION

150 hours of field work are required for graduation; these hours will be transcribed in 75hr units (FE301 and FE302) when the Field Education Office has approved completion of hours.

SUMMARY OF DEGREE REQUIREMENTS

Bible Exam

Field Education

Curriculum Hours: 48 (41 core hours; 4 educational ministry elective hours, 3 unrestricted hours)

‡ 4 elective hours must be in educational ministries (courses with the EM prefix.) Electives may be taken in any term.

MASTER OF ARTS IN MISSIONAL THEOLOGY (MAMT)

Sequence of Required Courses

FIRST YEAR		Fall	Spring
ST211	Prolegomena: Gospel, Story, Mission	2	
WM211	Prolegomena: Missionary Encounter with Western Culture	2	
ST221	Interpreting Scripture: Biblical Authority & Hermeneutics	2	
WM221	Exegeting the City		2
NT221	Synoptic Gospels & Acts		2
OT211	Pentateuch & Historical Books		2
Total Hours: 12		6	6
SECOND YEAR		Fall	Spring
ST212	Prolegomena: God & Creation	2	
NT212	Reading the New Testament: Paul	2	
OT212	Reading the Old Testament: Prophets	2	
AT212	Leading a Missional Congregation: Preaching, Worship, & Prayer		2
CH212	Church History: Ancient Church		2
AT222	Leading a Missional Congregation: Pastoral Care, Formation & Training Families		2
Total Hours: 12		6	6
THIRD YEAR		Fall	Spring
CC213	Understanding Our Missional Context: Spirits of Our Age	2	
WM213	Leading a Missional Congregation: Outreach into the Neighborhood	2	
ST213	Sin & Salvation: Israel, Christology, Eschatology	2	
NT213	Reading the New Testament: Johannine Literature & General Epistles		2
CH213	Church History: Medieval & Reformation		2
OT213	Reading the Old Testament: Songs & Wisdom		2
Total Hours: 12		6	6
FOURTH YEAR		Fall	Spring
WM214	Leading a Missional Congregation: Missiology & Ecclesial Structures	2	
ST214	Sin & Salvation: Spirit, Church, Benefits of Christ, Consummation	2	
AT214	Leading a Missional Congregation: Training for Callings	2	
WM224	Global Christianity & Third World Theologies		2
CH214	Church History: Post-Reformation to Present		2
WM234	Understanding Our Missional Context: World Religions & Pluralism		2
Total Hours: 12		6	6

SUMMARY OF DEGREE REQUIREMENTS

Curriculum Hours: 48

MASTER OF ARTS IN RELIGION AND CULTURES (MARC)

Sequence of Required Courses

FIRST YEAR		Summer	Fall	Jan-term	Spring
AT300	Spiritual & Ministry Formation		2		
OT500	Old Testament History & Theology		3		
ST300	Covenant Theology I		2		
WM310	God's World Mission		3		
	Electives ‡			2	
NT500	New Testament History & Theology				3
ST301	Covenant Theology II				2
ST310	God & Humanity: Foundations of Counseling				4
WM524	Intercultural City Ministry				3
Total Hours: 24		0	10	2	12
SECOND YEAR		Summer	Fall	Jan-term	Spring
CC310	Apologetics & Outreach		3		
EM301	Educational Foundations		3		
ST330	Christ & Salvation		3		
WM540	Peoples Religious Traditions		3		
	Electives ‡			2	
CH200	Story of Christianity				3
MA299	Capstone				2
ST350	Spirit, Church & Last Things				2
	Electives ‡				3
Total Hours: 24			12	2	10

BIBLE CONTENT EXAM

Entering students must attempt the Bible Content Exam prior to their first class; prior to graduation all students must pass the Bible Content Exam.

FIELD EDUCATION

150 hours of field work are required for graduation; these hours will be transcribed in 75hr units (FE301 and FE302) when the Field Education Office has approved completion of hours.

SUMMARY OF DEGREE REQUIREMENTS

Bible Exam

Field Education

Curriculum Hours: 48 (41 core hours; 4 religion & cultures elective hours, 3 unrestricted hours)

‡ 4 elective hours must be in religion & cultures (courses with the WM prefix.) Electives may be taken in any term.

MASTER OF ARTS IN RELIGION AND CULTURES (MARC) – CMI TRACK

Sequence of Required Courses

FIRST YEAR		Summer	Fall	Jan-term	Spring
AT300	Spiritual & Ministry Formation		2		
OT500	Old Testament History & Theology		3		
ST300	Covenant Theology I		2		
WM310	God's World Mission		3		
	CMI Electives ‡			1	
NT500	New Testament History & Theology				3
ST301	Covenant Theology II				2
ST310	God & Humanity: Foundations of Counseling				4
WM524	Intercultural City Ministry				3
Total Hours: 23		0	10	1	12
SECOND YEAR		Summer	Fall	Jan-term	Spring
	CMI Electives ‡	2			
CC310	Apologetics & Outreach		3		
EM301	Educational Foundations		3		
ST330	Christ & Salvation		3		
WM311	City Ministry Practicum I		1		
WM528	Transformational Community Development		2		
	CMI Electives ‡			1	
CH200	Story of Christianity				3
MA299	Capstone				2
ST350	Spirit, Church & Last Things				2
WM312	City Ministry Practicum II				1
WM571	Theologies of the Civil Rights Era				2
Total Hours: 25		2	12	1	10

BIBLE CONTENT EXAM

Entering students must attempt the Bible Content Exam prior to their first class; prior to graduation all students must pass the Bible Content Exam.

FIELD EDUCATION

150 hours of field work are required for graduation; these hours will be transcribed in 75hr units (FE301 and FE302) when the Field Education Office has approved completion of hours.

SUMMARY OF DEGREE REQUIREMENTS

Bible Exam

Field Education

Curriculum Hours: 48 (32 MA common core hours; 6 MARC core hours; 6 CMI Fellowship hours; 4 CMI Fellowship)

‡ Elective hours must be CMI approved courses. Electives may be taken in any term.

MASTER OF ARTS IN RELIGION AND CULTURES (MARC) –FSI TRACK

Sequence of Required Courses

FIRST YEAR		Summer	Fall	Jan-term	Spring
AT300	Spiritual & Ministry Formation		2		
CC310	Apologetics & Outreach		3		
OT500	Old Testament History & Theology		3		
ST300	Covenant Theology I		2		
	FSI Electives ‡			1	
CC577	Francis Schaeffer				2
NT500	New Testament History & Theology				3
ST301	Covenant Theology II				2
ST310	God & Humanity: Foundations of Counseling				4
Total Hours: 22		0	10	1	11
SECOND YEAR		Summer	Fall	Jan-term	Spring
	FSI Electives‡	2			
CC311	Cultural Apologetics Practicum I		1		
EM301	Educational Foundations		3		
ST330	Christ & Salvation		3		
WM310	God's World Mission		3		
WM540	Peoples Religious Traditions		3		
	FSI Electives‡			1	
CC312	Cultural Apologetics Practicum II				1
CC521	Cultural Apologetics				2
CH200	Story of Christianity				3
MA299	Capstone				2
ST350	Spirit, Church & Last Things				2
Total Hours: 26		2	13	1	10

BIBLE CONTENT EXAM

Entering students must attempt the Bible Content Exam prior to their first class; prior to graduation all students must pass the Bible Content Exam.

FIELD EDUCATION

150 hours of field work are required for graduation; these hours will be transcribed in 75hr units (FE301and FE302) when the Field Education Office has approved completion of hours.

SUMMARY OF DEGREE REQUIREMENTS

Bible Exam

Field Education

Curriculum Hours: 48 (32 MA common core hours; 6 MARC core hours; 6 FSI Fellowship hours; 4 FSI Fellowship electives)"

‡ Elective hours must be FSI approved courses. Electives may be taken in any term.

MASTER OF ARTS (THEOLOGICAL STUDIES) (MATS)

Sequence of Required Courses

FIRST YEAR		Summer	Fall	Jan-term	Spring
AT300	Spiritual & Ministry Formation		2		
CC310	Apologetics & Outreach		3		
OT500	Old Testament History & Theology		3		
ST300	Covenant Theology I		2		
	Electives ‡			2	
NT500	New Testament History & Theology				3
ST301	Covenant Theology II				2
ST310	God & Humanity: Foundations of Counseling				4
	Electives ‡				2
Total Hours: 23		0	10	2	11
SECOND YEAR		Summer	Fall	Jan-term	Spring
CC561	Calling, Vocation & Work	2			
ST330	Christ & Salvation		3		
WM310	God's World Missions		3		
	Electives ‡		5		
	Electives ‡			2	
CH200	Story of Christianity				3
MA299	Capstone				2
ST350	Spirit, Church & Last Things				2
	Electives ‡				3
Total Hours: 25		2	11	2	10

BIBLE CONTENT EXAM

Entering students must attempt the Bible Content Exam prior to their first class; prior to graduation all students must pass the Bible Content Exam.

SUMMARY OF DEGREE REQUIREMENTS

Bible Exam

Curriculum Hours: 48 (34 core hours; 9 Bible & systematics elective hours, 5 unrestricted hours)

‡ 9 elective hours must be in Bible (courses with the OT or NT prefix) and systematic theology (courses with the ST prefix), with at least 2 hours of OT, 2 hours of NT, and 2 hours of ST. Electives may be taken in any term.

MASTER OF THEOLOGY (EXEGETICAL THEOLOGY) (THM)

Schedule of Required Courses (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 Seminary in NT				3
TM897	Thesis Supervision I*				0 (3)
	Elective#				3
Total Hours: 21 (24)		3	10	2	6 (9)

SUMMER

OT710	Adv. Studies in Biblical Theology	3			
TM898	Thesis Supervision II*	0 (3)			
Total Hours: 3 (6)		3 (6)			

SUMMARY OF DEGREE REQUIREMENTS

Curriculum Hours: 24 (12 core hours; 3 exegetical elective hours, 9 unrestricted hours)

Thesis Hours: 6 (awarded upon successful thesis completion)

* Students must have thesis topic approval prior to registering for TM897 Thesis Supervision I. TM897 Thesis Supervision I and TM898 Thesis Supervision II each bill 3 hours of tuition but includes no credit hours. TM899 Thesis Completion awards 6 hours of credit but charges no tuition.

3 hours must be exegetical elective hours (600- or 700-level courses not counted toward core requirements.) Electives may be taken in any term.

MASTER OF THEOLOGY (BIBLICAL AND PASTORAL THEOLOGY) (ThM)

Schedule of Required Courses (subject to change)

FIRST YEAR	Summer	Fall	Jan-term	Spring
Bible Elective+		4		
Applied Theology Elective<		4		
Elective#		3		
Applied Theology Elective<			2	
Philosophy Elective≈				3
Bible Elective+				5
Applied Theology Elective<				3
Total Hours: 24		11	2	11

SUMMER

TM792 ThM Practicum	3
TM793 ThM Contextualized Writing Project	3
Total Hours: 6	6

SUMMARY OF DEGREE REQUIREMENTS

Curriculum Hours: 30 credit hours

- 6 core hours
- 9 Bible elective hours
- 3 philosophy elective hours
- 9 applied theology elective hours
- 3 unrestricted hours

+ Bible electives include any courses in New Testament (NT), Old Testament (OT) and Systematic Theology (ST) (500-, 600- or 700-level) which are not counted toward other core requirements.

≈ Philosophy electives must be approved by the ThM Director.

< Applied Theology electives include any courses in Communications (CM), Counseling (CO), Church Planting (CG), Educational Ministries (EM) or Practical Theology (PT) (500-, 600- or 700-level) which are not counted toward other core requirements.

Electives may be taken in any term.

ACADEMIC CALENDAR 2017–2018

APRIL 2017

- 3 Academic Planning for 2017–18 academic year terms opens

MAY 2017

- 15 Summer Term Academic Registration Opens
29 Memorial Day (Seminary closed)

JUNE 2017

- 3 Summer New Student Orientation
5 Summer Term Begins

JULY 2017

- 3–7 Summer Break (No Classes)
10 Summer Courses Resume
28 Summer Academic Planning & Registration Closes

AUGUST 2017

- 7 Fall Academic Registration Opens
11 Summer Term Ends
17 Fall Academic Planning & Registration Closes
19 Fall New Student Orientation
21 Fall Semester Begins

SEPTEMBER 2017

- 1 Last Day to Add a Fall Semester Course
1 Last Day to Drop a Fall Semester Course without Receiving a “W”
4 Labor Day (Seminary Closed)
19 Day of Prayer (No Classes)
22–23 Board of Trustees Meeting
29–30 Francis Schaeffer Lectures

OCTOBER 2017

- 16–20 Fall Break (No Classes)
23–26 ATS Accreditation Site Visit
27 Last Day to Withdraw from a Fall Course
31 Preaching Lectures

NOVEMBER 2017

- 23–26 Thanksgiving Break
(No Classes, Seminary Closed 22–27)

DECEMBER 2017

- 4 January Term Academic Registration Opens
5 Last Day Fall Courses Meet
6 Reading Day
7–8 Final Exams
11–13 Final Exams
22–31 Christmas Break (Seminary Closed)

JANUARY 2018

- 1 Christmas Break (Seminary Closed)
2 January Term Courses Begin
5 January Term Academic Planning & Registration Closes
15 Martin Luther King Day (Seminary Closed)
16 Spring Academic Registration Opens
19 January Term Courses End
23 Spring Term Academic Planning & Registration Closes
25 Spring Semester Begins
26–27 Board of Trustees Meeting

FEBRUARY 2018

- 7 Counseling Lectures (No Classes)
7 Last Day to Add a Spring Semester Course
7 Last Day to Drop a Spring Semester Course without Receiving a “W”
20 Day of Prayer (No Classes)

MARCH 2018

- 26–29 Spring Break (No Classes)
30–31 Easter Break (No Classes, Seminary Closed)

APRIL 2018

- 1–2 Easter Break (No Classes, Seminary Closed 1)
4 Last Day to Withdraw from a Spring Course
27–28 Board of Trustees Meeting

MAY 2018

- 9 Last Day Spring Courses Meet
10–11 Final Exams
14–16 Final Exams
17 Graduation Baccalaureate Ceremony
18 Graduation Commencement Ceremony
28 Memorial Day (Seminary Closed)

CONTACT LIST

TO FIND OUT ABOUT.....CONTACT

Academic Advising.....	One-Stop
Add/Drop a Class.....	One-Stop
Address Changes.....	Student Portal
Alumni Affairs.....	Alumni Relations (Admissions)
Apartments.....	Housing (One-Stop)
Apartments/Maintenance.....	Apartment Manager
Apologetics and Culture.....	Schaeffer Institute
Audiovisual Equipment.....	Information Technology Services
Billing Questions.....	Business Office (One-Stop)
Chapel.....	Student Life (Edwards Hall)
<i>Community News</i>	Student Life (Edwards Hall)
Computers.....	Information Technology Services
Concessions.....	Director of Facilities and Operations
Counseling Services.....	Counseling Center (Buswell Library)
Course Change.....	Registrar (One-Stop)
Day of Prayer.....	Student Life (Edwards Hall)
Deferred Payments.....	Business Office (One-Stop)
Degree Changes.....	Academic Advising (One-Stop)
Discipline.....	Dean of Students
Emergencies (facilities).....	314.392.4111
Emergencies (students).....	Security (314.392.4111)
Faculty.....	... Faculty Secretary
Family Nurture Program.....	Student Life (Edwards Hall)
Fax.....	One-Stop

TO FIND OUT ABOUT.....CONTACT

Field Education Director of Field Education

Financial Aid Information..... Financial Aid (One-Stop)

Grade ReportsRegistrar (One-Stop)

Graduation (Regalia, Diploma).....Registrar (One-Stop)

Grounds..... Director of Grounds & Equipment

Guest Rooms..... Admissions

Housing Housing (One-Stop)

Housekeeping.....Director of Environmental Services

Identification Cards.....Library

International Students.....International Student Advisor (One-Stop)

Internet access (student lab)Library

Internship Programs..... Director of Field Education

Loan Deferrals.....Registrar (One-Stop)

Lost and Found Physical Plant

Mail..... Director of Guest Services/Mail

Maintenance..... Director of Maintenance Operations

Ministry Lunches Student Life (Edwards Hall)

Online Education Academics (Dean’s Office)

Parking Director of Facilities and Operations

Parking Stickers Director of Facilities and Operations

Payment of Tuition, etc. Business Office (One-Stop)

Placement Alumni Relations (Admissions)

RefundsRegistrar (One-Stop)

Registration.....Registrar (One-Stop)

Room Reservations (events)..... Admissions

Scheduling (classes)..... One-Stop

TO FIND OUT ABOUT.....CONTACT

ScribeLibrary

Security 314.392.4111

Single Student Housing (Maintenance)..... Resident Assistant

Snow Schedule Information..... Website/Portal

Student Directory Student Life (Edwards Hall)

Student Portal..... Information Technology Services

Student Employment Assistance..... Student Life (Edwards Hall)

Summer School..... One-Stop

Supply Preaching Alumni Relations (Admissions)

Telephone InformationReceptionist

Transcript Requests Registrar (One-Stop)

Veterans Administration.....Registrar (One-Stop)

Voter Registration Student Life (Edwards Hall)

Website Communications

WithdrawalRegistrar (One-Stop)



Presbyterian Church in America

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