

**THE LUTHERAN THEOLOGICAL SEMINARY
at PHILADELPHIA**

**MASTER OF SACRED THEOLOGY MANUAL
POLICIES AND PROCEDURES**

Revised 2011

Accredited by the Association of Theological Schools (ATS)
in the United States and Canada

The Commission on Accrediting

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PURPOSE AND GOALS

The Master of Sacred Theology (STM) is an advanced academic degree that enables men and women to continue their studies beyond a basic level degree in divinity (MDiv or other first graduate theological degree that provides equivalent theological background and evidence of aptitude for advanced theological study). It presupposes both the completion of a first professional degree and willingness to attend to serious theological study at an advanced level.

The **purpose of the degree** is to provide a more advanced mastery of one area or discipline of theological study than is normally provided at the basic degree level. Candidates for the STM degree are to:

1. Develop an advanced understanding of a focused area or discipline in the context of general theological study;
2. Use research methods and resources in the discipline;
3. Develop the ability to formulate productive questions;
4. Express their learnings in clearly articulated written and oral forms of expression;
5. Engage in scholarly conversation with peers in advanced programs.

Persons pursue the degree for a variety of reasons: as a preparation for further study at the PhD level; as a preparation for some forms of teaching; for the scholarly enhancement of ministerial practice; or for disciplined reflection on a specialized function of ministry.

The program of studies may take place directly following completion of the MDiv or MAR degree or may be entered into many years later. It may be pursued on a full-time residential basis or on a part-time basis.

This Manual describes policies and procedures currently in effect* in the Master of Sacred Theology program sponsored by The Lutheran Theological Seminary at Philadelphia.

*Later revisions of the Manual may affect your program so be sure to check with the Director of Graduate Studies if any changes have been made since you entered the program. When used, the title “Dean” refers to the Dean of the Seminary.

In addition to this Manual, please check the <i>LTSP Catalog</i> for all other seminary policies and procedures.
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ADMINISTRATION AND CONTROL

Authorization to confer the Master of Sacred Theology degree is granted by the Commonwealth of Pennsylvania Department of Higher Education. Periodic evaluation and accreditation is the province of the Association of Theological Schools and the Middle States Association of Colleges and Secondary Schools.

At Philadelphia, the STM program functions under the direction of the Faculty Education Council. The Dean and the Director of Graduate Studies exercise administrative responsibility.

Registration and management of student files are handled by the Office of the Registrar. The business office is responsible for the administration of fiscal matters.

The Faculty reserves for itself such prerogatives as (1) admissions, (2) appointment of Advisor and supervisory committees or evaluation panels, and (3) final evaluation of candidate's work and recommendation to Board of Trustees for the conferral of the degree.

ADMISSION TO THE STM PROGRAM

Admission to the Master of Sacred Theology program, according to ATS standards, “shall require the MDiv, or first graduate theological degree providing equivalent theological background, or its educational equivalent, and evidence of aptitude for advanced theological study.” Specific admission requirements (policy and procedures) are outlined below.

Admission is on a “rolling admissions” basis, with admissions committee meetings being held several times during each year. Successful applicants are then notified, assigned an Advisor, and informed of the dates, location, format and costs of advanced program course offerings at LTSP. Candidates are expected to contact their Advisor as soon as possible to discuss their expected program and begin to plan a tentative Major.

Admission Requirements:

Prerequisites for admission into the program shall include the following:

1. The completion of the first professional degree –MDiv or other first graduate theological degree –at a fully accredited theological school.
2. Normally, graduation with a grade point average of 3.0 (B) or better in the MDiv or other first graduate theological degree.
3. Normally, the completion of a bachelor’s degree or equivalent from a fully accredited college.

Other requirements for admission include Graduate School application form, transcripts, references, and a “statement of ministry” (lay or ordained).

ENGLISH LANGUAGE TESTS

That, for admission to the advanced degree programs, applicants whose language of origin is not English and/or previous instruction is not in English must take the Test of English as a Foreign Language (TOEFL) and the Test of Written English (TWE), administered by the Educational Testing Service and given regularly at many centers throughout the world, or they must provide other evidence of competence in English. In either case, the student must also submit a letter from a professor (or other person who knows the student’s academic writing) that vouches for the quality of the student’s ability to read technical material and to write in English at a level suited for study in advanced level degrees. Note: TOEFL and TWE tests must have been taken within two years of the student’s application to LTSP.

THE STM PROGRAM: AN OVERVIEW

There are two forms of the STM degree at LTSP. Students make an initial selection at the time of matriculation, but the initial selection may be revised at any time by agreement with the Advisor.

STM With Thesis

The STM with thesis consists of eight course units* in advanced program courses (at LTSP these would be STM/DMin or STM/PhD courses) plus a thesis. At least four of the course units and the thesis must be in the Major area of study, including:

Anglican Studies, Bible, Christian Education, Church History, Church and Society, Congregational Dynamics (with a focus on stewardship, evangelism, or administration), Homiletics, Inter-faith Studies, Liturgy/Worship, Lutheran Studies, Pastoral Care, Theology, and World Christianity (with a focus on history, missions, or theology).

Persons who intend to go on to PhD studies are advised to take the STM With Thesis track. The thesis is an excellent experience in sustained academic research and writing, which will be preparation for the longer doctoral dissertation work.

Guidelines for the Thesis are below (“Detailed Guide to Preparation of the Thesis”).

STM With Oral Integrative Examination (no thesis)

The STM with oral integrative exam consists of ten course units* in advanced program courses (at LTSP these would be STM/DMin or STM/PhD courses) plus an oral integrative examination that draws together the learnings in the Major area of study. At least five of the courses must be in the Major area of study, which the student has chosen, including:

Anglican Studies, Bible, Christian Education, Church History, Church and Society, Congregational Dynamics (with a focus on stewardship, evangelism, or administration), Homiletics, Inter-faith Studies, Liturgy/Worship, Lutheran Studies, Pastoral Care, Theology, and World Christianity (with a focus on history, missions, or theology)

The oral integrative examination may be taken at any time after the completion of the five course units in the Major area of study or in the final semester of study.

The Guidelines for the Oral Integrative Examination are below (See “Oral Integrative Examination”).

* A course unit means one full-course (3 or more hours). “Course units” includes independent studies (see “Independent Studies”). For full listing of course offerings in any year, consult the LTSP catalogue and Advanced Level Degrees brochure.

Duration of the Program

The duration of the program will vary with each candidate, depending on whether study is full-time or part-time, the scope of the candidate's professional responsibilities (if any), and the pace of progress toward the stated goals of the program. However, the program shall be completed in no less than one year and no more than six.

Be aware that students can rarely expect to complete the degree in a nine-month academic year. Only by dint of an extremely heavy overload could one complete the degree by May. Courses are offered during the summer, and full-time students should expect to use at least the summer to complete course work or write the thesis.

STM FOLLOWED IMMEDIATELY BY DMIN

Students who know from the beginning or early in their program that they want to do both an STM and a DMin at LTSP should bear in mind the following so that they can proceed as smoothly as possible from one degree to the next.

1. A student who wishes to pursue both DMin and STM degrees should indicate this desire to the Director of Graduate Studies and to the Registrar so that they may work with the student to ensure that the requirements for both degrees are met as expeditiously as possible. While the student will first be registered for one degree and then the next, nevertheless guidance can be given that will help in planning the second degree while working on the first. (The degrees will be done sequentially, not concurrently, so that the student can take advantage of the 6-year limit on each degree.)
2. Students may begin a second advanced level Professional degree (DMin) at LTSP as soon as all requirements are met for the first advanced level Academic degree (STM) at LTSP. That is, they may begin work towards the second degree even if graduation and the conferring of the first advanced degree have not yet formally taken place.
3. The student will be required to submit the requisite DMin application (including one academic, one peer, and one ecclesiastical reference). No application fee will be required, however. It is important that in the "statement of purpose" the student articulate why he/she wishes to pursue an advanced academic degree, in addition to the previous advanced professional degree.
4. Up to three courses of a conferred STM (or equivalent advanced level) degree count towards a DMin. No further transfer of courses from other non Eastern Cluster institutions or advanced standing credit will be granted towards the second degree, provided:
 - a. That the STM Major requirements are satisfied, and
 - b. That the three courses that count also for the DMin must have been taken at least three years after completion of the MDiv degree (or equivalent).

In other words, in the second degree the number of courses from a previously conferred degree, and/or from transfer credits, and/or from advanced standing can total no more than three. This means that a student who first completes the STM must take at LTSP five courses, two colloquia, a project, an on-site visit, and four candidacy papers in order to complete the DMin degree. (However, up to four courses will be transferable from previous graduate coursework at one of the Eastern Cluster Seminaries, leaving only four courses to be taken for the DMin Program.)

5. STM students who have so indicated their desire to the Director of Graduate Studies and to the Registrar will be permitted to take the DMin Collegial seminar as a course toward the STM degree, provided that they have completed 3 years in ministry following the MDiv (or equivalent) at the time they take the seminar.
6. STM students who have so indicated their desire to the Director of Graduate Studies and to the Registrar will be permitted to take the DMin Colloquia at any point during their STM program and so to save the credits for future use in the DMin degree

program, again provided that they take the Colloquia after they have completed 3 years in ministry following the MDiv (or equivalent).

7. Students who first do an STM are advised to save copies of graded STM papers in the fields of exegesis, theology, case study and sermon/teaching exhibit for use as possible candidacy papers in the DMin degree.
8. Normally, courses taken during the STM and transferred over to the DMin program will be considered as “electives” and will not count toward the DMin Focus. Since such students will need five courses to complete the DMin, students should chose their courses carefully in order to fulfill their Major requirements.

Graduate Studies Committee, Nov. 15, 2010

ADVANCED GRADUATE CERTIFICATE

The Advanced Graduate Certificate is designed to follow the first theological degree (MAR or MDiv), and to enable the candidate to engage in serious study at an advanced level. It may undertaken as a step toward either the Master of Sacred Theology or the Doctor of Ministry degrees, or on its own accord.

Description

1. The certificate requires completion of 8 STM/DMin level courses with a GPA of at least 2.75 in a 4.0 scale.
2. Courses are in such areas as worship/liturgy, preaching, education, ethics, public theology, world religions, administration, evangelism, pastoral care, communication, collegial ministry, church and society, and stewardship.

Length

3. Courses may be taken over a six-year period.

Admission Requirements

4. AGC applicants must have a baccalaureate degree from a fully accredited college and either a Master of Divinity degree (generally, 90 semester hours of graduate credit) or a Master of Arts in Religion degree or equivalent (at least 60 semester hours of graduate credit) from a fully accredited seminary or divinity school. The GPA on the MDiv or MAR degrees must be 3.0 or higher.

Relation to Master of Sacred Theology (STM) and Doctor of Ministry (DMin) Degrees

5. Persons may apply either to the STM or DMin programs upon the conclusion of their Advanced Graduate Certificate Program. (The student should bear in mind that the maximum length of the STM and of the DMin programs is six years per degree program, which includes the additional degree work, outlined below. Annual extensions beyond six years require permission of the faculty and payment of an extension fee.
6. Only students with a GPA of 3.0 in the AGC are able to apply for the STM or DMin program.

Those students who intend to apply to the STM Program following the AGC should keep the following in mind:

1. AGC courses may count toward the STM Major. Since the STM requires four or five courses in a Major area, it is wise to plan ahead and to take those Major courses as part of the eight courses of the AGC. Otherwise, the Major courses will need to be taken after the completion of the AGC.
2. AGC/STM students may take STM/DMin courses. They are not permitted to take PhD seminars or PhD/STM courses.
3. Students who first do the AGC and then the STM will have a total of six years to complete each program. However, it should be remembered that only courses that are not ten years old can be applied to the STM. This means that it is wise to apply for the STM program before completing four years in the AGC program, so that all of the AGC courses can

count for both programs. By the same token, students who apply to both programs simultaneously will need to complete requirements for both programs within six years. Annual extensions beyond six years require permission of the faculty and payment of an extension fee.

Transfer of course credits

1. Up to three courses toward the AGC may be transferred from other schools that are accredited to offer STM/DMin degree. (However, up to four courses will be transferable from previous graduate coursework at one of the Eastern Cluster Seminaries.)
2. Such courses must be completed at the STM, DMin or similar advanced level with a grade of B or higher. (i.e. no MDiv or other basic level courses will be accepted.) Courses completed over 10 years ago will not be able to be applied to the certificate without approval of the faculty.

THE ADVISOR AND EVALUATION PANEL

The Advisor shall be nominated to the faculty by the Director of Graduate Studies after indication of possible Major area by the STM registrant and after consultation with the proposed faculty Advisor. This process begins after admission. Notice of approval of Advisor is given by the faculty no later than the end of the semester in which the student enrolls.

If a student is unsure about choice Major, an interim Advisor will be appointed who will guide the student on selection of courses until a Major is clearly designated. Then the student will inform the Director of Graduate Studies of the chosen Major area and, if necessary, the Director of Graduate Studies will recommend to the faculty a change of Advisor.

If an Advisor is “on leave,” “on sabbatical leave,” or leaves the faculty of the school, the need for replacement should be discussed by the candidate with the Director of Graduate Studies.

When appropriate in the program of an STM With Thesis, the Director of Graduate Studies in consultation with the Dean will appoint one more faculty member who, together with the Advisor, will form a committee or panel before which the student will defend the thesis. (A third faculty member may be added to the panel at the request of the Advisor to the Director of Graduate Studies.) The panel will be chaired by the Advisor. The panel, after examining the candidate and his/her academic record, as well as the quality of the thesis, will recommend to the faculty whether the candidate shall be approved for the degree.

In the STM with Integrative Oral Examination, the candidate shall prepare for examination under the supervision of the faculty Advisor. The examination may be scheduled at any convenient time following the completion of the five courses in the Major area. The candidate shall be examined by the Advisor and one additional member of the faculty appointed by the Director of Graduate Studies in consultation with the Dean. This panel of two, upon satisfactory completion of the oral exam and the completion of all course work with requisite grade point average, will recommend to the faculty whether the candidate shall be approved for the degree. (Please present the S.T.M Oral Integrative Examination” form to your Advisor, which is located in the Appendix.)

In either track, the panel’s meeting with the candidate for oral evaluation of the candidate’s work will be held no later than three weeks prior to the date when the faculty meets to make recommendations to the Board of Trustees for the awarding of the degree in any given year. (Normally this would mean the oral evaluation would be before mid-March, but may be as early as mid-February in some years. Contact the Director of Graduate Studies for the date in any given year.) A recommendation from the panel will go before the faculty for consideration, approval, and recommendation to the Board of Trustees for awarding of the degree.

COURSE WORK

The Major Field

Candidates must enroll in 8 (thesis track) or 10 (non-thesis track) 3-hour courses of study. At least half of the courses (4 for thesis track, 5 for non-thesis track) must be in one of the following Major fields:

Anglican Studies, Bible, Christian Education, Church History, Church and Society, Congregational Dynamics (with a focus on stewardship, evangelism, or administration), Homiletics, Inter-faith Studies, Liturgy/Worship, Lutheran Studies, Pastoral Care, Theology, and World Christianity (with a focus on history, missions, or theology).

Occasionally, the Major may include two fields, but the student needs to consider this possibility very carefully indeed to ensure that a suitable thesis or integrative exam will be viable. Normally, such an inter-field Major will be approved only when the fields are clearly related. For example, "Preaching the New Testament" would warrant a panel comprised of faculty members from the homiletics and biblical fields. The thesis or oral examination then must include both fields also. Should a student change direction and plan a thesis or oral exam in only one of the fields, then, additional coursework must be done in that field so that the requirement of the Major is met.

Non-Matriculants

A prospective applicant may register as a non-matriculant and complete up to two courses for credit before being admitted to the graduate school. The number of courses taken by a student who has not matriculated will be limited to two, except in the case of persons who have been admitted to advanced level degree programs in other accredited institutions. Non-Matriculants must follow the procedures as outlined on the "[Non-Matriculant or Auditor Registration Page](#)" of the website.

Proposals for Supervised Instruction at other Institutions

The student shall initiate all proposals for coursework at institutions other than LTSP. The Advisor must approve them in advance.

Course Dates: Beginning and Concluding

Each course within the eight or ten course units shall have designated beginning and concluding dates. In the case of independent study tutorials such dates shall normally coincide with LTSP semester dates and will be designated by the student in a proposal to the Dean, submitted in advance of undertaking the course. After approval of the course as proposed the dates provided shall constitute boundaries for the calculation of fee refunds in the case of early withdrawal.

Registration Changes and Late Registration

After the announced registration deadline, students may change registrations (drop, add, change credit-to-audit or vice-versa) through the late registration (drop/add) period. There is no fee for such changes, and courses dropped in this period incur no tuition charge. This period ends at the close of the first week of extended semester courses, at the end of the first day of intensive courses. Termination of study in a registered course after the late registration

(drop/add) period no longer constitutes a drop, but a withdrawal (see below). A student filing his/her initial registration after the announced deadline will be assessed a late registration fee.

Withdrawal from Courses

Following the “Late Registration/Change Deadline” each term, any course for which a student has registered will remain on the student’s permanent record. A student may request the Dean to permit him/her to withdraw from a course without prejudice up to the mid-point of the term. Withdrawal by the mid-point is recorded on the transcript as a “W” and is not included in calculation of the grade-point average. Withdrawal from a required course after the mid-point of a term shall be recorded as an “F” (failure). In the case of an elective course, a withdrawal after the mid-point of any term shall be recorded as an “F” (failure) unless the student has a passing record in that course and the Dean permits the course to be recorded as an “audit.” The mid-point of each term is specified in the official calendar of the Seminary as published in the specific term supplements of The Catalog.

Courses Taken Prior to Admission

Courses taken for credit in the LTSP graduate school prior to admission to the STM program may be credited toward the degree. The student must designate the particular courses for which credit is sought and initiate the request in writing to the Registrar. Such courses may not have been used for another degree.

Only courses done in the last ten years are considered acceptable in the program, whether taken prior to or during the program. If a student wishes to count for credit any course older than ten years, a petition must be made for that purpose to the LTSP faculty through the Director of Graduate Studies.

Credit for Conferred Degrees

Up to three courses of a conferred DMin (or equivalent advanced level) degree count towards a STM. No further transfer of courses from other non Eastern Cluster institutions or advanced standing credit will be granted towards the STM degree.

In other words, the number of courses from a previously conferred degree, and/or from transfer credits all together can total no more than three units. (However, up to four courses will be transferable from previous graduate coursework at one of the Eastern Cluster Seminaries, leaving only four courses to be taken for the DMin Program.) Courses from a conferred DMin (or equivalent advanced level) degree will normally be considered as “electives” and not as part of the STM Major.

Failing Grade

In the advanced level programs (STM, DMin and General Studies) F designates failure, which requires the taking of equivalent course work. However, any F continues to remain part of the transcript and will be counted in the GPA.

Grade Requirements for the Degree

For successful completion of the STM degree students shall maintain an overall grade average of not less than 2.75 in all supervised instruction, with at least a 3.0 (B) average in the Major field of study.

POLICIES FOR COURSE PAPERS

Seminary policy for persons who live off-campus or are part-time and do not have a seminary mailbox:

If you want your paper returned with comments and grade on it, then you will need to submit with the paper a self-addressed, stamped envelope. Otherwise, the instructor will submit the grade to the registrar, but is not required to return the paper to you. (Instructors do not keep papers after the grades are submitted.)

Seminary policy for all students:

It is the responsibility of the student to keep a hard copy of all course papers. If a paper gets lost in the mail on the way to the instructor, you will receive an F unless you are able to supply another copy to the instructor. Keeping the paper on the hard drive can be hazardous –all sorts of things happen to papers on hard drive!

Seminary policy for submitting papers online:

Hard copy of papers are always acceptable and encouraged. The following policy applies to electronically submitted papers at The Lutheran Theological Seminary at Philadelphia: Each faculty member may decide whether or not to accept on-line submissions of course assignments. Students who submit papers by email may receive comments from the instructor by email; it is not the seminary's responsibility to print hard copies of papers. It is the student's responsibility to submit work on time and in a form readable by the instructor. A paper that arrives late or in unreadable form will be considered late for grading purposes. (Consult the instructor to ensure that you use a platform that will be readable by the instructor.)

INDEPENDENT STUDIES

The STM program provides opportunity for the student to negotiate an occasional independent study through LTSP in the course of his/her program.

Several rubrics are important.

1. The student shall consult with his/her Advisor prior to negotiating an Independent Study. All Independent Studies require the same registration procedures as other courses, and all rules and deadlines concerning registration, fees, withdrawals, and extensions shall pertain.
2. In addition to registration, the student should consult with the faculty member whom he/she hopes will be the Advisor of the study. (Normally, Independent Studies will be supervised by faculty members from LTSP.)
3. The Following procedures should be followed:
 - The student will then complete an Independent Study form (available at the Registrar's web page: <http://ltsp.edu/advanced-level-graduate-school-registration>.)
 - Attach a proposal for the study. A proposal for independent study shall include a statement rationale, objectives, strategies, means of assessment (normally a total of 30-35 double-spaced typed pages) and bibliography (normally no fewer than 10 books).
 - These forms should be submitted to the Registrar at LTSP who, in turn, will submit them to the Director of Graduate Studies and the faculty member concerned for their approval and signatures. The student will receive a copy of the signed form from the Graduate Studies Office.
4. Fees for independent studies shall be remitted as required to LTSP.
5. Independent Studies may occasionally include certain continuing education programs or other forms of instruction. (Negotiate in advance with the Independent Study Advisor in consultation with the Director of Graduate Studies.) Any additional fees or expenses will be responsibility of the student and will be paid directly to the continuing education program or institution responsible for the form of instruction.
6. Should the Director of Graduate Studies assign an Advisor for the study who is not a full-time LTSP faculty member, then reimbursement will be governed by accepted school policies and will be negotiated by the Dean's Office with the instructor concerned. Such an instructor will be considered as LTSP adjunct faculty for the purpose of the independent study.

UPGRADE GUIDELINES

Occasionally, in both the STM With Thesis and the STM With Integrative Oral Examination, students may take an MDiv senior elective that is up-graded to an advanced level. Normally no more than two such upgraded courses will be taken, but in special circumstances more may be allowed provided that “at least one-half of the work required shall be in courses designed for students in advanced programs” (ATS standards, 1996).

Criteria for upgrades of first professional courses for credit for advanced level degrees such as STM are as follows:

1. Courses for graduate upgrades should normally be electives.
2. A graduate student should normally not take more than two such courses in a graduate degree program. (In special circumstances more may be allowed provided that “at least one-half of the work required shall be in courses designed for students in advanced programs” (ATS standards, 1996).
3. Upgraded courses may not have been used for credit toward another degree.
4. The area and the deans must approve such upgrades before the course is taught. Upgrades are appropriate only in courses that are taught by faculty with a PhD or nearing the completion thereof.
5. Notification of additional requirements must be sent by the faculty member to the deans: at least ten books in the bibliography and the equivalent of a 30-35-page paper.
6. ½ unit courses are not eligible for upgrades.

<p>NOTE: It is the responsibility of the student to request a faculty member to provide an upgrade. Faculty members have the right to refuse if they consider a particular course to be unsuitable for the purpose. Therefore, it is important to make the request before or at the very beginning of the course and, if necessary, to change registration to enroll in another course.</p>
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COURSE TRANSFER POLICY

In both the STM With Thesis and the STM With Oral Exam, up to three course-units may be transferred in from advanced level programs in other accredited institutions, provided that they have not been used for any other degree, and provided that the requirements of the Major are met. To be eligible for transfer toward the STM degree, a course completed at another school shall meet the following requirements:

1. The course was taken for credit at a fully accredited seminary or other fully accredited graduate institution.
2. The course was taken at the STM or DMin level or the equivalent. (If the course is an upgrade of an MDiv senior elective, LTSP upgrade guidelines apply.)
3. The student had completed the appropriate basic-level theological degree of his/her advanced-level program before taking the course.
4. The course is clearly relevant to the student's LTSP degree program and is approved by the student's Advisor.
5. The course was taken within ten years prior to the student's admission to the advanced-level LTSP degree program.
6. The course was not previously credited toward another degree, either received or anticipated.
7. The student received a grade equivalent to B or better ("pass" in the case of pass/fail course).
8. Transfer courses will normally be considered "electives" and not as part of the STM Major.

Not more than three units towards an STM degree may be fulfilled through transfer of credits, with the exception of up to four units being transferred from one of the Eastern Cluster seminaries.

Faculty Minutes, Dec. 12, 2000

Faculty Minutes, Dec. 11, 2008

Graduate Studies Committee, Nov. 15, 2010

NOTE: Admitted students are responsible (1) for informing the LTSP Registrar when they have enrolled in a course at another accredited graduate institution, as approved by their Advisor, and which they intend to use for transfer credit in the STM program; and (2) for arranging on completion of the course for a transcript to be sent by the Registrar of that institution to the LTSP Registrar. Since a continuation fee is charged in any year when no work is done for credit, it is important to inform the LTSP Registrar when such work is being pursued. Credit will not be given and a continuation fee will be charged if no transcript is received.

PLAGIARISM POLICY

God's good creation is constituted by richly interdependent diversity (Gen. 1). God's creatures praise their maker precisely in lifting up their diverse voices (Ps. 150). As witness to the eschatological ingathering of all God's people, the church depends upon the diverse gifts that the Spirit apportions to the different members of the community (1 Cor. 12). The recognition and cultivation of these gifts is essential to the health of the community.

Plagiarism injures the community by inhibiting the recognition and cultivation of gifts imparted by the Spirit. Clearly the unattributed use of the words and/or ideas of others fails to give appreciative recognition of their gifts. But this illegitimate appropriation of the gifts of others also blocks the recognition and cultivation of the actual gifts of the person engaged in plagiarism.

Plagiarism creates an atmosphere of falsehood in the community's discernment and cultivation of gifts, both within the Christian community and in God's larger creation. Since freedom comes only by way of truth (Jn. 8:32), such falsehood can only result in captivity and therefore has no place in the Christian community.

On this basis, the seminary adheres to the following general requirements for the acknowledgement of sources of academic work. These requirements apply to both print and electronic media.

A. Quotations = Any sentence or phrase that a student uses from another source must be placed in quotation marks or, in the case of longer quotations, clearly indented beyond the regular margin. Any quotation must be accompanied (either within the text or in a note) by a precise indication of the source.

B. Paraphrasing = Any material that is paraphrased or summarized must also be specifically acknowledged in a note or in the text.

C. Ideas = Specific ideas that are borrowed should be acknowledged in a note or in the text, even if the idea has been further elaborated by the student.

D. Bibliography = All the sources consulted in the preparation of an essay or report should be listed in a bibliography.

In addition to plagiarism, the following related practices are also unacceptable compromises of the truth requisite to a free community.

- 1) Multiple submission: Failure to obtain prior written permission of the relevant instructors to submit work which has been submitted in identical or similar form in fulfillment of any other academic requirement at any institution.
- 2) False citation: The deliberate attribution to, or citation of, a source from which the material in question was not, in fact, obtained.
- 3) Submission of work done by someone else, either with or without that person's knowledge.

Neither ignorance of the regulations concerning academic violations nor personal extenuating circumstances are an adequate defense against charges of plagiarism.

Should an instructor ascertain that plagiarism has been committed, the instructor will first consult with the student and the Dean before making a determination of the penalty. The first offense of plagiarism will be penalized either by the failure of the assignment (in the case of a minor assignment) or by the failure of the course (in the case of a major assignment). In addition, in the case of plagiarism on a major assignment, the failure of the course will also lead to the student being placed on academic probation for the next semester of study. A second offense will normally be penalized by dismissal from the seminary.

[Adopted June 1999, revised April 2004, LTSP Faculty. Significant portions of the above descriptions of aspects of plagiarism and related offenses against the community are taken from Princeton University Rights, Rules, Responsibilities 1990 Edition (Princeton University, Princeton, New Jersey). The final paragraph is taken from the Wartburg Theological Seminary Student Handbook. Acknowledgment is gratefully made to Princeton University and Wartburg Theological Seminary for permission to use this material.

STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

The following procedure is to be followed by a student who wishes to formally pursue a complaint against a member of the faculty regarding any matter that adversely affects academic course work or conditions conducive to learning, unless the complaint is one of sexual harassment, in which case the procedure described in the Seminary's "Policy Concerning Sexual Harassment" shall be followed.

1. It is the intention of the Seminary to resolve grievances informally by consultation, if possible. Therefore the aggrieved student shall first approach the faculty member directly, explain the disagreement, and try to resolve it in a mutually satisfactory way. If the student wishes, he/she may ask another faculty member or Student Service staff for assistance in arranging such a meeting and facilitating discussion with the faculty member with whom he/she has a complaint. Such assistance may be sought from his/her faculty Advisor, unless the faculty Advisor is a party to the grievance. However, the student or the faculty member may resort to any other faculty member that he/she may deem helpful.
2. If the dispute cannot be resolved by such informal consultation, the aggrieved student may take the second step of filing a formal written complaint with the Dean. The complaint shall describe both the incident(s) that precipitated the grievance and the unsuccessful attempt to resolve it informally, and shall be filed no later than thirty days after the incident that precipitated the grievance with a copy to the faculty member concerned. If the faculty member in question is the Dean, the complaint shall be filed with the President. The Dean/President shall promptly refer the matter to the Area Chair of the faculty member involved in the dispute (or to a senior professor of the Area, if the Area Chair is involved) to arrange a meeting of both parties to review the complaint and examine the relevant information. Such a meeting shall be arranged within ten days of the filing of the formal complaint. The Area Chair/Professor shall attempt to reconcile the dispute in a mutually satisfactory way, or may decide the case in accord with any of the policies stated in the Faculty Handbook/Student Handbook or any customary practice that may apply.
3. If no mutually satisfactory resolution is reached, or if the Area Chair/Professor has made a decision, to which either party objects, the student or the faculty member may take the third step of requesting a hearing from the Dean. If the faculty member in question is the Dean, the request shall be filed with the President. The request shall be made in writing and addressed to the Dean/President. The Dean/President shall conduct a hearing involving both parties to resolve the issue or render a decision. The Dean/President may solicit the assistance of professional counselors, mediators or appropriate faculty members in arriving at a decision on the dispute. The decision of the Dean/President, which shall be rendered within ten days of the formal hearing, is final.

IMPORTANT GRADUATE SCHOOL POLICIES

Computer Literacy and Ownership

In order to ensure that all students are capable of utilizing the enhanced technologies that are incorporated into all of the seminary's courses, as well as to facilitate communications with students through email communications and course Web sites, it is a requirement of students matriculating at LTSP that they have regular access to appropriately equipped computers and that they utilize their LTSP email account. (See: <http://ltsp.edu/computer-policies>.)

Continuation Fees

Students will be charged a Continuation Fee in any academic year the student does not complete a course, submit a candidacy document or Project in Ministry. The seminary will assume that students wish to continue in the DMin Program and will automatically be charged Continuation Fees in a year in which there is no program activity up until the six year time limit.

Program Extensions

The maximum period within which the degree may be earned is six years from inception of study. The date of Admission to the DMin degree program will start the six-year clock for the program. Requests for extension of the six-year limit are addressed to the faculty through the Director of Graduate Studies. Extensions must be requested annually, and if granted, require payment of the annual Program Extension Fee. The seminary will assume that a student wishes to remain in the program up till the sixth year.

Financial Hold

DMin students on financial hold who have not taken courses or otherwise been active in the program for two full academic years will be removed from the roll. They may reapply for admission after clearing their student account.

Leave of Absence

Students may petition for a Leave of Absence for a full academic year in which they will not be liable for Continuation or Program Extension Fees, and is renewable for a second year. The Leave of Absence year will not count toward the six-year limit for the degree. The petition must be in writing and submitted to the Director of Graduate Studies. The Faculty has the right to grant or refuse such petitions.

LTSP Email Account, Henry Student Database, and Blackboard,

Upon matriculation into the DMin Program students will be given a username and password for their LTSP email, Henry Student Database, and Blackboard. These interfaces will be the primary method of communication between the seminary and the student, which will include notification of seminary policies, news, student registration information, course grades, and course modules. It is the student's responsibility to maintain these accounts. (To route the LTSP email account into an already existing email server please go to:

<http://ltsp.edu/emailaccounts>.

COSTS

See the current LTSP Seminary Catalog for the fees applicable to the following items:

Application Fee (non-refundable)
Seminary Services Fee
Fee per course unit
Colloquium I Fee
Colloquium II Fee
Graduation Fee
Continuation Fee (if no work for credit, or submission of Candidacy Papers or the Project in Ministry for the preceding year. The seminary will assume that you wish to remain in the program up to the six year limit regarding your Continuation Fees, unless you indicate otherwise.)
Reinstatement Fee (if dropped from the seminary roll due inactivity)
Extension Fee (should faculty grant extension of program beyond six years)
Project Fee.

<p>NOTE: Fees for courses taken at other institutions for transfer credit or as part of an independent study are the responsibility of the student and are paid directly to the institutions at which the courses are taken.</p>

Additional Advisory costs for projects extending beyond the learning contract (if any) are the responsibility of the student.

Room and Board during any periods in residence, travel, books, supplies, etc., are additional. "Housing and Meals" requests for Intensives Courses are due into the Registrar's Office one month prior to the start of your course. Room and Board requests submitted later than this cannot be guaranteed. These forms can be found on the Registrar's web page at: <http://ltsp.edu/advanced-level-graduate-school-registration>.

Student health insurance fees, which are mandatory for any student enrolled more than half time, are additional unless a waiver is granted for coverage under another group plan.

FINANCIAL AID STATUS DURING THE WRITING PHASE

Advanced-level students engaged in the writing of projects, theses, and dissertations may elect to declare themselves as either part-time or full-time for purposes of deferring loans or obtaining loans, grants or scholarships while not enrolled in course units. Students are eligible to declare themselves as active part-time or full-time based on the following criteria:

- a) Students must have completed all their program-required course units.
- b) Students must have registered with the Registrar their project, thesis, or dissertation
- c) Students must be in academic good standing and may not be on financial hold.
- d) Students must submit this form during each academic year of eligibility.
- e) Forms must be filed before the end of the Add/Drop period of the semester.
- f) Students in “Writing Status” remain liable for all mandatory program fees (e.g., program continuation, program extension, seminary services fees, etc.).
- g) Students may not have reached the maximum time limit on eligibility for part-time or full-time writing status (see limits below).

Maximum time limits for active writing status:

STM Thesis One full academic year, listed as full time, OR
..... Two full academic years, listed as half time..

Contact the Graduate Studies Office for a request form.

<p>PLEASE NOTE: Students who are writing full-time will need to take responsibility for contacting the seminary to enroll for healthcare insurance, if they desire it.</p>

NON-THESIS TRACK STM

Protocols for the Non-Thesis Track STM

1. The non-thesis track for the STM will consist of ten courses and an oral examination.
2. At the outset of the program, an Advisor will be appointed by the Director of Graduate Studies, in consultation with the Dean. The Advisor will approve the choice of courses and also chair the oral examination.
3. Five of the ten courses approved by the Advisor shall be in the area of concentration.
4. Upon successful completion of the five courses in the Major area of study (with a grade average of B or higher in these courses), or in the final semester of study, the student will file the request for an oral examination with the Registrar. The examination will cover the area of concentration and will be conducted by the Advisor and one other faculty member.
5. In the case of an unsatisfactory examination, students normally will be granted one opportunity for re-examination.

The Oral Examination

The Director of Graduate Studies, in consultation with the Dean, will assign each candidate a faculty Advisor appointed. The Director of Graduate Studies will also appoint an additional faculty member who, with the Advisor, will constitute the panel that conducts the oral examination.

The student is to take the initiative in arranging conferences with the Advisor as necessary for preparation for the oral examination. This will assure that the student has prepared for and been engaged in adequate consultation at those stages which are especially important in the preparation for the oral examination.

The intent of the oral examination is to ensure that the student is able to integrate the material covered in the courses in the area of concentration and is also capable of thoughtful theological reflection upon that material. The examination panel will not therefore repeat assessment of particular course material, but rather will ask the student to draw together the varied course learnings into an integrated whole and thus demonstrate mastery of the area of concentration. The key words are “integrate” and “theological reflection”.

Normally, the student will meet face to face with the panel for the oral examination. In exceptional cases, where travel would result in hardship, an oral examination may be conducted by electronic media.

A typical oral integrative examination is approximately one hour in length. Allow a total of one and a half hours, to include time for the panel to confer before and after the examination.

Preparation for the Oral Examination

The following process helps ensure that the exam is consistent and fair to all students.

1. The Advisor will first discuss with the student the courses taken in the Major area and any particular directions or areas of interest the student has pursued (and which may well be helpful starting points for the oral exam).
2. The Advisor (or panel) will draw up several integrative/theologically reflective questions that will be broad/general enough to allow the student to express his/her knowledge of the field. The questions should be based upon
 - Goals and Objectives of the Major Course syllabi,
 - Course notes and/or papers they have written for the Major Courses,
 - And/or primary books from course Bibliographies.

The Graduate Studies Office can provide a standard set of questions for each Major that can be “tweaked” by the Advisor and student, based upon the student’s coursework and area of interest.

3. The Advisor will give/mail/email a copy of the questions to the student normally at least two weeks before the exam.
4. Candidates will not be expected to cover material or books that they have not already covered in their courses. In other words, this is the integration of the work they have already done (possibly entirely with instructors other than panel members).
5. Students will be permitted to make brief notes on these questions and bring them into the exam, if they wish.
6. Following the Examination, the Advisor should fill out the STM Oral Integrative Examination form (located in the Appendix of this Manual), and submit this to the Graduate Studies Office.

Timing of the Oral Integrative Exam

The STM Oral Integrative Exam may be scheduled at any time after the completion of the five Major courses (with an average grade of 3.0 in the Major area) or in the last semester of study if the fifth course is still in progress.

The timing (calendar) of the steps will vary according to the candidate's circumstances. It is helpful in planning to begin with the end date and consider the steps in reverse order to establish a candidate's individual calendar. In all cases, the limit is six years from inception of the program until award of degree. Program extensions are available only with faculty approval one year at a time and with payment of annual extension fee.

The awarding of degrees occurs at the annual Commencement in mid-May. For award of STM degree in a given May, the oral examination shall be scheduled so that the results will be known prior to the March faculty meeting in the year in which the degree is to be granted. This will ensure that, if successful, the student's name may be presented to the faculty and hence to the Board for approval for graduation.

DETAILED GUIDE TO PREPARATION OF THE THESIS

I Nature, Purpose, and Scope

The STM thesis is a major research paper through which the student demonstrates the ability to engage in significant scholarship. It is to embody the results of original research and to substantiate a specific view.

A typical STM thesis is 100-125 pages in length, but the number of pages alone is not a sufficient measure of adequate scope. It needs to be long enough to provide the specificity and depth appropriate to the study, and short enough to maintain the requisite focus.

II Supervision and Evaluation

Each candidate is guided in this phase of the program by a faculty Advisor appointed by the Director of Graduate Studies. The Advisor chairs the panel that will evaluate the thesis.

The student is to take the initiative in arranging conferences with the Advisor. Conferences may be arranged at any time, and ordinarily should be requested at least once monthly. This will assure that the student has prepared for and been engaged in adequate consultation at those stages which are especially important in the development of the thesis.

The final draft (also known as the Review Copy) is presented in two copies to the Registrar; in turn, the Registrar distributes the copies to the faculty panel. The panel reads the document and meets with the candidate for formal discussion and final adjudication of the thesis. Note that the Advisor may request the Director of Graduate Studies to add a third faculty member to the panel. In this case, the student must provide a third copy of the final draft (Review Copy) to the Registrar for distribution.

III Sequence and Calendar

The sequence of steps in the thesis preparation is set forth in section IV below; the timing (calendar) of the steps will vary according to the candidate's circumstances. It is helpful in planning for a thesis to begin with the end date and consider the steps in reverse order to establish a candidate's individual calendar.

The awarding of degrees occurs at the annual Commencement in mid-May. For award of the STM degree in a given May, the complete review copy of the thesis (see IV D) must be submitted to the Registrar by the February 1 at the latest, prior to the expected May graduation. The timing of the preceding steps will vary according to the time available for study, research, and writing. In all cases, the limit is six years from inception of the program until award of the degree; program extensions are available only with faculty approval one year at a time and with payment of the annual extension fee.

IV Steps in the Process

A. Selection of Subject

The candidate for the degree is expected to take the initiative in selecting the subject area for the thesis. The subject is delineated by the student in consultation with the Advisor, with consideration given to the following queries:

1. Is the subject significant? This is a judgement in which the Advisor and the student must concur since the subject should be meaningful to the student.
2. Is the scope of the subject sufficiently limited to allow adequate treatment within the allotted time and with the facilities at the student's command?

B. The Proposal

Once the student and Advisor have agreed concerning the subject and provisional title, the student prepares a thesis proposal according to the guidelines below. Consultation with the Advisor in this stage is crucial. It will be helpful to consult the criteria for evaluation of a thesis (Section V).

1. Writing the proposal.
 - a. State the title. Keep the title short and descriptive of the project.
 - b. Describe the rationale of the project. This involves setting forth the origin and background of the study, its implications, the reason for interest in it, and the need for it.
 - c. Give a general statement of the project. It is from this general statement that the specific formulation of the project will be derived. Define the area and scope of the study, and indicate the basic proposition, situation, question, or technique that the project will examine.
 - d. The formulation and limitation of the project. This involves a precise statement of what the student proposes to do. State clearly the desired goal or outcome of the project. In some instances, it will be helpful for the student to clarify the intentions by adding to the positive statement an explanation of matters that lie beyond the limits of the study.
 - e. Indicate in a preliminary way the theological/biblical issues/foundations that are relevant and will be developed in the project.
 - f. Indicate previous studies relating to the project. The student shall present a brief description of earlier studies which have bearing on the proposed investigation. This description should contain a statement of what earlier studies have revealed and should carry reference to areas of the general problem which remain unexplored or which have been inadequately explored. In the event the student finds no studies relating to the investigation proposed, note shall be made of that fact. The findings in this step ought to indicate why the student feels justified in carrying out the investigation.
 - g. Identify sources and prepare a preliminary bibliography. When sources are contemporaneous with the investigator, a relatively full description is required. The student shall indicate how source materials are to be handled. With the proposal, include the bibliography compiled to this point. No more than 30% of resources may be those available on the web; 70% or more must be printed resources.

- h. State the procedures of investigation. Describe fully the procedure(s) to be followed in making the study. This should include a clear explanation of the steps one expects to follow in carrying out the investigation. This is not a preview of conclusions, but a statement of the processes to be used in the various phases of the project. If there are procedures of questionnaire or experimentation type, the greatest care must be observed to shape the instrument for obtaining data. It is particularly important to work out such matters with the Advisor in advance of presenting the proposal to the committee.
- i. Include a tentative outline of the document. This should show at least the larger sections, such as chapters and major subdivisions. It should indicate how one intends to articulate the work and should reflect careful preliminary investigation and planning.

Expect to revise the draft proposal several times under the guidance of your Advisor/committee before it is developed into the final form. The time spent is worthwhile because the proposal will be used as the yardstick by which you develop the project and by which the committee will eventually evaluate the final product.

2. Submitting the proposal.

Submit one copy of the completed proposal to the Advisor along with a Thesis Registration Form (Appendix B). The proposal deadline is pragmatic, not formal: it is governed by the February 1 deadline for submission of the complete review copy of the thesis, and by the time and energy that can be committed by the student in moving from proposal to completed thesis. In general, students are well-advised to submit the proposal one year in advance of the expected date of graduation.

The Advisor will review the proposal and may request a meeting with the student as part of this review.

- a. If the proposal is accepted, the Advisor will sign the registration form to indicate acceptance and present the form to the Registrar. The Registrar will assess the thesis fee. The fee is payable within two months of approval of the thesis proposal, and it is not refundable for any reason, including termination of the student's program.
- b. If not accepted, the proposal will be returned with the registration form to the student for revision and resubmission. When the proposal is accepted, the steps of paragraph (a) above will apply.

C. Drafts

The number and nature of preliminary drafts of the thesis will depend upon a combination of Advisor expectations, student capacities, and the nature of the topic. In some cases, submission of material chapter by chapter may be requested; in others, it may be appropriate to develop a series of complete drafts at varying levels of refinement.

It will be helpful at this stage to have previewed the requirements of style and presentation, which apply to the final version of the thesis (see sections D and VI following).

D. The Review Copy

This is the complete thesis, including abstract, precis, title page, table of contents, chapters, and bibliography. It is prepared according to the style and formatting requirements of the final archival copies (see sections IV G and VI), except that it is submitted to the Graduate School in two copies (or three if indicated by Advisor) on plain photocopier paper. (Students may print on both sides of the paper for the Review Copies, but not the Archival copies.) The review copy deadline is February 1 at the latest, preceding the May in which graduation is desired.

If the tentative outline was carefully constructed, it will require few changes. However, there may be places where it will need modification by transposition, extension or omission. The following considerations pertain:

1. Write with a view to attractive literary style. Write so that the reader can readily gather clear-cut ideas about the subject. Write for the reader.
2. Pay special attention to accuracy in the choice of words and to variety in both vocabulary and sentence structure. The student is responsible for typographical corrections; copy read meticulously. Use a spell-check and grammar-check.
3. The Introduction should contain:
 - a. A statement of the specific issue to be studied;
 - b. A review of previous studies of the subject;
 - c. A brief description of the sources, the materials, and the methods employed in the investigation;
 - d. The limitations of the present study (geographical, chronological, topical, institutional, and the like);
 - e. Background information to assist the reader's understanding; and
 - f. An indication of the order in which the main divisions of the subject are to be treated in the body of the document.
4. Pay special attention to logical development and to connections between the divisions. The divisions, subdivisions and subordinate heads must be so chosen and stated that each will lead to an exhaustive treatment of its part of the subject and avoid repetition and overlapping, and at the same time contribute to the progress of thought. Each paragraph will concern itself with one matter only, and each sentence will contribute directly to the Major topic. Special care must be taken to indicate relations of part to part by means of topical and transitional sentences. Each division and subdivision should begin with a paragraph that will link it to the preceding paragraph and introduce the next stage of the argument, and it should close with a paragraph that will summarize its contents and indicate its bearing on the report thus far.

5. After the data of the document have been presented clearly and logically, the conclusion of the whole should be stated succinctly. The final interpretation, solution, or statement of findings is the fruit of the study.
6. Remember that theological reflection is a required part of all STM theses. Such reflection may be biblical or doctrinal or historical.

E. Review and Defense

When the faculty panel has read the review copy, a meeting will be scheduled for student and panel. This is the occasion for a sharing of the panel's analysis and the student's defense of the thesis. The panel may approve the thesis as submitted or approve with minor typographical corrections required, or the panel may require substantive revision prior to a second review (see F following). Normally, the student will meet face to face with the panel; in exceptional cases where travel would result in hardship, the defense may be conducted by electronic media.

F. Revisions

1. If required revisions are minor, the student will make the corrections and move directly to the final submission of copies (see section G following). The Advisor will make a final inspection before ratification.
2. If revisions are to be substantive (matters of organization or argument, or even a large number of typographical errors), the student will be asked to submit a second (revised) review copy, and step (1) above then applies.

Note about timing: Review Copies may be submitted at anytime throughout the year, with approval of the student's Advisor. However, **February 1** is the last possible date for submission for those students wishing to graduate the following May. In addition, students must submit the "Application to Graduate" by **January 3** to the Registrar's Office.

Consult with your Advisor or the Director of Graduate Studies so that you are clear on dates.

G. Final Submission (Archival Copies)

1. To ensure archival quality, the seminary requires that the final copies of your thesis be printed high-quality, white, acid free, 8 ½ x 11-inch paper.
2. The quality of print needs to be clear and dark. (Many students utilize the services of photocopy companies, such as FedEx Kinkos, or Staples.) The second and third copies may be a photocopy of the original.
3. Prepare two copies of the thesis document and submit them to the Registrar by May 1 preceding graduation. (One copy is for library archives and one is for library circulation.) Do not punch holes in the pages or bind them in any way. The Library will bind both copies. Print only on one side of the page. (It is recommended that the student make a personal copy.)
4. With each copy of the project document, provide the following separate documents (same margins, but single-spaced):
 - a. **The Abstract.**
This is a summary document of not more than one-thousand words. It should enable one who does not have time to read the whole project document to take in at a glance the specific issue to be studied, the method, the principal facts and the solution or findings. Single space on separate sheets numbered in Arabic numerals. Numbering is separate from the project itself, since the Abstract is not considered a part of the project.
 - b. **The Precis.**
This is an even briefer summary of not more than 150 words. Single space on separate sheet headed simply "Precis". No page numbering.
5. Assemble in the following order: Precis, Abstract, Project (title page, table of contents, chapters, bibliography, and appendices if any).
6. If you have one or two short Appendices, continue page numbering to the end. If the Appendix/ces are more than a few pages, number separately starting with Appendix A. If you have more than three appendices, include a Table of Appendices before Appendix A.
7. Also, with the archival copies, submit the Release Form for LTSP library circulation.

V. Criteria for Evaluation of the Project Document

1. Accuracy. Have the data, quotations, and references been checked, and are the facts on which the conclusion is based stated clearly and accurately?
2. Objectivity. Do the conclusions largely depend on the writer's own opinions or opinions quoted from others? Where opinions are given, are they supported by factual data? Are the opinions of reputed authorities accepted as fact without further investigation or criticism? Is the significance of the findings judiciously discerned and stated?
3. Impartiality. Is there a sincere search for the truth regardless of whether or not it may require the revision or even the abandonment of a hypothesis? Is any evidence omitted which speaks against the conclusion drawn by the writer? Is any evidence omitted which speaks in favor of it? Are the data fairly interpreted, so that merely possible fact is distinguished from probable or certain fact?

4. Logic. Is the document developed logically, and is it free from fallacies? Does it avoid ambiguous and shifting terms, reasoning from analogy, reasoning from silence, begging the question and all forms of irrational evidence?
5. Literary Style. Is it written in language that is accurate, suited to the theme, interesting and cultured?
6. Length. Normally 100-125 pages of text (excluding appendices if any). There is no virtue in "padding." Quotations from secondary sources should be kept to a minimum, and all extraneous and repetitious matter should be rigorously excluded.
7. Clarity. Can the reader understand exactly what the writer has done and said?
8. Creativity. While the project document is not required to be a new contribution to knowledge, it should show imagination in the various steps of selecting and defining the subject, assembling the material for the body of the report and drawing conclusions. Such things as a fresh approach to the subject, new interpretation of data, raising questions that arise in the course of the study, and suggestions for further investigation add to the value.
1. Theological Integrity. Has the author accurately and thoughtfully engaged the Scriptures and the theological tradition of the church (either historical or contemporary)?
2. Integration. Theology and Practice of ministry must be clearly integrated. Theological insights should inform ministerial approach and practice. The reader should be able to perceive this integration.

VI. Style

1. General layout, format, and style

- a. Leave a one and one-half inch margin at the left on each page and at least three quarters of an inch on the other three sides. The same margins apply to charts, graphs, tables, and maps. Use a five-to-ten space indentation for paragraphing.
- b. Double space the body of the manuscript. Single space long indented quotations, footnotes, and similar special material.
- c. The Title Page should follow the template included in the Appendices.
- d. The project document should otherwise follow the standard style-manual: Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations (Chicago: Univ. Chicago Press, 7th ed., 2007)-- or the latest edition thereof. A section on grammar, punctuation, style, etc., is included in most standard dictionaries and generally conform to Turabian. (See especially Webster's New Universal Unabridged Dictionary, 2003; The Random House Webster's Unabridged Dictionary 2nd. Edition, N.Y. Random House, 2005.) For style and rhetoric, see William Strunk and E.B. White, Elements of Style. 4th edition. Boston: Allyn and Bacon, 2000 or, William Strunk, E.B. White, and M. Kalman, The Elements of Style Illustrated, 2007.

2. Citation of sources

Generally, there are two acceptable ways of proceeding:

- a. The first is quite traditional and utilizes footnotes or endnotes with a bibliography. See Turabian, particularly chapters 8, 9, 10, and 11. An example of a footnote in the first style:
Rebecca Smith, *Lifelong Education: Reflections of a Teacher* (Philadelphia: Bell Press, 2009), 54.

In this style, the bibliographic citation would be:

Smith, Rebecca. *Lifelong Education: Reflections of a Teacher*. Philadelphia: Bell Press, 2009.

- b. The second style is more contemporary and utilizes parenthetical references and a reference list. See Turabian, particularly chapters 8, 10 and 11. An example of a parenthetical reference, right in the text itself in this style, would be:
(Smith 2009, 54)

In this style the reference list at the end of the manuscript would take this form:

Smith, Rebecca. 2009. *Lifelong Education: Reflections of a Teacher*. Philadelphia: Bell Press.

Titles may be in italics or underlined.

(The student may choose the style but, having chosen, must be consistent in its use.)

3. Bibliography/reference list

The bibliography or reference list at the end should include all (but only) the books and articles that have been used by the writer in preparing the project document. If the project is dependent on a major author, the bibliography may be divided into two sections, one for the primary (the major author's) works, the other for the secondary works. Most projects will not require this distinction in the bibliography. If there are any important works on the subject which were not available to the writer, they may be listed separately and the fact that they were not consulted should be mentioned.

Every item in the bibliography or reference list should contain the following information: (a) the full name of the author or editor; (b) the exact title of the work as it appears on the title page; (c) the name of the translator, if there is one; and, (d) the place, publisher, and date of publication.

The order of these items will vary according to the choice between bibliography and reference list for citations.

Bibliographic citations for electronic media should include: author's last name, author's first name, article title (in quotation marks), title of complete work, name of site, date, URL address or location, and date of your visit to the site. It might look like this:

Thomas Paine, *Rights of Man: Being an Answer to Mr. Burke's Attack on the French Revolution, Part 1*, ed. Moncure Daniel Conway, (London: G.P. Putnam, 1894), Google Books, <http://books.google.com/books?id=GrYBAAAAYAAJ> (accessed November 16, 2009).

Thomas Paine, *Common Sense, Rights of Man and Other Essential Writings of Thomas Paine* (New York: Signet Classics, 2007), Kindle edition.

4. The Font should be Times New Roman, 12 pt throughout the project, and 10 pt for footnotes.
5. Pages should be numbered with a centered page number at the bottom. The title page is not numbered, nor is the table of contents if it is a single page. If the table of contents is more than one page, number in small Roman numerals (i, ii, iii... etc.).
6. Do not justify the right margin. Only the left margin should be justified.
7. Use spell-check and grammar-check programs to ensure accuracy.
8. Boldface and italics should be used rarely and are not necessary. Boldface may be used in headings only. Italics are to be used only for foreign words, book titles, and journal titles. Alternatively, book titles may be underlined without italics.
9. To emphasize words or phrases within the text, underline the word or phrase. Do not italicize. Do not use boldface. Do not use all capitals.
10. This is an objective piece of research. If possible, construct your sentences to avoid references to yourself or use such references very sparingly. Consult your Advisor if you needed to make an exception to this rule (e.g. in the use of case studies). Or, you may refer to yourself in the third person (e.g.: The author subscribes to the theory that...)
11. Should the confidentiality of persons or groups need protection, you may change the names and say so early in the text, or, refer to "Mr. A" and "Ms. B".
12. The student is responsible for obtaining written permission to include any materials, artwork, maps, music, etc. from published sources, or verbal material from interviews, questionnaires, surveys, sermons, etc. cited in the project. The Advisor will help in deciding when permissions are necessary. The student is responsible for paying for any permission fees that may be incurred. As the author of the manuscript, you will be asked to certify that any previously copyrighted material used in your work, beyond "fair use," is with the written permission of the copyright owner. Please refer to *Copyright Law and Graduate Research: New Media, New Rights and Your New Dissertation* by Dr. Kenneth Crews. This booklet is available at no charge from UMI. Visit the website at www.umi.com/go/copyrightlaw for the latest digital version.

Lutheran Theological Seminary at Philadelphia Proposed Protocols Regarding Human Subject in Research

Lutheran Theological Seminary at Philadelphia, in conformity with "The Common Rule" guidelines established by the U.S. government Office of Human Research Protections and general practice in academic research, requires all research that is formally conducted under Seminary auspices be reviewed to protect human subjects and minimize potential risks or harm.¹ In order to do so the faculty has established an institutional review board and an institutional review process.

Research requiring review includes the following:

- Research involving human subjects in which there is a potential for more than minimal risk of harm to the subject. As defined in the Common Rule, minimal risk "means that the probability and magnitude of harm or discomfort anticipated in the research are *not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.*"² It is up to the review board to determine whether risks involved exceed this definition, and if so, whether sufficient procedures are in place concerning informed consent and referrals in case of harm.
- Research that falls within the content and methods of the social sciences (including pastoral care, psychology, sociology, anthropology), and research investigating human subjects' subjective experiences or feelings about issues normally considered private or confidential, such as sexuality, addiction, boundary violations, conflict, or violence requires review.
- Research involving subjects who are not competent to evaluate the risks and benefits of participation themselves, including minors or people with cognitive disabilities, must be reviewed. All legal requirements for working with such persons, including directives by the Department of Corrections, must be followed.
- Research in which dual roles may be present between the researcher and the subject(s), such as using students, employees, or counseling clients as research participants.

Examples of research requiring review include:

- Faculty assigning a research project to students that requires the students to have interactions (interviews, small group projects in congregations, etc.) involving human subjects' subjective experiences or feelings, as described above, especially when it entails feeding back or incorporating the information gathered into papers, presentations or class discussion.

¹ The Common Rule, formally titled "Protection of Human Subjects" is part 46 of Title 45 of the Code of Federal Regulations ("45 CFR 46"). See also American Association of University Professors, "Protecting Human Beings: Institutional Review Boards and Social Science Research," <http://www.aaup.org/statements/Redbook/repirb.htm>.

² 45 CFR 46.102.h.i, cited in AAUP.

- Holding small group discussion formats for learning in a congregational context that entail disclosure of private information of a sensitive nature, where the subjects could easily or readily be identified
- Research on specific issues of recent conflict in congregational life or in other organizations, when the actors are readily identified or identifiable
- Research that has the potential for causing harm or inciting further conflict in congregations or in the wider community

Research not requiring review includes the following:

- Research solely for internal institutional use (e.g., course evaluations or institutional self-study)
- Research for a classroom project that does not involve outside participants and is not disseminated publicly or part of a permanent data base
- Archival or historical research, as long as the subjects are no longer living, are not identifiable, and/or no living heirs of the subjects would be caused any harm by dissemination of the research.
- Research in education settings on instructional techniques, curricula, or classroom-management methods
- Research involving the use of educational tests, survey procedures, interview procedures, or observation of public behavior, unless the subject can be identified and disclosure of the subjects' responses could put the individual at risk of criminal or civil liability or could damage the subject's financial standing, employability, or reputation
- Research conducted by Doctor of Ministry students in their ministerial sites in conjunction with demonstration projects that does not reveal confidential information, does not identify individual subjects or participants, and does not carry any potential risk of harm
- Research in other settings that would not reasonably created distress or harm and involves only anonymous questionnaires or public observations
- Research involving elected or appointed officials or candidates for public office
- Research using existing data, documents, or records, as long as these resources are publicly available or the human subject cannot be identified
- Research of public benefit or service programs
- Research that does not place participants in a criminal or civil liability or damage their financial standing, employability, or reputation

- Research related to organization effectiveness in organizational settings for which there is no risk to participants' employability

Examples of research where review is not required include:

- Scholarly review of literature, including other published social scientific research and social scientific data that is made available to researchers
- Archival historical research such as church records or public archives. Most archives restrict access to certain materials, and many require permission to cite or use material from persons who have died within the last 50 years. Research must conform to the rules of the particular archive or institutional body.
- Research that is part of a Doctor of Ministry project that engages subjects on a general level, without identification of specific persons and without reasonable potential for harm, such as evaluating responses to a program or project through instruments that maintain anonymity, assessing responses to a new curriculum, or holding a focus-group to evaluate liturgical changes in the church.

Potential risks that must be considered in a review include those of a physical, psychological, social, economic, or legal nature.

The review process must seek to evaluate risks and benefits that result to participants and the wider community from the immediate research

Confidentiality is presumed and must be maintained in all research unless the investigator obtains the express permission of the subject to do otherwise. Risks from breach of confidentiality include invasion of privacy, as well as the social, economic and legal risks outlined above. Loss of confidentiality is the most common type of risk encountered in social and behavioral science research

Deception is generally to be avoided in research and may only be used if there is no other way to reasonably obtain the data, the risk of harm is minimal, the knowledge sought is important enough to justify deception, and an appropriate procedure is proposed for debriefing of subjects after the conclusion of the research.

Any faculty, staff or student who proposes to conduct or oversee research on human subjects under the auspices of the seminary, for a seminary-approved grant, or for seminary course credit, must submit her or his research designs for approval.

- An individual student should apply for review after having sought and received approval for his or her research proposal with the faculty Advisor involved in overseeing the project, and before actually beginning the research project. Doctor of Ministry students must receive approval as part of the overall proposal approval process, prior to beginning the demonstration project.
- A faculty member should submit a research proposal for review before submitting a proposal to a potential funding source, outside agency, or publisher
- A faculty member should submit a proposal on behalf of her or his students in the case of a class assignment or project before distributing the syllabus if the assignment is identical for each student. In the case of such class assignments, the faculty person

monitors and maintains responsibility for the potential risks to research subjects. Approval applies to subsequent years of the course assignment, as long as no significant changes were made.

- Any substantive changes in project design or research instruments that are made after initial approval has been granted must be submitted for re-approval

Approval is made in light of the following criteria:

- The value of the research project for the overall advancement of knowledge. Validity of research design, methodology, and sampling is determined by weighing the value of the proposed research against any possible risk to participants.
- Credentials of the investigator or plan for student supervision
- Selection of subjects and competency to consent
- Voluntary informed consent/assent and confidentiality
- Plans for dissemination of the data

Risk/Benefit assessment should include weighing of potential harm, use of deception if any, and steps to be taken to minimize risk and care for subjects.

The review board will be constituted annually by the faculty as one of its regular standing committees, with members of the committee being permitted to serve continuously. The board will normally include representatives from the tenured and non-tenured faculty, administration and student body. At least one shall have documented training and/or documented expertise in research methods involving human subjects.

The review board will meet monthly or as needed to review proposals. Proposals may be submitted in writing or by email in a timely fashion to allow adequate consideration by the board. In the case of Doctor of Ministry proposals that require review, candidates may submit the proposal research components and receive tentative approval prior to completion of the final proposal, but the board must review the final proposal with the research components included.

The review board may approve any proposal as submitted, require revision and re-submission of the proposal, or reject the proposal. Approval must be in writing, and delivered in a timely fashion to the individual proposing to undertake the research. In the case of revisions or rejections, the board will provide a written statement to the faculty member or student detailing the reasons for rejection.

The review board will maintain records of all its deliberations and will report these to the full faculty at its regular meetings.

The faculty or student conducting the research will be responsible for maintaining all supporting documentation related to the research, including:

- Documented approval of the research proposal
- Signed consent forms
- Any further documentation related to the research of human subjects, including field notes or other reports

In the case where oral interviews are included as a component of research, consent forms must be used. Where possible the researcher is to electronically or otherwise record the conversations and transcribe the interview, and to submit a copy of the transcription to the human subject who was interviewed for her or his signed approval.

In the case of small group discussions or other situations where approval of actual conversations is not possible to obtain following the fact, the researcher is to take notes and sign and date them, and to make them available to faculty Advisor or members of the review board for inspection if requested.

Researchers are expected to maintain supporting documentation for seven years following completion of their research projects.

Faculty, 4/11/06

APPENDIX A

THE COVER PAGE

The sample is printed on the page following.

The cover page must conform exactly to the example which is printed on the first page following. Notice the margins required, the use of upper and lower case, the spacing, and the date (month and year of commencement, e.g. May, 2010).

APPENDIX B

THESIS REGISTRATION FORM

The form is printed on the second page following. Use this form in submitting the project proposal. See section IV.B.2 above for details.

APPENDIX C

DECLARATION OF INTENT TO GRADUATE FORM

APPENDIX D

RELEASE FORM
[Library Circulation]

APPENDIX E

REGISTRATION FORM FOR ORAL INTEGRATIVE EXAMINATION

The form is printed on the fourth page following. Complete Section A and submit to the Registrar.

APPENDIX F

STM COURSE PLANNING GUIDE

(TITLE HERE IN CAPS)

A THESIS SUBMITTED BY

(Your Name)

TO THE FACULTY OF

THE LUTHERAN THEOLOGICAL SEMINARY AT PHILADELPHIA

in partial fulfillment of the requirements for the

degree of

MASTER OF SACRED THEOLOGY

(date: use month and year only)




Declaration of Intent to Graduate or complete LTSP studies


Please complete this form and return it to the Registrar's Office by January 3 of the year in which you hope to graduate. Use this form if you are—or might end up—in either of the following categories:

- you hope to **complete degree requirements** for graduation by no later than the end of the Spring Semester
- you are completing a special program this year (e.g., Lutheran Year, or specialized certificate), **will not be taking further classes at LTSP**, and wish to receive an Advanced Graduate Certificate from LTSP

If you have any reason to believe you may graduate, you must complete and return this form by January 3. Submit even if you are not SURE your program here will be ending.

 I hope/plan to complete requirements to receive a degree / certificate (circle one) in May of _____ (year). I understand that the appropriate graduation fee (see fee schedule for academic year) will be assessed to my account in the Spring Semester of that year. I understand that the graduation fee will be credited back to me if I fail to graduate.

Students are expected to attend Commencement. For purposes of ordering your graduation gown, please provide the following information:

 Height (feet and inches): _____ Approximate weight in pounds: _____

Please note below the EXACT way you wish your name to appear on the diploma.

- **Print** legibly!!!
- Use **upper and lower case** letters as appropriate: e.g., von Beethoven, Von Beethoven
- Show all **spaces** and **accent/punctuation marks** clearly: e.g., MacFarland, Mac Farland; Renee, René; Moeller, Möller.
- Do **NOT** show titles (e.g., Dr., Sr., The Rev.).
- **DO** show name **suffixes** (e.g., Jr., Sr., III) with precise punctuation.
- If your name is of a culture in which name order does not put family names last, **make sure your name is in the precise order** in which **you** want it to appear.

 YOUR NAME

EXACTLY as it will appear on your diploma (**see above**): _____

Award expected:

- | | |
|---|--|
| <input type="checkbox"/> Master of Divinity | <input type="checkbox"/> Doctor of Ministry |
| <input type="checkbox"/> Master of Arts in Religion | <input type="checkbox"/> Master of Sacred Theology |
| <input type="checkbox"/> Certificate of Study | <input type="checkbox"/> Doctor of Philosophy |
| | <input type="checkbox"/> Advanced Graduate Certificate |

 _____

Your signature **Date submitted**

Return this form to the Registrar's Office by January 3 of the year in which you hope to graduate. Form may be faxed to 215-248-4577. REFER TO GRADUATION CHECK LIST TO BE SURE YOU DO ALL YOU NEED TO GRADUATE

RELEASE FORM

[Library Circulation]

An unpublished manuscript is protected under U.S. Copyright Law against unauthorized use and thereby illegally gotten gain. Should there be interest in "publishing" your scholarship by printing, multiple photocopies, or microfilming, it will remain the responsibility of the party publishing to obtain your permission and make any other necessary arrangements.

However, for the sake of sharing your scholarship, this Seminary wishes to make available for library circulation one copy of your project document. In order that you know this to be the situation we request that you sign the release printed on the third page following, and file that release with the final archival copies of the project document.

[Please print your name and the document title.]

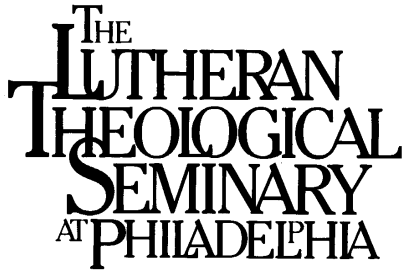
AUTHOR: _____

THESIS TITLE: _____

By my signature below I attest that I understand (1) that a paper copy of my STM thesis will be placed in the circulating collection of the Krauth Memorial Library and (2) that a digitized copy will be placed in the Eastern Cluster Scriptorium on the seminary's server for the purpose of sharing this scholarship with interested readers. I understand that, other than the photocopying of small portions for scholarly study by individuals, any copying by photocopy or microfilm, or any other publication of my work, is not be undertaken unless I have first given written permission. This release is not to be construed as waiving my rights to the copyright protection of this work under the provision for unpublished manuscripts or any other provision of copyright law.

[Signature]

[Date]



STM Program Guide

The Lutheran Theological Seminary at Philadelphia

Name: _____

Date of enrollment: _____
(You may take up to six years to complete STM Program)

Advisor: _____

Major: _____

Projected Courses: _____ Term: _____

Major Field:

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____

Electives:

- 5.) _____
- 6.) _____
- 7.) _____
- 8.) _____

Non-Thesis Track: (At least one of these courses in your Major Field)

- 9.) _____
- 10.) _____

Oral Exam Registration: _____
Projected Oral Defense: _____

Thesis Track:

Proposed Thesis Title: _____

Project Registration Form (due by February 1): _____

Projected Defense: _____

Final Submission to Registrar (by May 1): _____