Student Handbook

2014–2015
Academic Year

Setting the Standard for Excellence in Theological Education
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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. We know that you also want to be informed of our various policies and procedures, and we have written this Student Handbook for that purpose.

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 accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (30 N. LaSalle St., Suite 2400, Chicago, IL 60602-2504; tel. 800.621.7440; www.ncacihe.org) and by the Association of Theological Schools (10 Summit Drive, Pittsburgh, PA 15275-1103; tel. 412.788.6505; www.ats.edu). Each website provides a list of all schools accredited by the organization (with a profile of each school) for anyone wishing to verify accreditation. The Seminary’s accreditation status helps students qualify for military chaplaincy upon graduation, transfer credits to other institutions, gain acceptance to graduate programs for more advanced study, and qualify for student loans.

DOCTRINAL COMMITMENTS

Covenant Seminary’s faculty and Board of Trustees annually subscribe in writing to the Bible as the Word of God, immediately inspired and inerrant in its original writings; and to the Westminster Confession of Faith and Catechisms, which, although subordinate to the Bible in their authority, set forth the Seminary’s understanding of biblical faith in a consistent and reliable form.
Covenant Seminary students affirm the historic Christian beliefs expressed in such documents as the Apostles’ Creed and the Statement of Faith of the National Association of Evangelicals. A limited number of applicants who do not share these beliefs also may be permitted to enroll in individual courses as non-degree students.

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

**NOTICE OF NON-DISCRIMINATION**

Covenant Theological Seminary does not discriminate on the basis of race, color, national 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, Dean of Faculty — Full-time Faculty
  12330 Conway Road, St. Louis, MO  63141
  314.434.4044, ext. 4234

- Chris Florence, Vice President of Academic Administration — Adjunct Professors and Visiting Instructors
  12330 Conway Road, St. Louis, MO  63141
  314.434.4044, ext. 4216
MASTER OF DIVINITY (MDiv)

- **Program Requirements:** The MDiv degree requires satisfactory completion of a total of 93 semester units 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.

- **Residency Requirement:** The last 32 units of this degree normally must be taken in residence at Covenant Seminary. Students who have completed at least 80 semester units at Covenant Seminary have met the residency requirement and may apply in writing to the Dean for Academic Administration (through One-Stop) for permission to complete the remaining degree requirements by transferring appropriate courses from a recognized graduate school. The MDiv is designed to be completed on campus. 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 course work, including (if applicable) a documented agreement from the student’s employer to the proposed degree completion plan and to the provision of adequate study time.

- **Bible Content Exam:** All entering MDiv students must take the Bible Content Exam before beginning courses. Students must pass the exam no later than the 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.

- **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 practical theology essential for traditional or non-traditional pastoral ministry. This track meets curriculum requirements for ordination in the Presbyterian Church in America (PCA) and is strongly recommended for 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 practical 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. Students should read the Satisfactory Academic Progress section of the handbook to ensure on-going Financial Aid eligibility (See the “Online Education” section of this handbook for additional information.)

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**MASTER OF ARTS**

**MASTER OF ARTS IN EDUCATIONAL MINISTRIES (MAEM)**

➢ **Program Requirements:** Students in the MAEM program must successfully complete 48 semester units of study as outlined in the curriculum (including a Capstone Project which helps students synthesize their course work and field education experiences) with a cumulative GPA of at least 2.25/4.0 plus 150 hours of supervised field education. Basic Bible knowledge is a degree prerequisite (see “Bible Content Exam” below). 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. 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 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. Students should read the Satisfactory Academic Progress section of the handbook to ensure on-going Financial Aid eligibility (See the “Online Education” section of this handbook for additional information.)

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 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
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 on-going Financial Aid eligibility (See the “Online Education” section of this Handbook for additional information.)

MASTER OF ARTS IN WORSHIP AND MUSIC (MAWM)

- **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. 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 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 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 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. Students should read the Satisfactory Academic Progress section of the handbook to ensure on-going Financial Aid eligibility (See the “Online Education" section of this handbook for additional information.)

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**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 new fully online option (see the “Online Education" bullet point below).

- **Residency Requirement:** Students who have completed at least 25 semester units in St. Louis have met the residency requirement and may complete the remaining degree requirements by taking distance education courses. A maximum of 23 hours of transfer credit and/or distance learning courses may be applied to this degree.

- **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. 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.
Online Education: Students may pursue the MATS fully online. This newly revised and accredited version of the MATS is the same degree program offered on campus, but allows students to take all required classes part-time 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.)

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 on-going 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 Center for additional information). Upon admission to the program, a student is assigned an internship year. Because internship is restricted, students attempting to change internship years may have difficulty. To facilitate professional development during the second year of the program, students must be enrolled in certain required daytime courses concurrently and in sequence. Covenant strongly recommends that students reduce their working hours to 20 or fewer during the internship year. In Covenant’s experience, students working more than 25 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 30 units of this degree must normally be taken in residence at Covenant Theological Seminary. This degree is designed to be completed on campus. A maximum of 30 hours of transfer credit and/or distance learning courses may be applied to this degree.
Nine-Year Time Limit: The time limitation for completion of the MAC degree is nine years. Courses taken more than nine years prior to 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. 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.

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 become an MAC intern as well as permission to enroll in the internship-related courses for the MAC. Candidacy is required prior to registering for the internship-related courses. Candidacy requires:

- Satisfactory completion of at least 27 units of the curriculum.
- Completion of internship prerequisite classes including:
  - CO310 Counseling Intro and Theories I;
  - CO520 Marriage and Family Counseling;
  - CO531 Human Growth & Development;
  - CO370 Intercultural Counseling; and
  - CO570 Psychological Disorders.
- 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 Registrar’s office will contact MAC students in January of the year preceding their assigned internship year to verify intent to continue in the internship for that assigned year. The Registrar’s office will communicate to the student no later than June of the year preceding the assigned internship year if any of the academic requirements are not 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 internship, 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 June of the year preceding his or her assigned internship year.

Students who are not admitted to the internship but have the qualifying credits may choose to terminate their studies with the Graduate Certificate in Counseling.

- **Internship:** During the MAC internship year, students are required to participate in a counseling internship that spans the entire school year and may begin in the summer. In addition to the time spent at assigned sites, internship students meet for group supervision twice a week and at least once every other week for individual supervision from a faculty member. Students need to budget at least 15–20 hours per week for internship alone. Counseling sessions with clients continue during the January term, so students must plan to be in St. Louis throughout their internship year. Covenant strongly recommends that students limit working hours during internship to 20 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 if the student uses elective credit to take courses in three areas specified by the state: group dynamics, educational/psychological measurements, and career counseling.

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

- **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. Students should read the Satisfactory Academic Progress section of the handbook to ensure on-going Financial Aid eligibility (See the “Online Education” section of this handbook for additional information.)

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.

- **Residency Requirements:** 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. 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.

- **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 MA 397 MA Thesis Supervision I no later than the semester following approval of the thesis proposal. The student must register for MA 398 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.

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 church history or 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.

MASTER OF THEOLOGY (ThM)

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

All students are initially enrolled in the ThM in Biblical and Pastoral Theology. Students interested in pursuing the Exegetical Theology degree may apply to write a thesis when they have completed 12 units of study. If accepted, they will be changed to the Exegetical Theology program at that point.
Since this degree is designed to teach students advanced study skills, students are strongly encouraged to complete up to 6 units of coursework by independent reading and research under faculty supervision. A maximum combined total of 12 units may be transferred from another institution or taken by independent study for the ThM.

**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.

**ThM in Exegetical Theology:** The ThM in Exegetical Theology requires proficiency in a second modern language (including English if English is not the primary native language) by the time a student has completed 12 units of graduate work at Covenant Seminary. Students are not permitted to register for additional units until this requirement has been met. *(Note: Proficiency is defined as the equivalent of 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 Th. M. 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.

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

The degree also requires successful completion of a practicum (3 units) 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-, 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.

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

### OTHER INFORMATION

#### SECOND MASTER’S DEGREE

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

- MAEM or MARC or MAWM or MATS (48)/MAEM or MARC or MAWM or MATS (48) ................. 72 units
- MAC/MAEM or MARC or MAWM ....................... 88 units
- MDiv/MAEM or MARC or MAWM or MATS (48) .......... 117 units
- MDiv/MAC ............................................. 125 units
- MDiv/MAET ............................................. 126 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.

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

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

Students may complete a Graduate Certificate in Biblical and Theological Studies (GC) or a Master of Arts (Theological Studies) (MATS) fully online.

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

Students may apply a maximum of 25 hours of online study toward the MDiv degree in a mix of core and elective credit. Students should read the “Satisfactory Academic Progress” section of the handbook to ensure on-going financial aid eligibility.

Online courses will be completed in a normal semester schedule.

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 financial 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.

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

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

DEFERRED BILLING

All prior balances must be cleared before the student may use the deferred payment option. If a student is unable to pay the full amount due at the time of registration, deferred payment may be requested. The student pays at registration at least 25 percent of the balance of tuition and fees after financial aid has been applied, plus a $30 deferred payment charge. The deferred payment plan debits payment of the remaining charges in three equal monthly installments after the scheduled date of registration and must be paid in full by the end of the term. If the payments are not made as scheduled, the student may be dropped from class, with all monies paid to date forfeited. The student will also be responsible to pay the balance of remaining tuition. For all course sessions other than a semester, the charges are to be paid before the class begins. **Note:** The 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). Students requesting a loan that will put them over $26,000 for an MDiv degree or over $20,000 for an MA or ThM degree will be required to meet with the Financial Aid Director or another designated person 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 a North American context may be required to reduce their loads and take English language courses if the faculty deems it necessary.

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

### COURSEWORK COMPLETION

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

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

### CROSS-REGISTRATION

Covenant Seminary has cross-registration privileges with three other St. Louis-area seminaries: Eden, Kenrick, and Saint Louis University. 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 Campus 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 are simply in class to learn and will not be assigned a grade for the course. (See the “Auditors” section of this handbook.)

LANGUAGE AUDIT POLICY

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

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

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

FIELD EDUCATION

Covenant Seminary is committed to challenging students in professional training to engage in ministry while in seminary by making real-world applications of classroom instruction through field education. MDiv students must complete 300 hours of supervised field education; 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Outstanding</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>Adequate</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>Marginal</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Failure</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failure</td>
</tr>
<tr>
<td>AU</td>
<td>0.0</td>
<td>Audit only</td>
</tr>
<tr>
<td>I</td>
<td>0.0</td>
<td>Incomplete</td>
</tr>
<tr>
<td>L</td>
<td>0.0</td>
<td>Failure due to language deficiency</td>
</tr>
<tr>
<td>W</td>
<td>0.0</td>
<td>Withdrawn after the tenth day of</td>
</tr>
<tr>
<td></td>
<td></td>
<td>class; can effect financial aid for</td>
</tr>
<tr>
<td></td>
<td></td>
<td>following semester. See “Satisfactory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academic Progress.”</td>
</tr>
</tbody>
</table>

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 Dean of Academic Administration to the chief academic officer. Appeals may be made no later than one semester after the course is finished.

LATE ASSIGNMENTS

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

Covenant Theological Seminary participates in an annual copyright license agreement for academic institutions that allows duplication for only printed materials related to coursework. This licensing agreement does not apply to digital materials including audio recordings and video recordings. Educause (http://www.educause.edu/legalcontent) also maintains a comprehensive list of legal downloading 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 degree programs allow up to 6 units of independent study or ministry practicum (elective credit) under a faculty member’s direction. To qualify, a student must:

1. Have completed at least 10 units.
2. Carry a GPA of 3.0 (students who are completing ministry practicum will be exempt from the 3.0 GPA requirement).
3. Obtain the permission of the supervising professor and the degree advisor (Senior Director of Enrollment Services, 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 two weeks prior to the beginning of registration. 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 Director (through One-Stop). The course must be completed in the semester in which the student registers for the course. During that semester the student and faculty member meet at least monthly. Independent Study includes four types of course work:

1. Greek or Hebrew reading (with tutorial fee; student normally translates around 10 chapters per credit hour).
2. ITS tape courses (with tutorial and materials fees; student completes course work).
3. Ministry Practicum (with tutorial fee; see “Ministry Practicum” section).
4. Research project (with tutorial fee; as a guideline, each unit of independent study credit requires approximately 1,000 pages of reading, with 1 page of written work for every 100 pages read).

INTERNATIONAL STUDENTS

Covenant Seminary welcomes students from other countries and cultures and invites applications from people serving the church around the world. Completed applications should be sent no later than six months prior to the desired entry date, 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; formerly known as the Immigration and Naturalization Service, or INS) requirements and the standards of spiritual maturity and academic proficiency required of all students, including a North American bachelor’s degree or its educational equivalent.

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

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

**ENGLISH LANGUAGE SKILLS**

Prospective students for whom English is not their first language must take the Internet-based Test of English as a Foreign Language (TOEFL). For admission, Covenant Seminary requires a score of 84 (written, 21; speaking, 24; reading, 20; listening, 19). For information, visit the TOEFL Website at [www.ets.org](http://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:

- PT592 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).

SNOW DAYS

Information regarding seminary closure due to 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 an announcement in the News section of the home page that reads “Campus Weather
Alert! Click the link to go to a page with more information.

- **The phone system.** Call the Seminary’s main number (314.434.4044). The greeting will indicate if the schedule has changed due to weather.

- **Cell phone text messaging.** If you have opted into the Emergency Contact System, then you will receive a text message on your cell phone if there is to be a change in the Seminary’s hours of operation. If you have not done so already, you may opt in to the program now by clicking on the “Emergency Contact System” link in the Portal and following the instructions.

- **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.

If a **snow day** is called, the Seminary is closed and classes are cancelled for the day. If a **snow schedule** is called, the administration offices will open at 10 a.m. and classes will begin at 1 p.m. on Monday or 11 a.m. Tuesday through Friday. The Seminary does not close or observe a snow schedule during the final exam period in December.

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

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

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

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**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:
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 15 units of work at Covenant Seminary.

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

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

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 coursework 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 reapplyes 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 appropriate MATS students).
8. Field education (for MDiv, MAEM, MARC, and MAWM students). MDiv students must complete 300 hours of supervised field education; MAEM, MARC, and MAWM students must complete 150 hours.

REGALIA

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.

[50]
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 to 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

Covenant Groups form at the beginning of each fall and spring semester and meet weekly throughout the academic year. In each group, students and a faculty and/or staff member share testimonies of praise, personal needs, and struggles with the purpose of encouraging and praying for one another. This opportunity to create long-lasting friendships with other students, faculty, and staff is strongly recommended.
First-year MDiv students will be assigned to a Cohort Group through their Spiritual and Ministry Formation course. First-year MAEM students will be assigned to a Covenant Group through their Educational Foundations class. These groups are mandatory for MDiv students. 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 are intended to develop ministry competencies or engage the ministry character of those in attendance. They take place on Tuesdays and Thursdays from 12:30 to 1:30 p.m. and sometimes on Fridays from 12:20 to 12:55 p.m. These gatherings give students an opportunity to hear various speakers and panel discussions on topics that relate seminary studies to life and ministry.
CAMPUS COMMUNICATIONS

BULLETIN BOARDS AND SIGNS

In the Community Center, there are 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 available 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. The Campus Hours calendar shows hours of operation for the Community Center, Library, and Free Store.

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.

**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. The room across the hall from Edwards 11 and adjacent to the unisex restroom.
4. Edwards Hall Community Center lobby.
5. The hallway just outside room B111 in the Library.
6. Outside One-Stop on the second floor of Founders Hall.
7. 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](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.
SERVICES

BOOKS

The Seminary's bookstore is now online. Visit www.covenantseminary.edu/bookstore to view course textbook lists and begin browsing. Book lists are finalized six weeks before the semester begins. For questions, or to report problems with the website, e-mail bookstore@covenantseminary.edu.

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.

FREE STORE

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

GUEST ROOMS

Guest rooms are available to the Seminary community for a 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 http://library.covenantseminary.edu.

**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.

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Loan Period</th>
<th>Renewals</th>
<th>Overdue Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, Audio, Video</td>
<td>3 weeks</td>
<td>Twice (3 weeks each)</td>
<td>5¢ per day for first 2 weeks; 25¢ per day thereafter</td>
</tr>
<tr>
<td>New Books</td>
<td>1 week</td>
<td>None</td>
<td>$1 per day</td>
</tr>
<tr>
<td>Small Lockers</td>
<td>3 weeks</td>
<td>None</td>
<td>5¢ per day for first 2 weeks; 25¢ per day thereafter</td>
</tr>
<tr>
<td>MOBIUS Books</td>
<td>3 weeks</td>
<td>Twice (3 weeks each)</td>
<td>None (but note the large replacement and billing fees below)</td>
</tr>
</tbody>
</table>

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.

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

Other Materials Checkout Periods

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large (Rental) Lockers</td>
<td>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.</td>
</tr>
<tr>
<td>Digital Audio Recorders</td>
<td>3-day reserve</td>
</tr>
<tr>
<td>Reusable Bags</td>
<td>3 weeks, 2 renewals (same as books)</td>
</tr>
<tr>
<td>Headphones</td>
<td>Due at closing</td>
</tr>
</tbody>
</table>

MOBIUS

MOBIUS is a consortium of many academic libraries (and some others) across 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

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. A miniature grand piano is available for use on weekdays after business hours from 5 to 8 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 class day and most Saturdays. Vending machines are located there along with a refrigerator and microwave ovens for community use. The campus coffee shop is located in the Community Center too. The hours of operation vary with the academic schedule.

**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 class (PT412), 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 Senior Director of Organizational Planning and Development.
- 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 Dean of Academic Administration.

Formal avenues of resolution are as follows:

A. For complaints or grievances involving an allegation of discrimination or harassment, please see the Discrimination and Harassment Grievance Procedures on page 64 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.

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**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).

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 accuser is a student), to the Vice President of Business and Finance (if the accuser is an employee), to the Dean of Faculty (if the accuser is a full-time faculty member), or to the Vice President of Academic Administration (if the accuser is an adjunct professor or visiting instructor). 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 areas on campus. This policy is in keeping with the advice of the 1980 and 1983 General Assemblies of the Presbyterian Church in America stating that, although requiring total abstinence “would go beyond the requirements of Scripture,” the requirements of “love and wisdom . . . may lead to individual decisions to curb or refrain from the use” of alcohol. Students found guilty of violating the explicit prohibitions of this paragraph will be 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 http://media.covenantseminary.edu/PDF/Campus_Safety_Report_2014.pdf. A physical copy of this information is available upon request through the Facilities Department 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 581.7212 to alert the campus security to your need.
- 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 Public Safety manager if your
vehicle breaks down on campus and it must be left on campus 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.

**Permits**

Parking permits enable Seminary personnel to provide adequate parking each semester, contact vehicle owners in case of emergency, and improve the safety of the campus. 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.

**Parking**

Please do not park in areas designated for faculty, staff, visitors, or disabled students. Commuting student parking is limited to unassigned spaces in the Conway Road lot, the lots along North Outer 40 Drive, and the small lot to the east of the Buswell Library building. Please park in paved spaces that are marked by a parking block. It is illegal to park in spaces designated for the handicapped unless you are handicapped (enforced by Creve Coeur police). No parking is allowed in the Edwards Hall front circle. This is a fire lane, and vehicles parked here are subject to significant fine 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 (exceptions may be made for special events when all lots are filled).

**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 Public Safety Office. Student offenders will receive a written warning 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); therefore, sexual harassment is sin, and one that is viewed in society as discrimination prohibited by federal law. These offenses will be viewed as serious and will be subject to appropriate disciplinary and other measures.

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

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.
4. Unbiblical separation or divorce and/or remarriage.
5. Collection, viewing, or use of pornography.

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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), the Larger Catechism (questions 137–139), and the Shorter Catechism (questions 70–72).

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

7. Sexual harassment.

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

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

1. Jokes, comments, verbal “kidding,” or abuse that is sexually oriented.

2. Suggestive, inappropriate, or graphic comments about a person's body, appearance, or actions.

3. Sexually suggestive gestures or actions, including physical actions such as patting, pinching, constant brushing against another's body, or blocking another's movement.

4. Subtle pressure for sexual activity or demands for sexual favors, whether or not accompanied by promise of reward or threat of punishment.

5. Sexual assault and/or rape.

6. Condoning any of the above.

Sexual assault is defined as harmful or threatening behavior manifested in the form of physical contact and non-physical behavior (verbal threats, intimidations, and/or indecent exposure.)

Rape occurs when a person engages in non-consensual sexual intercourse caused by physical force, threat or coercion, implied or actual. Non-consensual sexual intercourse happens when someone says “no” or is unable to consent to sexual intercourse because he/she is mentally incapacitated, physically helpless due to drug, alcohol consumption, unconscious or asleep.

Acquaintance rape occurs in situations where parties know one another and one known individual forces the other to enter into sexual activity despite objections or reservations.

If you feel you have been a victim of sexual harassment, see the Discrimination and Harassment Grievance Procedures on page 64 of this handbook.
SMOKING

The Seminary's insurance policies stipulate that smoking must not occur in any Seminary buildings; therefore, smoking is not permitted in any buildings on campus, including the student apartments, dorm areas, or campus homes. The basketball court, playground, and picnic areas are smoke-free; smoking is not permitted within 25 feet of these areas. Other smoke-free areas are designated by signs.

The Seminary also subscribes to the Creve Coeur city ordinance prohibiting smoking within 15 feet of the entry to any place of employment, public place, or public meeting.

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

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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.”


[72]
observation. All other skills depend on it." 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

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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

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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.

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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 anytime you present the ideas of another as if they were your own, whether you are giving a speech, presentation or sermon, or writing a book, article, research paper, reflection paper, interaction paper, response paper, critique paper, or even a letter to your sweetheart (e.g., pretending you came up with “But, soft! What light through yonder window breaks?”). 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


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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.


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) — 3-YEAR (SUMMER START)

Sequence of Required Courses

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<th>Fall</th>
<th>Jan-term</th>
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<td>WM310 God’s World Mission</td>
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BIBLE CONTENT EXAM
Entering students must attempt to pass the Bible Content Exam prior to their first class; prior to graduation all student must pass the Bible Content Exam, OR satisfactorily complete for-credit both OT410 Bible Content Overview and NT410 Bible Content Overview.

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)

* M.Div 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.

† M.Div 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 practical theology electives for the courses so marked.

‡ Electives may be taken in any term.
MASTER OF DIVINITY/MASTER OF ARTS IN COUNSELING (MDiv/MAC)

Sequence of Required Courses

Note: Counseling electives include CO502 Career Counseling, CO503 Educational & Psychological Measurement, and CO555 Group Dynamics. All three of these courses are required for licensure in Missouri. Students intending to pursue licensure in another state should research licensure requirements in that state and pursue Academic Advising regarding graduation planning.

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Total Hours: 23

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### BIBLE CONTENT EXAM

Entering students must attempt to pass the Bible Content Exam prior to their first class; prior to graduation all student must pass the Bible Content Exam, OR satisfactorily complete for-credit both OT410 Bible Content Overview and NT410 Bible Content Overview.

### 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

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<tr>
<td>Curriculum Hours: 125 (107 core hours; 6 counseling elective hours, &amp;12 unrestricted hours)</td>
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</table>

* 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 practical theology electives for the courses so marked.

‡ Electives may be taken in any term.
## MASTER OF ARTS, EXEGETICAL THEOLOGY (MAET)

### Sequence of Required Courses

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<td>OT302 Hebrew II</td>
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### BIBLE CONTENT EXAM
Entering students must attempt to pass the Bible Content Exam prior to their first class; prior to graduation all students must pass the Bible Content Exam, OR satisfactorily complete for-credit both OT410 OT Bible Content Overview and NT410 NT Bible Content Overview.

### SUMMARY OF DEGREE REQUIREMENTS

- **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)

Schedule of Required Courses (subject to change)

Counseling Electives include CO502 Career Counseling, CO503 Educational & Psychological Measurements, and CO555 Group Dynamics; all three courses are required for licensure in Missouri. Students intending to pursue licensure in Missouri must complete these courses; students intending to pursue licensure in another state should research licensure requirements in that state and pursue Academic Advising regarding graduation planning.

#### FIRST YEAR

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<td>Counseling Theories II &amp; Techniques</td>
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<td>CO360</td>
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</table>

**BIBLE CONTENT EXAM**

All entering students must attempt to pass the Bible Content Exam; prior to graduation all students must pass the Bible Content Exam, or satisfactorily complete for-credit both OT410 OT Bible Content Overview and NT410 NT Bible Content Overview.

**SUMMARY OF DEGREE REQUIREMENTS**

Bible Content Exam

Curriculum Hours: 64 (49 core hours, 6 Bible elective hours, 6 counseling elective hours, & 3 unrestricted hours)

‡ 6 elective hours must be Bible (courses with the OT or NT prefixes), with at least 2 hours of OT and 2 hours of NT; and 6 elective hours must be in counseling (courses with the CO prefix). Electives may be taken in any term.
MASTER OF ARTS IN EDUCATIONAL MINISTRIES (MAEM)

Sequence of Required Courses

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<th>Jan-term</th>
<th>Spring</th>
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<td>PT310</td>
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<th>Spring</th>
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BIBLE CONTENT EXAM

Entering students must attempt to pass the Bible Content Exam prior to their first class; prior to graduation all students must pass the Bible Content Exam, OR satisfactorily complete for-credit both OT410 OT Bible Content Overview and NT410 NT Bible Content Overview.

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 RELIGION AND CULTURES (MARC)

#### Sequence of Required Courses

**FIRST YEAR**

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<tr>
<th>Course Code</th>
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<th>Jan-term</th>
<th>Spring</th>
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<td>PT310</td>
<td>Spiritual &amp; Ministry Formation</td>
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<tr>
<td>ST300</td>
<td>Covenant Theology I</td>
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<td>WM310</td>
<td>God’s World Mission</td>
<td>3</td>
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<td>ST301</td>
<td>Covenant Theology II</td>
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<td>ST310</td>
<td>God &amp; Humanity: Foundations of Counseling</td>
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**SECOND YEAR**

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<tbody>
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<td>EM503</td>
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<td>ST330</td>
<td>Christ &amp; Salvation</td>
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<td>Peoples Religious Traditions</td>
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<td>CH200</td>
<td>Story of Christianity</td>
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<tr>
<td>MA298</td>
<td>Capstone Supervision</td>
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<tr>
<td>ST350</td>
<td>Spirit, Church &amp; Last Things</td>
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</table>

#### BIBLE CONTENT EXAM

Entering students must attempt to pass the Bible Content Exam prior to their first class; prior to graduation all students must pass the Bible Content Exam, OR satisfactorily complete for-credit both OT410 OT Bible Content Overview and NT410 NT Bible Content Overview.

#### 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**: 24
- **Field Education**: 150
- **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 WORSHIP AND MUSIC (MAWM)

Sequence of Required Courses

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<th>Jan-term</th>
<th>Spring</th>
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<td>OT500 Old Testament History &amp; Theology</td>
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<td>PT310 Spiritual &amp; Ministry Formation</td>
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<td>ST300 Covenant Theology I</td>
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<td>EM574 Music in the Church: Hist. &amp; Contemp. Approaches</td>
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<td>ST301 Covenant Theology II</td>
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<td>ST310 God &amp; Humanity: Foundations of Counseling</td>
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<td>WM310 God's World Mission</td>
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<td>MA298 Capstone Supervision</td>
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<td>ST350 Spirit, Church &amp; Last Things</td>
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BIBLE CONTENT EXAM
Entering students must attempt to pass the Bible Content Exam prior to their first class; prior to graduation all students must pass the Bible Content Exam, OR satisfactorily complete for-credit both OT410 OT Bible Content Overview and NT410 NT Bible Content Overview.

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 worship & music elective hours, 3 unrestricted hours)

‡ 4 elective hours must be in worship & music (courses with the EM prefix.) Electives may be taken in any term.
MASTER OF ARTS, THEOLOGICAL STUDIES (MATS)

Sequence of Required Courses

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<th>Jan-term</th>
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<tbody>
<tr>
<td>CC310  Apologetics &amp; Outreach</td>
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<td>OT500  Old Testament History &amp; Theology</td>
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<td>PT310  Spiritual &amp; Ministry Formation</td>
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<td>ST300  Covenant Theology I</td>
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<td>NT500  New Testament History &amp; Theology</td>
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<td>ST301  Covenant Theology II</td>
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<td>WM310  God’s World Missions</td>
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<td>CH200  Story of Christianity</td>
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<tr>
<td>MA298  Capstone Supervision</td>
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<td>ST350  Spirit, Church &amp; Last Things</td>
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**BIBLE CONTENT EXAM**
Entering students must attempt to pass the Bible Content Exam prior to their first class; prior to graduation all students must pass the Bible Content Exam, OR satisfactorily complete for-credit both OT410 OT Bible Content Overview and NT410 NT Bible Content Overview.

**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)

<table>
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<tr>
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| SUMMER                            |        |      |          |        |
| OT710 Adv. Studies in Biblical Theology | 3      |      |          |        |
| TM898 Thesis Supervision II*       | 0 (3)  |      |          |        |
| **Total Hours: 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)

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**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 practical 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.
< Practical 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.
WHOM TO CONTACT

TO FIND OUT ABOUT................................................................................................................C ONTACT

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)
Community News..........................................................................................................................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
Field Education...............................................................................................................................Director of Field Education
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TO FIND OUT ABOUT...........................................................................................................................CONTACT

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 Information ................................................................................................................................. Receptionist

Transcript Requests ................................................................................................................................. Registrar (One-Stop)

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

Voter Registration ...................................................................................................................................... Student Life (Edwards Hall)

Website ......................................................................................................................................................... Communications

Withdrawal .................................................................................................................................................. Registrar (One-Stop)