COVENANT
THEOLOGICAL SEMINARY

Student Handbook

2022–2023

Academic Year

Setting the Standard for Excellence in Theological Education

Revised August 2022

NOTICE OF COVID-19 PRECAUTIONS

Covenant Theological Seminary remains unwavering in our commitment to the health and safety of our students, faculty, staff, and campus community. In preparing for the 2022–2023 academic year, many precautions are being taken to guard the public health of our community against the spread of COVID-19. For the safety of our community, students are required to abide by the current and future public health measures and instructions put in place by the Covenant Seminary administration. For current COVID regulations, please consult MyCTS. Failure to abide by these guidelines will result in disciplinary action.

THE SEMINARY OF THE PRESBYTERIAN CHURCH IN AMERICA

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Introduction

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

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

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

Accreditation

Covenant Theological Seminary is incorporated in the state of Missouri with full authority to grant academic degrees.

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

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

The Commission contact information is: The Commission on Accrediting of the Association of Theological Schools in the United States and Canada, 10 Summit Park Drive, Pittsburgh, PA 15275, USA. Telephone: 412.788.6505; Fax: 412.788.6510; Website: www.ats.edu.

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

Covenant Theological Seminary has been approved by Missouri to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary regional approach to oversight of postsecondary distance education.

For questions regarding the Seminary's accreditation, please contact Shannon Hathaway, Director of Accreditation Services, at Shannon.hathaway@covenantseminary.edu or 314.392.4205.

Doctrinal Commitments

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

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

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

Notice of Non-Discrimination

Covenant Theological Seminary does not discriminate on the basis of race, color, national origin, age, gender, or disability in admission to or employment in its educational programs or activities except as required by the doctrinal standards of the Presbyterian Church in America (PCA). The following people have been designated to handle inquiries regarding the non-discrimination policies:

- **Lori Bode,** Director of Financial Aid

  Title IV of the Higher Education Act of 1965 (student loans)

  12330 Conway Road, St. Louis, MO 63141

  314.434.4044, ext. 4033

- **Betsy Gasoske,** Registrar

  Title VI of the Civil Rights Act of 1964 (race, color, national origin)

  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:

- **Mark McElmurry,** Dean of Students — Students

  12330 Conway Road, St. Louis, MO 63141

  314.434.4044, ext. 4153

- **Jason Robey,** Vice President of Business and Finance — Staff

  12330 Conway Road, St. Louis, MO 63141

  314.434.4044, ext. 4038

- **Brad Matthews,** Dean of Faculty — Full-time Faculty

  12330 Conway Road, St. Louis, MO 63141

  314.434.4044, ext. 4204

- **Jessie Swigart,** Dean of Academic Administration — Adjunct Faculty

  12330 Conway Road, St. Louis, MO 63141

  314.434.4044, ext. 4200

Covenant Leadership

Following is a list of Covenant Seminary's executive leadership. All can be reached at 12330 Conway Road, St. Louis, MO 63141.

- **Dr. Thomas Gibbs,** President

  314.434.4044, ext. 4243

- **Dr. Jay Sklar,** Vice President of Academics

  314.434.4044, ext. 4234

- **Jason Robey,** Vice President of Business & Finance
  314.434.4044, ext. 4038
- **John Chung,** Senior Director of Enrollment Management
  314.434.4044, ext. 4024
- **Mark McElmurry,** Dean of Students
  314.434.4044, ext. 4153

General Admissions Requirements

Admission to Covenant Theological Seminary requires a bachelor's degree from a school whose accreditation is recognized by the U.S. Department of Education, with a minimum GPA of 2.25 for all graduate programs except for the Master of Arts in Counseling (MAC) which requires a minimum GPA of 3.0.

Admission to the Master of Theology (ThM) requires an MDiv or other seminary degree of at least 72 credit hours with a minimum GPA of 3.1. Students must have completed Greek and Hebrew courses.

Admission to the Doctor of Ministry (DMin) requires an MDiv or other seminary degree of at least 48 hours or more with a minimum GPA of 3.1. Students must also have completed at least 3 years of ministry experience after completion of their seminary degree.

Admission for all degrees requires agreement with the Apostles' Creed and the National Association of Evangelicals Statement of Faith.

Master of Divinity (MDiv)

- **Program Requirements:** The MDiv degree requires satisfactory completion of a total of 99 semester units as outlined in the curriculum (see Appendix C) with a cumulative GPA of at least 2.25/4.0 plus 400 hours of supervised field education. The degree may be pursued on campus (full- or part-time study) or through hybrid study (a combination of online and on campus). MDiv students interested in further graduate study may prepare for such work using research projects through independent study under faculty supervision. Contact One-Stop for details.
- **Time Limit:** There is no time limit for the MDiv degree. However, students should be aware that if they withdraw or are withdrawn from the degree due to inactivity, they will need to reapply and must complete the

degree requirements as they are when the student rematriculates. Courses taken previously may not meet requirements if the degree has been revised.

- **Residency Requirement:** A minimum of 24 units of the MDiv must be earned through residential courses. Note that hybrid courses meet the requirements of and are categorized as residential courses. Students earning the MDiv through the hybrid program should regularly consult with their advisor as they choose courses to ensure that they meet the residency requirement. Additionally, a maximum of 66 units may be accepted in transfer for the MDiv. (See "Transfer Credit" section for more details. Note that it is very rare for a student to transfer this many credits in and still have them all apply toward degree requirements.)

- **Bible Content Exam:** All entering MDiv students must take the Bible Content Exam in their first semester of study. Students must pass the exam no later than the semester of graduation. The exam may be attempted multiple times and is taken online. Study guides for the exam are available on MyCTS.

- **Language Placement Exam:** Students who have studied Greek or Hebrew somewhere other than Covenant Seminary (either at the graduate or undergraduate level) and wish to receive credit for that language work must take an exam to determine language standing prior to registration. Students who pass the exam receive advanced standing or transfer credit toward the degree. Study guides for these exams are available from One-Stop and the Admissions Office. Students wishing to take either exam are strongly encouraged to consult the study guides.

- **Ministry Tracks:** Two curriculum tracks are offered in the MDiv. Transcripts indicate which track the student has completed.

  - ***The Pastoral Ministry Track (Track R):*** The Pastoral Ministry Track is designed to prepare men for ordained ministry in the church. This track includes required courses in homiletics and other areas of applied theology essential for pastoral ministry. This track meets curriculum requirements for ordination in the Presbyterian Church in America (PCA) and is strongly recommended for men pursuing pastoral ministry.

  - ***The Specialized Ministry Track (Track S):*** The Specialized Ministry Track is designed for men and women preparing for specialized ministries not requiring ordination (such as counseling, educational ministries, campus ministry, teaching, research, and writing), as well as the pursuit of advanced study. This track prescribes a leadership course designed for specialized ministries in the church, a curriculum for skillful communication of the gospel in non-preaching contexts, and an elective in place of the preparation for licensure and ordination course. Exemptions allowing a student to take courses designed for the Pastoral Ministry track will be considered only 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.

- **Concentrations:** Two optional concentrations are available to enhance the MDiv degree.
  - ***Church Planting Track:*** This concentration is available to residential and hybrid Track R students and is part of the Seminary's ongoing commitment to meet the growing need for gifted and trained church planters in the Presbyterian Church in America (PCA) and other denominations. The Church Planting Track provides expanded opportunities for externships and residencies under the mentorship of seasoned church planters and in cohort groups of peer church planting students, training in fundraising, field trips, and comprehensive assessments and evaluations of church planting skills, giftedness, and readiness. This concentration requires 92 credits of core coursework, 5 church planting credits, and 2 unrestricted elective credits. Scholarships are available. See https://www.covenantseminary.edu/church-planting for more information.
  - ***Francis Schaeffer Institute Cultural Apologetics Track:*** This concentration is available to Track S residential students and requires students to take 89 credits of core coursework, 9 credits from the Francis Schaeffer Institute Cultural Apologetics curriculum, and 1 unrestricted elective credit.
- **Presbytery Relations:** We advise applicants to the MDiv Pastoral Ministry track, 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:** All MDiv students are required to successfully complete the Seminary's Field Education program. Through this process of dynamic integration between classroom learning and ministry practice, we pray that students will demonstrate:
  - Growth in walking in God's grace and equipping God's people for ministry.
  - Growing maturity in their sense of identity, call, and vocation in Christ.
  - Deeper understanding of ministry-related strengths and weaknesses.
  - Fruitful growth in technical and adaptive ministry skills in keeping with their hoped-for occupation.
  - Competency in practices of theological reflection for ministry and leadership.
  - Capacity for contextual and cultural responsiveness toward transformational personal and organizational learning.

- ❖ Understanding of how ministry ecosystems function in a place and how to situate and steward their specific ministry within its ecosystem.
- ❖ Commitment to disciple and equip in ministry those they have been called to lead.

The MDiv Field Education program consists of three components:

- ❖ Students must complete 400 hours of approved supervised ministry experience prior to graduation.
  - o PCA students may fulfill this requirement by engaging in a presbytery internship.
  - o Students may also receive up to four units of academic credit for this work if they register for AT592 Ministry Practicum (or a similar course) and pay applicable tuition and fees (see "Ministry Practicum" section for more details).
- ❖ Students also must complete a non-credit Theology of Work module that will count toward their 400 hours of supervised ministry experience.
- ❖ Students also must complete AT411 Field Education Practicum, a 2-credit course that must be completed either during or in the term immediately following the conclusion of their formal supervised ministry experience.

For more information, contact the Field Education Department at fielded@covenantseminary.edu.

- **Online Education:** Students may apply a maximum of 75 hours of online courses toward the MDiv degree. Students should be aware that not all courses in the MDiv curriculum are available online and should plan accordingly with their advisor. F-1 (non-immigrant) international students may not take more than one class per semester online while attending under an F-1 visa. Students should read the "Satisfactory Academic Progress" section of this handbook to ensure ongoing Financial Aid eligibility (See the "Online Education" section of this handbook for additional information.)

Master of Arts

Master of Arts, Biblical and Theological Studies (MABTS)

- **Program Requirements:** The MABTS degree requires satisfactory completion of 66 semester units as outlined in the curriculum (see Appendix C) with a cumulative GPA of at least 2.25/4.0. This degree requires a Capstone with the option of a thesis, giving students the opportunity to consider and consolidate their work on the entire degree.

  This degree gives students the flexibility to take either Greek or Hebrew (or both); the student must complete

courses in at least one of these Biblical languages. The degree also offers students the option to write a thesis (students applying for permission to write a thesis must have a 3.0 cumulative GPA or higher and have completed both language sequences). Students considering further academic study are encouraged to consider writing a thesis. Students considering either ordination or further academic study in biblical studies, church history, or theology are encouraged to study both Greek and Hebrew. Depending on which options students choose, they may need to take additional elective credits to complete the degree.

This degree may be done entirely online, residentially in St. Louis, or through hybrid study (a combination of online and residential).

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 MABTS.

- **Time Limit:** There is no time limit for the MABTS degree. However, students should be aware that if they withdraw or are withdrawn from the degree due to inactivity, they will need to reapply and must complete the degree requirements as they are when the student rematriculates. Courses taken previously may not meet requirements if the degree has been revised.
- **Residency Requirement:** There is no residential course requirement for the successful completion of the MABTS. Regarding transfer credit, a maximum of 33 units may be accepted in transfer for the MABTS. (See "Transfer Credit" section for more details.)
- **Bible Content Exam:** All entering MABTS students must take the Bible Content Exam in their first semester of study. Students must pass the exam no later than the semester of graduation. The exam can be taken multiple times and is taken online. Study guides for the exam are available on MyCTS.
- **Language Placement Exams:** 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.
- **Thesis:** The MABTS 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 throughout the thesis writing process. Students should carefully read this document before applying for approval to write a thesis.

The student must select a thesis topic, write a 3–7-page proposal articulating the need for further academic study of that topic and receive approval from the MABTS Thesis Advisor no later than seven months before receiving the degree. The MABTS 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 MABTS degree. The student must register and pay for MA397 MA Thesis Supervision I no later than the semester following approval of the thesis proposal. The student must register for MA398 MA Thesis Supervision II no later than the semester in which the student plans to graduate. The student must pay the thesis binding fee in the semester of anticipated graduation.

No thesis will be considered completed until the thesis committee and the Library Director have approved the final format and style. Full details on the thesis submission process are available in the "Submit Your Thesis or Dissertation" guide which is available on the Covenant Library website. Students must carefully follow those submission instructions.

To participate in the yearly graduation ceremonies, the thesis semi-final draft needs to be submitted no later than ten weeks prior to graduation day, and the final draft needs to be submitted no later than four weeks prior to graduation day.

- **Concentrations:** One optional concentration is available to enhance the MABTS degree.
    - ***Church Planting Track:*** This concentration is available to residential and hybrid students and is part of the Seminary's ongoing commitment to meet the growing need for gifted and trained church planters in the Presbyterian Church in America (PCA) and other denominations. The Church Planting Track provides expanded opportunities for externships and residencies under the mentorship of seasoned church planters and in cohort groups of peer church planting students, training in fundraising, field trips, and comprehensive assessments and evaluations of church planting skills, giftedness, and readiness. This concentration requires five church planting credits and 300 hours of field education (see below). See https://www.covenantseminary.edu/church-planting for more information.

- **Field Education Requirement:** All MABTS students in the Church Planting Track are required to successfully complete the Seminary's Field Education program. Through this process of dynamic integration between classroom learning and ministry practice, we pray that students will demonstrate:

- Growth in walking in God's grace and equipping God's people for ministry.
- Growing maturity in their sense of identity, call, and vocation in Christ.
- Deeper understanding of ministry-related strengths and weaknesses.
- Fruitful growth in technical and adaptive ministry skills in keeping with their hoped-for occupation.
- Competency in practices of theological reflection for ministry and leadership.
- Capacity for contextual and cultural responsiveness toward transformational personal and organizational learning.
- Understanding of how ministry ecosystems function in a place and how to situate and steward their specific ministry within its ecosystem.
- Commitment to disciple and equip in ministry those they have been called to lead.

The MABTS (Church Planting Track) Field Education program consists of three components:

- Students must complete 300 hours of approved supervised ministry experience prior to graduation.
    - PCA students may fulfill this requirement by engaging in a presbytery internship.
    - Students may also receive up to four units of academic credit for this work if they register for AT592 Ministry Practicum (or a similar course) and pay applicable tuition and fees (see "Ministry Practicum" section for more details).
- Students also must complete a non-credit Theology of Work module that will count toward their 300 hours of supervised ministry experience.
- Students also must complete AT411 Field Education Practicum, a 2-credit course that must be completed either during or in the term immediately following the conclusion of their formal supervised ministry experience.

For more information, contact the Field Education Department at fielded@covenantseminary.edu.

- **Online Education:** The MABTS may be done entirely online, residentially, or a combination of the two. Both Greek and Hebrew are taught online to accommodate this. F-1 (non-immigrant) international students may not take more than one class per semester online while attending under an F-1 visa. Students should read the "Satisfactory Academic Progress" section of this handbook to ensure ongoing Financial Aid eligibility (See the "Online Education" section of this handbook for additional information.)

Master of Arts, Theological Studies (MATS)

- **Program Requirements:** The MATS degree requires satisfactory completion of 54 semester units as outlined in the curriculum (see Appendix C) with a cumulative GPA of at least 2.25/4.0. This degree allows students to focus on deepening their biblical and theological knowledge. The degree may be pursued through several options: residential full- or part-time study, through a fully online option (see the "Online Education" bullet point below) or through hybrid study (a combination of online and residential).
- **Time Limit:** There is no time limit for the MATS degree. However, students should be aware that if they withdraw or are withdrawn from the degree due to inactivity, they will need to reapply and must complete the degree requirements as they are when the student rematriculates. Courses taken previously may not meet requirements if the degree has been revised.
- **Residency Requirement:** There is no residential course requirement for successful completion of the MATS. Regarding transfer credit, a maximum of 27 units may be accepted in transfer for the MATS. (See "Transfer Credit" section for more details).
- **Bible Content Exam:** All entering MATS students must take the Bible Content Exam in their first semester of study. Students must pass the exam no later than the semester of graduation. The exam may be attempted multiple times and is taken online. Study guides for the exam are available on MyCTS.
- **Online Education:** Students may pursue the MATS fully online. The MATS online is the same degree program offered on campus but allows students to fulfill all curricular requirements online; no on-campus residency is necessary for this option. F-1 (non-immigrant) international students may not take more than one class per semester online while attending under an F-1 visa. Students should read the "Satisfactory Academic Progress section" of this handbook to ensure ongoing Financial Aid eligibility (See the "Online Education" section of this handbook for additional information.)
- **Nashville Campus:** Students accepted to the MATS program in Nashville may complete no more than 26 credit hours of the degree through courses offered there. Remaining courses may be taken through online education offerings, hybrid courses, or courses offered on the main campus in St. Louis, Missouri. Courses in Nashville take place at Christ Presbyterian Church, 2323 Old Hickory Boulevard, Nashville, TN 37215-5332, and West End Community Church, 235 White Bridge Pike, Nashville, TN 37209.

Master of Arts in Counseling (MAC)

- **Accreditation:** The landscape of educational requirements for counseling licensure is changing all the time as states begin to adopt similar language and requirements as those put forth by the national accrediting body,

Council for Accreditation of Counseling and Related Educational Programs (CACREP). This degree is designed to be CACREP-aligned and portability-aligned to help equip students with a degree that closely matches the degree requirements of most states. Specifically, this degree is designed to meet the requirements for the "Clinical Mental Health in Counseling" specialty area as outlined by CACREP.

- **Credit Requirements:** The MAC requires satisfactory completion of 75 semester units as outlined in the current enhanced degree curriculum (starting Summer 2022; see Appendix C), the previous enhanced degree curriculum (starting Summer 2020; see Appendix C) or satisfactory completion of 64 semester units as outlined in the original degree curriculum (see Appendix C).
- Specifics during the teach out of the 64-credit degree:
    - A student who has been dismissed from or withdraws from the 64-credit degree program cannot re-enter the 64-credit program.
- Specifics on transferring to the 75-credit degree:
    - There will be no opportunity to count CO classes from the 64-credit degree towards either 75-credit degree.
    - Bible and theology classes taken when enrolled in the 64-credit would count towards either 75-credit degree.
    - If Apologetics was taken when enrolled in the 64-credit degree, it would count towards the Apologetics requirement in the 75-credit degree.
- **Program Requirements:** During the course of the degree, students must receive at least 12 counseling sessions (see the Counseling Department for additional information).
- Upon admission to the program, a student is assigned a practicum and an internship year. Students requesting to change their practicum and internship year must make this request through the Registrar's office by talking with their student advisor. Students may be placed on a waitlist if their desired practicum/internship year is full.
- To facilitate professional development during practicum and internship, students in the degree are normally enrolled in certain required courses. Alteration from the course sequence during internship must be approved by the Counseling Co-Directors, the class professor(s), and the Registrar's office.
- During practicum and internship, students in the degree will also be required to join a designated national or regional professional counseling organization to increase their exposure to and understanding of the profession (see the Counseling Department for additional information).

Covenant Seminary strongly recommends that students reduce their working hours to 25 hours per week or fewer during practicum and 15 hours per week or fewer during internship year. In Covenant Seminary's experience, students working more than the recommended hours during practicum and internship learn less (i.e., have a reduced training experience), are in danger of receiving poor grades for any courses taken at that time, and risk not being able to sustain the necessary GPA to graduate from the program.

During the course of the degree, students in practicum or internship courses will be required to have personal liability insurance for their counseling (see the Counseling department for details).

Counseling-specific term papers are required to follow the guidelines in *The Publication Manual of the American Psychological Association* (7th ed.). Please check with each professor for requirements.

- **Retention, Remediation, and Dismissal:**
    - Retention: Students' retention in the program depends on their continual enrollment in the program and progression within the degree sequence. One metric for students' retention and progress within the program is the maintenance of a cumulative GPA of 3.0. Students who fall below a cumulative 3.0 GPA or a term GPA of 1.7 are placed on academic probation.
    - Remediation: The MAC faculty use the Key Performance Indicators (KPIs) and Disposition assessments as indicators of students' progress and growth throughout the program. Students demonstrate progress in the program by achieving a level of 3 on the KPI assessments. Students assessed at 2 or lower receive feedback from the professor regarding steps to take to grow in the expected competency area. Students with an average below a 2 in any content area are identified for the program faculty to address concerns and develop remediation plans. Remediation is typically addressed within specific classes by professors, though concerns are identified by MAC faculty at faculty review points. As students enter Practicum, remediation plans may be implemented by the MAC faculty and implemented at a program level if needed.
    - Dismissal: Dismissal from the MAC program may result from failure to maintain the required GPA or failure to demonstrate compliance with any designed remediation plans as discussed above. 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. Appeals may be made to the Covenant Theological Seminary Faculty.
- **Residency Requirements:** The MAC is a residential degree. However, a maximum of 21 online Bible and theology credits may be applied to the MAC, and a maximum of 12 synchronous online counseling credits may

be applied to the MAC. MAC students may receive up to 12 hours of transfer credit from a CACREP-accredited institution. (See "Transfer Credit" section for more details.)

- **Online Counseling Credits:**
    - Students should be aware that online counseling credits are rarely offered at Covenant Seminary, and some states, such as Missouri, accept online counseling credits for licensure only under certain conditions, such as synchronous delivery in extraordinary situations. Therefore, students should not count on the availability of online counseling courses.
    - At this time, Internship and Practicum are not offered online and must be completed residentially.
    - Due to COVID-19 restrictions (local social distancing and occupancy requirements), some MAC courses have been offered online since Summer 2020, though these courses remain 100% synchronous with the same assignments and assessments as residential courses to ensure all courses have equal instruction, assessment, and professor availability.
- **Online Education and F-1 Visa:** F-1 (non-immigrant) international students may not take more than one course per semester online while attending under an F-1 visa. Students should read the "Satisfactory Academic Progress" section of this handbook to ensure ongoing Financial Aid eligibility (See the "Online Education" section of this handbook for additional information.)
- **Thirteen-Year Time Limit:** The time limitation for completion of the MAC degree is 13 years. MAC courses taken more than 13 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 entering MAC students must take the Bible Content Exam in their first semester of study. Students must pass the test no later than the semester of graduation. The exam may be attempted multiple times and is taken online. Study guides for the exam are available on MyCTS.
- **Practicum and Internship Candidacy Process:** There is a two-part acceptance to the MAC degree: acceptance into the program, followed by acceptance into internship candidacy. Candidacy is the process of receiving faculty approval to enter practicum and internship courses for the MAC. Candidacy must be granted prior to registering for the internship courses. Candidacy requires:
    - ❖ Satisfactory completion of at least 30 units of the curriculum.
    - ❖ Completion of practicum prerequisite courses:

- CO300 Counseling Intro and Theories I
- CO315 CO Theories II & Techniques
- CO325 Marriage and Family Counseling
- CO331 Human Growth & Development
- CO332 Addictions (75 credit degrees only)
- CO355 Group Counseling
- CO356 Clinical and Community Mental Health (75 credit degrees only)
- CO360 Ethics and Professional Development (75 credit degrees only)
- CO373 Social & Cultural Diversity in Counseling
- CO375 Psychological Disorders
- CO380 Foundations of Counseling: God & Humanity (64 credit degree only)

❖ Completion of CO390 Counseling Practicum before internship.

❖ A cumulative GPA of 3.0 (across all degrees in which enrolled, not just the MAC).

❖ Recommendation of the Intern Candidacy Committee.

❖ Key Performance Indicator (KPI) and Dispositions scores demonstrating potential for effective professional counseling practice.

The Counseling Department and the Registrar's office will contact MAC students the January preceding their assigned practicum semester to verify intent to participate in the practicum and internship as assigned. Decisions on Candidacy for practicum are made four weeks before the start of the term, pending grades for the previous semester which may not be finalized until two weeks before the semester. Students must confirm their intent to enter practicum by March 1 in the semester preceding the practicum semester. Students who have not been approved to enter practicum will not be able to register for practicum course work. Decisions for Candidacy for internship are made one week before the start of the term, pending grades for the previous semester which may not be finalized until the day before the semester. Students who have not been approved to enter internship will not be able to register for internship course work unless they have special faculty approval.

Decisions for Candidacy for internship are made by the Intern Candidacy Committee, which is made up of the Counseling Department Co-Directors, Internship Coordinator, all full-time counseling faculty, all practicum

supervisors, and the Registrar. Counseling faculty continually evaluate MAC students for evidence of knowledge, skills, and dispositions necessary for effective counseling practice, including self-awareness, self-management, social awareness, relationship management, communication skills, personal growth and development, and understanding of the interaction between the biblical narrative, cultural narrative, and personal narrative. Counseling faculty desire for all MAC students to be approved for the practicum and internship experiences and will continually strive to encourage the growth of these knowledge, skills, and dispositions in each MAC student. On the rare occasion that the Candidacy Committee cannot recommend a student for Candidacy, the Counseling Co-Directors and Internship Coordinator will communicate with the student as soon as this decision is made.

- **Practicum and Internship:** Practicum and internship are designed to align with requirements outlined by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), the Missouri Committee for Professional Counselors, and research on licensure requirements across 50 states. For more details on licensure requirements pertaining to practicum and internship, visit the overview on the CTS website (https://www.covenantseminary.edu/mac) or the provided link for each state's licensure pages. Differences between practicum and internship at CTS are shown in the chart below.

- **Licensure:** Students are responsible to research licensure requirements in any state in which they wish to be licensed. Students cannot rely on the MAC department to update them on changes that are made in different states. Core MAC courses are designed to meet the educational licensure requirements of the Missouri Committee for Professional Counselors and to assist with portability to other states. The Internship Coordinator will work with individual students to research and prepare for the licensure requirements in states outside of Missouri. For some states, additional course work or Internship requirements are necessary.

  Beyond the academic requirements, Missouri, like most state licensure boards, also requires additional post-degree hours of supervised counseling under a licensed professional, as well as successful completion of the National Counselor Examination (or other exam specified by specific state licensing boards). Students seeking licensure in other states are responsible to contact authorities in those states for requirements. For more details on licensure requirements by state, visit the overview on the Covenant website (www.covenantseminary.edu/mac) for the provided link for each state's licensure pages.

PRACTICUM	INTERNSHIP
• Gain exposure to the field and practice of counseling, including exposure to a mental health clinic, agency, or private practice through: ○ staff meetings and trainings ○ client intake ○ client scheduling ○ office related work	• Work as a counselor intern at a mental health clinic, agency, or private practice • Participate in staff meetings and trainings
• Provide direct service to 2-4 actual clients	• Provide direct service to 10-12 actual clients
• 12 weeks long, 3 credits (3 months)	• 9-months (two semesters), 6 credits, from late-August to May
• Requires a minimum of: ○ 100 total hours ○ 40 client hours	• Requires a minimum of: ○ 600 total hours ○ 240 client hours
• CTS Faculty Supervision: ○ 1 hour weekly of triadic supervision; and ○ 1 ½ hours weekly of group supervision	• CTS Faculty Supervision (Late August – Mid May): ○ 45-minutes to 1-hour weekly individual or triadic supervision ○ 3 hours weekly of group supervision

Master of Arts in Ministry (MAM)

- **Program Requirements:** Students in the MAM must successfully complete 54 semester units of study as outlined in the curriculum (see Appendix C) with a cumulative GPA of at least 2.25/4.0 plus 200 hours of supervised field education. This degree may be completed residentially or via a hybrid option.

  The MAM is designed to better prepare people who are involved in ministry that does not require a Master of Divinity as a pre-requisite to the job. This includes people in denominations that do not require the MDiv for pastors or ministry leaders outside the general pastorate (ministry to children, seniors, women, discipleship, evangelism, diaconal work, mercy ministry, community building, etc.). This degree offers students multiple tracks of concentration: educational ministries, counseling ministries, cultural apologetics and communication, and biblical studies and Christian ministry. See the curriculum sequences in Appendix C for specific requirements for each concentration.

- **Time Limit:** There is no time limit for the MAM degree. However, students should be aware that if they withdraw or are withdrawn from the degree due to inactivity, they will need to reapply and must complete

the degree requirements as they are when the student rematriculates. Courses taken previously may not meet requirements if the degree has been revised.

- **Residency Requirement:** A minimum of 18 units of the MAM must be earned through residential courses. Note that hybrid courses meet the requirements of and are categorized as residential courses. Students earning the MAM through the hybrid program should regularly consult with their advisor as they choose courses to ensure that they meet the residency requirement. Additionally, no more than 27 units of transfer credit may be applied to an MAM degree. (See "Transfer Credit" section for more details.)

- **Bible Content Exam:** All entering MAM students must take the Bible Content Exam in their first semester of study. Students must pass the exam no later than the semester of graduation. The exam may be attempted multiple times and is taken online. Study guides for the exam are available on MyCTS.

- **Field Education Requirement:** All MAM students are required to complete the Seminary's Field Education program. Through this process of dynamic integration between classroom learning and ministry practice, we pray that students will demonstrate:

    - Growth in walking in God's grace and equipping God's people for ministry.
    - Growing in maturity in their sense of identity, call, and vocation in Christ.
    - Deeper understanding of ministry-related strengths and weaknesses.
    - Fruitful growth in technical and adaptive ministry skills in keeping with their hoped-for occupation.
    - Competency in practices of theological reflection for ministry and leadership.
    - Capacity for contextual and cultural responsiveness toward transformational, personal, and organizational learning.
    - Understanding of how ministry ecosystems function in a place and how to situation and steward their specific ministry within its ecosystem.
    - Commitment to disciple and equip in ministry those they have been called to lead.

  The MAM Field Education program consists of two components:

    - Students must complete 200 hours of approved supervised field education prior to graduation.
        - Students may also receive up to 2 units of academic credit for this work if they register for AT592 Ministry Practicum (or a similar course) and pay applicable tuition and fees (see "Ministry Practicum" section for more details).

- Students must also complete AT411 Field Education Practicum, a 2-credit course that should be completed either during or in the term immediately following the conclusion of their formal supervised ministry experience. *(NOTE: MAM Biblical Studies and Christian Ministry track students are exempt from this requirement.)*

For more information, contact the Field Education Department at fielded@covenantseminary.edu.

- **Online Education:** Students may apply a maximum of 36 hours of online study toward the MAM degree in a mix of core and elective credit. F-1 (non-immigrant) international students may not take more than one class per semester online while attending under an F-1 visa. Students should read the "Satisfactory Academic Progress" section of this handbook to ensure ongoing Financial Aid eligibility (See the "Online Education" section of this handbook for additional information.)

Master of Arts in Missional Theology (MAMT)

- **Program Requirements:** The MAMT degree requires satisfactory completion of 48 semester units as outlined in the curriculum (see Appendix C). These units must be completed in residency at the Missional Training Center (MTC) in Phoenix, Arizona. All courses in the MAMT program are Pass/Fail. It is assumed that students in this program are actively involved in ministry during their degree. Students enroll as part of a degree cohort that will complete all four years of the degree together. This allows for in-depth community and mentoring during the degree. Classes are held in the early morning or evening to accommodate working ministry schedules for the students.

  Students complete assignments that form a portfolio of 24 assignments over four years. These assignments are a primary method of evaluating student learning. Ten of these assignments are required and 14 are flex assignments designed to complement the student's classroom learning and particular ministry in the local church.

  Each student has a local church liaison to help the student bridge the classroom-to-ministry experience. Liaisons are asked to address specific areas of growth for the student over the course of a year. The liaisons work closely with Seminary staff to provide the student with a well-rounded educational experience.

  The program offers students the opportunity to minister in the local community and engage that community with the gospel in ways relevant to the twenty-first century. The training fosters professional skills for ministry by coming alongside students actively involved in ministry and shaping their experience with rigorous theological training.

- **Residency Requirements:** This program requires a signed four-year commitment along with active participation in a local ministry. All units must be taken in residency at MTC. Limited transfer credit is allowed in this

program, but the student will still be expected to participate in all cohort activities.

- **Degree Time Limit:** This is a rigidly structured four-year program. If, due to extenuating circumstances, a student is unable to complete the program in four years, he or she must complete the program within nine years of the first course with special permission of the director of the program.

Master of Arts, Exegetical Theology (MAET) — Teachout

- **Program Requirements:** The MAET degree requires satisfactory completion of 66 semester units as outlined in the curriculum (see Appendix C) with a cumulative GPA of at least 3.0/4.0. A maximum of 15 units may be accepted in transfer for the MAET. (See "Transfer Credit" section for more details.)

  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.

- **Time Limit:** Completing this degree will no longer be an option after the Spring 2023 term. If you are in the MAET degree and will not be able to complete by Spring 2023, please speak to your advisor about other degree options.

- **Residency Requirement:** 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 in their first semester of study. Students must pass the exam no later than the semester of graduation. The exam may be attempted multiple times and is taken online. Study guides for the exam are available on MyCTS.

- **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 pass a placement exam before registering for any class with a prerequisite of that language. Students who pass the exam will receive the appropriate hours of advanced standing in Greek or Hebrew based on the exam results. Exam study guides are available from One-Stop or the Admissions office.

- **Thesis:** The MAET thesis (MA399) must demonstrate the use of standard research methods and an adequate grasp and treatment of the subject matter. The style and grammar must conform to the latest edition of Kate Turabian's *A Manual for Writers*. "Thesis Procedures," a resource available from One-Stop, outlines the requirements the student must meet.

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

No thesis will be considered completed until the thesis committee and the Library Director have approved the final format and style. Full details on the thesis submission process are available in the guide "Submit Your Thesis or Dissertation" which is available on the Covenant Library website. Students must carefully follow those submission instructions.

To participate in the yearly graduation ceremonies, the thesis semi-final draft needs to be submitted no later than ten weeks prior to graduation day and the final draft needs to be submitted no later than four weeks prior to graduation day.

- **Online Education:** Students in the MAET may now take both Greek and Hebrew online. F-1 (non-immigrant) international students may not take more than one class per semester online while attending under an F-1 visa. Students should read the "Satisfactory Academic Progress" section of this handbook to ensure ongoing Financial Aid eligibility (See the "Online Education" section of this handbook for additional information.)

Master of Arts in Educational Ministries (MAEM) — Teachout

- **Program Requirements:** Students in the MAEM program must successfully complete 48 semester units of study as outlined in the curriculum (including the Capstone course which helps students synthesize their course work and field education experiences; see Appendix C) 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.

- **Time Limit:** Completing this degree will no longer be an option after the Spring 2023 term. If you are in the MAEM degree and will not be able to complete by Spring 2023, please speak to your advisor about other degree options.

- **Residency Requirement:** Students in the MAEM program may complete their studies residentially or via the hybrid program. No more than 23 units of transfer credit may be applied to an MAEM degree. (See "Transfer Credit" section for more details.)

- **Bible Content Exam:** All entering MAEM students must take the Bible Content Exam in their first semester of study. Students must pass the exam no later than the semester of graduation. The exam may be attempted multiple times and is taken online. Study guides for the exam are available on MyCTS.

- **Field Education Requirement:** All MAEM students are required to complete the Seminary's Field Education program. Through this process of dynamic integration between classroom learning and ministry practice, we pray that all students will demonstrate:

    - Growth in walking in God's grace and equipping God's people for ministry.
    - Growing in maturity in their sense of identity, call, and vocation in Christ.
    - Deeper understanding of ministry-related strengths and weaknesses.
    - Fruitful growth in technical and adaptive ministry skills in keeping with their hoped-for occupation.
    - Competency in practices of theological reflection for ministry and leadership.
    - Capacity for contextual and cultural responsiveness toward transformational, personal, and organizational learning.
    - Commitment to disciple and equip in ministry those they have been called to lead.

  To complete the MAEM Field Education program, students must complete 150 hours of supervised field education prior to graduation. *(Note: Students may receive up to two units of academic credit for this work if they register for AT592 Ministry Practicum (or a similar course) and pay applicable tuition and fees. See "Ministry Practicum" section for more detail.)*

  For further information, contact the Field Education Department at fielded@covenantseminary.edu.

- **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 per semester online while attending under an F-1 visa. Students should read the "Satisfactory Academic Progress" section of this handbook to ensure ongoing Financial Aid eligibility (See the "Online Education" section of this handbook for additional information.)

Master of Theology (ThM)

- **Program Requirements:** The ThM requires satisfactory completion of 30 semester units as outlined in the curriculum (see Appendix C) 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 (BPT). Students interested in pursuing the Exegetical Theology (ET) degree may apply to write a thesis after they have completed 12 units of study by producing an acceptable proposal, passing the Greek and/or Hebrew qualifying exam(s), and showing competency in a second modern language. If accepted, the student will be changed to the ET program at that point.

Since this degree is designed to teach students advanced research 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 taken by independent study for the ThM. A maximum of 12 units may be transferred from another institution for the ThM. (See "Transfer Credit" section for more details.)

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

  Students in the ET track (see below) must complete 12 hours of the ThM program through residential, weeklong, intensive seminars. The remaining 18 hours can be completed through a combination of residential intensives, independent studies (12 hours). and the production of a thesis (6 hours). Students in the BPT track (see below) must likewise complete 12 hours of the program through residential, weeklong, intensive seminars. The BPT program requires 9 credit hours of biblical studies and 9 credit hours of applied theology courses. The remaining 12 hours can be completed through a combination of residential intensives, independent studies (9 hours), and a required "capstone" assignment which is the Contextualized Writing Project (TM793; 3 hours). Students without at least one year or more of practical Christian ministry experience will be required to take a ministry practicum (3 hours).

- **The ThM in Exegetical Theology** requires evidence of proficiency in a second modern language (this includes English if English is not the primary language) by the time a student has completed 15 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).

  The thesis will typically address one of the following specialized areas of exegetical theology: exegesis, biblical languages, hermeneutics, or biblical theology.

  After completing at least 12 units, successfully demonstrating proficiency in a second modern language, and passing a qualifying biblical language exam (Greek and/or Hebrew) in the area of intended thesis research, a

student will petition the ThM Committee for permission to write a thesis by submitting a written proposal 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. If permission is refused, the student will remain in the Biblical and Pastoral Theology program.

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). Successful completion of 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.). The student must register for TM798 ThM Thesis Supervision II no later than the semester in which the student plans to graduate. To participate in the yearly graduation ceremonies, the thesis semi-final draft needs to be submitted no later than ten weeks prior to graduation day, and the final draft needs to be submitted no later than four weeks prior to graduation day. Once the student's thesis is completed and approved, the student will be enrolled in TM799 (0 hours of billing, 6 hours of credit) to indicate that the thesis is done.

"Thesis Procedures," a resource available in the Registrar's office or from the ThM Director, outlines the thesis requirements. The ThM Committee may request an oral defense of the thesis. There is an archival fee that covers the cost of printing and storing a backup hard copy of your thesis or dissertation in the library's vault. If you did not already pay this fee when you registered for your final supervision course, the library will contact you with payment options.

No thesis will be considered completed until the Library Director has approved the final format and style. Full details on the thesis submission process are available in the guide "Submit Your Thesis or Dissertation," which is available on the Covenant Library website. Students must carefully follow those submission instructions.

- **The ThM in Biblical and Pastoral Theology** requires at least 9 units in biblical studies and 9 in applied theology. Biblical studies include courses on particular biblical books, biblical theology, exegesis, and systematic theology. It is strongly recommended that Biblical and Pastoral Theology students take the four ThM seminar courses required of Exegetical Theology students. Applied theology courses include areas such as church planting, growth and renewal, counseling, preaching, and educational ministries. The remaining 9 units may be used for electives and may be taken in any area.

  As noted, for students with little practical ministry experience, the degree requires successful completion of a practicum (3 units) in an area of pastoral ministry (educational ministries, Christian mission, preaching, diaconal

services, etc.). It is assumed that students with a year or more of practical Christian ministry experience will use these 3 hours for electives rather than the practicum. Further details on the Contextualized Writing Project are available from the ThM Director.

- Finally, the degree requires that the concluding 3 units of the program be an independent study of research leading to a capstone "Contextualized 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 the program's graduate credit hour requirements 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; however, note that the Master of Arts in Counseling degree has a time limit after which the earned credits cannot be applied.
- **Online Education:** Students may complete a Graduate Certificate online. Certificate students should remember that there are limitations on the number of distance education courses that may be applied to some of Covenant Seminary's master's degrees should the student desire further study in a degree program. (See the "Online Education" section of this handbook for additional information.) F-1 (non-immigrant) international students may not take more than one course per semester online while attending under an F-1 visa. F-1 visas cannot be issued for students to pursue a graduate certificate. Students should read the "Satisfactory Academic Progress" section of the handbook to ensure ongoing Financial Aid eligibility. (See the "Online Education" section of this handbook for additional information.)
- **Transfer Credit:** Transfer credit for Graduate Certificates will be limited to 6 semester units. (See "Transfer Credit" section for more details.)
- **Graduate Certificate Program Track Options**
    - **Biblical and Theological Studies:** This certificate is ideal for individuals wishing to deepen their

knowledge of scripture and its application. This track requires 20 semester units of work of the student's choice in 200-, 300- 400- and 500-level course work (within the structure of course pre-requisites). This allows interested students to create a self-study program that best meets their needs or interests.

- **Apologetics and Outreach:** This certificate track requires the successful completion of the following 11 credits of coursework: CC310 Foundations of Apologetics & Outreach (3), CC526 Communicating Jesus with Apologetic Sensitivity (3), ST300 Covenant Theology (3), and 2 credits of CC5XX-level elective credit.
- **Bible and Society:** This certificate track requires the successful completion of the following 11 credits of coursework: CC310 Foundations of Apologetics & Outreach (3), ST360 Christian Ethics (3), and **two** of the following options: **A**) ST300 Covenant Theology (3), **B**) NT220 Gospels (*recommended*, 3) or other New Testament core class (NT230, NT250) or **C**) OT220 Pentateuch (*recommended*, 2) or other Old Testament core class (OT230, OT240, OT250).
- **Biblical and Systematic Theology:** This certificate track requires the successful completion of the following sequence of courses equaling 15 credit hours: ST300 Covenant Theology (3), ST310 God & Humanity: Foundations of Counseling (3), ST330 Sin, Christ, & Salvation (3), ST350 Spirit, Church & Last Things (3), and ST360 Christian Ethics (3).
- **Church History:** This certificate track requires the successful completion of the following 8 credits of coursework: CH310 Ancient & Medieval Church History (3), CH320 Reformation & Modern Church History (3), and either WM310 God's World Mission (3) or a 2 credit CH5XX-level elective.
- **Church Planting:** This certificate track requires the successful completion of the following 9 credits of coursework: AT310 Christian Formation & Calling (3), CC310 Foundations of Apologetics & Outreach (3), CG505 Church Planting Foundations (1), CG506 Resiliency in Church Planting (1), and CG515 Church Planting Field Trip (1).
- **Counseling Ministry:** This certificate track requires the successful completion of the following 12 credits of coursework: ST300 Covenant Theology (3), ST310 God & Humanity: Foundations of Counseling (3), CO320 Counseling in the Church I (3), and CO330 Counseling in Church II (3).
- **Educational Ministries:** This certificate track requires the successful completion of the following 11 credits of coursework: AT310 Christian Formation & Calling (3), EM301 Educational Foundations (3), EM502 Teaching & Learning (3), and EM503 Leadership & Ministry Development (2).
- **Greek Studies:** This certificate track requires the successful completion of the following 12 credits of coursework: NT301/NT302 Greek I, NT303/NT304 Greek II (6 hours total Greek), NT305 New Testament Exegesis (3), and a 3 credit NT3XX course.

- **Hebrew Studies:** This certificate track requires the successful completion of the following 11 credits of coursework: OT301/OT302 Hebrew I, OT303/OT304 Hebrew II (6 hours Hebrew), OT305 Old Testament Exegesis (3), and a 2 credit OT3XX course.
- **New Testament Studies:** This certificate track requires the successful completion of 9 credits from one of the following track options:
  - **English Track:** NT200 New Testament History & Theology (3), NT220 Gospels (3), NT230 Acts & Paul (3), or NT250 Pastoral & General Epistles & Revelation (3)
  - **Greek Track**: NT320 Gospels (3), NT330 Acts & Paul (3), and NT350 Pastoral & General Epistles & Revelation (3)
- **Old Testament Studies:** This certificate track requires the successful completion of 11 credits from one of the following track options:
  - **English Track:** OT200 Old Testament History & Theology (3), OT220 Pentateuch (2), OT230 Old Testament Historical Books (3), OT240 Psalms & Wisdom Literature (3), or OT250 Prophetical Books (3)
  - **Hebrew Track:** OT320 Pentateuch (2), OT330 Old Testament Historical Books (3), OT340 Psalms & Wisdom Literature (3), and OT350 Prophetical Books (3)

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 (based on the newest versions of these degrees; hours will change if students are pursuing earlier versions of these degrees):

DEGREE COMBINED WITH . . .	MAC	MAM
MDiv – R	146	126
MDiv – S	143	126
MABTS – 1 language	117	93–95
MABTS – 2 languages	120	93–95
MABTS – 2 languages + thesis	124	93–95
MAC	n/a	102–111
MATS	106	81

TEACHOUT	TOTAL HOURS
MAM/MATS (48)	78
MAC (75- Summer 2020)/MATS (48)	99
MDiv (93)/MAC (64)	125
MDiv (99)/MAC (64)	132

Students must meet all specific degree requirements. Students pursuing double degrees that include the MAC must have a cumulative GPA of 3.0/4.0 for both degrees. If a second degree (which includes Field Education requirements) is added, the student will have to complete additional Field Education hours. Due to varying Field Education requirements depending on which curriculum iteration a student is following, students pursuing double degrees involving the MDiv, MAEM, or MAM need to consult with the Field Education department to determine the specific requirements for their double degree.

Students must have prior faculty approval 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 or MABTS, MAC, MAM, MAEM, MATS.

Students pursuing the MDiv/MAC or the MA/MAC must apply for the MAC program through the Admissions office. 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.

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. Only MAC students may audit MAC-specific courses. Special and non-credit students may register as auditors under these conditions:

- The student applies to and is accepted by Covenant Seminary.
- The student pays the pertinent tuition and fees.
- The instructor permits special and non-credit students 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. Covenant asks that if a student is not able to attend 50 percent of the course, he/she should contact One-Stop and drop the course. Spouses may generally audit year-round if the student in the family is full-time in the fall and spring academic terms.

Changing Degree Programs

Students wishing to change degree programs must submit a written request to the faculty through the Registrar in 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 their advisor for assistance in selecting courses that will satisfy requirements for both degree programs. Faculty permission to change degree programs includes permission to take all courses required for the new degree.

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

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

Online Education

Covenant Seminary offers online courses. Online courses may not normally be applied toward the ThM or the DMin degrees. The following degrees may be earned 100% online: Master of Arts (Biblical and Theological Studies) (MABTS); Master of Arts (Theological Studies) (MATS). The following degrees may be earned through a combination of online,

intensive, and hybrid courses: Master of Divinity (MDiv); Master of Arts in Ministry (MAM). The following degrees may be completed through a combination of online and traditional residential courses: Master of Arts in Counseling (MAC). The following graduate certificates may be earned 100% online: Graduate Certificate (GC) in Biblical & Systematic Theology; GC in Church History; GC in Greek Studies; GC in Hebrew Studies; GC in New Testament Studies; GC in Old Testament Studies. The following graduate certificates may be earned through a combination of online, hybrid, and intensive courses: GC in Apologetics & Outreach; GC in Church Planting; GC in Counseling Ministry; GC in Educational Ministries. For specifics regarding degrees and online courses, please refer to the particular degree descriptions in this *Handbook.*

Covenant Seminary's mission – to train servants of the triune God to walk in God's grace, minister God's Word, and equip God's people, all for God's mission – is the same for its online programs and offerings as it is for its residential offerings. Online courses at Covenant Seminary are equal to residential offerings in terms of course objectives, rigor, and required time-on-task. A student with typical academic ability and experience in higher education in the United States should expect to spend 40 clock hours of time-on-task per credit hour to produce B-level work for a class. This means that for a 3-credit class, a student should expect to spend approximately 120 clock hours of time on task to produce B-level work. Of course, everyone works at a different pace. If students know that they, on average, tend to read or write more slowly, or if they have less experience in higher education contexts in the United States, then they should budget more time to complete the coursework. Additionally, all online courses are designed so that students in the courses substantively engage with their peers, their professors, and the course content. Online courses are usually asynchronous with synchronous elements in the form of required live video meetings with professors and meetings with fellow students to complete collaborative projects. Students should expect group projects, office hours, and assignments that ask them to consider their local context.

Online students have access to seminary services, including Student Life, library services, and the Scribe (Covenant's writing center). For library services, students should visit: https://library.covenantseminary.edu/contact. For Scribe services, students should visit https://library.covenantseminary.edu/scribe. For Student Life services, students should visit https://www.covenantseminary.edu/student-life.

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

Most online courses will be completed in a normal semester schedule. Two-hour elective courses may be offered in an

intensive, 7-week format. Online courses are usually asynchronous with synchronous elements in the form of required live video meetings with professors and meetings with fellow students to complete collaborative projects. Some online courses are synchronous, sometimes with a class taking place on campus. Students should pay close attention to the course description and the time and date details when signing up for a course.

Online campus and Nashville campus students are required to take MA200 Introduction to Online Learning, a 0-credit Pass/Fail course, in their first semester of study. The course leads students in identifying and using key resources from the library, Canvas, and MyCTS.

F-1 visa (non-immigrant) international students may not take more than one course per semester online while attending under an F-1 visa.

Registration

Academic Advising

Academic Advising is available to all students throughout the year. Students are encouraged to sign up for advising sessions with a student advisor for help in planning their courses for the upcoming term, through their degree program, and anywhere in between. Your assigned advisor will reach out at various times through the academic year with information including ways to schedule a meeting. If a student is unsure who their assigned advisor is or has not received an email, the student can reach out to the advising team via email at advising@covenantseminary.edu or by stopping by the One-Stop offices on the second floor in Founders Hall.

Pre-Registration

Each spring, Pre-Registration opens for students to reserve seats in courses for the entire upcoming academic year. This Pre-Registration is available through MyCTS. Students can make changes for a term through MyCTS with no financial penalty until the end of the Pre-Registration period on MyCTS. Reminders regarding the approaching end of a term's Pre-Registration period will be emailed to students to make sure their course selections are what they intend to take that term.

Registration

After the Pre-Registration period ends, the courses that are selected in Pre-Registration will become officially registered and the tuition and fees for those courses will be officially added to student records.

Students will then need to pay their balances or set-up an installment payment plan by the first of the month following the start of the term for all terms except January (Summer – June 1, Fall – September 1, Spring – February 1). January term balances will need to be paid by January 17. For more details on payment and installment payment plans, please see the "Payment Due Dates" section.

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 once an academic year through MyCTS. If students do not have medical insurance, 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 Mercy hospitals provide readily accessible medical assistance in their emergency rooms and clinics close to the St. Louis campus.

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 an 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 for the student to register.

Payment Due Dates

Payments are due the first day of each month, with an exception for January term (see table below). Minimum payments are determined by dividing the student's term charges over the number of payment dates in the term.

	Cumulative % of Term Charges Due*
Summer Term	
June 1	33.34%
July 1	66.67%
August 1	100.00%
Fall Term	
September 1	25%
October 1	50%
November 1	75%
December 1	100%
January Term	
January 17	100%
Spring Term	
February 1	25%
March 1	50%
April 1	75%
May 1	100%

** Please contact the Business Office with questions: busdept@covenantseminary.edu; (314) 392-4038.*

Minimum payment calculations can be complicated, especially when classes are added or dropped after the close of academic planning. The simplest way to ensure balances are paid on time is to enroll in an installment payment plan with autopay.

Students with overdue balances will be subject to one late fee per payment due date unless alternative arrangements are made with the business office. Students must pay each term's charges before enrolling in the next term. If balances are not paid by the end of the term, students will be dropped from future courses selected in academic planning and will not be able to re-enroll until the balances are paid.

Spouse Teamwork Award

This award provides spouses of students the opportunity to audit or take seminary courses for credit in any of Covenant Seminary'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 MyCTS and must be completed by the normal Financial Aid deadlines. 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 will be removed immediately and must be repaid. (See the Financial Aid office or check the *Financial Aid Handbook* for details).

Refunds

Refunds are granted only when a student drops a course through One-Stop. Tuition is refunded according to the following schedule on full-term courses:

- 100% up to the end of 10 business days.
- 80% up to the end of 15 business days
- 60% up to the end of 20 business days
- 40% up to the end of 25 business days
- 20% up to the end of 30 business days

No refund is given after 30 business days. 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 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. See term refund schedule posted to MyCTS for

details about that term's intensive, weekend, and special schedule courses. Refund exceptions are granted only in extreme circumstances upon written application submitted through the Registrar.

Students receiving Tuition Assistance from the Department of Defense (DoD) will have funds refunded according to the DoD refund schedule. All refunds will be returned directly to the DoD (*not* the student).

In keeping with federal law, students receiving Direct Student Loans who withdraw from all courses 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 to be 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 by the term payment due date. 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 or ThM programs, or $20,000 for the MA programs (these totals include outstanding undergraduate and graduate government loans). It is recommended that students requesting loans that will put them over $26,000 for an MDiv or ThM degree or over $20,000 for an MA degree meet with the Financial Aid Director for debt counseling.

For Washington State residents seeking information and resources about student loan repayment, or to submit a complaint relating to your student loans or student loan servicer, please visit www.wsac.wa.gov/loan-advocacy or contact the Student Loan Advocate at loanadvocate@wsac.wa.gov.

Satisfactory Academic Progress

Satisfactory academic progress measures both the quality and quantity of academic work. It is certified by a degree minimum cumulative grade point average and successful completion of 70 percent of a student's attempted course load.

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 concurrent degrees prior to completing the previous degrees will be judged to have begun their degree(s) with their initial coursework.

Quality (Cumulative Grade Point Average)

For students in all degree programs, successful completion of courses taken will be evaluated at the end of the academic

year (after spring semester).

In computing satisfactory academic progress, noncredit 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, MABTS, MAM, MAEM, MATS, and certificate students must receive individual grades of D or higher in each course and have a cumulative GPA of at least 2.25.
- MAC and MAET students must receive individual course grades of D or higher and have a cumulative GPA of at least 3.0.
- ThM and DMin students must receive individual course grades of B- or higher and have a cumulative 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.
- Dual Degree: Cumulative GPA must be maintained for whichever degree has the higher GPA requirement.

Failure to make satisfactory academic progress based on the cumulative grade point average will result in the loss of eligibility for all types of aid.

Quantity/Maximum Timeframe (Pace of Completion)

Students must successfully complete a minimum of 70 percent of their attempted course load. This pace of completion will ensure that the degree program will be completed within the maximum timeframe. The percentage of completion is calculated by dividing the cumulative number of credit hours successfully completed by the cumulative number of credit hours attempted, i.e., 9 hours successfully completed/12 hours attempted = 75 percent successfully completed.

Students may continue receiving aid until they:

- Complete graduation requirements for their program of study, OR
- Attempt 142 percent of the number of credit hours (including any failed, transfer, or withdrawn credits) required for their program of study, OR

- Reach the point that they cannot earn the number of credits necessary to complete their program of study within 142 percent of the required credits for the degree, whichever comes first.

Failure to successfully complete 70 percent of the attempted credit hours within the maximum timeframe will result in the loss of eligibility for financial aid. Students become ineligible for financial aid at the time it is determined they are unable to complete their degree within the maximum timeframe.

Transfer credit accepted toward your degree would count in both the attempted and successfully completed hours toward pace of completion.

Loss of Eligibility

Students who are not making satisfactory academic progress will be notified in writing of the loss of aid eligibility at the end of the academic year (after spring semester). The loss of aid eligibility will begin with the next succeeding term of enrollment and all future financial aid will be cancelled. If financial aid is disbursed prior to determining satisfactory academic progress eligibility, once it is determined there is a loss of eligibility aid will be returned. When a student regains satisfactory academic progress he or she will be notified.

If satisfactory academic progress is maintained for the requisite term(s), eligibility for financial aid may be reinstated for the following semester.

Appeals of Loss of Eligibility

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 similar special circumstance.

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). Students who have successfully appealed the financial aid suspension status will be placed on financial aid probation and allowed to receive financial aid for one additional term. If during the appeal process, it is determined that a student cannot achieve satisfactory academic progress within one term, the student may be placed on an academic plan which will outline the steps necessary to achieve successful completion of the degree. 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. At that point, if the student desires financial aid, he/she must reapply for it.

Dropping Courses

- Please refer to the general tuition refund policy in this *Handbook*. 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.
- Students who are withdrawing or dropping classes should first contact the Registrar and the Financial Aid office so that academic and financial ramifications can be explained. This will allow the student to consider all circumstances before a final decision is made
- When withdrawing or dropping a course, phone calls are not acceptable; notification must be in writing to the Registrar. A Registration Change Form is available on MyCTS to submit electronically. The effective date of withdrawal is the date written notification/electronic submission is received by the Registrar's office.
- If you have a student loan, see the *Financial Aid Handbook* for the refund policy governing the loan. The Department of Education's return of funds policy is different from Covenant's scholarship refund policy.

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 has been approved to enroll students eligible to receive Veteran Education Benefits. Information on the terms of veteran enrollment, certification, progress, etc., can be obtained through the Registrar's Office. Per federal

regulation, veterans receiving veteran's benefits will be allowed to register and begin courses without VA payment. No denial of access to classes, library, or other institutional facilities will be enacted. No late fees will be assessed to the veteran for delays in VA payment. NO VETERAN WILL BE REQUIRED TO BORROW ADDITIONAL FUNDS TO MEET THE CHARGES THE VA SHOULD BE PAYING (NO MATTER HOW LATE THE VA PAYMENT ARRIVES).

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 Cancellation Policy

Normally Covenant Seminary cancels a course if the course enrollment does not reach seven credit students; however, if the enrollment is lower than that, but the course is required for a particular degree program and cancellation would present hardship to a student(s) trying to graduate, the course may be held. Covenant may also choose to hold low enrollment courses at new sites or in support of degree programs where Covenant is trying to build enrollment or in online, ThM, or DMin courses.

The final decision to cancel a course is made by the Dean of Academic Administration in consultation with the professor to ensure that enrollment is adequate to provide for student interaction in the course and with the course material or if

adequate alternative courses are available for the students involved. If a cancellation is necessary, the students planned for the course will receive an email from the Registrar or their advisor regarding the cancellation and follow-up regarding help to replace the course in their schedules.

Course Evaluations

Students are requested to fill out course evaluations for each class they complete. These are used by the Dean's Office to gain feedback on professor performance and other issues related to strengths and weaknesses of classes.

Course Load

MDiv, MATS, MAC, MAET, MAEM, MABTS, MAM, 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 and MABTS students enrolled for thesis supervision are not full time unless they are registered for the requisite 10 units per semester (including thesis units).

Students pursuing language study on-campus during the summer are considered full-time while classes are in session. Full-time enrollment for other summer courses will be considered on a case-by-case basis.

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

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

Covenant Seminary strongly encourages students to work to avoid incurring debt. Students who must work more than 15 hours a week may need to take a longer period to complete a degree. Required courses may be scheduled at times that create potential conflicts with work schedules.

Course Recordings

Residential courses may be recorded for purposes such as use in future online courses and publicity. Recordings of students' comments and/or questions are incidental to the main purpose of the recordings, which is to capture the professor(s) teaching the course. Students' images may be recorded if they sit within view of one or both cameras in the classroom. If students wish for their images not to be recorded, they should sit where the camera cannot capture their image. Students can email deansoffice@covenantseminary.edu for guidance on where to sit if they do not want their image recorded. The recordings may be used without students' prior examination of the recorded materials and students may not be notified prior to the recordings' release. Not all courses are recorded. Students will be notified at the start of a semester if a course they are in is being recorded. If students have any concern about their voice or image appearing in classroom recordings, they should email deansoffice@covenantseminary.edu.

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 according to the stipulations that professors set out in their syllabi. Students are advised to read each course syllabus carefully.

Students who face a serious illness, death in the family, family crisis, or other unexpected and compromising event that will prevent them from turning in their coursework on time should speak with their professor about an official incomplete grade AND complete an Incomplete Grade Request Form if they will need time after the term to complete their coursework. This form can be found on MyCTS in the Registrar section. This request for an Incomplete must be submitted before the last day of the term.

Cross-Registration

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

Disabled Students

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

Covenant Seminary provides designated parking spaces and open access to campus facilities for students with disabilities. Special seating arrangements may be made through the Registrar's office. Further, if any other barriers inhibit the student from integrating into community life, he/she should contact the Registrar.

Dropping or Changing Courses

Students may still add, drop, or change courses once registration is completed. A student wishing to make a change to his/her enrollment after the Pre-Registration period must complete a Registration Change Form. This form is available on MyCTS in the Registrar section. Any drops/withdrawals are subject to the refund schedule in place for the course in question. Refund Schedule Dates for each term are posted in MyCTS under the Registrar - Resources section.

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. 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 academic year (see Satisfactory Academic Progress policy for details).

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.

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

Enrollment Status

- **Credit Enrollment.** A unit of credit represents the amount of credit given for class attendance of a 50-minute period weekly throughout the semester. Students taking 10 credits should expect to be in the classroom for ten 50-minute periods per week. This may not be the case for special (e.g., weekend, concentrated) courses.
- **Audit Enrollment.** Students who audit a course may not take exams or turn in assignments. They will not be assigned a grade for the course. (See the "Auditors" section of this *Handbook*.)

Language Audit Policy

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

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

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

Field Education

Covenant Seminary is committed to challenging students to engage in, reflect on, and receive feedback on the practice of ministry in a variety of real-life contexts, in concert with what they learn in the classroom. MDiv students must complete 400 hours of supervised ministry experience; MABTS (Church Planting Track) students complete 300 hours; and MAM students complete 200 hours. The Field Education Department will guide students through a process of choosing sites for supervised ministry experience that fit their degree, sense of call, and occupational goals. Field education provides opportunities for students to learn from the local church and other ministry organizations, as they minister in conjunction with God's servants stewarding a variety of ministry expressions for God's mission in their particular contexts.

Students may also receive academic credit for a portion of the supervised ministry experienced component of their field education work (see the "Ministry Practicum" section of this Handbook or speak with One-Stop).

Final Examination

Some final examinations are proctored on campus during finals week, and other final exams are available online during that same time period. Final exams on campus 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 of 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. 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.

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 MyCTS approximately one month after the end of each term. (Paper copies may be

requested through One-Stop). Neither grades nor transcripts will be released if the student has any past-due financial obligations to the Seminary or has not been officially admitted to the Seminary.

Grading System

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

A	4.0	Outstanding	F	0.0	Failure
A-	3.7		AU	0.0	Audit only
B+	3.3		I	0.0	Incomplete
B	3.0	Good	L	0.0	Failure due to language deficiency
B-	2.7		W	0.0	Withdrawn after the tenth day of class; can affect financial aid for following semester. See "Satisfactory Academic Progress."
C+	2.3				
C	2.0	Adequate			
C-	1.7				
D	1.0	Marginal			

Final Grade Appeals

If a student feels that a mistake has been made in the computation of his/her grade(s), he/she may appeal the grade. Appeals should be made first to the professor of the course(s). Further appeals may be made through the Vice President of Academics. Appeals may be made no later than one semester after the course is finished.

Late Assignments

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

Incompletes

A grade of I (Incomplete) indicates that the required work for the semester has not been completed due to circumstances beyond the student's control (such as illness). Students working a large number of hours, getting married, or having a

baby (unless there are complications) should plan these circumstances into their schedules. Students planning major life events may need to schedule fewer credit hours. Learning to manage time is an important part of preparation for ministry.

Students requesting an Incomplete must complete an Application for Incomplete Grade Request Form (available on MyCTS in the Registrar section). 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 admissions probation for their first 15 credit units (9 credit units for DMin and ThM degrees). Any student admitted on probation must earn the minimum cumulative GPA for their degree by the time they have completed 9 credits of study and maintain that cumulative GPA each term by receiving a term GPA at or above the degree minimum GPA during the remaining 6 credits 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, MABTS, MAM, MATS, and Graduate Certificate. Any student whose *term* GPA falls below 1.7/4.0 (C-) will be placed on academic probation regardless of their cumulative GPA.

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. Final academic and disciplinary dismissals are noted on student transcripts.

Academic Honesty

As part of Covenant's purpose to train servants of the triune God to walk with God in all of life, the seminary expects godly integrity in academic work. God's covenant with his people calls for commitment to truth (in the ninth commandment). Because the seminary lives in that covenant and in community with one another, upholding truth is an essential duty. Applied to academic labors, this means that students and faculty accurately represent their 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 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.

If a course instructor suspects academic dishonesty, that instructor should contact the Dean of Academic Administration right away. After consulting with the Dean of Academic Administration, the instructor will then contact the student to let him/her know that they are suspected of academic dishonesty. If the student is able to provide clarifying details and the instructor determines that no academic dishonesty has occurred, the matter will be dismissed. If the student admits to violating policies around academic dishonesty or the instructor is able to demonstrate that such a violation has taken place, the student will fail the assignment or test in question and possibly, depending on the work, the course. A note will also be put in the student's official file, and the student will be required to meet with the Dean of Academic Administration. If it is the second violation, the student will be dismissed from the institution.

In cases where there is a dispute between the student and the institution whether a violation has occurred, the process is as follows:

1. The student or the instructor may request that the situation be reviewed by the Academic Honesty 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 three days (when school is in session) of the initial committee review. The student will be 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. One other student 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, subject to the review and approval of the President.
2. The committee chair 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 committee. A copy of the report will be forwarded to the student's permanent record.
3. The Academic Honesty Committee will be an ad hoc committee. Its members shall be composed of the Dean of Academic Administration (Chair), 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 (except the Dean of Academic Administration and the Vice President of Academics). If the Dean of Academic Administration or the Vice President of Academics are unavailable, thus preventing the

timely processing of a situation, the President may choose temporary replacements from the administration or faculty for the absent members

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.

Alternatives to Illegal File Sharing

Educause (http://www.educause.edu/legalcontent) 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 photo identification card, which also serves as the student's library card, will be issued to new students. For residential students, ID photos will be taken during new student orientation. Students taking online classes can get an ID card as part of the MA200.C Introduction to Online Learning course. Students who do not receive an ID card through these opportunities should contact the Library.

Independent Study

All master's degree programs allow up to 6 credits of Independent Study or Ministry Practicum (elective credit) under a faculty member's direction. The ThM degree program allows a maximum of 12 credit hours of independent study and/or transfer credit. The DMin degree program allows a maximum of 16 credit hours of independent study and/or transfer credit of which 8 credit hours can be transfer. To qualify, a student must:

1. Have completed at least 10 units.
2. Carry a GPA of 3.0 (students who are completing Ministry Practicum will be exempt from the 3.0 GPA requirement).
3. Obtain the permission of the supervising professor and the degree advisor (Lead Student Advisor, the ThM Director, or the DMin Director).
4. Pay an additional tutorial fee when not required for the degree program (i.e., ThM or DMin).

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

Students may work on Independent Study prior to registering for the course with permission from the faculty member and the degree advisor. The course must be completed in the semester in which the student registers for the course. During that semester, the student and faculty member meet at least monthly. Independent Study includes three types of course work:

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

DEGREE	READING	WRITING	TRANSLATION & PARSING
GC/MA/MDiv	1000 pages	10–15 pages	100 verses
ThM	1250 pages	15–20 pages	125 verses
DMin	1500 pages	20+ pages	150 verses

International Students

Covenant Seminary welcomes students from other countries and cultures and invites applications from people serving the church around the world. Completed applications should be sent no later than six months prior to the desired entry date as additional steps are involved in processing international applicants. Applicants from outside the United States must meet the U.S. Citizenship and Immigration Services (USCIS) requirements and the standards of spiritual maturity and academic proficiency required of all students, including a North American bachelor's degree or its educational equivalent.

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

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

English Language Skills

Prospective students for whom English is not their first language must take the internet-based Test of English as a Foreign Language (TOEFL). For admission, Covenant Seminary requires a cumulative score of 84 with scores no lower than 21 on the writing component, 24 on the speaking component, 20 on the reading component, and 19 on the listening component for most master's degrees. At the discretion of the Admissions Committee, applicants who achieve the minimum score on three of the four components may be considered for admittance. The DMin and the ThM require a cumulative score of 88.

For information, visit the TOEFL website at www.ets.org or write to:

TOEFL Service
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 master's credit unit requires 200–400 pages of reading, 75–125 hours of ministry, and 10–15 pages of writing. Requirements for the ThM and DMin degrees are higher. The following Ministry Practicum courses are offered:

- AT592 Ministry Practicum
- EM592 Educational Ministries Practicum
- CG592 Church Planting Practicum
- WM592 World Mission Practicum
- WM593 Cross-Cultural Mission Trip
- MA491 Ministry Project (MATS)
- DM892 DMin Practicum

Post-Degree Enrollment Privileges

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

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

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

Re-Admission

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

Campus Closures – Emergency Notification

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

- **The Seminary website** (www.covenantseminary.edu). If there is a change to the schedule, there will be a banner announcement on the home page with details concerning the alert.
- **Cell phone text messaging.** Students should enroll in the Seminary's Emergency Contact System so they can receive a text message on their cell phones if there is to be a change in the Seminary's hours of operation or an emergency alert. If not already enrolled, students may do so from MyCTS. Click "My Account" then select "My Emergency Alerts." Type in "Covenant Theological Seminary." Then, follow the prompts.
- **Email.** If there is to be a change in the Seminary's hours of operation, an email notification will be sent to your primary email address.

Emergency situations could occur during class hours due to security concerns (severe weather like tornadoes) or maintenance-related emergencies. The Emergency Contact System (the ECS/RAVE) will be the main form of communication offering clear direction to students and staff. Participation in the ECS is vital to everyone's safety.

Student Right to Privacy

Covenant Seminary complies with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of students and gives students over 18 years old rights regarding their own educational records. These rights include:

1. The right to inspect and review the student's educational 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.

4. The Seminary publicly discloses what is considered directory information about a student. Directory information includes (but is not limited to): name, address, telephone number, email, 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.

5. Students who wish to keep their directory information confidential must notify the Registrar in writing no later than the end of the second week of the academic term.

6. Students have the right to file a complaint with the U.S. Department of Education alleging failure by the Seminary to comply with FERPA requirements. FERPA contact information is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
1.800.USA.LEARN (1.800.872.5327)
www2.ed.gov

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

Study Load

The Seminary estimates that for every hour of class, students will have approximately two hours of study outside of class (reading, writing, researching, memorizing, etc.). International students for whom English is not their first language should estimate even more time. Courses with substantial memorization (notably the languages, church history courses, psychological disorders courses, and Bible content courses) 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) with payment. This can be done online at https://tsorder.studentclearinghouse.org/school/ficecode/00470700 or in the One-Stop office with cash or check. Transcript requests are normally processed within two working days. The cost for each transcript is dependent on mode of delivery. Students who need an unofficial transcript can download that document through MyCTS (click on Registrar, My Courses).

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) 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 and often syllabi 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 ten 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. The number of units that can be transferred varies by degree program.

Courses attempting to be transferred will be evaluated through the Dean's Office (in consultation with the Counseling Department on a case-by-case basis for counseling courses). A course syllabus is needed for departmental review. MAC students may receive up to 12 hours of transfer credit from a CACREP-accredited institution. Depending on the content of the class, up to 6 credits of non-CACREP courses might be eligible for transfer as elective credit rather than as a similar core class. Practicum and internship are not eligible to be transferred.

Students who have studied Greek or Hebrew somewhere other than Covenant Seminary (either at the graduate or undergraduate level) and wish to receive credit for that language work must take an exam to determine current language proficiency. Students who pass the exam receive advanced standing or transfer credit toward the degree. Study guides for these exams are available from One-Stop or the Admissions Office. Students wishing to take either exam are strongly encouraged to consult the study guides.

A student normally will be excused from courses that parallel those taken at a previously attended accredited graduate institution with permission from the Dean's Office. 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. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Covenant to satisfy an admission requirement at another institution is at the discretion of the receiving institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas or certificates earned.

Withdrawing from the Seminary

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

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

Graduation

Application for Graduation

In their last term (fall graduates) or next to last term (spring graduates), students receive a graduation application reminder from the Registrar's office to complete the application through MyCTS; this form should be filled out and submitted as soon as possible. Students graduating either in January or May of the current academic year who have not received an application reminder 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 ceremony following their fall completion.

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 and DMin and some ThM and MABTS students).
7. Field Education (for MDiv, MABTS (Church Planting), MAEM, and MAM students). MDiv students must complete 400 hours of supervised field education; MABTS Church Planting Track students must completed 300 hours; MAM students must complete 200 hours; MAEM 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. By the end of the next business 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 given to the graduate.

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 receive their diploma until financial obligations are met.

Graduation Honors

Students in the MATS, MAM, MAC, MABTS, MAEM, 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 GPA 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 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 Exegesis Prize** is given to the graduating student deemed worthy of special recognition for work in biblical exegesis.
- **The Belz Christian Education Award** is given in memory of the Rev. Max Belz, pastor and Christian education advocate, to a student who has demonstrated special zeal and competence in the field of educational ministry.
- **A Grant for Graduate Theological Studies** of $1000 is given to a graduating student(s) deemed worthy in terms of academic ability, financial need, and consistent Christian character and testimony. Only graduating students who hold to Covenant Seminary's doctrinal standards and who have been accepted into a graduate program of theological studies may receive the award. Interested students should apply in writing to the chief academic officer by March 1. Forms for this grant are in the Dean's Office. The award is good for the following academic year.

Campus Life

Community Growth in Grace

Covenant Seminary's purpose is to glorify the triune God by training his servants to walk in God's grace, minister God's Word, and equip God's people—all for God's mission. This purpose unfolds both outside and inside the classroom. Growth in Christlikeness (Rom. 8:29) takes place in the context of a corporate community of believers through meaningful relationships in formal and informal settings. Students are encouraged to participate as much as possible in the following campus-wide and small group community experiences.

Chapel

Chapel services take place from 10 to 10:45 a.m. every Friday (and select Tuesdays) 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 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.

Cohort Groups

Cohort Groups form at the beginning of each fall semester and meet weekly throughout the Fall and Spring semesters. Covenant believes in equipping students as whole people. Based on research found in *Resilient Ministry* (Burns, Chapman, and Guthrie, 2013), AT305 and AT306 are formative cohort experiences to promote sustainability for a lifetime of ministry as well as increased interpersonal skills and healthy conflict resolution through reflection on your own story. Required for MDiv, MABTS, and MAM degrees.

First-year MDiv, MABTS, and MAM students will be assigned to a Cohort Group. These groups are mandatory for MDiv, MABTS, and MAM students. Residential Cohort Groups meet either on Tuesdays, Wednesdays, or Thursdays from 10 to 10:50 a.m. To learn more, visit the Student Life team located in Edwards Hall or email studentlife@covenantseminary.edu.

Covenant Groups

Covenant Groups form at the beginning of each fall and spring semester and meet weekly throughout the semester. Led by a faculty member, adjunct faculty, these groups are topically based. Some are for a specific demographic and therefore have restrictions regarding attendees. You can view available groups and sign up for them on MyCTS under the Student Life tab.

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 and the world. A community lunch 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 for the joys and challenges that ministry brings to a family. We also provide childcare for our Parents' Morning Out and Parents' Night Out programs and select campus events.

Ministry Lunches

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

Campus Communications

Bulletin Boards and Signs

The Community Center houses two 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 ads, announcements, or notices must be approved by Student Life before being displayed on campus. Visit the Student Life office in Edwards Hall to request approval.

Calendar

Information for many campus activities is posted on the Seminary Calendar, which is available through the Seminary website (https://www.covenantseminary.edu/calendar). The calendar can also be reached via MyCTS. Clicking on a Calendar entry opens information about that event or activity, including links to any further information or registration pages, if required. In addition to the schedule of important dates and deadlines for Academics-related matters, the Calendar also includes information about campus events and activities, such as Ministry Lunches, weekly Chapel services, special lecture series and conferences, campus picnics, and many other events designed to build up and encourage the community life of our students, faculty, and staff.

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 email 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 email to the editor at 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 Canvas. Students may not use the main Seminary address to receive packages and mail. The Seminary will not be responsible for any lost mail sent to the main address or public building.

Public Telephones

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

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

MyCTS

MyCTS is a student's first stop when accessing any student announcements and communications. Links to all existing materials, modules, and applications are organized by department and purpose. Through MyCTS, 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 MyCTS regularly to access the various resources. These features are centrally accessed by the student's single sign-on user credential for easy navigation. MyCTS is available at: https://mycts.covenantseminary.edu.

Student Portal

Covenant Seminary's Student Portal is our Legacy portal that is currently being replaced by MyCTS. Any resources that cannot be found at MyCTS or are still in the process of migration can be found at the Portal. The Portal is available at: https://portal.covenantseminary.edu/student.

Canvas

Canvas is the course management system used by the Seminary. Each student will receive a Canvas account to access course information such as syllabi, tests, online discussion forums, assignment grades, and other course resources. Canvas is available at: https://covenantseminary.instructure.com/.

Services

Counseling

Counseling students in practicum and internship offer counseling services at no charge to the student body and the general St. Louis community. The counseling center may be reached at the following link: https://www.covenantseminary.edu/counseling-center. Student counselors are supervised by counseling faculty and confidentiality is assured. MAC students may not receive free counseling at the department after their first year due to dual relationships but will receive referrals. Those interested may contact the counseling center at 314.392.4241.

The Exchange – Campus Store

Free Clothes

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

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. For student credit-hour requirements to live on campus, please refer to the *Covenant Seminary Housing Handbook.*

For families, the Seminary offers two- and three-bedroom units on campus. 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, email housing@covenantseminary.edu or call the Leasing Office at 314.392.4164.

The Housing office also maintains a list of off-campus housing opportunities from the surrounding community. Visit MyCTS (Student Life tab) to see the list.

Library

The J. Oliver Buswell Jr. Library provides the information resources and services Covenant's students need for learning, research, teaching, and ministry. Information about the Library's collections and services, access to the Library's electronic resources, and research help are available on the Library website at https://library.covenantseminary.edu.

Research Help

The Library provides numerous resources to assist students' research process, including written guides that highlight key materials, provide guidance on how to use research tools, and introduce various writing strategies. These can be found on the Library's Guides & Help site at https://covenantseminary.libguides.com/, and select guides are available in printed form next to the circulation desk.

The Library staff are also available to assist personally with any part of the research process through a variety of means, including email, phone, in-person appointment, online video conference, and text chat. Visit https://library.covenantseminary.edu/contact to get in touch.

Library Cards

The library card is the student ID card. For residential students, ID photos will be taken during new student orientation. Students taking online classes can get an ID card as part of the MA200.C Introduction to Online Learning course. Students who do not receive an ID card through these opportunities should contact the Library. The library card or a current driver's license *must* be presented whenever checking out materials.

Loan Periods and Policies

Complete information about the Library's lending policies, terms, limits, and overdue penalties can be found at https://library.covenantseminary.edu/loan-periods-policies.

MOBIUS, Interlibrary Loan, and Reciprocal Borrowing Agreements

In addition to the use of the Buswell Library's own collections, the Library has arrangements that allow students to borrow materials from many libraries in St. Louis, across the state, and beyond. Information about these options is available at https://library.covenantseminary.edu/mobius-interlibrary-loan.

Digital Loan

Online students may request access to a digital copy of items in the Library's print collection for a fixed check-out period. Learn more about this service at https://library.covenantseminary.edu/digital-loan.

Internet Access and Computer Lab

The 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 lower level. These computers are equipped with Internet access, Microsoft Office, and some additional programs.

Printing, Copying, and Scanning

Printing and copying are managed through the PaperCut printing system. A PaperCut account is automatically created for every student and may be accessed using MyCTS/Canvas login credentials. To start, students should add money to their account at the Library circulation desk and then associate their PaperCut account with their student ID card by tapping their card at any of the Library's copiers. Print jobs are sent to a virtual print queue associated with the student's PaperCut account ("Find Me Print") and can then be picked up at any of the four copiers in the Library by tapping the ID card or logging in to the PaperCut account.

Costs for printing and copying are given below. Color copying and printing is only available in the main floor Reference area. For color printing, students should select color output when sending the print job.

COST FOR COPYING AND PRINTING (PER SHEET)			
		Single-Sided	Double-Sided
8½″ × 11″ 8½″ × 14″	B&W	10¢	14¢
	Color	25¢	44¢
11″ × 17″	B&W	20¢	28¢
	Color	50¢	88¢

Scanning to PDF using the Library's copiers is free. Scanned files may be found in the shared student scans folder accessible on the Library's public computers and can then be transferred to a USB flash drive or emailed using the student's email provider's webmail interface.

Lockers

The Library has 16 small lockers and 12 large lockers available for storage of personal belongings. Library material placed in a locker must be checked out. The small lockers may be checked out at no cost for three weeks at a time. The large lockers may be rented on a semester basis for a fee. Pricing is prorated according to the month; see a librarian for more information.

Carrels

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

Food and Drinks

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

The Scribe — Campus Writing Center

The Scribe Writing Center in Buswell Library provides free in-person and online consultations. Scribe consultants are trained to coach and support students through all types of writing challenges, including but not limited to planning research and writing, brainstorming, revision, incorporating citations, and strengthening arguments. The Scribe also hosts community writing hours, writing webinars, and other events to promote theological learning through reflective, respectful, and critical writing practices. In addition to writing center work, The Scribe operates a Speaking Studio where students can video record and review spoken presentations with a consultant. Students may schedule an appointment at https://library.covenantseminary.edu/scribe or contact The Scribe at scribe@covenantseminary.edu.

Lounges

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

Edwards Community Center

The Community Center in Edwards Hall is available for eating, studying, socializing, and light recreation. It is open every official class day and most Saturdays. Vending machines are located there, along with a refrigerator and microwave ovens for community use. The Covenant Café and The Exchange also are located in the Community Center. The hours of operation are posted at the main entrance.

One-Stop

One-Stop gives students one location on the second floor of Founders Hall in which to transact most business with the Seminary. It houses Financial Aid, the Registrar's Office, the Business Office, Academic Advising, Housing, and the Field Education 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 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 MyCTS (Student Life section) and on the Covenant Seminary website ("Jobs" under the "Students" heading).

Placement

Covenant is committed to supporting students in their current and future search for full-time, part-time, and volunteer ministry positions. It views the placement process as an organic continuation of the living-learning community students experience during seminary. The Career Services Office provides a number of co-curricular training opportunities to help students develop resume packets, build an effective network, and thoroughly evaluate ministry positions. The office also coaches students on interviewing best practices, skill assessment, and salary negotiations. Jobs submitted to the Seminary will be available on the Seminary job board for up to 6 months, updated on a weekly basis. Churches also regularly call the Seminary with information on future openings not publicized elsewhere. Personal and spiritual maturity and academic attainment bear on recommendation for placement of ministry-oriented 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. Sample resume and interviewing resources and training videos are available upon request. 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 is 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. There are also ping-pong tables available in the lower-level Community Room (Edwards 5) unless the room is reserved for a special event. The Community Room can also be reserved for aerobics and light fitness classes with prior reservation. There are also bike racks available in front of the Community Center for commuters and a public shower in the lower level. The basketball court, playground, and picnic areas are smoke-free. There is a designated area on campus available for smoking east of the basketball court and the maintenance yard.

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 officers 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:

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

B. **For other complaints or grievances**, the Seminary has the following standard process:

   1. A student who would like to file a formal complaint must do so in writing to the Dean of Students. No adverse action will be taken against a student for filing a formal complaint.

   2. The Dean of Students will convene a Student Concerns Committee to review the complaint within 30

days of the formal complaint filing. The Dean of Students will serve as the chairman of the committee. He will appoint appropriate faculty, employee and/or student representatives for each complaint reviewed by a committee. The committee shall not be composed of individuals directly involved in the complaint. The committee reviewing the complaint will make recommendations to the administration for final resolution. Within 45 days of the formal complaint filing, the Dean of Students will notify the student in writing of the final resolution. This decision is considered final.

3. If the Dean of Students is directly involved in the complaint, the student may submit the formal complaint in writing to the Office of the President. The President shall appoint a substitute chairman for the Dean of Students in this process.

Students on the Nashville campus may also refer academic program complaints to the Tennessee Higher Education Commission Staff, 404 James Robertson Pkwy., Suite 1510, Nashville, TN 37243-0830; 615.741.5293. Any person claiming damage or loss as a result of any act or practice by this institution that may be in violation of the Title 49, Chapter 7, Part 20, or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

Online students from California may also refer academic program complaints to the California Department of Consumer Affairs (https://www.dca.ca.gov/consumers/complaints/oos_students.shtml).

The Washington Student Achievement Council (WASC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit https://www.wsac.wa.gov/student-complaints for information regarding the WSAC complaint process.

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 any members are unavailable, thus preventing the timely processing of a situation, the President may choose temporary replacements for the absent members.

Computing Resources Acceptable Use Policy

Purpose

Covenant Seminary's computer and network infrastructure enriches the teaching, learning, and research environment by providing students, faculty, and staff access to services such as:

- Email for communicating with other members of the Seminary community, as well as with friends, relatives, colleagues, and other correspondents throughout the world.

- Online library catalogs, electronic journals, databases, and other sources of electronic information available through Internet.
- The Worldwide Web.
- MyCTS for access to CTS tools and resources.
- Student Portal for accessing course content, student information.
- Canvas, our online learning management system to access course related materials.
- Financial Databases, records, and reporting.

The aim of these policies is to assure that the Seminary computers and network continue to be effective resources for teaching, learning, and research. Access to computing resources is a privilege, not a right and is granted with restrictions and responsibilities for use. This policy sets forth the rules for using computing resources at Covenant Theological Seminary. These rules apply to all users of Seminary computing resources and all computing accounts on Seminary computers.

Acceptable Use

All computers connected to the Seminary network have access to the Internet. To protect Covenant Seminary's status within the Internet and to assure legitimate access to the Seminary computers and network, patrons using these Seminary resources, including those accessing them via their privately-owned computers, are expected to abide by the following rules:

- **Access.** Patrons (including faculty and staff) attempting to access the Seminary network on personally owned computers may do so only via the wireless network.
- **Illegal activities are prohibited.** Prohibited activities include but are not limited to distributing copyrighted material such as software, text, music, images, or videos in ways prohibited by the copyright holder, obtaining copyrighted material in ways prohibited by the copyright holder, breaking into computers or computer accounts that you are not authorized to use, and monitoring network traffic in order to obtain passwords or other private information. Persons found to be using Seminary computers or network for illegal activities will have their computer and network access privileges revoked and may be subject to disciplinary action. Any evidence of illegal use of the network or computers will be turned over to the appropriate authorities.
- **Installing unauthorized software on Seminary owned computers is prohibited.** Faculty, staff, students, and patrons are prohibited from installing any software on Seminary owned computers. The only exception is if a member of the Seminary's IT Services staff gives explicit authorization to do otherwise. Persons found to be installing unauthorized software on Seminary computers will have their computer and network access privileges revoked and may be subject to disciplinary action.

- **Immoral activities are prohibited.** In keeping with Covenant Seminary's policies for staff, students, and faculty, use of the network for immoral activity is not acceptable. Examples of immoral uses of the Seminary computers and network include but are not limited to using these resources to view or retrieve pornographic material, engage in illicit relationships, harass others, or engage in gambling activities. Persons found to be using Seminary computers or network for immoral activities may have their computer and network access privileges revoked and may be subject to disciplinary action. Any evidence of immoral use of these Seminary resources will be turned over to the appropriate authorities.
- **All commercial activities other than Covenant Seminary approved business are prohibited.** Specifically, resale of network connectivity, operation of a business through the network, and sale of computing resources are prohibited. Persons found to be using Seminary computers or network for commercial activities other than Covenant Seminary business may have their computer and network access privileges revoked and may be subject to disciplinary action. Any evidence of commercial use of these Seminary resources will be turned over to the appropriate authorities.
- **Excessive bandwidth use on campus is prohibited.** Many constituents share the Seminary network and the Internet. Sustained high traffic generated by an individual computer can interfere with the activities of others. When monitoring reveals excessive traffic by individual computers, IT Services personnel will attempt to contact the owners of these computers and ask them to correct the problem. If problems cannot be resolved expeditiously, offending computers may be disconnected or temporarily banned from the network.
- **Sharing Network Credentials is prohibited.** Seminary computer accounts are for the exclusive use of the individual to whom they were assigned, and users may not allow or facilitate unauthorized access to Seminary computer accounts, computers, or networks. This prohibition includes but is not limited to the sharing of user IDs and passwords with any individual or service. Persons found to be sharing work credentials may have their computer and network access privileges revoked and may be subject to disciplinary action. Students are responsible for all activity conducted with their Covenant Network ID or any other account. ***Disguising or falsifying message sources is prohibited.*** Persons who attempt to mislead, defraud, or harass others by disguising or falsifying sources of electronic mail or other signed messages may have their network access privileges revoked and may be subject to disciplinary action. Any evidence of fraudulent use of these Seminary resources will be turned over to the appropriate authorities.
- **Interfering with legitimate use of the network by others is prohibited.** For example, activities such as using packet sniffers to monitor network communications, harassing other patrons of the network (sexually or otherwise), damaging other people's files, propagating chain electronic letters, and sending junk electronic mail are prohibited. Persons found to be interfering with legitimate use of the Seminary network by others may have

their computer and network access privileges revoked and may be subject to disciplinary action. Any evidence of malicious use of these Seminary resources will be turned over to the appropriate authorities.

- **Data.** People with security access privileges to confidential data and/or data management systems shall not use those privileges for anything other than fulfillment of official duties. Use of those privileges for any other purpose will result in disciplinary action, up to and including, termination of employment.
- **Chain/mass mail.** Do not create or participate in electronic chain mail messages or send unsolicited mass mailings to people using the Seminary network or computing systems. Electronic chain mail and mass mailings cause network congestion and waste computing resources. If you receive electronic chain mail at Covenant, please delete it.
- **Confidentiality.** Email is not confidential and is subject to disclosure in State laws and court procedures. The Seminary reserves the right to access email information if the Seminary suspects or is advised of breaches of security, harassment, or other violations of other Seminary policies, rules, regulations, directives, or law. Once a message has been sent, control over it is lost. It may be forwarded to others or displayed on an electronic bulletin board or in a news group without the author's knowledge or consent. Never say anything in email that would not be said publicly. Abusive or insensitive language, in public or in private, is an inappropriate use of computing resources. And use of electronic means to send or post fraudulent, harassing, obscene, indecent, profane, intimidating, or unlawful messages is prohibited. Automatic forwarding of Seminary email is also prohibited and disabled to comply with FERPA and HIPAA regulations of protecting student data.
- **Copyright.** Respect intellectual property rights. Do not access or copy software or data belonging to others without prior written authorization. Unauthorized duplication of copyrighted information, data, and/or software is a direct infringement of the federal copyright law. Doing so subjects one to criminal prosecution or civil liability.
- **Circumvention of security systems or content filters is prohibited.** Although isolated encounters with the seminary's security and filtering systems are expected in routine use of the network, repeated attempts to access filtered content or circumvent the seminary's security and filtering system will be investigated by the IT Services staff and reported to the IT Director. The IT Director will refer the details of the violation to the appropriate senior administrator for possible disciplinary action as follows:
    - Faculty – Vice President of Academics notified
    - Student – Dean of Students notified
    - Staff – Senior Administrator of the staff member's department notified
    - Senior Administrator – Chief Liability Officer notified and/or President as necessary

Required Actions for Privately Owned Computers

The following required items will help ensure that the Seminary network and its patrons remain free of malicious attacks from viruses, hackers, and the like.

- **Up-to-date virus protection.** All privately owned computers connected to the Seminary network must have an anti-virus product installed and must have up-to-date virus definitions. Network patrons whose computers do not comply with this requirement will have their network access privileges revoked until the situation is corrected. If users need a recommendation for an anti-virus product, please consult with an IT Services representative.
- **Up-to-date software patches.** Windows, Macintosh, and Linux operating systems and applications are regularly updated with security patches. All privately owned computers connected to the Seminary network must have current security patches installed. Network patrons whose computers do not comply with this requirement will have their network access privileges revoked until the situation is corrected. If users are unsure how to install these, please consult with an IT Services representative.
- **Use designated network connections only.** Patrons (including faculty and staff) attempting to access the Seminary network on personally owned computers may do so only via the wireless network. Faculty and staff using Seminary owned computers may connect to the network via either Ethernet wall ports or the wireless network. Any patron using a non-designated network connection will be asked to disconnect and move to an approved location. Repeated violations may result in the patron having their network access privileges revoked.

The Seminary also recommends that, as a patron of the Seminary network, you install a personal antivirus software and an enabled firewall on your computer for protection should a virus infect another user of the Seminary network.

Enforcement

Damage to Covenant computers and equipment can result in financial disciplinary actions. Minor accidents resulting in damage to CTS equipment get a warning. For a second offense, 50% of the replacement cost may be billed to the offender. Third and subsequential offences would be at the cost of the offender to pay for new equipment equal to its original value. Disciplinarian actions would only be enforced outside of normal wear and tear.

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

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

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

Discrimination and Harassment Grievance Procedures

Any person who believes that he/she has been subjected to any type of discrimination, harassment, or retaliation (gender, race, disability, or age) or believes he/she has witnessed such conduct should 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. Students are encouraged to provide as much information as possible so that a fair and effective investigation may follow.

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

1. Assure the accuser(s) that the matter will be taken seriously and treated as confidentially as possible and that there will be no retaliation in response to allegations brought in good faith.
2. Review the written statement detailing the alleged offense(s) and encourage the accuser to include any additional details (e.g., evidence, potential witnesses, etc.) not already included in the written complaint.
3. Encourage the accuser(s) to notify the police if the offense appears to be of a criminal nature.
4. Offer to make available appropriate counseling and pastoral care.
5. Arrange to minimize unnecessary contact between the parties until the situation is resolved and underscore the importance of working within these limits so that in no case should conversations about the matter occur between the parties 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/her right to make a complaint 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.

If 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 as part of the school's 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, it will be recommended that the student be suspended for a time period to be determined according 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 the school 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. For resources related to drug and alcohol dependency please contact Student Life.

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

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 public use of alcoholic beverages. Hence, the consumption of alcoholic beverages in public places on campus is not permitted. 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. A student found guilty of violating the explicit prohibitions of this paragraph will be subject to a $200 fine and may be placed on disciplinary probation for one semester. A second offense could result in a one-semester suspension with mandatory counseling before readmission is considered. For resources related to alcohol dependency please contact Student Life.

Campus Safety & Security Report & Fire Safety Report

In compliance with federal regulations, the Seminary makes available specific information regarding drug and alcohol use and campus security (Campus Safety & Security Report & Fire Safety Report) via the Seminary website at https://static1.squarespace.com/static/6155ac707c23a97e2090b32c/t/627aa90c2880321ed7e6768b/1652205839611/Campus-Fire-Safety-Report-2021-2022.pdf. A physical copy of this information is available upon request through the Campus Safety Office or Financial Aid. The Campus Crime Report includes a description of sanctions under local, state, and federal law for possession, use, and distribution of illicit drugs and alcohol. The document also includes a description of the health risks involved.

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

- 911 for all life-threatening emergencies. This number will reach local police, fire, and paramedic personnel quickly. Once you have reached these resources, please also call 314.581.7212 to alert the campus security to the situation.
- Contact Campus Security at 314.581.7212 for non-life-threatening emergencies. This number will reach campus security personnel quickly.

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

Proper Dress

Scripture admonishes us to adorn ourselves with Christ; this would include dressing in a way that reflects Christ. Students are expected to dress in a way that reflects the proper dignity and modesty of servants of the Lord. When considering dress, please be led by respect for one another, dressing appropriately for an academic setting and being mindful of others and the struggles they may have as it relates to dress. For both men and women, please try to refrain

from wearing clothing that is too revealing, low-cut, or exposing. Please consider also demonstrating respect regarding logos and designs on t-shirts and wearing caps/hats in formal settings.

Parking and Driving

Vehicles on Campus

While driving on campus, please ***watch for small children***. The speed limit is 10 MPH on campus. 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 Campus Security at 314.581.7212 if a vehicle breaks down on campus and must be left overnight. Inoperative vehicles must be removed within 24 hours unless otherwise approved by the Facilities office. Major repair work should not be done in the parking lots but should be done off campus. Vehicles not permitted or abandoned will be towed at owner's expense.

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

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

Permits

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

Parking

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

Campus Speeding Policy

The speed limit on all campus roads is 10 MPH. Full-time seminary employees may note the license plate number and make of any car exceeding the posted speed limit on campus. This information will be reported to the Campus Operations.

A $150 fine can be levied against the driver. 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 repeat occurrence of speeding will result in the loss of parking privileges on campus (revocation period to be determined by the Campus Operations). An auto found on campus during a revocation period will be towed, at the owner's expense.

Sexual Conduct

As the denominational seminary for the Presbyterian Church in America (PCA), our views on sexual identity, the sanctity of marriage, and sexual conduct are in full accord with the inerrant and authoritative Scriptures of the Old and New Testaments, the Westminster standards, and the Presbyterian Church in America.

As the Scriptures teach, Covenant Theological Seminary believes the creation of human beings was a special, creative act of God. God made Adam and Eve, male and female, in his image and declared them to be very good. As the crowning achievement of God's creative work, God calls his image bearers to both privately and publicly fulfill his purposes as revealed in his Word in family, church, and civic life.

Though both male and female equally bear the image of God, each possesses a unique aspect with respect to God's created purpose for humanity. While gender involves culturally and historically derived rules and roles, biological sex is not a cultural construct, nor a matter of self-identification, but a divine gift assigned by the Creator at conception. Sexuality is a good gift of God that enhances the whole of life. As in all things, Jesus Christ provides the supreme model for Christian relationships, treating others with love and purity.

God's intent for sexual intimacy, laid down in creation and reaffirmed by our Lord, is that it be expressed in marriage between a man and a woman (Gen. 1-2; Matt. 19:4-5). Though sin has distorted our affections, attractions, impulses, and behaviors, we are still responsible as God's image bearers and those who have been united to Christ by faith for our desires and behaviors that are contrary to God's word. For this reason, students are to live in accordance with the birth sex gifted to them by their Creator. Actions taken toward adopting or imitating a different biological sex (Gen. 1:27), sexual immorality (1 Cor. 6:18; 1 Tim. 1:8-11), adultery (Ex. 20:14), unbiblical divorce (Matt. 19:9), homosexual practice (Rom. 1:26-27), and all other sexual behavior (1 Cor. 6:9-10) outside the bounds of marriage between a man and woman, are inconsistent with the teaching of Scripture and will result in a process of disciplinary follow-up by the Seminary.

Student Life staff, faculty, and qualified Seminary staffers invite students to talk to them about questions they have regarding sexual identity and appropriate Biblical behavior.

All students, regardless of their sexual desires, sexual attractions, or sexual identity should be treated with dignity, grace, and holy love as image bearers while they are encouraged towards a Biblically faithful lifestyle. For some this may include a call to the difficult, but God-honoring pursuit of celibacy. Students who share they are attracted to members of the same sex or are experiencing transgender desires will be pastored, and they should feel safe when discussing these issues.

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

Definitions

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

1. Physical sexual activity with and/or deep emotional attachment to a person other than one's legitimate spouse
2. Intimate sexual activity by unmarried persons
3. Sexual abuse of children
4. Collection, viewing, or use of pornography
5. Homosexual sexual activity or romantic expressions

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

Sexual Offense Policy

As noted above, Covenant Seminary affirms that all individuals, male and female, are created in the image of God and therefore deserve to be treated with respect, honor, and love. Jesus Christ provides the supreme model for Christian relationships, treating others with love and purity.

Allegations of sexual offenses will be investigated immediately and thoroughly. The Seminary will maintain confidentiality to the degree permissible by law and up to the point at which information needs to be disclosed to effectively investigate and/or act in the interest of protecting the safety of the Seminary community. If it is determined based on a preponderance of evidence that a sexual offense has occurred, prompt and appropriate disciplinary action will be taken, up to and including termination (of an employee) and/or expulsion (of a student). The Seminary will not

retaliate or permit retaliation for bringing in good faith (i.e., not frivolously, maliciously, or with vengeful intent) an allegation of a sexual offense.

1. Definitions

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

- **Consent** is defined as assent that is explicitly and freely given with reasonable and unimpaired judgment. Consent is required to be given by each individual. Assent does not constitute consent if it is given by an individual who by reason of youth, mental disease or defect, intoxication, a drug-induced state, or any other reason (e.g., incapacitation or unconsciousness) is manifestly unable or is known by the other individual(s) to be unable to make a reasonable and unimpaired judgment, or if assent is induced by force, duress, or deception. Past consent, silence, or the absence of resistance do not imply consent.
- **Dating Violence** is violence committed against an individual by an individual with whom they have been in a social relationship of a romantic or intimate nature.
- **Domestic Violence** is violence committed against an individual by that individual's current or former spouse, current or former cohabitant, or an individual similarly situated under domestic or family violence law.
- **Rape** occurs when an individual engages in non-consensual sexual intercourse. Two specific sub-categories of rape are:
    - **Acquaintance rape** is rape where the individuals know one another.
    - **Statutory rape** in Missouri is defined as having intercourse with an underage person.
        - **Statutory rape in the first degree** is having sexual intercourse with a person under the age of 14.
        - **Statutory rape in the second degree** is sexual intercourse between someone 21 years of age or older with an individual under the age of 17 (i.e., 14, 15, or 16).
- **Sexual assault** is defined as harmful or threatening behavior of a sexual nature manifested in the form of physical contact and/or non-physical behavior (verbal threats, intimidations, and/or indecent exposure).
- **Sexual harassment** includes any form of unwelcome or nonconsensual sexual advance, request for sexual favors or other verbal or physical contact of a sexual nature, when: (1) submission to such conduct is made explicitly or implicitly a condition of employment or academic standing; (2) submission to or rejection of such conduct is used as a basis for evaluation or advancement; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or learning environment. Sexual harassment can occur regardless of the original intent and/or whether it is direct or indirect. It may include, but is not limited to:

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

- **Stalking** is engaging in a course of conduct directed at a specific individual that would cause a reasonable individual to fear for their safety or the safety of others or suffer substantial emotional distress.

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

2. Prevention

The Seminary will regularly mandate online training regarding sexual offense prevention and reporting procedures for all students. This training will be available through MyCTS.

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

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

To help deter sexual assault and rape, individuals should:

- Walk in lighted, familiar areas.
- Walk with a companion.
- Be direct and firm with someone who is pressuring for sexual activity.
- Avoid the use of alcohol or illegal drugs. (See Alcohol and Drug Policies in faculty/staff/student *Handbooks*.)

- Follow these guidelines when on dates:
    - ❖ Clearly establish the expectation in advance of where the date will take place and what will occur. Set boundaries.
    - ❖ Let someone else know where the date will take place, when it will end, and who will be there no matter the length of the relationship.
    - ❖ When feeling uncomfortable, pay attention to that feeling and begin to plan a way to get to a safe place.

3. Bystander Intervention

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

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

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

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

- Be a calming presence, calming others as necessary if possible.
- Gather information.
- Look at options.
- Provide support.
- Do not become enmeshed.

Take the following steps:

- ❖ Look for the best exit strategies for those involved.
- ❖ Be clear and direct with all requests.
- ❖ Make safe choices; consider the level of risk in choosing an action for intervening.

- Understand boundaries and limits – do not be a hero. Remember verbal fights can quickly turn into physical fights. It is often better to **walk away**.
- Intervene early – before a problem becomes a crisis or disaster.
- Be sure to not escalate the situation.
- Publicly state your commitment to helping – "I will do X."
- Engage other bystanders – "You do Y."
- Discuss consequences that the person cares about – encourage value-based decisions.
- **Call 911 if it is not safe or prudent for you to help directly.**

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

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

4. Immediate Steps for Victims of a Sexual Offense

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

- Get to a safe place as soon as possible.
- Try to preserve all physical evidence. If possible, do not wash, take a shower, use the toilet, apply medications, or change clothing. If changing clothing is necessary, put all clothing worn at the time of the incident in a

paper rather than plastic bag.

- Contact someone who can be trusted to be with and support you through the decision making, medical treatment, and interviews. This is your right!
- Get medical attention as soon as possible to assure your physical well-being and to collect important evidence in the event legal action is taken at a later time. It is important to seek immediate and follow-up medical attention for several reasons: (1) to assess and treat any physical injuries that may have been sustained; and (2) to determine the risk of sexually transmitted diseases or pregnancy.
- Contact the Student Life department to receive psychological and spiritual support. The long-term negative effects of such an incident may be minimized with the help of a trained professional counselor. Confidentiality will be maintained to the extent possible. Counselors can also direct victims to other resources that are available within the St. Louis community. (See section 9, "Resources," below for a short list of immediately available resources.)
- When calm, prepare written notes of the incident.

5. Report a Sexual Offense

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

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

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

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

- **Suzanne Bates**, Assistant Professor of Counseling / 314.392.4236 / Suzanne.Bates@covenantseminary.edu
- **Lindsey De Jong**, Associate Dean of Students / 314.392.4020 / Lindsey.DeJong@covenantseminary.edu
- **Jason Robey,** Title IX Coordinator / 314.392.4038 / jason.robey@covenantseminary.edu
- **Mark McElmurry,** Dean of Students / 314.392.4153 / mark.mcelmurry@covenantseminary.edu

The report process is as follows:

- A statement will be taken to document what happened. Questions will be asked about the individuals involved, the scene of the incident, witnesses, and what happened before and after the incident. A support person may be present and individuals considering filing a criminal complaint may ask a local police officer to participate as well.
- The Public Safety office must keep a log of reported incidents on campus. The log will not contain names of individuals involved or personally identifiable information of those individuals.
- All reports will be investigated by the Seminary to the extent possible. Involvement of the reported victim(s) of the sexual offense will be at their discretion. Based on a preponderance of evidence, the Seminary will take action to ensure the safety of the Seminary community.
- Adjudication through the Seminary Grievance and Disciplinary Procedures, the criminal justice system, or both is at the discretion of the individual who feels they have been the victim of a sexual offense. If they decide to move forward with filing a grievance with the Seminary, the procedures as outlined below in "Seminary Grievance and Disciplinary Procedures" will be followed.

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

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

- Individuals seeking interim support and protection should speak with one of the following individuals:
    - **Jason Robey,** Title IX Coordinator / 314.392.4038 / jasonrobey@covenantseminary.edu
    - **Suzanne Bates**, Assistant Professor of Counseling / 314.392.4236 / Suzanne.Bates@covenantseminary.edu
    - **Mark McElmurry,** Dean of Students / 314.392.4153 / mark.mcelmurry@covenantseminary.edu
    - **Lindsey De Jong**, Associate Dean of Students / 314.392.4020 / Lindsey.DeJong@covenantseminary.edu
- Individuals who have been the victim of a sexual offense have the right to file a criminal complaint with local law enforcement regardless of whether they file a grievance with the Seminary.

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

- **Increased Public Safety Presence** – Increased monitoring, supervision, or security where the incident occurred.
- **Modified Academic/Work/Residence Arrangements** – Change in the relevant arrangements for the accuser or

accused to reduce the probability of contact between them. May include an allowance to withdraw from and retake classes without penalty.

- **No-Contact Order** – An order issued by the Seminary Public Safety Office to the accuser and/or accused banning all interaction and communication between them.
- **Temporary Suspension for the Accused** – A temporary suspension of access to apartment buildings/houses, campus, and activities (including classes and work) for the accused if it is believed by the Public Safety Office that the accused pose(s) a threat to the safety of the Seminary community.

7. Seminary Grievance and Disciplinary Procedures

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

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

The following process will run whether or not a criminal complaint is filed with local law enforcement.
The Seminary representative receiving the complaint will be responsible to:

1. Assure the accuser(s) that the matter will be taken seriously and treated as confidentially as possible and that there will be no retaliation in response to allegations brought in good faith.
2. Review the written statement detailing the alleged offense(s) and encourage the accuser to include any additional details (e.g., evidence, potential witnesses, etc.) not already included in the written complaint.
3. Encourage the accuser(s) to notify the police if the offense appears to be of a criminal nature.
4. Offer to make available appropriate counseling and pastoral care.
5. Arrange to minimize unnecessary contact between the parties until the situation is resolved and underscore the importance of working within these limits so that in no case should conversations about the matter occur without the presence of a responsible third party.
6. Review the situation, including interviewing all parties involved and any other parties who may have knowledge of the incident(s), to determine the facts within 30 days of the formal complaint being filed. Both the accuser and the accused have the right to be accompanied by a support person to all meetings and hearings.

7. Develop an appropriate action/disciplinary plan based on the preponderance of evidence within 45 days of the complaint being filed. Appropriate disciplinary measures will be commensurate with the seriousness of the particular offense and may be up to or including, termination of employment and/or expulsion from academic programs at the Seminary.
8. Notify all parties in writing simultaneously, within 45 days of the complaint being filed, of the outcome of the Seminary's investigation, including any disciplinary action(s) taken against the accused and of the right to appeal.
9. If the action plan satisfactorily resolves the issue, submit to the Office of the President a sealed summary of the matter.

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

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

If in the course of an investigation the local church of the accused is not already involved, because of the relationship of the Seminary to the church, the Seminary may seek the written permission of the accused to include that person's church leadership in the process. Whether or not to notify the church of any allegation is up to the discretion of the Committee and will depend on the totality of the circumstances.

8. Possible Sanctions of Disciplinary Proceedings

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

- **Official Reprimand:** An official written reprimand kept in the Seminary's student and/or employment files (as appropriate) with suggested corrective measures the individual(s) should take to avoid a future infraction. The reprimand will also include potential actions, up to and including Disciplinary Dismissal, if another incident should occur.

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

9. Resources

On Campus

- Student Life – 314.392.4020

Off Campus

- ALIVE – 314.993.2777
- Mercy Hospital Emergency Room – 314.251.6090
- Crime Victim Center – 314.652.3623
- Safe Connections – 314.646.7500
- Sexual Assault Hotline – 1.800.656.4673
- Suicide and Crisis Lifeline – 988 or 1.800.273.8255
- Victim Service Division, St. Louis County Prosecuting Attorney's Office – 314.615.4872
- YWCA - St. Louis Regional Sexual Assault Center (hotline) – 314.531.7273

National Hotlines

- AIDS Hotline – 1.800.448.0440
- Network of Victim Assistance – 1.800.675.6900
- A Woman's Place – 1.800.220.8116

Smoking

Smoking is prohibited in and around all Seminary-owned buildings and housing. This includes the Log Cabin, the playground, and the basketball court. In addition, smoking is also prohibited on all campus sidewalks, public patios, and areas where the public is invited. A distance of 65 feet from all of the above listed areas must be maintained when smoking. There is a designated smoking area located near the road leading to the MTW House, between the North Forty Road parking lot and the maintenance shop yard. Failure to abide by these rules could jeopardize your student status and/or your lease if living in Campus Housing.

Special Problems

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

Appendix A: Using and Documenting Sources

One of the beauties of the academic community is learning from and building upon the work of others. Students can use prior learning to advance to further learning; however, there is responsibility that goes with this privilege. When students use and build upon the work of others, they must give credit to the author/originator for his/her 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 with use of quotation marks and a footnote citation).

Avoiding plagiarism starts at the beginning of the writing process. Record bibliographical information for all sources accessed. When taking notes from sources, always be clear when copying a direct quotation and when paraphrasing or summarizing.

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

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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."

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

Students at Covenant Seminary use two styles of citation: Turabian and APA. Instructors will indicate which is appropriate for their classes. Some examples below are cited with Turabian-style footnotes. Others are shown using APA-style parentheticals. For further instruction or clarification on either style, please visit the Library website to access the Citation Guides or contact The Scribe Writing Center.

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 Dr. Dan Doriani's book on biblical interpretation, *Getting the Message*, and show how it would be used it as a quotation.

Doriani writes in his book, "The fundamental skill for biblical interpretation, as in much of life, is observation. All other skills depend on it."[3] A student 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 students use quotation marks, they are saying that the words enclosed in quotes are the exact words of the author. If the words are not the exact words of the author, the quotation marks are incorrect.

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

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

imperative, therefore, that we start developing our skills of observation.

Sometimes students need to modify the wording of a quotation to fit the context in which it is used. Students 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 square brackets and they do not change the text's meaning. To illustrate this using Doriani's words, students might compose a paragraph like the following:

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

In the above quotation, brackets have been used to define what "skills" referred to in the original context and what the pronoun "it" refers to.

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 the student's 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 original words in the students' 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 the student's 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]

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[4] Kennedy and Smith, 62.

In the inadequate paraphrase, the words and structure of the sentence are basically those of the original source, just moved around a little bit and presented as those of the new author. That is why inadequate paraphrasing is a form of plagiarism. The adequate paraphrase expresses all the ideas of the original source's sentence but presents them in a new way with new words. Note that the adequate paraphrase still must be documented as coming from the original source.

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 students to use information and ideas from others without the choppy effect of using a lot of direct quotations; however, the tool must be used 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. This tutorial is not designed to explain and exemplify the process of summarizing.

However, this tutorial will point out the challenges of summarizing that bear upon the 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 the student is presenting the summary, it is a summary of *someone else's thoughts or ideas*, so that someone else must be accurately represented and must get the credit.

A Word About Documentation

While this tutorial has talked about the need to footnote, it has not talked about how to do so. Generally, students should follow the recommendations in the citation guides prepared by the Library and The Scribe Writing Center. For further clarification make an appointment with The Scribe or refer to 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.

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[5] Kennedy and Smith, 63; cf. 75.

Conclusion

Many people suppose that properly crediting sources is necessary only when instructed by a professor to do so or when writing a formal research paper. This is not the case. Plagiarism occurs anytime a student presents the ideas of another as if those ideas were the student's own, whether 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 a sweetheart (e.g., pretending the student came up with "But, soft! What light through yonder window breaks?").[6] The call to academic integrity is inherent in any graduate school community and is certainly essential at Covenant Seminary as students endeavor to walk with God in all of life. May the principles explained in this tutorial guide us to that end.

Sources Consulted

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

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

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

Appendix B: Student Consumer Information

Provided in Accordance with Department of Education Title IV Participant Requirements

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

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

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

j. The type and frequency of programs for students and employees on campus for security procedures and practices.

k. The type and frequency of crime prevention programs and programs that encourage students and employees to be responsible for their own security and the security of others.

l. Policies concerning the possession, use and sale of alcoholic beverages, including the enforcement of state underage drinking laws.

m. Policies concerning the possession, use, and sale of illegal drugs—including the enforcement of state and federal drug laws.

n. A description of the drug and alcohol abuse education programs available to students and employees.

o. A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses.

p. Procedures a student should follow if a sex offense occurs (whom to contact and the importance of preserving evidence for proof of a criminal offense).

q. A statement that school personnel will assist the student in notifying authorities if a sex offense occurs, if requested by the student.

r. Availability of on and off-campus counseling, mental health, or other Student Life services for victims of sex offenses.

s. The options for a change in the victim's academic and living situations after an alleged sex offense if changes are requested by the victim and are reasonably available.

t. Procedures for campus disciplinary actions in cases of an alleged sex offense.

u. A clear statement that both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding.

v. A clear statement that both the accuser and the accused will be informed of the school's final determination following any school disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused.

x. Sanctions the school may impose following a final determination of a school disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

y. Statistics of the on campus and area surrounding campus occurrence of the hate and non-hate crimes listed below:

- Murder
- Manslaughter

- Forcible and non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Fire – Undetermined, unintentional, and intentional
- 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 the student believes to be inaccurate, misleading, or otherwise in violation of his/her 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) – Ordination Track – On-Campus

Sequence of Required Courses

Please note: Modifications to this sequence for part-time study and/or specific track options (Church Planting Track or Francis Schaeffer Institute Cultural Apologetics Track) can be made through consultation with your advisor.

			SUMMER	FALL	JAN-TERM	SPRING
FIRST YEAR	AT305	Cohort I		0		
	AT310	Christian Formation & Calling		3		
	NT302	Greek I		4		
	ST300	Covenant Theology		3		
	CM310	Communicating the Scriptures		2		
	NT304	Greek II			2	
	AT306	Cohort II				3
	CC310	Foundations for Apologetics & Outreach				3
	CM320	Preaching the NT				1
	NT305	NT Exegesis				3
	ST310	God & Humanity: Foundations of Counseling				3
		TOTAL HOURS: 27	**0**	**12**	**2**	**13**

			SUMMER	FALL	JAN-TERM	SPRING
SECOND YEAR	OT302	Hebrew I		4		
	CO320	Counseling in the Church I		3		
	WM310	God's World Mission		3		
	OT304	Hebrew II			2	
	EM301	Educational Foundations				3
	NT330	Acts & Paul				3
	OT305	OT Exegesis				3
	ST330	Sin, Christ & Salvation				3
		TOTAL HOURS: 24	**0**	**10**	**2**	**12**

			SUMMER	FALL	JAN-TERM	SPRING
THIRD YEAR	AT411	Field Education Practicum		2		
	CH310	Ancient & Medieval Church History		3		
	CO330	Counseling in the Church II*		3		
	OT320	Pentateuch		2		
	CM330	Preaching the OT		1		
		Electives‡		2		
	CH320	Reformation & Modern Church History				3
	NT350	Pastoral & General Epistles & Revelation				3
	OT330	OT Historical Books				3
	ST350	Spirit, Church & Last Things				3
		TOTAL HOURS: 25	**0**	**13**	**0**	**12**

			SUMMER	FALL	JAN-TERM	SPRING
FOURTH YEAR	AT340	Theology of Ministry & Worship		3		
	AT341	Ministry Leadership†		2		
	CM340	Preaching & Culture†		1		
	OT340	Psalms & Wisdom Literature		3		
		Electives‡		3		
	AT490	Preparation for Licensure & Ordination Exams / Capstone				3
	OT350	Prophetical Books				3
	ST360	Christian Ethics				3
		Electives‡				2
		TOTAL HOURS: 23	0	12	0	11
TOTAL DEGREE HOURS: 99						

BIBLE CONTENT EXAM

Students must attempt the Bible Content Exam their first semester of coursework and pass it prior to graduation.

FIELD EDUCATION

400 hours of field work are required for graduation. See Field Education Handbook for degree-specific requirements.

SUMMARY OF DEGREE REQUIREMENTS

BIBLE EXAM
FIELD EDUCATION
CURRICULUM HOURS: 99 (92 core hours; 7 elective hours)

† Students must register for both courses within a term; these corequisites cannot be completed separately.

‡ Electives may be taken in any term.

* This course includes a practicum that must be passed as a degree requirement.

Master of Divinity (MDiv) – Ordination Track – Hybrid/Online

Sequence of Required Courses

Please note: Modifications to this sequence for part-time study and/or specific track options (Church Planting Track) can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	MA200	Introduction to Online Learning	0			
	AT310	Christian Formation & Calling*	3			
	CM310	Communicating the Scriptures >	2			
	CM320	Preaching the NT*>	1			
	AT305	Cohort I		0		
	NT301	Greek I		3		
	ST300	Covenant Theology		3		
	AT306	Cohort II				0
	NT303	Greek II				3
	CC310	Foundations for Apologetics & Outreach*				3
	WM310	God's World Mission*				3
		TOTAL HOURS: 21	6	6	0	9

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	NT305	New Testament Exegesis	3			
		Electives‡	2			
	CO320	Counseling in the Church I*		3		
	EM301	Educational Foundations*		3		
	NT320	Gospels		3		
	CH310	Ancient & Medieval Church History				3
	NT330	Acts & Paul				3
		TOTAL HOURS: 20	5	9	0	6

THIRD YEAR			SUMMER	FALL	JAN-TERM	SPRING
		Electives‡	4			
	OT301	Hebrew I		3		
	ST310	God & Humanity: Foundations of Counseling		3		
	CH320	Reformation & Modern Church History				3
	OT303	Hebrew II				3
	ST330	Sin, Christ & Salvation				3
		TOTAL HOURS: 19	4	6	0	9

Continued on next page.

FOURTH YEAR			SUMMER	FALL	JAN-TERM	SPRING
	AT411	Field Education Practicum	2			
	OT305	OT Exegesis	3			
	OT320	Pentateuch	2			
	CM330	Preaching the OT*	1			
	OT330	Old Testament Historical Books		3		
	NT350	Pastoral & General Epistles & Revelation		3		
	ST360	Christian Ethics		3		
	ST350	Spirit, Church & Last Things				3
	OT340	Psalms & Wisdom Literature				3
		TOTAL HOURS: 23	**8**	**9**	**0**	**6**

FIFTH YEAR			SUMMER	FALL	JAN-TERM	SPRING
	AT341	Ministry Leadership*†		2		
	CM340	Preaching & Culture †		1		
	CO330	Counseling in the Church II*§		3		
		Electives‡		1		
	AT340	Theology of Ministry & Worship*				3
	AT490	Preparation for Licensure & Ordination Exams / Capstone*				3
	OT350	Prophetical Books				3
		TOTAL HOURS: 16	**0**	**7**	**0**	**9**
		TOTAL DEGREE HOURS: 99				

BIBLE CONTENT EXAM

Students must attempt the Bible Content Exam their first semester of coursework and pass it prior to graduation.

FIELD EDUCATION

400 hours of field work are required for graduation. See Field Education Handbook for degree-specific requirements.

SUMMARY OF DEGREE REQUIREMENTS

BIBLE EXAM
FIELD EDUCATION
CURRICULUM HOURS: 99 (92 core hours; 7 elective hours)

* Students must complete a minimum of 24 hours residentially. Courses so marked will run as hybrids in the terms indicated and are recommended to be taken in this format.

† MDiv students must register for both courses within a term; these corequisites cannot be completed separately.

‡ Electives may be taken in any term.

§ This course includes a practicum that must be passed as a degree requirement.

Master of Divinity (MDiv) – Ordination + MA in Counseling (MAC) Dual Degree (Starting Summer 2022 or Later)

Sequence of Required Courses

Students intending to pursue counseling licensure in another state should research licensure requirements in that state and pursue Academic Advising regarding graduation planning. The landscape of educational requirements for counseling licensure is changing all the time as states begin to adopt similar language and requirements as those put forth by the national accrediting body, Council for Accreditation of Counseling and Related Educational Programs (CACREP). The MAC degree is designed to be CACREP-aligned and portability-aligned to help equip students with a degree that closely matches the degree requirements of most states. Specifically, the MAC degree is designed to meet the requirements for the "Clinical Mental Health in Counseling" specialty area as outlined by CACREP.

Please note: Modifications to this sequence for part-time study and/or specific track options (Church Planting Track or Francis Schaeffer Institute Cultural Apologetics Track) can be made through consultation with your advisor.

			SUMMER	FALL	JAN-TERM	SPRING
FIRST YEAR	NT302	Greek I	4			
	NT304	Greek II	2			
	AT305	Cohort I		0		
	AT310	Christian Formation & Calling		3		
	CM310	Communicating the Scriptures		2		
	NT305	New Testament Exegesis		3		
	ST300	Covenant Theology		3		
	AT306	Cohort II				0
	CC310	Foundations for Apologetics & Outreach				3
	CM320	Preaching the NT				1
	ST310	God & Humanity: Foundations of Counseling				3
	NT320	Gospels §				3
	WM310	God's World Mission				3
		TOTAL HOURS: 30	**6**	**11**	**0**	**13**

			SUMMER	FALL	JAN-TERM	SPRING
SECOND YEAR	OT302	Hebrew I	4			
	OT304	Hebrew II	2			
	AT411	Field Education Practicum		2		
	CH310	Ancient & Medieval Church History		3		
	CO300	Counseling Intro & Theories I*		3		
	OT305	Old Testament Exegesis		3		
	OT320	Pentateuch		2		
	CM330	Preaching the OT		1		
		CO Electives‡			3	
	CH320	Reformation & Modern Church History				3
	EM301	Educational Foundations				3
	NT330	Acts & Paul				3
	OT330	Old Testament Historical Books §				3
	ST330	Sin, Christ & Salvation^				3
		TOTAL HOURS: 38	**6**	**14**	**3**	**15**

			SUMMER	FALL	JAN-TERM	SPRING
THIRD YEAR	AT340	Theology of Ministry & Worship		3		
	AT341	Ministry Leadership †		2		
	CM340	Preaching & Culture †		1		
	CO325	Marriage & Family Counseling*		3		
	OT340	Psalms & Wisdom Literature		3		
		CO Electives‡			3	

	NT350	Pastoral & General Epistles & Revelation				3
	CO305	Career Counseling ◊				3
	OT350	Prophetical Books				3
	CO375	Psychological Disorders*				3
	ST360	Christian Ethics				3
		TOTAL HOURS: 30	**0**	**12**	**3**	**15**

			SUMMER	FALL	JAN-TERM	SPRING
FOURTH YEAR	CO356	Clinical & Community Mental Health* ◊	3			
	CO353	Assessment in Counseling		3		
	CO355	Group Counseling*†		3		
	CO373	Social & Cultural Diversity in Counseling*>		3		
	ST350	Spirit, Church & Last Things^		3		
	CO332	Addictions*			3	
	AT490	Preparation for Licensure & Ordination Exams / Capstone				3
	CO315	Counseling Theories II & Techniques*>				3
	CO331	Human Growth & Development*†				3
	CO360	Ethics & Professional Development*				3
	CO378	Counseling & Faith: Integration and Application				3
		TOTAL HOURS: 33	**3**	**12**	**3**	**15**

			SUMMER	FALL	JAN-TERM	SPRING
FIFTH YEAR	CO390	Counseling Practicum	3			
	CO541	Counseling Internship I		3		
	CO385	Crisis & Trauma Counseling		3		
	CO542	Internship Site Lab II			0	
	CO543	Counseling Internship II				3
	CO352	Research Methods				3
		TOTAL HOURS: 15	**3**	**6**	**0**	**6**
TOTAL DEGREE HOURS: 146						

BIBLE CONTENT EXAM

Students must attempt the Bible Content Exam their first semester of coursework and pass it prior to graduation.

FIELD EDUCATION

400 hours of field work are required for graduation. See Field Education Handbook for degree-specific requirements.

SUMMARY OF DEGREE REQUIREMENTS

BIBLE EXAM
FIELD EDUCATION
CURRICULUM HOURS: 146 (140 core hours; 6 CO elective hours)

‡ 6 elective hours must be in Counseling (courses with CO prefix that are not core). Electives may be taken in any term.
* Course must be completed before CO390 Counseling Practicum.
† Course can be swapped for another course in a different term so marked.
^ Course can be swapped for another course in a different term so marked.
◊ Course can be swapped for another course in a different term so marked.
> Course can be swapped for another course in a different term so marked.
§ Satisfies MAC NT (NT210) or OT (OT210) Bible course requirement.

ADDITIONAL NON-DEGREE REQUIREMENTS

- Students are required to receive a minimum of 12 counseling sessions (as an individual or as a couple) during their time in the program.
- Students must hold membership in one counseling organization during their Practicum and Internship year/Organization options include but are not limited to the following:

  American Counseling Association (ACA): Student Membership, $105; *includes liability insurance:*
  https://www.counseling.org/membership/join-reinstate/
  Missouri Mental Health Counselor Association (MMHCA): Student Membership, $30:
  http://www.mmhca.com/join-mmhca.html
  Students are required to provide proof of membership to the Internship Coordinator *before* meeting with clients.

- Students must also have personal liability insurance while in their practicum and internship.

Master of Divinity (MDiv) – Ordination + MA in Counseling (MAC) Dual Degree (Summer 2020 through Spring 2022 Start) –TEACHOUT

Sequence of Required Courses

Students intending to pursue counseling licensure in another state should research licensure requirements in that state and pursue Academic Advising regarding graduation planning. The landscape of educational requirements for counseling licensure is changing all the time as states begin to adopt similar language and requirements as those put forth by the national accrediting body, Council for Accreditation of Counseling and Related Educational Programs (CACREP). The MAC degree is designed to be CACREP-aligned and portability-aligned to help equip students with a degree that closely matches the degree requirements of most states. Specifically, the MAC degree is designed to meet the requirements for the "Clinical Mental Health in Counseling" specialty area as outlined by CACREP.

Please note: Modifications to this sequence for part-time study and/or specific track options (Church Planting Track or Francis Schaeffer Institute Cultural Apologetics Track) can be made through consultation with your advisor.

			SUMMER	FALL	JAN-TERM	SPRING
FIRST YEAR	AT305	Cohort I		0		
	AT310	Christian Formation & Calling		3		
	CM310	Communicating the Scriptures		2		
	NT302	Greek I		4		
	ST300	Covenant Theology		3		
	NT304	Greek II			2	
	AT306	Cohort II				0
	CC310	Foundations for Apologetics & Outreach				3
	CM320	Preaching the NT				1
	ST310	God & Humanity: Foundations of Counseling				3
	NT320	Gospels §				3
	NT305	New Testament Exegesis				3
		TOTAL HOURS: 27	**0**	**12**	**2**	**13**

			SUMMER	FALL	JAN-TERM	SPRING
SECOND YEAR	OT302	Hebrew I	4			
	OT304	Hebrew II	2			
	AT411	Field Education Practicum		2		
	CH310	Ancient & Medieval Church History		3		
	CO300	Counseling Intro & Theories I*		3		
	OT305	Old Testament Exegesis		3		
	OT320	Pentateuch		2		
	CM330	Preaching the OT		1		
	CH320	Reformation & Modern Church History				3
	EM301	Educational Foundations				3
	NT330	Acts & Paul				3
	OT330	Old Testament Historical Books §				3
	ST330	Sin, Christ & Salvation^				3
		TOTAL HOURS: 35	**6**	**14**	**0**	**15**

			SUMMER	FALL	JAN-TERM	SPRING
THIRD YEAR	AT340	Theology of Ministry & Worship		3		
	AT341	Ministry Leadership †		2		
	CM340	Preaching & Culture †		1		
	CO325	Marriage & Family Counseling*		3		
	OT340	Psalms & Wisdom Literature		3		
		CO Electives‡			3	
	NT350	Pastoral & General Epistles & Revelation				3
	CO305	Career Counseling ◊				3

	OT350	Prophetical Books				3
	CO375	Psychological Disorders*				3
	ST360	Christian Ethics				3
		TOTAL HOURS: 30	0	12	3	15

			SUMMER	FALL	JAN-TERM	SPRING
FOURTH YEAR	CO356	Clinical & Community Mental Health ◊	3			
	CO353	Assessment in Counseling		3		
	CO355	Group Counseling*†		3		
	CO373	Social & Cultural Diversity in Counseling*>		3		
	ST350	Spirit, Church & Last Things^		3		
	CO332	Addictions*			3	
	CO315	Counseling Theories II & Techniques*>				3
	CO360	Ethics & Professional Development*				3
	AT490	Preparation for Licensure & Ordination Exams / Capstone				3
	CO331	Human Growth & Development*†				3
	WM310	God's World Mission				3
		TOTAL HOURS: 33	3	12	3	15

			SUMMER	FALL	JAN-TERM	SPRING
FIFTH YEAR	CO390	Counseling Practicum	3			
	CO541	Counseling Internship I		3		
	CO385	Crisis & Trauma Counseling		3		
	CO542	Internship Site Lab II			0	
	CO543	Counseling Internship II				3
	CO352	Research Methods				3
		TOTAL HOURS: 15	3	6	0	6
		TOTAL DEGREE HOURS: 140				

BIBLE CONTENT EXAM

Students must attempt the Bible Content Exam their first semester of coursework and pass it prior to graduation.

FIELD EDUCATION

400 hours of field work are required for graduation. See Field Education Handbook for degree-specific requirements.

SUMMARY OF DEGREE REQUIREMENTS

BIBLE EXAM
FIELD EDUCATION
CURRICULUM HOURS: 140 (137 core hours; 3 CO elective hours)

‡ 3 elective hours must be in Counseling (courses with CO prefix that are not core). Electives may be taken in any term.
* Course must be completed before CO390 Counseling Practicum.
† Course can be swapped for another course in a different term so marked.
^ Course can be swapped for another course in a different term so marked.
◊ Course can be swapped for another course in a different term so marked.
> Course can be swapped for another course in a different term so marked.
§ Satisfies MAC NT (NT200) or OT (OT200) Bible course requirement.

ADDITIONAL NON-DEGREE REQUIREMENTS

- Students are required to receive a minimum of 12 counseling sessions (as an individual or as a couple) during their time in the program.
- Students must hold membership in one counseling organization during their Practicum and Internship year/Organization options include but are not limited to the following:

  American Counseling Association (ACA): Student Membership, $105; *includes liability insurance:*
  https://www.counseling.org/membership/join-reinstate/
  Missouri Mental Health Counselor Association (MMHCA): Student Membership, $30:
  http://www.mmhca.com/join-mmhca.html
  Students are required to provide proof of membership to the Internship Coordinator *before* meeting with clients.
- Students must also have personal liability insurance while in practicum and internship.

Master of Divinity (MDiv) – Specialized Ministry (Non-Ordination) Track – On-Campus

Sequence of Required Courses

Please note: Modifications to this sequence for part-time study and/or specific track options (Francis Schaeffer Institute Cultural Apologetics Track) can be made through consultation with your advisor.

			SUMMER	FALL	JAN-TERM	SPRING
FIRST YEAR	AT305	Cohort I		0		
	AT310	Christian Formation & Calling		3		
	CM310	Communicating the Scriptures		2		
	NT302	Greek I		4		
	ST300	Covenant Theology		3		
	NT304	Greek II			2	
	AT306	Cohort II				0
	CC310	Foundations for Apologetics & Outreach				3
	CM321	Communicating the NT				1
	NT305	NT Exegesis				3
	NT320	Gospels				3
	ST310	God & Humanity: Foundations of Counseling				3
		TOTAL HOURS: 27	**0**	**12**	**2**	**13**

			SUMMER	FALL	JAN-TERM	SPRING
SECOND YEAR	CO320	Counseling in the Church I		3		
	OT302	Hebrew I		4		
	WM310	God's World Mission		3		
	OT304	Hebrew II			2	
	EM301	Educational Foundations				3
	NT330	Acts & Paul				3
	OT305	OT Exegesis				3
	ST330	Sin, Christ & Salvation				3
		TOTAL HOURS: 24	**0**	**10**	**2**	**12**

			SUMMER	FALL	JAN-TERM	SPRING
THIRD YEAR	AT411	Field Education Practicum		2		
	CH310	Ancient & Medieval Church History		3		
	OT320	Pentateuch		2		
	CM331	Communicating the OT		1		
		Electives‡		3		
		Electives‡			2	
	CH320	Reformation & Modern Church History				3
	NT350	Pastoral & General Epistles & Revelation				3
	OT330	OT Historical Books				3
	ST350	Spirit, Church & Last Things				3
		TOTAL HOURS: 25	**0**	**11**	**2**	**12**

Continued on next page.

FOURTH YEAR			SUMMER	FALL	JAN-TERM	SPRING
	AT340	Theology of Ministry & Worship		3		
	CO330	Counseling in the Church II §		3		
	OT340	Psalms & Wisdom Literature		3		
		Electives‡		3		
	AT499	Capstone				1
	EM503	Ministry Leadership				2
	OT350	Prophetical Books				3
	ST360	Christian Ethics				3
		Electives‡				2
		TOTAL HOURS: 23	**0**	**12**	**0**	**11**
TOTAL DEGREE HOURS: 99						

BIBLE CONTENT EXAM

Students must attempt the Bible Content Exam their first semester of coursework and pass it prior to graduation.

FIELD EDUCATION

400 hours of field work are required for graduation. See Field Education Handbook for degree-specific requirements.

SUMMARY OF DEGREE REQUIREMENTS

BIBLE EXAM
FIELD EDUCATION
CURRICULUM HOURS: 99 (89 core hours; 10 elective hours)

‡ Specialized Ministry Track students have 10 hours of electives: 3 hours must be in Applied Theology (from the AT, CC, CG, CM, CO, EM, or WM departments). 7 hours are unrestricted. Electives may be taken in any term.

§ This course includes a practicum that must be passed as a degree requirement.

Master of Divinity (MDiv) – Specialized Ministry (Non-Ordination) Track – Hybrid/Online

Sequence of Required Courses

Please note: Modifications to this sequence for part-time study and/or specific track options can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	MA200	Introduction to Online Learning		0		
	AT305	Cohort I		0		
	NT301	Greek I		3		
	ST300	Covenant Theology		3		
	AT306	Cohort II				0
	NT303	Greek II				3
	CC310	Foundations for Apologetics & Outreach*				3
	WM310	God's World Mission*				3
		TOTAL HOURS: 15	0	6	0	9

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	NT305	NT Exegesis	3			
	AT310	Christian Formation & Calling*	3			
	CM310	Communicating the Scriptures>	2			
	CM321	Communicating the NT*>	1			
	NT320	Gospels		3		
	ST310	God & Humanity: Foundations of Counseling		3		
		Electives‡		2		
	ST330	Sin, Christ & Salvation				3
	NT330	Acts & Paul				3
		Electives‡				1
		TOTAL HOURS: 24	9	8	0	7

THIRD YEAR			SUMMER	FALL	JAN-TERM	SPRING
		Electives‡	2			
	OT301	Hebrew I		3		
	CO320	Counseling in the Church I*		3		
	EM301	Educational Foundations*		3		
	OT303	Hebrew II				3
	CH310	Ancient & Medieval Church History				3
		TOTAL HOURS: 17	2	9	0	6

FOURTH YEAR			SUMMER	FALL	JAN-TERM	SPRING
	AT411	Field Education Practicum	2			
	OT305	OT Exegesis	3			
	OT320	Pentateuch	2			
	CM331	Communicating the OT*	1			
	OT330	OT Historical Books		3		
	NT350	Pastoral & General Epistles and Revelation		3		
	ST360	Christian Ethics		3		
	CH320	Reformation & Modern Church History				3
	ST350	Spirit, Church & Last Things				3
	OT340	Psalms & Wisdom Literature				3
		TOTAL HOURS: 26	8	9	0	9

FIFTH YEAR			SUMMER	FALL	JAN-TERM	SPRING
		Electives‡	2			
	CO330	Counseling in the Church II*^		3		
		Electives‡		3		
	EM503	Leadership & Ministry Development*				2
	AT499	Capstone				1
	AT340	Theology of Ministry & Worship*				3
	OT350	Prophetical Books				3
		TOTAL HOURS: 17	2	6	0	9
TOTAL DEGREE HOURS: 99						

BIBLE CONTENT EXAM

Students must attempt the Bible Content Exam their first semester of coursework and pass it prior to graduation.

FIELD EDUCATION

400 hours of field work are required for graduation. See Field Education Handbook for degree-specific requirements.

SUMMARY OF DEGREE REQUIREMENTS

BIBLE EXAM
FIELD EDUCATION
CURRICULUM HOURS: 99 (89 core hours; 10 elective hours)

* Students must complete a minimum of 24 hours residentially. Courses so marked will run as hybrids in the terms indicated and are recommended to be taken in this format.

> CM310 must be taken concurrently with CM321 or before CM321.

‡ Specialized Ministry Track students have 10 hours of electives: 3 hours must be in Applied Theology (from the AT, CC, CG, CM, CO, EM, or WM departments). 7 hours are unrestricted. Electives may be taken in any term.

§ This course includes a practicum that must be passed as a degree requirement.

Master of Divinity (MDiv) – Specialized Ministry (Non-Ordination) Track + MA in Counseling (MAC) Dual Degree (Starting Summer 2022 or Later)

Sequence of Required Courses

Students intending to pursue counseling licensure in another state should research licensure requirements in that state and pursue Academic Advising regarding graduation planning. The landscape of educational requirements for counseling licensure is changing all the time as states begin to adopt similar language and requirements as those put forth by the national accrediting body, Council for Accreditation of Counseling and Related Educational Programs (CACREP). The MAC degree is designed to be CACREP-aligned and portability-aligned to help equip students with a degree that closely matches the degree requirements of most states. Specifically, the MAC degree is designed to meet the requirements for the "Clinical Mental Health in Counseling" specialty area as outlined by CACREP.

Please note: Modifications to this sequence for part-time study and/or specific track options can be made through consultation with your advisor.

			SUMMER	FALL	JAN-TERM	SPRING
FIRST YEAR	NT302	Greek I	4			
	NT304	Greek II	2			
	AT305	Cohort I		0		
	AT310	Christian Formation & Calling		3		
	CM310	Communicating the Scriptures		2		
	NT305	New Testament Exegesis		3		
	ST300	Covenant Theology		3		
		CO Electives‡			3	
	AT306	Cohort II				0
	CC310	Foundations for Apologetics & Outreach				3
	CM320	Preaching the NT				1
	ST310	God & Humanity: Foundations of Counseling				3
	NT320	Gospels §				3
	WM310	God's World Mission				3
		TOTAL HOURS: 33	**6**	**11**	**3**	**13**

			SUMMER	FALL	JAN-TERM	SPRING
SECOND YEAR	OT302	Hebrew I	4			
	OT304	Hebrew II	2			
	AT411	Field Education Practicum		2		
	CH310	Ancient & Medieval Church History		3		
	CO300	Counseling Intro & Theories I*		3		
	OT305	Old Testament Exegesis		3		
	OT320	Pentateuch		2		
	CM331	Communicating the OT		1		
	CO375	Psychological Disorders*				3
	EM301	Educational Foundations				3
	NT330	Acts & Paul				3
	OT330	Old Testament Historical Books §				3
		TOTAL HOURS: 32	**6**	**14**	**0**	**12**

			SUMMER	FALL	JAN-TERM	SPRING
THIRD YEAR	CO356	Clinical & Community Mental Health* ◊	3			
	ST330	Sin, Christ & Salvation^	3			
	AT340	Theology of Ministry & Worship		3		
	CO325	Marriage & Family Counseling*		3		
	CO331	Human Growth & Development*†		3		
	OT340	Psalms & Wisdom Literature		3		
	CO332	Addictions*			3	

	CH320	Reformation & Modern Church History				3
	CO378	Counseling & Faith: Integration and Application				3
	NT350	Pastoral & General Epistles & Revelation				3
	OT350	Prophetical Books				3
	ST360	Christian Ethics				3
		TOTAL HOURS: 36	**6**	**12**	**3**	**15**

			SUMMER	FALL	JAN-TERM	SPRING
FOURTH YEAR	CO353	Assessment in Counseling		3		
	CO355	Group Counseling*†		3		
	CO373	Social & Cultural Diversity in Counseling*>		3		
	ST350	Spirit, Church & Last Things^		3		
		CO Electives‡			3	
	AT499	Capstone				1
	CO305	Career Counseling ◊				3
	CO315	Counseling Theories II & Techniques*>				3
	CO360	Ethics & Professional Development*				3
	EM503	Leadership & Ministry Development				2
		TOTAL HOURS: 27	**0**	**12**	**3**	**12**

			SUMMER	FALL	JAN-TERM	SPRING
FIFTH YEAR	CO390	Counseling Practicum	3			
	CO541	Counseling Internship I		3		
	CO385	Crisis & Trauma Counseling		3		
	CO542	Internship Site Lab II			0	
	CO543	Counseling Internship II				3
	CO352	Research Methods				3
		TOTAL HOURS: 15	**3**	**6**	**0**	**6**
		TOTAL DEGREE HOURS: 143				

BIBLE CONTENT EXAM

Students must attempt the Bible Content Exam their first semester of coursework and pass it prior to graduation.

FIELD EDUCATION

400 hours of field work are required for graduation. See Field Education Handbook for degree-specific requirements.

SUMMARY OF DEGREE REQUIREMENTS

BIBLE EXAM
FIELD EDUCATION
CURRICULUM HOURS: 143 (137 core hours; 6 CO elective hours)

‡ 6 elective hours must be in Counseling (courses with CO prefix that are not core). Electives may be taken in any term.
* Course must be completed before CO390 Counseling Practicum.
† Course can be swapped for another course in a different term so marked.
^ Course can be swapped for another course in a different term so marked.
◊ Course can be swapped for another course in a different term so marked.
> Course can be swapped for another course in a different term so marked.
§ Satisfies MAC NT (NT210) or OT (OT210) Bible course requirement.

ADDITIONAL NON-DEGREE REQUIREMENTS

- Students are required to receive a minimum of 12 counseling sessions (as an individual or as a couple) during their time in the program.
- Students must hold membership in one counseling organization during their Practicum and Internship year/Organization options include but are not limited to the following:

  American Counseling Association (ACA): Student Membership, $105; *includes liability insurance:*
  https://www.counseling.org/membership/join-reinstate/
  Missouri Mental Health Counselor Association (MMHCA): Student Membership, $30:
  http://www.mmhca.com/join-mmhca.html
  Students are required to provide proof of membership to the Internship Coordinator *before* meeting with clients.

- Students must also have personal liability insurance while in their practicum and internship.

Master of Divinity (MDiv) – Specialized Ministry (Non-Ordination) + MA in Counseling (MAC) Dual Degree (Summer 2020 through Spring 2022 Start)—TEACHOUT

Sequence of Required Courses

Students intending to pursue counseling licensure in another state should research licensure requirements in that state and pursue Academic Advising regarding graduation planning. The landscape of educational requirements for counseling licensure is changing all the time as states begin to adopt similar language and requirements as those put forth by the national accrediting body, Council for Accreditation of Counseling and Related Educational Programs (CACREP). The MAC degree is designed to be CACREP-aligned and portability-aligned to help equip students with a degree that closely matches the degree requirements of most states. Specifically, the MAC degree is designed to meet the requirements for the "Clinical Mental Health in Counseling" specialty area as outlined by CACREP.

Please note: Modifications to this sequence for part-time study and/or specific track options can be made through consultation with your advisor.

			SUMMER	FALL	JAN-TERM	SPRING
FIRST YEAR	AT305	Cohort I		0		
	AT310	Christian Formation & Calling		3		
	CM310	Communicating the Scriptures		2		
	NT302	Greek I		4		
	ST300	Covenant Theology		3		
	NT304	Greek II			2	
	AT306	Cohort II				0
	CM321	Communicating the NT				1
	NT320	Gospels §				3
	NT305	New Testament Exegesis				3
	ST310	God & Humanity: Foundations of Counseling				3
	WM310	God's World Mission				3
		TOTAL HOURS: 27	**0**	**12**	**2**	**13**

			SUMMER	FALL	JAN-TERM	SPRING
SECOND YEAR	CO356	Clinical & Community Mental Health*<>	3			
	ST330	Sin, Christ & Salvation^	3			
	CH310	Ancient & Medieval Church History		3		
	CO300	Counseling Intro & Theories I*		3		
	OT302	Hebrew I		4		
	OT304	Hebrew II			2	
	CO375	Psychological Disorders*				3
	EM301	Educational Foundations				3
	NT330	Acts & Paul				3
	OT305	OT Exegesis				3
		TOTAL HOURS: 30	**6**	**10**	**2**	**12**

			SUMMER	FALL	JAN-TERM	SPRING
THIRD YEAR	AT411	Field Education Practicum	2			
	CC310	Foundations for Apologetics & Outreach	3			
	AT340	Theology of Ministry & Worship		3		
	CM331	Communicating the OT		1		
	CO325	Marriage & Family Counseling*		3		
	CO331	Human Growth & Development		3		
	OT320	Pentateuch		2		
	CO332	Addictions*			3	
	CH320	Reformation & Modern Church History				3
	NT350	Pastoral & General Epistles & Revelation				3
	OT330	OT Historical Books				3

	ST360	Christian Ethics				3
		TOTAL HOURS: 32	5	12	3	12

FOURTH YEAR			SUMMER	FALL	JAN-TERM	SPRING
	CO315	Counseling Theories II & Techniques*>		3		
	CO353	Assessment in Counseling		3		
	CO355	Group Counseling*†		3		
	OT340	Psalms & Wisdom Literature		3		
	ST350	Spirit, Church & Last Things		3		
		CO Electives‡			3	
	AT499	Capstone				1
	CO305	Career Counseling <>				3
	CO373	Social & Cultural Diversity in Counseling*>				3
	CO360	Counseling Ethics				3
	EM503	Leadership & Ministry Development				2
	OT350	Prophetical Books				3
		TOTAL HOURS: 33	0	15	3	15

FIFTH YEAR			SUMMER	FALL	JAN-TERM	SPRING
	CO390	Counseling Practicum	3			
	CO385	Crisis & Trauma Counseling		3		
	CO541	Counseling Internship I		3		
	CO542	Internship Site Lab II			0	
	CO352	Research Methods				3
	CO543	Counseling Internship II				3
		TOTAL HOURS: 15	3	6	0	6
		TOTAL DEGREE HOURS: 137				

Bible Content Exam – The Bible Content Exam must be attempted during the student's first semester of coursework and passed prior to graduation.

Field Education – 400 hours of field work are required for graduation. See Field Education Handbook for degree-specific requirements.

Summary of Degree Requirements – BIBLE EXAM / FIELD EDUCATION / CURRICULUM HOURS: 137 (134 core hours; 3 CO elective hours)

‡ 3 elective hours must be in Counseling (course with the CO prefix that is non-core). Electives may be taken in any term.
* Course must be complete before CO390 Counseling Practicum.
† Course can be swapped for another course in a different term so marked.
^Course can be swapped for another course in a different term so marked.
<> Course can be swapped for another course in a different term so marked.
> Course can be swapped for another course in a different term so marked.
§ Satisfies MAC NT (NT200) or OT (OT200) Bible course requirement.

Additional Non-Credit Requirements

- Students are required to receive a minimum of 12 counseling sessions (as an individual or as a couple) during their time in the program.
- Students must hold membership in one counseling organization during their Practicum and Internship year/Organization options include but are not limited to the following:
  American Counseling Association (ACA): Student Membership, $105; *includes liability insurance:*
  https://www.counseling.org/membership/join-reinstate/
  Missouri Mental Health Counselor Association (MMHCA): Student Membership, $30:
  http://www.mmhca.com/join-mmhca.html
  Students are required to provide proof of membership to the Internship Coordinator *before* meeting with clients.
- Students must also have personal liability insurance while in their practicum and internship.

Master of Arts in Counseling (MAC) (Starting Summer 2022)

Sequence of Required Courses

Students intending to pursue counseling licensure in another state should research licensure requirements in that state and pursue Academic Advising regarding graduation planning. The landscape of educational requirements for counseling licensure is changing all the time as states begin to adopt similar language and requirements as those put forth by the national accrediting body, Council for Accreditation of Counseling and Related Educational Programs (CACREP). This degree is designed to be CACREP-aligned and portability-aligned to help equip students with a degree that closely matches the degree requirements of most states. Specifically, this degree is designed to meet the requirements for the "Clinical Mental Health in Counseling" specialty area as outlined by CACREP.

Please note: Modifications to this sequence for part-time study can be made through consultation with your advisor.

			SUMMER	FALL	JAN-TERM	SPRING
FIRST YEAR	CC210	Outreach to Contemporary Culture		2		
	CO300	Counseling Intro & Theories I*		3		
	CO325	Marriage & Family Counseling*		3		
	OT210	OT Survey §		2		
	CO332	Addictions*			3	
	CO305	Career Counseling◊				3
	CO375	Psychological Disorders*				3
	ST300	Covenant Theology				3
	NT210	NT Survey §				2
		TOTAL HOURS: 24	**0**	**10**	**3**	**11**

			SUMMER	FALL	JAN-TERM	SPRING
SECOND YEAR	CO356	Clinical & Community Mental Health*◊	3			
	ST340	Systematic Theology II ^	2			
	CO353	Assessment in Counseling		3		
	CO373	Social & Cultural Diversity in Counseling*>		3		
	CO331	Human Growth & Development*†		3		
	ST320	Systematic Theology I		2		
		Counseling Electives ‡			3	
	CO355	Group Counseling†*				3
	CO315	CO Theories II & Techniques*>				3
	CO360	Ethics & Professional Development *				3
	CO378	Counseling and Faith: Integration & Application				3
		TOTAL HOURS: 31	**5**	**11**	**3**	**12**

			SUMMER	FALL	JAN-TERM	SPRING
THIRD YEAR	CO390	Counseling Practicum	3			
	ST370	Systematic Theology III^	2			
	CO541	Counseling Internship		3		
	CO385	Crisis & Trauma Counseling		3		
	CO542	Internship Site Lab II			0	
		Counseling Electives ‡			3	
	CO543	Counseling Internship II				3
	CO352	Research Methods				3
		TOTAL HOURS: 20	**5**	**6**	**3**	**6**
TOTAL DEGREE HOURS: 75						

Bible Content Exam

The Bible Content Exam must be attempted during the student's first semester of coursework and passed prior to practicum.

Summary of Degree Requirements

BIBLE EXAM
CURRICULUM HOURS: 75 (69 core hours, 6 elective hours)

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

* Course must be completed before CO390 Counseling Practicum.

† Course can be swapped for another course in a different term so marked.

^ Course can be swapped for another course in a different term so marked.

◊ Course can be swapped for another course in a different term so marked.

> Course can be swapped for another course in a different term so marked

§ NT210 NT Survey and OT210 OT Survey unless language pre-requisites are satisfied by another.

Additional Non-Credit Requirements

- Students are required to receive a minimum of 12 counseling sessions (as an individual or as a couple) during their time in the program.
- Students must hold membership in one counseling organization during their Practicum and Internship year/Organization options include but are not limited to the following:

  American Counseling Association (ACA): Student Membership, $105; *includes liability insurance:*
  https://www.counseling.org/membership/join-reinstate/
  Missouri Mental Health Counselor Association (MMHCA): Student Membership, $30:
  http://www.mmhca.com/join-mmhca.html
  Students are required to provide proof of membership to the Internship Coordinator *before* meeting with clients.

- Students must also have personal liability insurance while in their practicum and internship.

Master of Arts in Counseling (MAC) - Summer 2020 – Spring 2022 Start -TEACHOUT

Sequence of Required Courses

Students intending to pursue counseling licensure in another state should research licensure requirements in that state and pursue Academic Advising regarding graduation planning. The landscape of educational requirements for counseling licensure is changing all the time as states begin to adopt similar language and requirements as those put forth by the national accrediting body, Council for Accreditation of Counseling and Related Educational Programs (CACREP). This degree is designed to be CACREP-aligned and portability-aligned to help equip students with a degree that closely matches the degree requirements of most states. Specifically, this degree is designed to meet the requirements for the "Clinical Mental Health in Counseling" specialty area as outlined by CACREP.

Please note: Modifications to this sequence for part-time study can be made through consultation with your advisor.

			SUMMER	FALL	JAN-TERM	SPRING
FIRST YEAR	CC310	Foundations of Apologetics & Outreach		3		
	CO300	Counseling Intro & Theories I*		3		
	CO325	Marriage & Family Counseling*		3		
		OT Core §		3		
	CO332	Addictions*			3	
	CO305	Career Counseling◊				3
	CO375	Psychological Disorders*				3
	ST300	Covenant Theology				3
		NT Core §				3
		TOTAL HOURS: 27	**0**	**12**	**3**	**12**

			SUMMER	FALL	JAN-TERM	SPRING
SECOND YEAR	CO356	Clinical & Community Mental Health*◊	3			
	ST330	Sin, Christ & Salvation ^	3			
	CO353	Assessment in Counseling		3		
	CO373	Social & Cultural Diversity in Counseling*>		3		
	CO331	Human Growth & Development*†		3		
	ST310	God & Humanity: Foundations of Counseling		3		
		Counseling Electives ‡			3	
	CO355	Group Counseling†*				3
	CO315	CO Theories II & Techniques*>				3
	CO360	Ethics & Professional Development *				3
	ST350	Spirit, Church & Last Things^				3
		TOTAL HOURS: 33	**6**	**12**	**3**	**12**

			SUMMER	FALL	JAN-TERM	SPRING
THIRD YEAR	CO390	Counseling Practicum	3			
	CO541	Counseling Internship		3		
	CO385	Crisis & Trauma Counseling		3		
	CO542	Internship Site Lab II			0	
	CO543	Counseling Internship II				3
	CO352	Research Methods				3
		TOTAL HOURS: 15	**3**	**6**	**0**	**6**
		TOTAL DEGREE HOURS: 75				

Bible Content Exam

The Bible Content Exam must be attempted during the student's first semester of coursework and passed prior to practicum.

Summary of Degree Requirements

BIBLE EXAM
CURRICULUM HOURS: 75 (72 core hours, including 54 counseling core hours and 21 Bible and theology core hours

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

* Course must be completed before CO390 Counseling Practicum.

† Course can be swapped for another course in a different term so marked.

^ Course can be swapped for another course in a different term so marked.

◊ Course can be swapped for another course in a different term so marked.

> Course can be swapped for another course in a different term so marked

§ NT200 NT History & Theology and OT200 OT History & Theology unless language pre-requisites are satisfied by another.

Additional Non-Credit Requirements

- Students are required to receive a minimum of 12 personal counseling sessions) during their time in the program.
- Students must hold membership in one counseling organization during their Practicum and Internship year/Organization options include but are not limited to the following:
  American Counseling Association (ACA): Student Membership, $105; *includes liability insurance:*
  https://www.counseling.org/membership/join-reinstate/
  Missouri Mental Health Counselor Association (MMHCA): Student Membership, $30:
  http://www.mmhca.com/join-mmhca.html
  Students are required to provide proof of membership to the Internship Coordinator *before* meeting with clients.
- Students must also have personal liability insurance while in their practicum and internship.
- Students will also need to have their own electronic phone or computer to communicate with clients during practicum and internship.

Master of Arts in Counseling (MAC) – (Pre-Summer 2020 Start) - TEACHOUT

Sequence of Required Courses

Students intending to pursue licensure in another state should research licensure requirements in that state and pursue Academic Advising regarding graduation planning.

Please note: Modifications to this sequence can be made through consultation with your advisor.

			SUMMER	FALL	JAN-TERM	SPRING
FIRST YEAR	CO310	Counseling Intro and Theories I^		3		
	CO563	Assessment in Counseling		3		
	CO325	Marriage & Family Counseling ^		3		
		OT Core #		3		
		CO Electives			3	
	CO305	Career Counseling				3
	CO331	Human Growth and Development				3
	ST300	Covenant Theology				3
		NT Core #				3
		TOTAL HOURS: 27	**0**	**12**	**3**	**12**

			SUMMER	FALL	JAN-TERM	SPRING
SECOND YEAR	CO370	Social & Cultural Diversity in Counseling^		3		
	CO380	Foundations of Counseling: God & Humanity*		3		
	CO555	Group Dynamics		3		
	ST330	Sin, Christ & Salvation		3		
	CO390	Counseling Practicum I§				4
	CO315	CO Theories II & Techniques§				3
	CO375	Psychological Disorders§				3
	ST350	Spirit, Church & Last Things				3
		TOTAL HOURS: 25	**0**	**12**	**0**	**13**

			SUMMER	FALL	JAN-TERM	SPRING
THIRD YEAR	CO540	Internship Site Lab I	0			
	CO360	Ethics and Professional Development-		3		
	CO541	Counseling Internship I -		3		
	CO542	Internship Site Lab II			0	
	CO543	Counseling Internship II				3
	CO352	Research Methods ~				3
		TOTAL HOURS: 12	**0**	**6**	**0**	**6**
		TOTAL DEGREE HOURS: 64				

Bible Content Exam

The Bible Content Exam must be attempted during the student's first semester of coursework and passed prior to practicum.

Summary of Degree Requirements

BIBLE EXAM / CURRICULUM HOURS: 64 (61 core hours, 3 counseling electives)

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

* Course must be completed before CO390 Counseling Practicum.

§ Course must be completed before Counseling Internship.

- Course must be taken along with other courses so marked in a term.

NT500 NT History & Theology and OT500 OT History & Theology unless language pre-requisites are satisfied by another.

Additional Non-Credit Requirements

- Students are required to receive a minimum of 12 personal counseling sessions) during their time in the program.
- Students must hold membership in one counseling organization during their Practicum and Internship year. Organization options include the following:
  American Counseling Association
  Missouri Mental Health Counselor Association
- Students must also have personal liability insurance while in their practicum and internship.
- Students will also need to have their own electronic phone or computer to communicate with clients during practicum and internship.

Master of Arts, Biblical and Theological Studies (MABTS) – 2 Languages + Thesis – On-Campus

Sequence of Required Courses

Please note: Modifications to this sequence for part-time study and/or other track options can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	AT305	Cohort I		0		
	NT302	Greek I		4		
	ST300	Covenant Theology		3		
		Electives‡		3		
	NT304	Greek II			2	
	AT306	Cohort II				0
	NT305	NT Exegesis				3
	NT320	Gospels				3
	ST310	God & Humanity: Foundations of Counseling				3
	ST350	Spirit, Church & Last Things				3
		TOTAL HOURS: 24	0	10	2	12

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	OT302	Hebrew I		4		
	ST330	Sin, Christ & Salvation		3		
		Church History<>		3		
	OT304	Hebrew II			2	
	NT350	Pastoral & General Epistles and Revelation				3
	OT305	OT Exegesis				3
	OT330	OT Historical Books				3
	ST360	Christian Ethics				3
		TOTAL HOURS: 24	0	10	2	12

THIRD YEAR			SUMMER	FALL	JAN-TERM	SPRING
	OT320	Pentateuch	2			
		Electives‡	2			
	MA397	Thesis Supervision I*		2		
	NT330	Acts & Paul		3		
	OT340	Psalms & Wisdom Literature		3		
	AT499	Capstone				1

	MA398	Thesis Supervision II*				2
	OT350	Prophetical Books				3
		TOTAL HOURS: 18	**4**	**8**	**0**	**6**
		TOTAL DEGREE HOURS	**66**			

BIBLE CONTENT EXAM

Students must attempt the Bible Content Exam their first semester of coursework and pass it prior to graduation.

SUMMARY OF DEGREE REQUIREMENTS

CURRICULUM HOURS: 66 (57 core hours; 5 elective hours; 4 thesis hours)

THESIS HOURS: 4 (awarded upon successful completion of thesis)

‡ 3 elective hours must come from the following courses:

- AT310 Christian Formation & Calling
- AT340 Theology of Ministry & Worship
- CC310 Foundations for Apologetics & Outreach
- CM310 Communicating the Scriptures + CM320/321 Preaching/Communicating the New Testament
- CO320 Counseling in the Church I
- EM301 Educational Foundations
- WM310 God's World Mission

2 remaining elective hours are unrestricted. Electives may be taken in any term.

<> Can be either CH310 Ancient & Medieval Church History or CH320 Reformation & Modern Church History.

* Thesis hours awarded upon successful completion of thesis.

Master of Arts, Biblical and Theological Studies (MABTS) — 2 Languages + Thesis – Online

Sequence of Required Courses

Please note: Modifications to this sequence for part-time study and/or other track options can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	MA200	Introduction to Online Learning		0		
	AT305	Cohort I		0		
	NT301	Greek I		3		
	ST300	Covenant Theology		3		
		Electives‡		3		
	AT306	Cohort II				0
	NT303	Greek II				3
	ST330	Sin, Christ & Salvation				3
		Church History<>				3
		TOTAL HOURS: 18	0	9	0	9

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	NT305	NT Exegesis	3			
	NT320	Gospels		3		
	OT301	Hebrew I		3		
	ST310	God & Humanity: Foundations of Counseling		3		
	NT330	Acts & Paul				3
	OT303	Hebrew II				3
	ST350	Spirit, Church & Last Things				3
		TOTAL HOURS: 21	3	9	0	9

THIRD YEAR			SUMMER	FALL	JAN-TERM	SPRING
	OT305	OT Exegesis	3			
	OT320	Pentateuch	2			
	NT350	Pastoral & General Epistles and Revelation		3		
	OT330	OT Historical Books		3		
	MA397	Thesis Supervision I*				2
	OT340	Psalms & Wisdom Literature				3
		TOTAL HOURS: 16	5	6	0	5

FOURTH YEAR			SUMMER	FALL	JAN-TERM	SPRING
	MA398	Thesis Supervision II*		2		
	ST360	Christian Ethics		3		
	AT499	Capstone				1
	OT350	Prophetical Books				3
		Electives‡				2
		TOTAL HOURS: 11	0	5	0	6
		TOTAL DEGREE HOURS	66			

BIBLE CONTENT EXAM

Students must attempt the Bible Content Exam their first semester of coursework and pass it prior to graduation.

SUMMARY OF DEGREE REQUIREMENTS

CURRICULUM HOURS: 66 (57 core hours; 5 elective hours; 4 thesis hours)

THESIS HOURS: 4 (awarded upon successful completion of thesis)

‡ 3 elective hours must come from the following courses:

- AT310 Christian Formation & Calling
- AT340 Theology of Ministry & Worship
- CC310 Foundations for Apologetics & Outreach
- CM310 Communicating the Scriptures + CM320/321 Preaching/Communicating the New Testament
- CO320 Counseling in the Church I
- EM301 Educational Foundations
- WM310 God's World Mission

2 remaining elective hours are unrestricted. Electives may be taken in any term.

<> Can be either CH310 Ancient & Medieval Church History or CH320 Reformation & Modern Church History.

* Thesis hours awarded upon successful completion of thesis.

Master of Arts in Ministry (MAM) – General Track – On-Campus

Sequence of Required Courses

Please note: Modifications to this sequence for part-time study and/or other track options (Biblical Studies & Christian Ministry, Counseling Ministries, Cultural Apologetics & Communication, or Educational Ministries) can be made through consultation with your advisor.

			SUMMER	FALL	JAN-TERM	SPRING
FIRST YEAR	AT305	Cohort I		0		
	AT310	Christian Formation & Calling		3		
	CC310	Foundations for Apologetics & Outreach		3		
	OT200	OT History & Theology		3		
	WM310	God's World Mission		3		
		Electives‡			2	
	AT306	Cohort II				0
	EM301	Educational Foundations				3
	NT200	NT History & Theology				3
	ST300	Covenant Theology				3
		Electives‡				3
		TOTAL HOURS: 26	**0**	**12**	**2**	**12**

			SUMMER	FALL	JAN-TERM	SPRING
SECOND YEAR		Electives‡	3			
	AT411	Field Education Practicum		2		
	ST310	God & Humanity: Foundations of Counseling		3		
	ST330	Sin, Christ & Salvation		3		
		Electives‡		3		
		Electives‡			2	
		Church History<>				3
	EM503	Leadership & Ministry Development				2
	AT499	Capstone				1
	ST350	Spirit, Church & Last Things				3
	ST360	Christian Ethics				3
		TOTAL HOURS: 28	**3**	**11**	**2**	**12**
		TOTAL DEGREE HOURS: 54				

BIBLE CONTENT EXAM

Students must attempt the Bible Content Exam during the first semester of coursework and pass it prior to graduation.

FIELD EDUCATION

200 hours of field work are required for graduation with Field Education Office approval of completed hours.

SUMMARY OF DEGREE REQUIREMENTS

BIBLE EXAM
FIELD EDUCATION
CURRICULUM HOURS: 54 (41 core hours; 13 elective hours).

‡ 6 elective hours must be in Bible (courses with the OT or NT prefix that are 200-level or 305 or greater). 5 elective hours must be in Applied Theology (from the AT, CC, CG, CM, CO, EM, or WM departments). 2 remaining elective hours are unrestricted. Electives may be taken in any term.

<> Choose between CH310 Ancient & Medieval Church History or CH320 Reformation & Modern Church History.

Master of Arts in Ministry (MAM) – General Track – Hybrid

Sequence of Required Courses

Please note: Modifications to this sequence for part-time study and/or other track options (Biblical Studies & Christian Ministry or Counseling Ministries) can be made through consultation with your advisor.

			SUMMER	FALL	JAN-TERM	SPRING
FIRST YEAR	MA200	Introduction to Online Learning	0			
	AT310	Christian Formation & Calling*	3			
	AT305	Cohort I		0		
	NT200	NT History & Theology		3		
	ST300	Covenant Theology		3		
		Electives‡*		2		
	AT306	Cohort II				0
	OT200	OT History & Theology				3
	WM310	God's World Mission*				3
	CC310	Foundations for Apologetics & Outreach*				3
		TOTAL HOURS: 20	**3**	**8**	**0**	**9**

			SUMMER	FALL	JAN-TERM	SPRING
SECOND YEAR	ST310	God & Humanity: Foundations of Counseling		3		
	EM301	Educational Foundations8		3		
		Electives‡*		3		
	AT411	Field Education Practicum				2
		Electives‡*				2
	ST330	Sin, Christ & Salvation				3
		TOTAL HOURS: 16	**0**	**9**	**0**	**7**

			SUMMER	FALL	JAN-TERM	SPRING
THIRD YEAR	ST350	Spirit, Church & Last Things	3			
		Electives‡*	2			
	ST360	Christian Ethics		3		
		Electives‡*		3		
		Electives‡*		1		
	EM503	Leadership & Ministry Development*				2
		Church History<>				3
	AT499	Capstone				1
		TOTAL HOURS: 18	**5**	**7**	**0**	**6**
		TOTAL DEGREE HOURS: 54				

BIBLE CONTENT EXAM – Students must attempt the Bible Content Exam during the first semester of coursework and pass it prior to graduation.

FIELD EDUCATION – 200 hours of field work are required for graduation with Field Education Office approval of completed hours.

SUMMARY OF DEGREE REQUIREMENTS

BIBLE EXAM
FIELD EDUCATION
CURRICULUM HOURS: 54 (41 core hours; 13 elective hours).

* Students must complete a minimum of 18 hours residentially. Courses so marked will run as hybrids or intensives in the term indicated and are recommended to be taken in this format.

‡ 6 elective hours must be in Bible (courses with the OT or NT prefix that are 200-level or 305 or greater). 5 elective hours must be in Applied Theology (from the AT, CC, CG, CM, CO, EM, or WM departments). 2 remaining elective hours are unrestricted. Electives may be taken in any term.

<> Choose between CH310 Ancient & Medieval Church History or CH320 Reformation & Modern Church History.

Master of Arts in Ministry (MAM) – Biblical Studies and Christian Ministry Track – Hybrid

Sequence of Required Courses

Please note: Modifications to this sequence for full-time study and/or main campus study can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	MA200	Introduction to Online Learning		0		
	AT305	Cohort I		0		
	NT220	Gospels (English)		3		
	ST300	Covenant Theology		3		
	AT306	Cohort II				0
	WM310	God's World Mission*				3
	CC310	Foundations for Apologetics & Outreach*				3
		TOTAL HOURS: 12	0	6	0	6

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	AT310	Christian Formation & Calling*	3			
	CM310	Communicating the Scriptures>	2			
	CM321	Communicating the NT>*	1			
	ST310	God & Humanity: Foundations of Counseling		3		
	EM301	Educational Foundations*		3		
		CO Elective‡*		3		
	ST330	Sin, Christ & Salvation				3
		Church History<>				3
		Bible Elective‡				3
		TOTAL HOURS: 24	6	9	0	9

THIRD YEAR			SUMMER	FALL	JAN-TERM	SPRING
	OT220	Pentateuch (English)	2			
	CM331	Communicating the OT*	1			
	ST360	Christian Ethics		3		
		Bible Elective‡		3		
	EM503	Leadership & Ministry Development*				2
	AT499	Capstone				1
	AT340	Theology of Ministry & Worship*				3
	ST350	Spirit, Church & Last Things				3
		TOTAL HOURS: 18	3	6	0	9
		TOTAL DEGREE HOURS: 54				

BIBLE CONTENT EXAM

Students must attempt the Bible Content Exam during the first semester of coursework and pass it prior to graduation.

FIELD EDUCATION

200 hours of field work are required for graduation with Field Education Office approval of completed hours.

SUMMARY OF DEGREE REQUIREMENTS

BIBLE EXAM / FIELD EDUCATION / CURRICULUM HOURS: 54 (45 core hours; 6 hours Bible electives; 3 hours Counseling elective)

* Students must complete a minimum of 18 hours residentially. Courses so marked will be run as hybrids in the terms indicated and are recommended to be taken in this format.

‡ 3 NT hours must be NT230 Acts & Paul (English) **OR** NT250 Pastoral & General Epistles and Revelation (English).
3 OT hours must be OT230 Historical Books (English), OT240 Psalms & Wisdom Literature (English), **OR** OT250 Prophetical Books (English).
3 CO hours must be either CO320 Counseling in the Church I **OR** CO330 Counseling in the Church II.

> CM310 must be taken concurrently with CM321 or before CM321.

<> Choose between CH310 Ancient & Medieval Church History or CH320 Reformation & Modern Church History.

Master of Arts in Ministry (MAM) – Counseling Ministries Track – Hybrid

Sequence of Required Courses

Please note: Modifications to this sequence for full-time study and/or main campus study can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	MA200	Introduction to Online Learning		0		
	AT305	Cohort I		0		
	NT200	NT History & Theology		3		
	ST300	Covenant Theology		3		
	AT306	Cohort II				0
	AT310	Christian Formation & Calling				3
	CC310	Foundations for Apologetics & Outreach*				3
	WM310	God's World Mission				3
		TOTAL HOURS: 15	**0**	**6**	**0**	**9**

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	CO320	Counseling in the Church I*		3		
	ST310	God & Humanity: Foundations of Counseling		3		
	ST360	Christian Ethics		3		
		CO Electives‡			3	
	AT411	Field Education Practicum				2
	ST330	Sin, Christ & Salvation				3
	OT200	OT History & Theology				3
		TOTAL HOURS: 20	**0**	**9**	**3**	**8**

THIRD YEAR			SUMMER	FALL	JAN-TERM	SPRING
		Elective‡		1		
	CO330	Counseling in the Church II*		3		
	EM301	Educational Foundations		3		
		CO Electives‡			3	
	EM503	Leadership & Ministry Development				2
	AT499	Capstone				1
	ST350	Spirit, Church & Last Things				3
		Church History <>				3
		TOTAL HOURS: 19	**0**	**7**	**3**	**9**
		TOTAL DEGREE HOURS: 54				

BIBLE CONTENT EXAM – Students must attempt the Bible Content Exam during the first semester of coursework and pass it prior to graduation.

FIELD EDUCATION – 200 hours of field work are required for graduation with Field Education Office approval of completed hours.

SUMMARY OF DEGREE REQUIREMENTS

BIBLE EXAM / FIELD EDUCATION / CURRICULUM HOURS: 54 (47 core hours; 6 CO elective hours; 1 free elective hour)

* This course includes a practicum that must be passed as a degree requirement.
‡ 6 elective hours must be CO electives and can be any course at the 500 level; 1 remaining elective hour is unrestricted. Electives may be taken in any term.
<> Choose between CH310 Ancient & Medieval Church History or CH320 Reformation & Modern Church History.

Master of Arts in Ministry (MAM) – Cultural Apologetics and Communications Track – On-Campus

Sequence of Required Courses

Please note: Modifications to this sequence for part-time study can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	AT305	Cohort I		0		
	AT310	Christian Formation & Calling		3		
	CC310	Foundations for Apologetics & Outreach		3		
	OT200	OT History & Theology		3		
	WM310	God's World Mission		3		
		Electives‡			2	
	AT306	Cohort II				0
	CC522	Issues in Apologetics: *Special Topics*				3
	EM301	Educational Foundations				3
	NT200	NT History & Theology				3
	ST300	Covenant Theology				3
		TOTAL HOURS: 26	**0**	**12**	**2**	**12**

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	AT411	Field Education Practicum		2		
	CC526	Communicating Christ with an Apologetic Sensitivity		3		
	ST310	God & Humanity: Foundations of Counseling		3		
	ST330	Sin, Christ & Salvation		3		
	WM540	People's Religious Traditions		3		
		Electives‡			2	
		Church History <>				3
	EM503	Leadership & Ministry Development				2
	AT499	Capstone				1
	ST350	Spirit, Church & Last Things				3
	ST360	Christian Ethics				3
		TOTAL HOURS: 28	**0**	**14**	**2**	**12**
		TOTAL DEGREE HOURS: 54				

BIBLE CONTENT EXAM

Students must attempt the Bible Content Exam during the first semester of coursework and pass it prior to graduation.

FIELD EDUCATION

200 hours of field work are required for graduation with Field Education Office approval of completed hours.

SUMMARY OF DEGREE REQUIREMENTS

BIBLE EXAM / FIELD EDUCATION / CURRICULUM HOURS: 54 (50 core hours; 4 elective hours)

‡ 4 elective hours can include any course with a CC or CM prefix, or any 200- or 500-level course with an OT, NT, or ST prefix. Electives may be taken in any term.

<> Choose between CH310 Ancient & Medieval Church History or CH320 Reformation & Modern Church History.

Master of Arts in Ministry (MAM) – Educational Ministries Track – On Campus

Sequence of Required Courses

Please note: Modifications to this sequence for part-time study can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	AT305	Cohort I		0		
	AT310	Christian Formation & Calling		3		
	CC310	Foundations for Apologetics & Outreach		3		
	EM301	Educational Foundations		3		
	OT200	OT History & Theology		3		
		Electives‡			2	
	AT306	Cohort II				0
	EM502	Teaching & Learning				3
	NT200	NT History & Theology				3
	ST300	Covenant Theology				3
	WM310	God's World Mission				3
		TOTAL HOURS: 26	0	12	2	12

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
		Electives‡	3			
	AT411	Field Education Practicum		2		
	ST310	God & Humanity: Foundations of Counseling		3		
	ST330	Sin, Christ & Salvation		3		
		Electives‡		3		
		Electives‡			2	
		Church History <>				3
	EM503	Leadership & Ministry Development				2
	AT499	Capstone				1
	ST350	Spirit, Church & Last Things				3
	ST360	Christian Ethics				3
		TOTAL HOURS: 28	3	11	2	12
		TOTAL DEGREE HOURS: 54				

Bible Content Exam

Students must attempt the Bible Content Exam during the first semester of coursework and pass it prior to graduation.

Field Education

200 hours of field work are required for graduation with Field Education Office approval of completed hours.

Summary of Degree Requirements

BIBLE EXAM
FIELD EDUCATION
CURRICULUM HOURS: 54 (44 core hours; 10 elective hours)

‡ 6 elective hours must be EM electives; this includes any non-core course with an EM prefix, CM310 Communicating the Scriptures and CM321 Communicating the NT, CO320 Counseling in the Church I, CO330 Counseling in the Church II, or CO courses at the 500 level.

2 elective hours must be in Bible (courses with OT or NT prefix). 2 remaining elective hours are unrestricted. Electives may be taken in any term.

<> Choose between CH310 Ancient & Medieval Church History or CH320 Reformation & Modern Church History.

Master of Arts in Missional Theology (MAMT) — Missional Training Center–Phoenix

Sequence of Required Courses

The MAMT is designed to provide theological education that trains pastors and leaders already serving in ministry to equip their congregations for their missional calling. The MAMT is offered exclusively through the Missional Training Center (MTC) in Phoenix, Arizona, an extension site of Covenant Seminary. ***It is a rigidly structured four-year program that must be completed in residence at the MTC in Phoenix.***

			FALL	SPRING
FIRST YEAR	ST211	Prolegomena: Gospel, Story, Mission	2	
	WM211	Prolegomena: Missionary Encounter with Western Culture	2	
	ST221	Interpreting Scripture: Biblical Authority & Hermeneutics	2	
	WM221	Exegeting the City		2
	NT221	Synoptic Gospels & Acts		2
	OT211	Pentateuch & Historical Books		2
		TOTAL HOURS: 12	**6**	**6**

			FALL	SPRING
SECOND YEAR	ST212	Prolegomena: God & Creation	2	
	NT212	Reading the New Testament: Paul	2	
	OT212	Reading the Old Testament: Prophets	2	
	AT212	Leading a Missional Congregation: Preaching, Worship & Prayer		2
	CH212	Church History: Ancient Church		2
	AT222	Leading a Missional Congregation: Pastoral Care, Formation & Training Families		2
		TOTAL HOURS: 12	**6**	**6**

			FALL	SPRING
THIRD YEAR	CC213	Understanding Our Missional Context: Spirits of Our Age	2	
	WM213	Leading a Missional Congregation: Outreach into the Neighborhood	2	
	ST213	Sin & Salvation: Israel, Christology, Eschatology	2	
	NT213	Reading the New Testament: Johannine Literature & General Epistles		2
	CH213	Church History: Medieval & Reformation		2
	OT213	Reading the Old Testament: Songs & Wisdom		2
		TOTAL HOURS: 12	**6**	**6**

			FALL	SPRING
FOURTH YEAR	WM214	Leading a Missional Congregation: Missiology & Ecclesial Structures	2	
	ST214	Sin & Salvation: Spirit, Church, Benefits of Christ, Consummation	2	
	AT214	Leading a Missional Congregation: Training for Callings	2	
	WM224	Global Christianity & Third World Theologies		2
	CH214	Church History: Post-Reformation to Present		2
	WM234	Understanding Our Missional Context: World Religions & Pluralism		2
		TOTAL HOURS: 12	**6**	**6**

Summary of Degree Requirements

CURRICULUM HOURS: 48

Master of Arts, Theological Studies (MATS) – On-Campus

Sequence of Required Courses

Please note: Modifications to this sequence for part-time study can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	AT310	Christian Formation & Calling		3		
	CC310	Foundations of Apologetics & Outreach		3		
	OT200	OT History & Theology		3		
		Electives‡		3		
		Electives‡			2	
	NT200	NT History & Theology				3
	ST300	Covenant Theology				3
		Electives‡				3
		Electives‡				3
		TOTAL HOURS: 26	**0**	**12**	**2**	**12**

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
		Electives‡	2			
	ST310	God & Humanity: Foundations of Counseling		3		
	ST330	Sin, Christ & Salvation		3		
	WM310	God's World Mission		3		
		Electives‡		2		
		Electives‡			2	
	AT499	Capstone				1
	ST350	Spirit, Church & Last Things				3
	ST360	Christian Ethics				3
		Church History <>				3
		Electives‡				3
		TOTAL HOURS: 28	**2**	**11**	**2**	**13**
		TOTAL DEGREE HOURS: 54				

BIBLE CONTENT EXAM

Students must attempt the Bible Content Exam during the first semester of coursework and pass it prior to graduation.

SUMMARY OF DEGREE REQUIREMENTS

BIBLE EXAM
CURRICULUM HOURS: 54 (34 core hours; 12 Bible and Systematic Theology elective hours; 8 unrestricted hours)

‡ 12 elective hours must be in Bible (courses with the OT or NT prefix) & Systematic Theology (courses with the CH or ST prefix), with at least 3 hours of OT, 3 hours of NT, and 3 hours of ST. 8 elective hours are unrestricted. Electives may be taken in any term.

<> Choose between CH310 Ancient & Medieval Church History or CH320 Reformation & Modern Church History.

Master of Arts, Theological Studies (MATS) – Online

Sequence of Required Courses

Please note: Modifications to this sequence for part-time study can be made through consultation with your advisor.

			SUMMER	FALL	JAN-TERM	SPRING
FIRST YEAR	MA200	Introduction to Online Learning		0		
	NT200	New Testament History & Theology		3		
	ST300	Covenant Theology		3		
		Electives‡		2		
	AT310	Christian Formation & Calling				3
	OT200	Old Testament History & Theology				3
		Electives‡				3
		TOTAL HOURS: 17	**0**	**8**	**0**	**9**

			SUMMER	FALL	JAN-TERM	SPRING
SECOND YEAR		Electives‡	3			
	CC310	Foundations for Apologetics & Outreach		3		
	ST310	God & Humanity: Foundations of Counseling		3		
		Electives‡		2		
	ST330	Sin, Christ & Salvation				3
		Electives‡				3
		Electives‡				3
		TOTAL HOURS: 20	**3**	**8**	**0**	**9**

			SUMMER	FALL	JAN-TERM	SPRING
THIRD YEAR		Electives‡	2			
	ST360	Christian Ethics		3		
	WM310	God's World Mission		3		
		Electives‡		2		
	AT499	Capstone				1
	ST350	Spirit, Church & Last Things				3
		Church History <>				3
		TOTAL HOURS: 17	**2**	**8**	**0**	**7**
		TOTAL DEGREE HOURS: 54				

BIBLE CONTENT EXAM

Students must attempt the Bible Content Exam during the first semester of coursework and pass it prior to graduation.

SUMMARY OF DEGREE REQUIREMENTS

BIBLE EXAM / CURRICULUM HOURS: 54 (34 core hours; 12 theology elective hours; 8 unrestricted hours)

‡ 12 elective hours must be in Bible (courses with the OT or NT prefix that are 200-level or above or 305 or greater) & Systematic Theology (courses with the CH or ST prefix), with at least 3 hours of OT, 3 hours of NT, and 3 hours of ST. 8 elective hours are unrestricted. Electives may be taken in any term.

<> Choose between CH310 Ancient & Medieval Church History or CH320 Reformation & Modern Church History.

Graduate Certificate in Apologetics & Outreach – On-Campus

Sequence of Required Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	ST300	Covenant Theology*		3		
	CC526	Communicating Jesus with an Apologetic Sensitivity			3	
	CC310	Foundations for Apologetics & Outreach*				3
		TOTAL HOURS: 9	0	3	3	3

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
		CC Elective		2		
		TOTAL HOURS: 2	0	2	0	0
		TOTAL CERTIFICATE HOURS: 11				

*May be swapped with course in a different term.

SUMMARY OF REQUIREMENTS

11 Credit Hour Minimum (9 core credits; 2-3 credits of CC or other approved elective [WM540 People's Religious Traditions, AT505 Growing in Cultural Intelligence, ST360 Christian Ethics, AT581 Thinking, Reading, Writing, & Speaking Clearly, CM310 Communicating the Scriptures, etc.])

Graduate Certificate in Apologetics & Outreach – Hybrid

Sequence of Required Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	MA200	Introduction to Online Learning		0		
	ST300	Covenant Theology*		3		
	CC526	Communicating Jesus with an Apologetic Sensitivity~			3	
	CC310	Foundations for Apologetics & Outreach*				3
		TOTAL HOURS: 9	0	3	3	3

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
		CC Elective		2		
		TOTAL HOURS: 2	0	2	0	0
		TOTAL CERTIFICATE HOURS: 11				

*May be swapped with course in a different term.
~This course takes place in person.

Summary of Requirements

11 Credit Hour Minimum (9 core credits; 2-3 credits of CC or other approved elective [WM540 People's Religious Traditions, AT505 Growing in Cultural Intelligence, ST360 Christian Ethics, AT581 Thinking, Reading, Writing, & Speaking Clearly, CM310 Communicating the Scriptures, etc.])

Graduate Certificate in Bible & Society – On-Campus

Sequence of Required Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	CC310	Foundations of Apologetics & Outreach		3		
	ST360	Christian Ethics				3
		TOTAL HOURS: 6	0	3	0	3

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	OT220	Pentateuch*		2		
	NT220	Gospels*				3
		TOTAL HOURS: 5	0	2	0	3
		TOTAL CERTIFICATE HOURS: 11				

SUMMARY OF REQUIREMENTS

11 Hours Minimum

*Must take TWO options from list of courses below:

NT220 Gospels (3) *[Recommended]*, NT230 Acts & Paul (3), NT250 Pastoral & General Epistles & Revelation (3)

OT220 Pentateuch (2) [*Recommended]*, OT230 Historical Books (3), OT240 Psalms & Wisdom Literature (3), OT250 Prophetical Books (3)

ST300 Covenant Theology (3)

Graduate Certificate in Bible & Society – Online

Sequence of Required Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	ST360	Christian Ethics		3		
	NT220	Gospels~*				3
		TOTAL HOURS: 6	0	3	0	3

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	CC310	Foundations of Apologetics & Outreach	3			
	OT220	Pentateuch~*		2		
		TOTAL HOURS: 5	3	2	0	0
		TOTAL CERTIFICATE HOURS: 11				

SUMMARY OF REQUIREMENTS

11 Hours Minimum

*Must take TWO options from list of courses below:

NT220 Gospels (3) *[Recommended]*, NT230 Acts & Paul (3), NT250 Pastoral & General Epistles & Revelation (3)

OT220 Pentateuch (2) [*Recommended]*, OT230 Historical Books (3), OT240 Psalms & Wisdom Literature (3), OT250 Prophetical Books (3)

ST300 Covenant Theology (3)

~Can be swapped with another course from the list above

Graduate Certificate in Biblical & Systematic Theology – On-Campus

Sequence of Required Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	ST300	Covenant Theology		3		
	ST310	God & Humanity: Foundations of Counseling				3
		TOTAL HOURS: 6	0	3	0	3

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	ST330	Sin, Christ, & Salvation*	3			
	ST350	Spirit, Church, & Last Things*		3		
	ST360	Christian Ethics				3
		TOTAL HOURS: 9	3	3	0	3
		TOTAL CERTIFICATE HOURS: 15				

*May be swapped with course in a different term.

SUMMARY OF REQUIREMENTS

Total Hours: 15

Graduate Certificate in Biblical & Systematic Theology – Online

Sequence of Required Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	MA200	Introduction to Online Learning		0		
	ST300	Covenant Theology		3		
	ST310	God & Humanity: Foundations of Counseling				3
		TOTAL HOURS: 6	0	3	0	3

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	ST330	Sin, Christ, & Salvation*	3			
	ST360	Christian Ethics		3		
	ST350	Spirit, Church, & Last Things*				3
		TOTAL HOURS: 9	3	3	0	3
		TOTAL CERTIFICATE HOURS: 15				

*May be swapped with course in a different term.

SUMMARY OF REQUIREMENTS

Total Hours: 15

Graduate Certificate in Church History – On-Campus

Sequence of Required Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	CH310	Ancient & Medieval Church History		3		
	CH320	Reformation & Medieval Church History				3
		TOTAL HOURS: 6	0	3	0	3

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	WM310	God's World Mission*		3		
		TOTAL HOURS: 3	0	3	0	3
		TOTAL CERTIFICATE HOURS: 9				

SUMMARY OF REQUIREMENTS

8 Credit Hour Minimum; up to 9 Credit Hours
*WM310 God's World Mission (3 credits) ***or*** optional Church History elective when available (2 credits).

Graduate Certificate in Church History – Online

Sequence of Required Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	MA200	Introduction to Online Learning		0		
	CH320	Reformation & Medieval Church History		3		
	CH310	Ancient & Medieval Church History				3
		TOTAL HOURS: 6	0	3	0	3

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	WM310	God's World Mission*		3		
		TOTAL HOURS: 3	0	3	0	0
		TOTAL CERTIFICATE HOURS: 9				

SUMMARY OF REQUIREMENTS

8 Credit Hour Minimum; Up to 9 Credit Hours
*WM310 God's World Mission (3 credits) ***or*** optional Church History elective when available (2 credits).

Graduate Certificate in Church Planting – On-Campus

Sequence of Required Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	AT310	Christian Formation & Calling^		3		
	CG505	Church Planting Foundations~				1
		TOTAL HOURS: 4	0	3	0	1

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	CG515	Church Planting Field Trip~		1		
	CC310	Foundations of Apologetics & Outreach^		3		
	CG506	Resiliency in Church Planting~				1
		TOTAL HOURS: 5	0	4	0	1
		TOTAL CERTIFICATE HOURS: 9				

~Residential Weekend Course
^May be swapped with course in a different term

SUMMARY OF REQUIREMENTS

9 Credit Hours Required

Graduate Certificate in Church Planting – Online

Sequence of Required Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	MA200	Introduction to Online Learning		0		
	CC310	Foundations of Apologetics & Outreach		3		
	AT310	Christian Formation & Calling				3
	CG505	Church Planting Foundations~				1
		TOTAL HOURS: 7	0	3	0	4

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	CG515	Church Planting Field Trip~		1		
	CG506	Resiliency in Church Planting~				1
		TOTAL HOURS: 2	0	1	0	1
		TOTAL CERTIFICATE HOURS: 9				

~Residential Weekend Course

SUMMARY OF REQUIREMENTS

9 Credit Hours Required

Graduate Certificate in Counseling Ministry – On-Campus

Sequence of Required Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	CO320	Counseling in the Church I		3		
	ST300	Covenant Theology				3
		TOTAL HOURS: 6	0	3	0	3

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	CO330	Counseling in the Church II		3		
	ST310	God & Humanity: Foundations of Counseling				3
		TOTAL HOURS: 6	0	3	0	3
		TOTAL CERTIFICATE HOURS: 12				

SUMMARY OF REQUIREMENTS

12 Credit Hours Required

Graduate Certificate in Counseling Ministry – Online / Hybrid

Sequence of Required Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	MA200	Introduction to Online Learning		0		
	CO320	Counseling in the Church I~		3		
	ST300	Covenant Theology				3
		TOTAL HOURS: 6	0	3	0	3

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	CO330	Counseling in the Church II~		3		
	ST310	God & Humanity: Foundations of Counseling				3
		TOTAL HOURS: 6	0	3	0	3
		TOTAL CERTIFICATE HOURS: 12				

~This class has an in-person component

SUMMARY OF REQUIREMENTS

12 Credit Hours Required

Graduate Certificate in Educational Ministries – On-Campus

Sequence of Required Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	EM301	Educational Foundations		3		
	EM502	Teaching and Learning				3
		TOTAL HOURS: 6	0	3	0	3

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	AT310	Christian Formation & Calling		3		
	EM503	Ministry & Leadership Development				2
		TOTAL HOURS: 5	0	3	0	2
		TOTAL CERTIFICATE HOURS: 11				

SUMMARY OF REQUIREMENTS

11 Credit Hours Required

Graduate Certificate in Educational Ministries – Online

Sequence of Required Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	MA200	Introduction to Online Learning				0
	AT310	Christian Formation & Calling				3
		TOTAL HOURS: 3	0	0	0	3

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	EM301	Educational Foundations~		3		
	EM502	Teaching and Learning				3
	EM503	Ministry & Leadership Development				2
		TOTAL HOURS: 8	0	3	0	5
		TOTAL CERTIFICATE HOURS: 11				

~This class has a three-day in-person component.

SUMMARY OF REQUIREMENTS

11 Credit Hours Required

Graduate Certificate in Greek Studies – On-Campus

Sequence of Required Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	NT302	Greek I		4		
	NT304	Greek II			2	
	NT305	New Testament Exegesis				3
		TOTAL HOURS: 9	0	4	2	3

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	NT3XX	NT Course*		3		
		TOTAL HOURS: 3	0	3	0	0
		TOTAL CERTIFICATE HOURS: 12				

*Choose from NT320 Gospels (3), NT330 Acts & Paul (3), NT350 Pastoral & General Epistles & Revelation (3)

SUMMARY OF REQUIREMENTS

12 Credit Hours Required

Graduate Certificate in Greek Studies - Online

Sequence of Required Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	MA200	Introduction to Online Learning		0		
	NT301	Greek I		3		
	NT303	Greek II				3
		TOTAL HOURS: 6	0	3	0	3

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	NT305	New Testament Exegesis	3			
	NT3XX	NT Course*		3		
		TOTAL HOURS: 6	3	3	0	0
		TOTAL CERTIFICATE HOURS: 12				

*Choose from NT320 Gospels (3), NT330 Acts & Paul (3), NT350 Pastoral & General Epistles & Revelation (3)

SUMMARY OF REQUIREMENTS

12 Credit Hours Required

Graduate Certificate in Hebrew Studies – On-Campus

Sequence of Required Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	OT302	Hebrew I		4		
	OT304	Hebrew II			2	
	OT305	Old Testament Exegesis				3
		TOTAL HOURS: 9	0	4	2	3

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	OT3XX	OT Course*		2 or 3		
		TOTAL HOURS: 2 or 3	0	2 or 3	0	0
		TOTAL CERTIFICATE HOURS: 11 or 12				

*Choose from OT320 Pentateuch (2) or OT330 OT Historical Books (3)

SUMMARY OF REQUIREMENTS

11 or 12 Credit Hours Required

Graduate Certificate in Hebrew Studies – Online

Sequence of Required Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	MA200	Introduction to Online Learning		0		
	OT301	Hebrew I		3		
	OT303	Hebrew II				3
		TOTAL HOURS: 6	0	3	0	3

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	OT305	Old Testament Exegesis	3			
	OT3XX	OT Course*		2 or 3		
		TOTAL HOURS: 5 or 6	3	2 or 3	0	0
		TOTAL CERTIFICATE HOURS: 11 or 12				

*Choose from OT320 Pentateuch (2) or OT330 OT Historical Books (3)

SUMMARY OF REQUIREMENTS

11 or 12 Credit Hours Required

Graduate Certificate in New Testament Studies – On-Campus

Suggested Sequence of Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	NT220 or 320~	Gospels*				3
		TOTAL HOURS: 3	0	0	0	3

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	NT230 or 330~	Acts & Paul*		3		
	NT250 or 350~	Pastoral & General Epistles & Revelation *				3
		TOTAL HOURS:6	0	3	0	3
		TOTAL CERTIFICATE HOURS: 9				

SUMMARY OF REQUIREMENTS

9 Credit Hours Required
*Must Choose 3 of 4 NT Course Options. May also choose NT200 NT History & Theology (Spring) [English Track Only]
~Pre-requisites for 300-level NT courses: NT302 Greek I, NT304 Greek II, NT305 NT Exegesis

Graduate Certificate in New Testament Studies – Online

Suggested Sequence of Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	MA200	Introduction to Online Learning		0		
	NT220 or 320~	Gospels*		3		
	NT230 or 330~	Acts & Paul*				3
		TOTAL HOURS: 6	0	3	0	3

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	NT250 or 350~	Pastoral & General Epistles & Revelation*		3		
		TOTAL HOURS:3	0	3	0	0
		TOTAL CERTIFICATE HOURS: 9				

SUMMARY OF REQUIREMENTS

9 Credit Hours Required
*Must Choose 3 of 4 NT Course Options. May also choose NT200 NT History & Theology (Fall or Spring) [English Track Only]
~Pre-requisites for 300-level NT courses: NT301 Greek I, NT303 Greek II, NT305 NT Exegesis

Graduate Certificate in Old Testament Studies – On-Campus

Suggested Sequence of Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	OT220 or 320~	Pentateuch*		2		
	OT230 or 330~	OT Historical Books*				3
		TOTAL HOURS: 5	0	2	0	3

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	OT240 or 340~	Psalms & Wisdom Literature*		3		
	OT250 or 350~	Prophetical Books*				3
		TOTAL HOURS:6	0	3	0	3
		TOTAL CERTIFICATE HOURS: 11				

SUMMARY OF REQUIREMENTS

11 Credit Hours Required
*Must Choose 4 of 5 OT Course Options. May also choose OT200 OT History & Theology (Fall) [English Track Only]
~Pre-requisites for 300-level OT courses: OT302 Hebrew I, OT304 Hebrew II, OT305 OT Exegesis

Graduate Certificate in Old Testament Studies – Online

Suggested Sequence of Courses

Please note: Modifications to this sequence can be made through consultation with your advisor.

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	MA200	Introduction to Online Learning	0			
	OT220 or 320~	Pentateuch*	2			
	OT230 or 330~	OT Historical Books*		3		
	OT240 or 340~	Psalms & Wisdom Literature*				3
	OT250 or 350~	Prophetical Books*				3
		TOTAL HOURS: 11	2	3	0	6
TOTAL CERTIFICATE HOURS: 11						

SUMMARY OF REQUIREMENTS

11 Credit Hours Required
*Must Choose 4 of 5 OT Course Options. May also choose OT200 OT History & Theology (Summer/Spring) [English Track Only]
~Pre-requisites for 300-level OT courses: OT301 Hebrew I, OT303 Hebrew II, OT305 OT Exegesis

Master of Arts, Exegetical Theology (MAET) – TEACHOUT

Suggested Sequence of Courses

			SUMMER	FALL	JAN-TERM	SPRING
FIRST YEAR	NT302	Greek I	4			
	NT304	Greek II	2			
	CH310	Ancient & Medieval Church History		3		
	EM301	Educational Foundations §		3		
	NT305	NT Exegesis		3		
	OT302	Hebrew I		4		
	ST300	Covenant Theology I		3		
	OT304	Hebrew II			2	
	NT320	Gospels				3
	OT303	OT Exegesis				3
	OT320	Pentateuch				2
		Electives ‡				4
		TOTAL HOURS: 36	6	16	2	12

			SUMMER	FALL	JAN-TERM	SPRING
SECOND YEAR		Electives ‡	4			
	MA397	MA Thesis Supervision I		(2)		
	NT330	Acts & Pauline Epistles		3		
	OT330	OT Historical Books		3		
	OT340	Psalms & Wisdom Literature		3		
		Electives‡		2		
	CH320	Reformation & Modern Church History				3
	MA398	MA Thesis Supervision II				(2)
	NT350	Pastoral & General Epistles & Revelation				3
	OT350	Prophetical Books				3
		Electives ‡				2
		TOTAL HOURS: 30	4	13	0	13
		TOTAL DEGREE HOURS: 66				

Bible Content Exam

The Bible Content Exam must be attempted during the student's first semester of coursework and passed prior to graduation.

Summary of Degree Requirements

BIBLE EXAM
CURRICULUM HOURS: 62 (50 core hours; 6 systematic theology elective hours; 6 exegetical elective hours)
THESIS HOURS: 4 (awarded upon successful thesis completion)
TOTAL DEGREE HOURS: 66

§ 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 Educational Ministries (MAEM) – TEACHOUT

Sequence of Required Courses

			SUMMER	FALL	JAN-TERM	SPRING
FIRST YEAR	AT310	Christian Formation & Calling		3		
	EM301	Educational Foundations		3		
	OT200	OT History & Theology		3		
	ST300	Covenant Theology		3		
	EM502	Teaching & Learning				3
	NT200	NT History & Theology				3
	CC310	Foundations for Apologetics & Outreach				3
	ST310	God & Humanity: Foundations of Counseling				3
		TOTAL HOURS: 24	**0**	**12**	**0**	**12**

			SUMMER	FALL	JAN-TERM	SPRING
SECOND YEAR	ST330	Sin, Christ & Salvation		3		
	WM310	God's World Mission		3		
		EM Electives‡		2		
		Church History*		3		
		Free Electives			2	
		Free Electives				3
		EM Electives‡				2
	EM503	Leadership & Ministry Development / Capstone				3
	ST350	Spirit, Church & Last Things				3
		TOTAL HOURS: 24	**0**	**11**	**2**	**11**
		TOTAL DEGREE HOURS: 48				

Bible Content Exam

The Bible Content Exam must be attempted during the student's first semester of coursework and passed prior to graduation.

Field Education

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

Summary of Degree Requirements

BIBLE EXAM
FIELD EDUCATION
CURRICULUM HOURS: 48 (30 MA common core hours; 9 MAEM core hours; 4 EM elective hours; 5 free electives)

‡ Elective hours must be EM approved courses. Electives may be taken in any term.
* Choose between CH310 Ancient & Medieval Church History, CH320 Reformation & Modern Church History, or CH200 Story of Christianity.

Master of Theology, Exegetical Theology (ThM)

Schedule of Required Courses (subject to change)

			SUMMER	FALL	JAN-TERM	SPRING
FIRST YEAR	ST700	Advanced Hermeneutics	3			
	OT700	Graduate Seminar in OT		3		
		Exegetical Elective‡		3		
		Elective‡		4		
		Elective‡			2	
	NT700	Graduate Seminary in NT				3
	TM897	Thesis Supervision I*				0 (3)
		Elective‡				3
		TOTAL HOURS: 21 (24)	3	10	2	6 (9)

			SUMMER
SUMMER	OT710	Advanced Studies in Biblical Theology	3
	TM898	Thesis Supervision II*	0 (3)
		TOTAL HOURS: 3 (6)	3 (6)
		TOTAL DEGREE HOURS: 24	

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)

			SUMMER	FALL	JAN-TERM	SPRING
FIRST YEAR		Bible Elective+		4		
		Applied Theology Elective<		4		
		Elective#		3		
		Applied Theology Elective<			2	
		Elective‡				
		Bible Elective+				5
		Applied Theology Elective<				3
	TOTAL HOURS: 24		0	11	2	11

			SUMMER
SUMMER	TM792	ThM Practicum	3
	TM793	ThM Contextualized Writing Project	3
	TOTAL HOURS: 6		6
TOTAL DEGREE HOURS: 30			

Summary of Degree Requirements

Curriculum Hours: 30 credit hours

- 9 Bible elective hours
- 9 applied theology elective hours
- 9 free elective hours
- 3 Contextualized Writing Project 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.

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

‡ Electives may be taken in any term.

Academic Calendar 2022–2023

March 24, 2022 – Pre-Registration Opens for the 2022–2023 Academic Year

May 2022

4 Summer Term Loan Confirmation Window Opens
15 Summer Term Pre-Registration Ends
19 Summer Term Tuition Payments Begin
23 Summer Term Begins
30 Memorial Day (Seminary Closed)

June 2022

1 Summer Term First Tuition Payment Deadline

July 2022

4 Independence Day (Seminary Closed)
5–8 Summer Break for Residential Courses (No Classes)
18–23 Residency Week for Hybrid Courses

August 2022

1 Summer Term Final Tuition Payment Deadline
10 Fall Semester Loan Confirmation Window Opens
19 Summer Term Ends
21 Fall Semester Pre-Registration Ends
25 Fall Semester Tuition Payments Begin
27 Residential New Student Orientation
29 Fall Semester Begins
30 Convocation

September 2022

1 Fall Semester First Tuition Payment Deadline
5 Labor Day Holiday (Seminary Closed)
9 Last Day to Add a Fall Semester Full-term Course
9 Last Day to Drop a Fall Semester Full-term Course without Receiving a "W"
23 Board of Trustees Meeting
23–24 FSI Lectures
27 Day of Prayer (No Residential Classes)

October 2022

3 Preaching Lectures (No Residential Classes)
17–22 Residency Week for Hybrid Courses
17–22 Fall Break (No Classes)

November 2022

4 Last Day to Withdraw from a Fall Full-term Course
21–25 Thanksgiving Break for Online/Hybrid Courses
23–25 Thanksgiving Break for Residential Courses (No Classes, Seminary Closed 24-25)

December 2022

1 Fall Semester Final Tuition Payment Deadline
10; 12 Final Exams – Online/Hybrid
12 Last Day of Fall Semester Residential Classes
13–16 Final Exams for all Courses
23–1/2 Christmas Break (Seminary Closed)

January 2023

3 January Term Begins
4 January Term Pre-Registration Ends
5 Spring Semester Loan Confirmation Window Opens
9–14 Residency Week for Spring Hybrid Courses
10 January Term Tuition Payment Begins
16 Spring Term Pre-Registration Ends
16 Martin Luther King, Jr. Day (Seminary Closed)
16 January Term Final Payment Deadline
20 January Term Ends
20 Spring Semester Tuition Payments Begin
23 Spring Semester Begins
27 Board of Trustees Meeting

February 2023

1 Spring Semester First Tuition Payment Deadline
3 Last Day to Add a Spring Full-term Semester Course
3 Last Day to Drop a Spring Full-term Semester Course without Receiving a "W"
17 Austin Harrington Counseling Lectures (No Residential Classes)

March 2023

3-4 FSI Conference Series

7	Day of Prayer (No Residential Classes)
20–24	Spring Break (No Classes; Seminary Closed)
31	Last Day to Withdraw from a Spring Full-term Course

April 2023

6–10	Easter Break (No Residential Classes)
7–9	Good Friday, Holy Saturday, & Easter (Seminary Closed)
28	Board of Trustees Meeting

May 2023

1	Spring Semester Final Tuition Payment Deadline
3	Friday Classes Meet Today (Except Internship)
5	Last Day Spring Courses Meet (Except Internship; Last Day of Internship Classes: Monday, May 8)
6	Final Exams
8–11	Final Exams
11	Baccalaureate Ceremony
12	Commencement Ceremony
22	First Day of Summer Online and Hybrid Courses
29	Memorial Day (Seminary Closed)

Contact List

To Find Out About	Contact
Academic Advising	Advising (One-Stop; Founders 2nd Floor)
Add/Drop a Class	Registrar (One-Stop; Founders 2nd Floor)
Address Changes	MyCTS
Alumni Affairs	Alumni Relations (Founders 1st Floor)
Apartments/Leasing	Leasing Office (One-Stop; Founders 2nd Floor)
Apartments/Maintenance	Apartment Manager
Apologetics and Culture	The Francis Schaeffer Institute (Founders 3rd Floor)
Audiovisual Equipment	Information Technology Services (Library 2nd Floor)
Bible Exam	Registrar (One-Stop; Founders 2nd Floor)
Billing Questions	Business Office (One-Stop; Founders 2nd Floor)
Canvas	Information Technology Services (Library 2nd Floor)
Chapel	Student Life (Edwards Hall)
Community News	Communications (Founders 2nd Floor)
Computers	Information Technology Services (Library 2nd Floor)
Café	Café Manager
Counseling Services	Counseling Center (Library 2nd Floor)
Course Change	Registrar (One-Stop; Founders 2nd Floor)
Day of Prayer	Student Life (Edwards Hall)
Deferred Payments	Business Office (One-Stop; Founders 2nd Floor)
Degree Changes	Academic Advising (One-Stop; Founders 2nd Floor)
Discipline	Dean of Students (Edwards Hall)
Emergencies (Facilities)	Security (314.581.7212)
Emergencies (Students)	Security (314.581.7212)

To Find Out About.....Contact

Faculty…… .... .faculty@covenantseminary.edu

Family Nurture Program.....Student Life (Edwards Hall)

Fax..... One-Stop (Founders 2nd Floor)

Field Education.....Director of Field Education (One-Stop; Founders 2nd Floor)

Financial Aid Information.....Financial Aid (One-Stop; Founders 2nd Floor)

Grade Reports.....Registrar (One-Stop; Founders 2nd Floor)

Graduation (Regalia, Diploma) .....Registrar (One-Stop; Founders 2nd Floor)

Grounds.....Director of Grounds (314.392.4171)

Guest Rooms.....Guest Rooms Reservations Coordinator (Edwards Hall)

Housekeeping.....Housekeeping, Guest Services and Events Manager (314.392.4175)

Identification Cards.....Library

International Students.....International Student Advisor (One-Stop; Founders 2nd Floor)

Internet Access (Student Lab) .....Library

Loan Deferrals.....Registrar (One-Stop; Founders 2nd Floor)

Lost and Found.....Community Center (Edwards Hall)

Mail.....Mail Services (314.392.4179)

Maintenance.....Supervisor of Maintenance (314.392.4168)

Microsoft Teams.....Information Technology Services (Library 2nd Floor)

Ministry Lunches.....Student Life (Edwards Hall)

MyCTS.....Information Technology Services (Library 2nd Floor)

Non-Counseling Internship Programs.....Director of Field Education (One-Stop; Founders 2nd Floor)

Online Education .....Academics (Dean's Office; Founders 3rd Floor)

Parking.....Facilities Supervisor (314.392.4179)

Parking Stickers.....Facilities Supervisor (314.392.4179)

Payment of Tuition, Rent, etc. .....Business Office (One-Stop; Founders 2nd Floor)

To Find Out About.....Contact

Placement.....Alumni Relations (Founders Hall 1st Floor)

Refunds.....Registrar (One-Stop; Founders 2nd Floor)

Registration.....Registrar (One-Stop; Founders 2nd Floor)

Room Reservations (Events) .....Manager of Campus Events and Guest Services (Edwards Housekeeping Office)

Scheduling (Classes) .....One-Stop (Founders 2nd Floor)

Scribe Writing Center.....Library

Sexual Offense Report .....Title IX Coordinator (Founders Hall 2nd Floor)

Security/Safety – Non-Emergency (Campus) 314.581.7212

Snow Schedule Information.....Website/MyCTS/RAVE

Student Directory.....MyCTS

Student Portal.....Information Technology Services (Library 2nd Floor)

Student Employment Assistance.....MyCTS

Summer School.....One-Stop (Founders Hall 2nd Floor)

Supply Preaching.....Alumni Relations (Founders Hall 1st Floor)

Telephone Information.....Receptionist (Founders Hall 1st Floor)

Transcript Requests.....Registrar (One-Stop; Founders Hall 2nd Floor)

Veterans Administration.....Lead Academic Advisor (One-Stop; Founders Hall 2nd Floor)

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

Website.....Communications (Founders Hall; 2nd Floor)

Withdrawal.....Registrar (One-Stop Founders 2nd Floor)

Writing Center (The Scribe) .....Library

Zoom.....Information Technology Services (Library 2nd Floor)

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