

POLICIES

Academic Framework

The academic year is divided into four terms — two semesters (fall and spring), a January term, and a summer term. The academic year begins with the fall semester. The fall and spring semesters are each 15 weeks long.

A full-time academic load is 12+ credit hours in the spring and fall semester.

Academic Advisors

Students are assigned to academic advisors for assistance with overall program development. Students are responsible for monitoring their academic progression through careful study of their transcripts using the Review of Coursework forms available in the Form Center across the hall from the Dean's Office or on AMOS.

Students in the MDiv program who are also candidates for ordination are responsible for meeting both Seminary and denominational requirements.

Either a student or advisor may request a change of advisor by contacting the Office of Vocation and Enrollment.

Evaluation and Grading

At the conclusion of each term, a student's performance will be evaluated by a grade, which is determined by examination, term papers, and class participation; or by such methods as the instructor adopts.

An alphabetical grading system for computing grade point average (GPA) uses the following values:

- A 4.00 grade points
- A- 3.67 grade points
- B+ 3.33 grade points
- B 3.00 grade points
- B- 2.67 grade points
- C+ 2.33 grade points
- C 2.00 grade points
- C- 1.67 grade points
- D+ 1.33 grade points
- D 1.00 grade points
- D- .67 grade points
- F .00 grade points

A minimum cumulative grade point average of 2.5 is required for the degree.

A student must make a grade of C or higher on required courses. A grade of C- or below will require that the course be repeated. When a course is repeated, the original course and grade remain on the transcript. If the course (or its equivalent) is taken and the grade meets the criteria above (or the criteria for transfer of credit) only the grade on the new course will be factored into the student's GPA.

All course grades turned in to the Registrar are final and cannot be changed unless a mathematical error can be shown in the computation or the grade is changed following a formal academic grievance process.

Degrees are granted cum laude on the basis of the following cumulative grade point average:

| | |
|-----------------|-----|
| Cum laude | 3.7 |
| Magna cum laude | 3.8 |
| Summa cum laude | 3.9 |



Grading Policy

Students earn grades according to the following grading rubric:

| Grade | % Range | Definition |
|-------|---------|---|
| A | 100-93 | Signifies an exceptional and sophisticated level of achievement with a superb command of the course material that is creatively applied to oral and written class assignments; given to students who present insightful and novel views of subject matter whose arguments are critical, well-written, inventive, and fully supported. |
| A- | 92-90 | |
| B+ | 89-87 | Indicates high achievement; given for work that examines issues thoroughly and critically and that demonstrates a good grasp of the material while creatively applying it at most levels; arguments are well-written, well-supported and display some novel thinking; work includes correct citation and an accurate bibliography. |
| B | 86-83 | |
| B- | 82-80 | |
| C+ | 79-77 | Represents an adequate level of achievement but with a narrow mastery of the material; often uncritical about tacit assumptions; arguments reflect subject matter but evidence is sometimes insufficient, inadequate, or poorly written. |
| C | 76-73 | |
| C- | 72-70 | Indicates little understanding of the subject matter and lack of awareness of critical and differing views; arguments are superficial and merely descriptive. |
| D+ | 69-67 | |
| D | 68-63 | |
| D- | 62-60 | |
| F | 59-0 | Represents no comprehension of the material and a lack of ability or willingness to engage in the class. May also be given in cases of plagiarism. |

P/F Pass/No Pass. Certain courses are graded on a Pass or No Pass basis as noted in the course description. Pass = 73% or above. The grade of P appears on the transcript, student receives credit for the course, there is no effect on the GPA. No Credit = Below 73%. If the course is required it must be retaken. The grade of NC appears on the transcript, student receives no credit for the course, there is no effect on GPA. Fail = 0%. Can be assigned if there is a violation of the Academic Honesty policy. The grade of F appears on the transcript, no credit is received for the course, the grade is calculated in the student's GPA.

INC Incomplete. See Policies re: Incomplete on next page.

W Withdraw. Student withdrew from course after the drop/add period and prior to the Withdrawal deadline. Course must be repeated in order to be included in total requirements. W does not affect cumulative GPA.

W/F Withdraw/Fail. Student withdrew from course after the Withdrawal deadline. W/F is computed as an F and will affect the cumulative GPA.

AUD Audit. See Policies re: Auditing Courses on next page.

Academic Load

The full-time semester academic load is 12-16 credit hours. Students must have a cumulative grade point average of 3.0 or better in order to request permission from the faculty to take an overload.

Faculty approval of academic load is necessary when work outside the student's academic program requirements exceeds 20 hours per week. Approval is based on the student's academic ability, workload, and other circumstances. Normally in these circumstances academic studies will be limited to 12 credit hours per semester.

Academic Probation

A student whose cumulative grade point average falls below 2.5 after 12 credit hours of study is automatically placed on academic probation.

For students who are placed, or are admitted, on academic probation: Failure to achieve a cumulative grade point average of 2.5 or better after two consecutive semesters (or after 12 additional credit hours for the part-time student) will be sufficient grounds for the faculty, at its discretion, to dismiss such a student as a degree candidate.

Academic probation will affect financial aid eligibility.

Policies re: Incomplete

An application for an Incomplete must be submitted to the course instructor before the end of the term. An Incomplete is granted at the discretion of the instructor and under the terms established by the instructor. Under normal circumstances, students granted an Incomplete for a course will be given one letter grade lower in the course than they would have received if the work had been completed on time.

No more than one Incomplete is permitted in any given term. (In the case of very serious illness, the death of a family member, or other exceptional circumstances, there may be no reduction in

grade and more than one Incomplete may be permitted.) In the case of more than one Incomplete, the student becomes ineligible to register for the next term.

The deadline for completion of an Incomplete is determined by the instructor, but can be no later than:

- An Incomplete from the fall semester or Jan term must be completed no later than the last day of finals of the spring semester.
- An Incomplete from the spring semester or summer term must be completed no later than the last day of finals of the fall semester.

In all cases the deadline terms are established by the instructor.

Policies re: Auditing Courses

Requests to audit a course should be processed through the Office of Vocation and Enrollment. That office will contact the instructor/s to request permission for the audit.

Courses begun as audit status cannot be changed to credit status after the drop/add period.

Auditors may request Continuing Education Units (CEUs) from the Registrar.

Requests by **current students in good standing** to audit a course should be processed through the Office of Vocation and Enrollment. During a Seminary career, a student with a GPA of 3.0 or higher may audit up to six hours of coursework at no charge. Full-time students may audit only one course per semester. Part-time students may audit one course after completing twelve credit hours and another after completing an additional twelve credit hours. After a student has audited six hours of coursework at no cost, additional audits may be taken at the normal auditing fee.

Requests by **MTS alumni and senior citizens** to audit a course should be processed through the Office of Vocation and Enrollment. MTS alumni and senior citizens may register

to audit one course per semester at the special tuition rates. (See page 41.)

Requests by **spouses/partners of current students in good standing** to audit a course should be processed through the Office of Vocation and Enrollment. Spouses/partners:

- of full-time students in good standing may audit one class per semester at no charge.
- of part-time students in good standing may audit one class per semester at no charge for every 12 credit hours completed by the student.

Additional classes may be taken at the regular auditing fee. (See page 41.)

Directed Study Courses

Students who have demonstrated the ability to do independent work may explore particular areas of importance and interest in a Directed Study. Directed Studies are developed in collaboration with (and at the discretion of) individual faculty members and are approved by the full-time faculty. A Directed Study is not to be used as a substitute for a regularly offered course.

Students who have achieved a 3.0 average and above are eligible to apply for a Directed Study. A student is limited to taking a total of 9 credit hours of Directed Studies in a degree program.

Students must complete an “Application for a Directed Study.” All deadlines and guidelines are specified on the form. The form is available in the Form Center across the hall from the Dean’s Office or on AMOS.

Background Checks *

All students directly engaged in ministry/counseling as part of their Seminary program, with responsibility for individuals within a congregation or community agency, are required to file the appropriate background record checks with the Registrar. These documents must be current and on file before a student

may participate in a Clinical or Supervised Ministry placement or register for specific courses, including the following:

- SEGS 506 Clinical Pastoral Education
- SEPF 725 Group Spiritual Direction II
- SEPF 728 Formative Spirituality for the Parish and Community
- SEPF 729 Retreat
- SEPF 733 Pastoral Care and Counseling
- SEPF 745 Spirituality within Diversity
- SEPF 767 Peer Group and Supervision
- SEPF 763 Peer Group & Group Dynamics I
- SEPF 764 Peer Group & Group Dynamics II
- SEPF 765 Counseling Supervision I
- SEPF 766 Counseling Supervision II
- SEPF 771 Integration of Psychology and Spirituality
- SEPF 773 Individual Psychology and Methodology
- SEPF 774 Systems Theory and Marital Therapy
- SEPM 612 Christian Worship
- SEPM 741 Homiletics
- SEPM 742 Practice of Preaching
- SEPM 653 The Teaching Ministry
- SEPM 873 Congregational Leadership
- SEPM 943 Advanced Preaching

Contact the Registrar for the appropriate forms. The cost of acquiring these record checks is the responsibility of the student.

Writing Standards/Inclusive Language

Written materials submitted for course requirements are to conform to appropriate academic standards as described by the style manual approved by the faculty. Written materials should meet the guidelines established by the faculty for the use of inclusive language. The Seminary policy for the use of inclusive language is found in the online Student Handbook. [www.moravianseminary.edu/handbook]

Researching and Writing a Thesis

Writing a graduate-level thesis at Moravian Seminary requires advanced research capabilities and entails a rigorous process of research and writing.

The “Guidelines for Writing a Thesis at MTS” are available in the Form Center across the hall from the Dean’s Office or on AMOS.

Following the guidelines, students should begin planning for their thesis as early as possible in their course of study at Moravian.

A master’s thesis is a requirement for the MATS program. In order to begin to focus on an area of study, MATS students should consult with the Director of MATS in their first semester and plan a course of study that will contribute to their area/s of research interest.

MAPC and MDiv students are not required to write a thesis. MAPC or MDiv students who wish to use elective hours for writing a thesis should consult with their academic advisor in their first semester in order to plan a course of study that will contribute to their research interest.

Information Literacy

As students progress through each degree program, they will increase their proficiency in “information literacy,” the capacity to undertake effective research and utilize the electronic, digital, and online resources available for academic study.

Levels of proficiency have been determined for academic work. While **all** academic work requires proficiency consistent with best practices in graduate education, writing a master’s thesis necessitates **higher** levels of proficiency consistent with the depth of research required. Any master’s thesis involving work with human subjects requires the **highest** level of proficiency, including the requirement that students must take the course Research Design and Methodology (SEPF 909) before submitting their thesis proposal.

Transfer of Credits/Transfer Students

Students who wish to transfer credits to MTS from other accredited institutions must complete the application and admissions process required of all degree students and request a transfer credit evaluation. Up to one less than half of the credits

required in the student’s degree program may be granted on the basis of transfer credits (e.g., not more than 45 credits may be granted in a 91 credit program).

In considering course work for transfer credit, MTS will accept only courses taken at seminaries accredited by the Association of Theological Schools (ATS) or through graduate level programs offered by regionally-accredited institutions. Transfer credit will only be given for courses in which a student has received a grade of B- or better. Typically, courses that can be considered for transfer must have been taken within 10 years of matriculation into an MTS degree program.

Students wishing to receive transfer credit for courses taken before admission to MTS must complete the Transfer Credit Application form and meet with the Chair of the Admissions and Standing Committee. A syllabus may be required for each course requested for transfer credit.

Students wishing to receive transfer credit for courses to be taken at another school after admission to MTS must apply in advance of taking the course for a determination of the course’s equivalency to fulfill degree requirements at MTS. Students must complete the Transfer Credit Application form and meet with the Chair of the Admissions and Standing Committee. A syllabus may be required for each course requested for transfer credit.





Course Exemptions

Any student whose preparation indicates prior coverage of the material of a required Seminary course may request an exemption. Students must demonstrate graduate-level proficiency in the subject matter as determined by the appropriate faculty members. An exemption does not reduce the number of hours required for the department. Written request for an exemption should be submitted to the Chair of the Admissions and Standing Committee.

Leave of Absence

A student in good standing who encounters unforeseen circumstances necessitating an interruption of studies should consult with their advisor, and with their advisor's approval, may apply to the Director of Vocation and Enrollment for a leave of absence. Forms for applying for a Leave of Absence are available in the Form Center across the hall from the Dean's Office.

If the leave of absence is granted, the time limit for completing the degree shall

be extended by the length of the leave, not to exceed a total of two years.

A leave of absence will affect financial aid eligibility. A federal loan borrower on academic leave of absence will be considered as "not enrolled" and may go into repayment status during the leave of absence.

Withdrawal from MTS and/or Degree Program

A student pursuing a degree who withdraws from MTS for any reason shall notify the Dean in writing within thirty (30) days of withdrawing from class/es, noting the reasons for withdrawal. If the student is in good standing at the time of the withdrawal and has notified the Dean in writing, no application for re-admission may be necessary, but the time limit for completion of the degree established at the student's initial date of enrollment must be respected.

If the student is not in good standing, for academic or other reasons, and withdraws voluntarily, the permission of the faculty is required for re-admission. A student who withdraws without notifying the Dean in writing shall cease to be a degree candidate and shall be eligible for re-admission only by action of the faculty.

Withdrawal from classes and/or a degree program will have implications for financial aid eligibility.

Assessment of Professional Preparation and Development

Tests such as the Myers-Briggs Type Indicator (MBTI) are used to provide an awareness of the student's personality style and its implications for ministry and relationships. The MBTI is administered in Learning As Ministry (SEGS 502).

Students who have recently taken this test may request that results be sent to the course instructors in lieu of repeating it.

Course instructors will share in the test interpretation. No test scores or interpretations will be sent to any agency or institution without the written request of the student. When the student leaves MTS the test files will be destroyed.

Students required by their denominations to be tested at a career development center are encouraged to share the results of those tests with the Seminary.

Spouses are encouraged to participate in the testing programs.

Family Education Rights and Privacy Act (FERPA)

The Seminary maintains a variety of records relating to students. The Registrar's Office maintains the official file, which includes the student's original application for admission, transcripts and other pertinent information regarding a student's progress. These records are available to the student and to faculty and administrators who have legitimate educational interest. The department of Pastoral Theology also maintains files that are available to the student which contain psychological and aptitude tests and assessment of professional qualifications as well as recommendations.

Records are released to outside individuals or agencies only with the student's written permission. The only exceptions are those specifically required in Section 438 of the General Education Provisions Act.

Students wishing to view their files should make a written request to the appropriate office.

Grievance Policies

Grievance policies related to such issues as sexual harassment, learning disabilities, other disabilities covered by the ADA (Americans with Disabilities Act), community life, academics, and behavior/conduct can be found in the Seminary's online Student Handbook.

[www.moravianseminary.edu/handbook]

Dismissal from MTS

In addition to meeting academic standards, MTS expects all students to maintain standards of conduct appropriate to professional ministry and counseling. Failure to maintain these standards may become grounds for dismissal from MTS, including but not limited to:

1. A student may be dismissed for behavior which is constantly disruptive to the academic and/or community life of the Seminary.
2. A student may be dismissed for acts that violate the academic honesty policy.
3. Dismissal may result if a student is convicted of a criminal offense.
4. A student may be dismissed for flagrant violations of moral standards if, in the judgment of the faculty, such behavior creates a reasonable doubt as to the student's suitability for professional ministry/counseling.
5. A student may be dismissed for unauthorized release of confidential information; physical violence; being under the influence of alcohol or illegal drugs while participating in classes or other Seminary programs or events; use, sale, distribution or possession of illegal drugs; theft; conduct reflecting unfavorably on the reputation of the institution or conduct that adversely affects or interferes with the normal operations of the institution.

Disciplinary policies and procedures are outlined in the online Student Handbook.
[www.moravianseminary.edu/handbook]

Non-Discrimination Policy

Moravian Theological Seminary is a welcoming community that embraces and values the diversity of all members of the campus community. We acknowledge the uniqueness of all individuals, and we seek to cultivate an environment that respects,



affirms, and defends the dignity of each member of the community. MTS complies with all federal and state laws regarding nondiscrimination in recruitment, admission, and employment of students, faculty, and staff. Inquiries concerning this policy may be directed to: Mr. Dennis A. Domchek, Vice President for Administration, Moravian College, Bethlehem, Pennsylvania 18018, (610-861-1360).

Learning and Other Disabilities

Moravian Theological Seminary adheres to the principles and mandates of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. The Seminary's ADA Coordinator is the Director of Vocation and Enrollment. All concerns and requests may be processed through this office, (610-861-1512).

It is the responsibility of students with disabilities to identify themselves and request accommodations through the appropriate office. For health, physical, mobility, hearing, visual, mental health/psychiatric, or drug and alcohol disabilities, contact the Director

of Counseling, 1307 Main Street, (610-861-1510). For disabilities that affect cognition (learning disabilities and attention deficit/hyperactivity disorder or ADHD), contact the Director of Learning Services, 1307 Main Street, (610-861-1510).

The student must provide documentation of a disability and a rationale for the requested accommodations from a professional with expertise in the condition. The documentation must include a specific diagnosis and a thorough report. Required documentation for learning disabilities and attention deficit/hyperactivity disorder must include the results of a comprehensive psychoeducational assessment (including all sub-test scores) that evaluates the intellectual functioning, achievement, and information-processing domains of cognitive functioning. The diagnosis must be based on DSM-IV diagnostic criteria. In addition, documentation for ADHD should include evidence of both early and current impairment, a diagnostic interview with third-party

input (teachers or parents), and an interpretive summary that explains how the disability is a substantial limitation to learning. Testing should be recent (administered within the past three years prior to enrollment) for learning disabilities and ADHD.

It is the responsibility of the student to request accommodations well in advance of need in order to give MTS a reasonable amount of time to evaluate the documentation and implement the accommodation.

For more information, see the online Student Handbook. [www.moravianseminary.edu/handbook]

