

Lancaster Theological Seminary
&
Moravian Theological Seminary

Student Handbook

2023-2024

Institutional Relationships

Lancaster Theological Seminary (LTS) and Moravian Theological Seminary (MTS) have been engaged in a multi-year combination process, bringing together the faculties, staff, alumni, and legacies of both institutions for the benefit of their students and wider communities.

In the 2023-2024 academic year, this combination has not yet been made fully and legally complete, which means each seminary remains technically distinct. This combined student handbook is an attempt to leverage the resources shared across both schools as well as those of Moravian University (MU), the larger institution in which MTS is embedded. However, certain policies within this handbook necessitate separate sections for each student body (LTS or MTS), and those areas of uniqueness will be clearly identified.

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Academic Advising

Every Seminary student enrolled in a degree or certificate program is assigned a faculty advisor to assist the student in progressing toward completion of their program(s) of study. Students are encouraged to consult with their faculty advisor on any number of matters, whether spiritual, emotional, academic, or vocational.

Though advisors are an important resource, students still bear ultimate responsibility for knowing and meeting all programmatic expectations, including any credentialing (e.g. ordination, licensure) requirements from one's church judicatory or other governing body.

When an advisor is away on an impermanent but prolonged basis (e.g. a sabbatical period), all students assigned to that advisor will be temporarily reassigned to someone else. However, all such displacements will be reversed upon the original advisor's return to role.

Students not matriculated into a program of study, including auditors, will be assigned a member of the Enrollment team to serve as advisor. Should such a student later transition into a declared program of study, the student will then be reassigned to a member of the faculty.

Requests for a change in advisor can be made to the Enrollment team and initiated by either the student or the advisor. Academic leadership also reserves the right to change an advisor assignment as needed.

Academic Load

The following definitions provided by our accreditor, the Association of Theological Schools (ATS), and the US Department of Education help to classify a seminary student's academic load:

1. **Full time** - anyone taking 12 or more credit hours in a term
2. **Part time** - anyone taking less than 12 credits in a term
3. **Half time** - anyone who is *not* full time but taking at least 6 credit hours in a term.

Students need not maintain a minimum load to remain enrolled, provided they are registered for at least one course per term. In other words, a student may be full time in a given term but then part time in the next (or vice versa) without penalty. However, eligibility for federal financial aid, eligibility for institutional scholarships, etc. *may* carry such requirements. It is the student's responsibility to be apprised of and compliant with all expectations relevant to them.

Any student seeking an **overload**, or enrollment in *more than* 16 credit hours in a given term, must have a minimum cumulative grade point average (GPA) of 3.0 through the most recently completed term and secure approval from the full time faculty.

Students not in a degree or certificate program are limited to 12 credit hours of for-credit coursework. Students who reach this threshold and wish to remain enrolled should either apply for candidacy in a program of study or petition the Admission & Standing Committee for an exception. Petitions for an exception must outline the student's targeted reason(s) for study as well as an expected trajectory of coursework yet to be taken.

Academic Standing

In addition to the University's [Academic Standing](#) policy, the Seminaries carry additional requirements for their students.

1. **Good Standing.** Courses with grades of C-, D+, D, D-, F, NC, W, or WF are considered attempted but not successfully completed.

A Doctor of Ministry student is considered to be making satisfactory progress toward the degree if:

- a. a Pass (P) is achieved in each course taken during the program
 - b. the completion of the Major Project is on schedule in year 4 (or year 3)
 - c. the student annually attends the Doctor of Ministry Symposium (in person or online)
2. **Academic Probation.** Students granted provisional admission are considered on Academic Probation during their initial term of enrollment. Such students who fail to achieve good standing at the end of that term are subject to discontinuance.
 3. **Discontinuance.** In the first term of study, any student who achieves less than 1.0 GPA may be discontinued.

Attendance

In addition to the University's [Attendance](#) policy, the Seminaries carry additional requirements for its students.

Attendance and impact on grades. Because the Seminaries span multiple campuses and seek to be fair and equitable in their expectations of students, attendance policies outlined by faculty should be modality-neutral. That is, whatever is expected from an on-site student to “demonstrate their academic engagement” will also be expected of online students (and vice versa), as best as conditions and technology permit.

As such, instructors may set parameters for engaging with class synchronously online if those parameters are consistent with how students would acceptably engage in the on-site classroom. For example, an instructor can require online participants to be situated in a safe, still, and quiet environment, dressed for public presence, and free of other distractions. This would prohibit students from attending class online while also (1) driving in a vehicle, (2) sitting somewhere loud, or (3) significantly preoccupied with other tasks. Instructors may also require that online students be present onscreen for a certain percentage of class time, consistent with the amount of time on-site students are expected to remain in the classroom.

This is to ensure an optimally conducive learning environment for all participants regardless of their modality.

Auditing

In addition to the University's [Academic Standing](#) policy, the Seminaries carry additional requirements for their students.

Current students who wish to audit a course should contact the course instructor with their request. If approved, the instructor will then forward the request to the Office of the Registrar.

Anyone outside the institution who wishes to audit a course must also first secure documented approval from the course instructor. Once approval has been received, an external candidate must follow the Non-Degree application process to be formally reviewed and accepted. Doing so properly populates the student information system and facilitates access to electronic course materials as well as all other relevant online tools regularly available to students.

Course prerequisites apply equally to auditors, either being met through prior coursework internal to the seminaries or demonstrated as completed elsewhere. This may necessitate submission of an official transcript.

At their discretion, instructors may articulate certain baseline expectations for a course that apply even to auditors. For example, though written and other graded work is not expected of an auditor, an instructor may expect auditors to complete assigned readings in order to more ably contribute to class discussions.

The cost of auditing is included in each Seminary's tuition and fee schedule.

Background Checks

Seminary students are expected to complete and submit select background check results, depending on their enrollment and/or program(s) of study. The presence of anything on a student's background check does not necessarily disqualify them from initial admission or continued enrollment. Concerns will be discussed confidentially with the student as needed.

Lancaster Theological Seminary students at both the master's and doctoral levels must include certain background check results with their admission application:

1. Child Abuse History Clearance
2. Criminal Background Check

Moravian Theological Seminary students must provide background check results before participating in any coursework and/or external placements related to Clinical Internship, Supervised Ministry, or Spiritual Direction for directees. Other courses may also carry a background check requirement, and all impacted courses will be flagged as such during registration.

The required checks should be current (within 1 year) and include:

1. FBI Fingerprint-Based Background Check
2. Child Abuse History Clearance
3. Criminal Background Check

Changes to Program of Study

At any point after admission, students enrolled in a degree or certificate program may discern a desire to make changes to their declared program(s) of study.

Changing Programs. A student seeking to leave one program of study and enter another one must do the following:

1. Consult with their advisor to discuss the reason(s) for changing programs, impacts to the student's vocational plans, and how previously completed coursework will or will not satisfy requirements in the new program.
2. Draft a new Admissions essay explaining the change in vocational goals and direction.
3. File the request, including the updated essay, with the Enrollment team to change programs. Depending on context, the student may be required to submit other materials as well, such as new references, proof of judicatory endorsement, etc.

The Admission & Standing Committee will review the completed submission, and the student will be notified with the final decision.

Adding a Program. A student seeking to layer on an additional program of study - while remaining in their current one(s) - must submit a regular application for the program to be added. It will then be adjudicated following current admissions protocol, and the student will be notified with the final decision.

Dropping a Program. A student enrolled in multiple programs of study (e.g. dual degree, degree plus certificate) may elect to withdraw from one of them. To do so, the student must:

1. Consult with their advisor to discuss the reason(s) for dropping a program, impacts to the student's vocational plans, and how some previously completed coursework may no longer satisfy a graduation requirement.
2. Draft a Withdrawal essay explaining the change in vocational goals and direction.
3. File the request, including the essay, with the Enrollment team to drop a program.

The Admission & Standing Committee will review the completed request, and the student will be notified with the final decision.

If successfully withdrawn from a particular program, a student who later seeks to re-enter that same program would be expected to formally reapply following current admissions protocol and will be notified with the final decision.

Clinical Pastoral Education (CPE)

Certain Seminary programs require completion of a unit of clinical pastoral education (CPE) at an agency accredited by the Association for Clinical Pastoral Education (ACPE) or otherwise approved by designated Seminary faculty (Field Education Coordinator @ LTS and CPE Coordinator at MTS).

CPE units are offered in a variety of ministry settings as well as schedule formats, and students should explore CPE programs with a clear understanding of the requirements of their judicatory or the organization(s) in which they eventually wish to engage. Provided all relevant prerequisites have been

met, a student whose program of study does not require CPE may opt to take CPE in fulfillment of general elective hours.

A student with CPE on their Seminary registration will be billed at the regular tuition rate. However, an invoice demonstrating the student's enrollment fee from the CPE site can be forwarded to Seminary administration, and payment will be made by the Seminary directly to the agency on the student's behalf, up to a maximum of \$600. Any amount owed to the agency in excess of that amount is the student's responsibility.

For course credit to be awarded for CPE, a student must present to designated faculty a copy of the CPE evaluation and a statement of successful completion of the unit provided by the CPE supervisor. For CPE units that span across multiple Seminary terms, CPE registration should occur during the term in which the unit will begin. A grade of INC ("Incomplete") will be issued at the end of that term and then resolved once the CPE unit ends and the conditions outlined above have been met.

Continuing Education (MTS only)

Students of Moravian Theological Seminary only and who are enrolled in degree programs must participate in a minimum number of continuing education events throughout the course of their program as follows:

- MDiv - 6 programs
- MACC - 4 programs
- MATS - 4 programs
- MACH - 4 programs
- MAFM - 4 programs

Any continuing education event offered by MTS or by a student's judicatory, denominational office, or counseling/credentialing organization are automatically eligible to count toward the requirement.

Other continuing education programs, such as those offered by any LVAIC school (Moravian University, Muhlenberg College, Lehigh University, Lafayette College, Cedar Crest College, DeSales University), need approval by the Seminary Dean. Pre-approval of the event is strongly encouraged.

Generally, approval of such other events is based on three criteria:

1. Content of the event - typically: skills oriented, deeper learning on a vocational topic
2. Relevancy to one's course of study
3. Qualifications of the provider

A multi-day event will not necessarily count for more than one continuing education program. This will be evaluated on a case by case basis. Attending a sermon would not count, but a workshop about writing sermons/liturgy would count.

If attendance at an event is a class requirement, the event does NOT count toward fulfilling this requirement. If the event is an optional assignment on a class syllabus, the event DOES count toward fulfilling this requirement.

SUBMITTING PROOF OF ATTENDANCE: Proof of participation must be submitted following the event. Documentation could be in the form of a CEU certificate, an original program from the event, or other proof of participation that identifies the event and the date it occurred. Present a hard copy (in person or postal mail) or email an electronic copy to seminary@moravian.edu so it may be reviewed for approval within the term that you attend the event.

Course Waivers

Occasionally students have had prior study or experience in an area for which a Seminary course is required *but they have not received formal academic credit (or transfer credit) for that prior study or experience*. In order to avoid redundancy in study, it is possible to request a waiver for a required course.

Such requests should be submitted to the Director of Enrollment and include:

- Rationale for granting a waiver, including any relevant supporting information or documentation
- Advisor's approval
- Faculty approval from the person responsible for the area in which the required course is taught

Approved requests will not reduce the number of credit hours required in a student's program of study. However, the following outcomes may result:

1. The required course being waived will be substituted with another course from the existing catalog.
2. The required course being waived will be substituted with an independent study in the same topical area.
3. The required course being waived and its number of credit hours will be reallocated to general elective hours, in which the student may satisfy those hours through a course of their choosing.

Because each course waiver request is related to specific circumstances, the granting of any particular waiver should not be regarded as precedent that guarantees favorable review of other waiver requests.

Dismissal From the Seminary (MTS only)

Students of Moravian Theological Seminary who are found guilty of violations to the University's [Student Code of Conduct](#) or [Academic Code of Conduct](#) may be dismissed from the Seminary, in accordance with the accountability process and sanctions outlined in each Code.

Additionally, the Seminary reserves the right, upon vote of the full time faculty, to dismiss any student:

- who fails to maintain standards of conduct appropriate to the ministry profession(s) for which the student is preparing;
- whose character, emotional health, or personal maturity becomes a cause of concern to the community or raises reasonable doubt about the student's fitness and suitability for their vocational future;
- for failure to meet their financial obligations.

A student's date of dismissal will be determined and recorded in accordance with institutional guidelines.

Grade Changes

Moravian Theological Seminary students are subject to the University's [Grade Change](#) policy.

Lancaster Theological Seminary students are governed by the appeal process outlined below.

1. A student seeking to contest the grade earned in a course must first seek resolution through a direct conference with the course instructor.
2. If the dispute cannot be resolved in this manner, a master's student may forward the concern to the Associate Dean of the Seminary, while a doctoral student may contact the Chair of the Doctor of Ministry Committee.
3. The Associate Dean of the Seminary (or Chair) shall confer with the student and the instructor for the purpose of negotiating a solution.
4. If a mutually satisfactory outcome cannot be reached in negotiation, the student may request a formal review by submitting a written request to the Associate Dean of the Seminary (or Chair), within five (5) business days from the date of the decision, stating reasons for contesting the grade.
5. The Associate Dean of the Seminary (or Chair) then will arrange to have the student's work evaluated by a second reader, either another member of LTS faculty qualified in the same field or someone outside LTS faculty who is equally well qualified.
6. After receiving a report from the second reader, the Associate Dean of the Seminary (or Chair) will make a determination on the final grade.
7. If not satisfied with the decision of the Associate Dean of the Seminary (or Chair), the student may appeal to the Faculty within five (5) business days from the date of the report, for further review. The decision of the Faculty is final.

Appeal Process: An appeal of a faculty determination, recommendation, requirement or action may be made according to the procedure set forth in the [Academic](#) and [Student](#) Codes of Conduct.

Grading

In addition to specific curricular requirements, there are two primary standards used to assess academic performance:

1. **Minimum Grades & Grade Point Average (GPA).** In accordance with the University's [Grades and Quality Points](#) policy, students must achieve minimum grades in each course taken for it to count as earned credit and be applicable toward graduation.
 - a. Master's level students must attain a grade of 'C' or higher (in courses governed by letter grades) or 'P' (in "Pass/No Credit" courses) to earn credit.
 - b. Doctoral students must attain a grade of 'P' [Pass] in a course to earn credit.

Additionally, while a student must achieve an overall grade, as outlined above, to earn credit, typically the student must also achieve at least that minimum grade for each major assignment, component, or portion of the course. Each course syllabus designates the "weight" of each component that contributes to a student's final grade, e.g., exam, journal, paper, group project, participation, etc.

Furthermore, Master's level students must maintain a minimum cumulative grade point average (GPA) of 2.75 to remain in good academic standing. Else, the student is placed on Academic Probation. The Doctor of Ministry program does not measure a GPA.

2. **Satisfactory Academic Progress (SAP).** In accordance with the University's, [Satisfactory Academic Progress](#) policy, seminary students must achieve each term a minimum percentage of total courses completed (i.e. credit was earned) when compared to total courses attempted. All courses on a student's registration beyond the Add/Drop period are included in this measurement, including those with a mark of W (Withdraw) or INC (Incomplete). Currently, the minimum threshold is 70%, and the Financial Aid office of Moravian University reviews and acts upon this metric after each term.

It is within an instructor's purview to apply qualitative judgment in determining grades for an assignment or a course. Instructors apply criteria for grading deemed appropriate for the subject matter when evaluating a student's work.

Grade	%	GPA	Definition
A	100-93	4.00	<p>Represents an exceptional level of knowledge, skills, and/or being in relation to course goals, particularly as those goals contribute to the educational outcomes of the Seminary's degree or certificate programs.</p> <p>In addition to the "minimally acceptable" levels delineated below for C and C+, work on a given assignment or collectively for a course meets at least two of the following criteria:</p> <ul style="list-style-type: none"> consistently demonstrates a comprehensive, sophisticated understanding of content, consistently demonstrates high levels of skill in research or practice, also demonstrates exceptional skill consistently demonstrates a high degree of self-awareness and the ability to reflect critically on one's own and others' experiences, ideas, beliefs, practices, and/or actions, consistently demonstrates a high level of insight, creativity, or quality of writing, expression, or action.
A-	92-90	3.67	
B+	89-87	3.33	<p>Exceeds the acceptable level of knowledge, skills, and/or being in relation to course goals, particularly as those goals contribute to the educational outcomes of the Seminary's degree or certificate programs.</p> <p>In addition to the "minimally acceptable" levels delineated below for C and C+, work on a given assignment or collectively for a course meets at least two of the following criteria:</p> <ul style="list-style-type: none"> consistently demonstrates an understanding of course materials, also demonstrates a capacity for thorough, in-depth understanding of content, consistently demonstrates skill in research or practice, also demonstrates ability to achieve high levels of skill consistently demonstrates self-awareness and ability to reflect critically on one's own and others' experiences, ideas, beliefs, practices, and/or actions consistently demonstrates insight, creativity, or quality of writing, expression, or action.
B	86-83	3.00	

B-	82-80	2.67	Represents a minimally acceptable level of knowledge, skills, and/or being in relation to course goals, particularly as those goals contribute to the educational outcomes of the Seminary's degree or certificate programs.
C+	79-77	2.33	
C	76-73	2.00	
			<ul style="list-style-type: none"> • Student work demonstrates the minimal acceptable understanding of course assignments and ability to connect them with course goals and the learning outcomes for their academic program. • Written work and oral presentations are mostly clear, concise, well-organized, well-argued, with correct spelling, punctuation, and grammar. • Research demonstrates the minimal acceptable use and citation of primary and secondary sources, accurately describes the information, evidence and arguments of sources, and articulates a rationale for points of agreement or disagreement with sources. • Student work and participation demonstrate the minimal acceptable grasp of content and development of skills in relation to course goals and the learning outcomes for their academic program. • Students demonstrate appropriate awareness of their own assumptions and presuppositions, and display the minimal acceptable ability to reflect critically on their own experiences, ideas, beliefs, practices, and/or actions. • Students demonstrate respectful engagement with the experiences, ideas, beliefs, practices, and/or actions of diverse others and display an acceptable ability to reflect on their impact on others or others' impact on them. • Student work meets standards of academic honesty. Their work also consistently meets stated deadlines, addresses assigned topics, and contributes to a positive educational climate in the classroom.
C-	72-70	1.67	Represents work that is below the minimally acceptable level of knowledge, skills, and/or being as described in the criteria for C or C+. Also note the statement above related to reasons why a student might receive a grade below C in a course or on an assignment.
D+	69-67	1.33	
D	66-63	1.00	
D-	62-60	0.67	
F	59-0	0.00	Represents work that is significantly below minimally acceptable level as described in the criteria for C or C+. Also note the statement above related to reasons why a student might receive a grade below C in a course or on an assignment. Examples include but are not limited to missing deadlines, violations of the Academic Honesty guidelines, consistently misunderstanding assignments, significant lack of critical reflection on one's own experiences, ideas, beliefs, practices, and/or actions, etc.

Pass/No Credit Courses. These courses are graded on a Pass or No Credit basis, as noted in their respective course descriptions.

- Pass = 73% ('C') or above for Master's students and 80% ('B') or above for doctoral students. If credit is earned, the grade of 'P' appears on the transcript.
- No Credit = a final grade lower than the corresponding "Pass" threshold articulated above.

While P/NC courses do count toward the measurement of satisfactory academic progress, they have no bearing on a student's GPA.

Grading & Student Conduct. Also relevant to academic performance is a student's conduct in a course and how they "demonstrate their academic engagement," as cited in the [Attendance](#) policy.

- If problematic behavior(s) become apparent that could lead to a reduced or failing grade, the instructor will meet with the student to discuss the situation.
- After meeting with the student, the instructor should describe the problematic behavior(s) and expectations for remediating them.
- The description and expectations will be given to the student in writing and documented via our Student Success software tool.
- If expectations are not met, at the time of submitting a course grade, the instructor will describe to the student in writing the rationale for reducing the grade. The same standard may apply also to individual assignments within a course.

Withdrawing From a Course. Students may withdraw from a course to reduce their course load in a given term. When exactly this withdrawal occurs will determine its impact on the student's academic performance.

1. **Add/Drop.** A student who withdraws from a course during the Add/Drop period in effect "drops" the course entirely from their registration. It will not be listed on their official transcript and thus has no bearing on GPA or Satisfactory Academic Progress. The University's Refund policy governs what percentage, if any, of the course's tuition charge will be credited to a student's account.
2. **Withdraw.** A student who withdraws from a course after the Add/Drop period closes but before the "Last Day to Withdraw" deadline (established on the University's published Academic Calendar) will receive a grade of 'W' (Withdraw) for that course on their transcript. A grade of 'W' does not earn credit for the course, negatively impacting Satisfactory Academic Progress calculations; however, it has no impact on GPA. The University's Refund policy governs what percentage, if any, of the course's tuition charge will be credited to a student's account.
3. **Withdraw Fail.** A student who withdraws from a course after the "Last Day to Withdraw" will receive a grade of 'WF' (Withdraw Fail) on their transcript for that course.
 - a. At LTS, a 'WF' is equivalent to a 'W' in that it has no impact on GPA.
 - b. At MTS, a 'WF' is similar to a 'W' except that it does impact GPA, because the 'WF' functions as an 'F'.

Incomplete. As outlined in the Request for Incomplete policy, a mark of "INC" is used as placeholder on a student's transcript when they have been approved for an extended time to submit coursework. After submission and grading of work yet to be completed, it will be replaced by a final grade. While present, an INC does not count toward earned credits and may negatively impact (if only temporarily) Satisfactory Academic Progress calculations against the upcoming term.

Academic Honors. Moravian Theological Seminary students with a final cumulative GPA of 3.9 and above will graduate "With Distinction."

Graduation Eligibility

In addition to the University's [Commencement Participation](#) policy, the Seminaries carry additional requirements for their students.

To be eligible for graduation, students must have no outstanding balance owed on their student account, up through the term in which graduation is set to occur. This includes the prevailing graduation fee, which is assessed to each student who intends to graduate, independent of whether they attend any graduation/commencement ceremonies. An unresolved student account balance will bar the student from

- participating (“walking”) in graduation ceremonies
- receiving a diploma
- accessing an official transcript

LTS students who are completing their program early (i.e. finishing coursework in December, but walking in commencement the following May), whether master’s students on the flat-fee tuition payment plan or doctoral students, must complete all tuition and fee payments to be cleared for graduation.

All borrowers of federal student (Stafford) loans are required by law to complete Exit Counseling with the Financial Aid Office.

Eligibility Exceptions. A student who does not anticipate meeting all programmatic requirements by Spring graduation may request an exception to still be included. Requirements for an exception are:

- The student cannot be on academic probation.
- After all grades up through Term 3 at LTS or Spring term at MTS are issued, the student needs no more than 3 credits to fulfill their remaining requirements.

Students requesting an exception to participate in graduation must:

1. Make their request in writing to the Seminary Dean by April 1 in the intended graduation year.
2. Fully satisfy their student account, including any balance up through Term 3 (LTS) or Spring term (MTS).

Inclusive Language

In addition to the University’s policy on [Inclusive Language](#), the seminaries invite additional levels of awareness for their students.

Language both mirrors and constructs social reality, often intentionally or inadvertently determining who is included and who is excluded from important conversations. For this reason, the seminaries promote the use of inclusive language. For our purposes, inclusive language is language that promotes a diverse and just environment for all such that the broadest possible range of people are represented and included in communal conversations. This includes such matters as language about God, humanity, cultures, nationalities, ethnicities, races, and religions, with regard to characteristics such as sex, gender, sexual identities, social class, age, and differing abilities.

The application and use of inclusive language varies based on the context of the conversation. When speaking confessionally or providing testimony of one’s own experiences, it is appropriate to use language that best expresses one’s personal experiences and understandings. When speaking to or on behalf of a diverse gathered community (e.g. in classroom presentations or corporate worship), it is appropriate to use language that includes the broadest range of experiences and understandings in a spirit of mutual respect for all present.

The purpose of using inclusive language is to expand the entry and welcome into our conversations, lessons, and liturgies to the full diversity of those served by the seminary. The purpose is not to make anyone abandon deeply cherished language to express their experience of life and faith; though a byproduct of our commitment to the use of inclusive language may indeed be an expansion of all of our capacities to effectively communicate about the things we hold most dear. The possibilities for gracefully rephrasing one's speaking and/or writing, once one develops the habit of doing so, are amazingly diverse.

Independent Study

In addition to the University's [Independent Study](#) policy, the Seminaries carry additional expectations for their students.

Students must have earned a minimum of 12 credit hours and have a cumulative GPA of at least 3.0 to request independent study. Students are limited to no more than 3 credit hours of independent study per term.

Masters degree and certificate program students may not apply more than 9 credits of independent study toward graduation; Doctor of Ministry degree students may apply no more than 6 credits of independent study toward graduation.

Because the Seminaries cannot offer their full catalog of courses in any given term, it is the student's responsibility to register for courses required for their program(s) of study when they are offered, which is usually on a predictable schedule (e.g. every Fall, every other Spring, etc.). Completing a required course via independent study during a term in which that course is not scheduled to be offered will only be considered amid unusually extenuating circumstances and requires permission of the Dean as well as a faculty member available to facilitate the request.

Students should present their request to faculty for an independent study no later than three weeks before the start of the term.

Leave of Absence

A student who encounters unforeseen and disruptive life circumstances may temporarily step away from their studies in accordance with the [Leave of Absence](#) policy of Moravian University.

If a student approved for leave returns to their coursework within the allowable time frame, the time limit for completing their program of study will be extended by the length of their leave.

A student who fails to return from leave within the allowable time frame will be withdrawn from the Seminary, in accordance with Moravian's [Withdrawal by the University](#) policy. Resuming enrollment in the future would require the student to petition for readmission with the Seminary's Admission & Standing committee.

Program Completion Time Limits

The seminaries expect students to make continual progress toward completion of their program(s) of study, graduating within a maximum number of years based on program and when a student's coursework first began.

Time limits for completion are:

- All certificate programs = 4 years
- Doctor of Ministry (DMin) = 10 years
- Master of Arts in Chaplaincy (MACh) = 7 years
- Master of Arts in Clinical Counseling (MACC) = 6 years
- Master of Arts in Formation & Ministry (MAFM) = 6 years
- Master of Arts in Ministry Leadership (MAML) = 6 years
- Master of Arts in Religion (MAR) = 6 years
- Master of Arts in Theological Studies (MATS) = 6 years
- Master of Divinity (MDiv) = 8 years

Students enrolled in multiple programs of study are held to whichever time limit is larger. For example, an MDiv & MATS dual degree student should still finish within 8 years. An MATS student also completing a certificate should finish within 6 years.

Extensions beyond these time limits may be granted by the Admission & Standing Committee upon the student's written request, including a coursework plan.

Readmission after Dismissal (MTS only)

In accordance with the University's [Student Code of Conduct](#), Moravian Theological Seminary students who have been expelled are not eligible for readmission.

However, if a seminary student has been involuntarily dismissed under any conditions other than expulsion, they may appeal for readmission following the process outlined below, once a minimum of five years has elapsed since their dismissal.

1. The previously dismissed student must submit a written petition that will be reviewed by a three-member panel consisting of the person in each division with ultimate responsibility for student disciplinary matters or her or his designee. This panel will include the VP of Student Affairs, the Dean/VP of the Seminaries, and the Graduate Program Dean.
2. The panel will determine, by simple majority vote, whether the former student is eligible to have their application considered.
3. The panel, at its discretion, may invite the former student to interface with the panel to answer questions. The panel may, at its discretion, request and consider information, testimony, reference letters, or comments from other individuals, both those who are or have been part of the Moravian community and those beyond.
4. If the panel approves the petition, the former student's application will then go through the regular review and decision-making process for the program in question. (i.e. The panel is not deciding acceptance to the program.) The decision of the panel as to whether or not to permit the former student to apply will be final. No appeals will be considered.

In arriving at a decision, the panel will look for the following:

- evidence that the individual understands that what he or she did was wrong;
- evidence of remorse, personal growth, change in behavior;
- evidence of having achieved something with her or his life or of contribution to society;
- having paid a debt to society (e.g. as a result of imprisonment or other judicial penalties);
- having gone through rehabilitation;
- evidence that the individual is not perceived as being a danger to anyone.

Refund of Charges

In accordance with the University's [Tuition Refund Policy](#), Moravian Theological Seminary charges, which are outlined on the MTS [website](#), are considered those "billed by Credit Hour" and governed accordingly.

Given the term schedule at Lancaster Theological Seminary, students enrolled in LTS courses are bound by the following refund eligibility schedule for those courses:

1. **100% Tuition Refund** if appropriate signed form or notice is received by the registrar
 - a. Terms 1, 2, 3, and DMin (10 weeks each) - Up to End of Day 8 of the Term
 - b. 3-credit Intensive Course – Prior to 3rd class meeting
 - c. 2-credit Intensive Course – Prior to 2nd class meeting
 - d. 1- or 1.5-credit Intensive Course – Prior to 2nd class meeting
2. **50% Tuition Refund** if appropriate signed form or notice is received by the registrar
 - a. Term 1, 2, 3 and DMin (10 weeks each) - Up to End of Day 16 of the Term
 - b. 3-credit Intensive Course – Prior to 4th class meeting
 - c. 2-credit Intensive Course – Prior to 3rd class meeting
 - d. 1- or 1.5-credit Intensive Course – Prior to 3rd class meeting
 - e. Online or Hybrid courses as determined by the Dean.
3. **No tuition refund** for courses that have been completed or for dropped courses or withdrawals for which the appropriate signed form or notice is received by the registrar after the end of the 50% Tuition Refund period.

Additionally, LTS Master of Divinity (MDiv) and Master of Arts in Ministry and Leadership (MAML) students on the flat-fee billing will not receive a refund for dropping a single course. However, they will be able to re-enroll in the course at a later time without additional charge.

Lancaster Seminary Scholarship may also be adjusted in light of course withdrawals.

Other LTS Fees:

- Students in their first semester of study will forfeit the non-refundable Entrance Deposit.
- The Student Activity Fee, which goes directly to the Seminarian Community Council, is non-refundable.
- Registration-related fees may be pro-rated.

Registration Policies and Procedures (LTS only)

For Lancaster Theological Seminary students, course registration for Term 1 and the first half of Term 2 usually takes place the preceding March or April. Registration for the second half of Term 2 as well as Term 3 usually takes place the preceding November. (Specific registration dates for each semester will be communicated to students via seminary-assigned email and campus postings.)

Registration information is announced to the community by e-mail no later than two weeks prior to the designated registration period and includes:

- Specific information unique to each semester.
- Instructions for on-line registration
- Directions for downloading course schedules
- Instructions for viewing and purchasing required and recommended textbooks.

Online Registration is to be completed via the AMOS/J1 system during the open registration period, unless otherwise noted.

- Only students whose Seminary accounts are current will be cleared for registration.
- All students are expected to make payment in full for tuition and fees by the stated due dates for each semester.
- Students who cannot register in a fall or spring term, but who wish to remain in the degree program, should request a Leave of Absence. If they do not submit a request, it may be assumed that they wish to withdraw from the program and an Administrative Withdrawal may be processed at the discretion of the Associate Dean of the Seminary.

Registration Changes:

After the end of the formal registration period, changes in registration (adding or dropping courses may be made by completing the [ADD OR DROP COURSES FORM](#).

- The Add or Drop Courses form must be signed by the student's faculty advisor to add and/or drop classes.
- The completed and signed form must be submitted to the Registrar. A separate form must be submitted for each semester. The official date of dropping the course is the date the form is received by the Registrar.
- **Adding Courses:** Courses may be added prior to the second meeting of the course.
- **Dropping Courses:** Courses may be dropped at any time prior to the last class session for any reason, including Leave of Absence, Withdrawal, Military Leave of Absence or Separation from Seminary.
 - If the form is received by the registrar prior to the end of the 50% tuition refund period, the dropped course(s) will not appear on the student's transcript.
 - If the form is received by the Registrar after the end of the 50% tuition refund period, the dropped course(s) will be designated as Withdraw Pass (WP) or Withdraw Fail (WF) as determined by the professor. WP or WF will be recorded on the student's transcript, but will not be calculated in the GPA.
 - Dropping courses may affect the student's eligibility for financial aid.
- **Deadlines to Drop Courses Without Penalty**
 - Terms 1, 2, and 3 (10 weeks each) – Up to End of Day 8 of the Term
 - 3-credit Intensive Course – Prior to 3rd class meeting
 - 1.5-credit Intensive Course – Prior to 2nd class meeting
 - Online or Hybrid courses – The deadline to drop will be determined by the Associate Dean on a per-course basis.

- Students who submit the signed drop form by the Deadline to Drop Courses Without Penalty may be eligible for a tuition adjustment.
- All students who register for courses will be graded in those courses unless the Add or Drop Courses form is submitted to the Registrar within the posted deadline.

Other Registration Opportunities:

Lancaster Theological Seminary has established relationships with the following programs through which seminary students may earn academic credits.

- **Online Study:** Whether through Lancaster Seminary or any ATS-accredited institution, students may request authorization to undertake on-line study. A completed EXTERNAL OR ON-LINE STUDY REQUEST FORM must be submitted to the Registrar for consideration and approval by the Associate Dean of the Seminary prior to the registration period.
- **Inter-Institutional Studies:** Exchange programs with the following institutions have been established:
 - **Millersville University and Franklin & Marshall College:** cross-registration opportunities have been established whereby full-time degree-seeking master's seminarians may, upon approval from both institutions, take eligible courses during the fall or spring term and pay Lancaster Seminary tuition. Classes taken at Franklin and Marshall College are for language classes only (i.e. Hebrew, Greek). Terms of the exchange and forms are available in the Registrar's office.
 - **Drew Theological Seminary:** Lancaster Seminary has entered into an agreement with Drew Theological Seminary to offer United Methodist doctrine, polity, and history courses on the Drew campus in Madison, New Jersey, or on-line. Lancaster Seminary students who wish to register for the United Methodist courses at Drew will do so in the normal registration process. Drew's tuition and fees will be charged to the student's Lancaster Seminary account.
 - **Eastern Mennonite Seminary Lancaster Campus:** By special arrangement, degree-seeking students may apply and register for courses offered by EMS Lancaster campus in accordance with EMS policies and procedures.
 - Other opportunities as announced.

Repeating a Course

In addition to the University's [Repeating a Course](#) policy, the seminaries carry additional requirements for their students.

Multiple Unsuccessful Attempts. A student who fails after two attempts to earn credit for any required course may be subject to dismissal from the seminary. Upon petition by the student, authorization to attempt a required course more than two times may be granted only by the Seminary Dean.

While elective courses may also be repeated, especially when credit is not earned on the first attempt, students should be mindful that elective course offerings regularly change so as to provide students a diversity of options. As such, it cannot be guaranteed that a given elective course will be offered again while a student is enrolled.

Financial Aid Impacts. Beyond federal eligibility restrictions related to receiving student loans for a repeated course, the seminary reserves the right to limit institutional aid (e.g. scholarships) to only the

student's first attempt at a course. Providing such aid for a student's repeat attempt may be predicated on submission and approval of an academic plan.

Requests for Incomplete

In addition to the University's [Grades and Quality Points](#) policy, the Seminaries carry additional requirements for their students.

Requests for Incomplete at either seminary must be made to the course instructor before the final day of class (for courses that meet synchronously) or the last day of the term (for asynchronous courses).

Given the term schedule at Lancaster Theological Seminary, master's level students enrolled in LTS courses cannot expect to submit incomplete coursework any later than the following:

- Term 1 must be submitted by November 15
- Term 2 must be submitted by March 1
- Term 3 must be submitted by May 15

Doctoral students are bound by the following deadlines for submitting incomplete work:

- Fall Semester must be submitted by January 15
- Spring Semester must be submitted by 3 weeks from the last day of class

If a due date listed above falls on a Saturday, Sunday or holiday, work may be submitted by 8:30a.m. on the following business day.

For MTS, Requests for Incomplete are permissible for Summer term courses, provided the request is made to the course instructor before the final day of class (for courses that meet synchronously) or the last day of the term (for asynchronous courses).

For approved requests, no extensions beyond the initial agreed-upon deadline will be considered without written petition to and approval from the Seminary Dean.

Student Financial Responsibility (LTS only)

Beginning 7/1/2022, Moravian University became the financial processor for Lancaster Theological Seminary. All student account charges and payments are administered by Moravian University. With a commitment to modeling good stewardship, Lancaster Theological Seminary provides the following guidelines related to student financial responsibility. It is expected that students attending Lancaster Seminary assume the responsibility of:

- Full payment of tuition and fees generated from their registration.
- Full payment of all charges for residential or commuter housing and any other miscellaneous charges.

Student Statements: Lancaster Seminary does not mail paper billing statements to enrolled students. E-bills are available in the Student Accounts Portal via AMOS, and whenever a new e-bill is published the student is notified via their official xxxxxx@moravian.edu email account. Failure to acknowledge and review the electronic statement does not relieve responsibility for timely payments. Students are required

to regularly monitor their Moravian email account for all important messages and e-bill notifications from the Student Accounts Department.

Tuition and Fees: Tuition and Fees are set each year by the Board of Trustees. For students who pay on a per-credit basis, tuition is assessed for every course for which a student registers and is charged to student accounts. A tuition adjustment may be applicable if a student drops a course in AMOS by the stated deadline as set forth in the Tuition Adjustment Refund Policy in this section. The prevailing fee schedule is available on the website at My LTS – For Students. Note: Non-attendance does not constitute a course drop. It is the responsibility of the student to drop their course in AMOS during the official drop/add period to be considered for a tuition adjustment (see Section 5).

Explanation of Related Fees:

- **Student Activity Fee:** All masters and certificate students are charged a Student Activity Fee for the Fall and Spring semesters. The revenue from the Student Activity Fee is managed by the Seminarian Community Council. This fee is non-refundable.
- **Technology Fee:** All students are charged a Technology Fee for the Fall and Spring semesters that is used solely for services that Lancaster Seminary provides for students, including student computing and technology equipment, software, networks, site assistance and troubleshooting, and the support staff necessary for these functions to operate effectively. This fee is non-refundable.
- **Graduation Fee:** A graduation fee is charged to all students in the last semester of study whether the prospective graduate participates in the commencement ceremony. This fee underwrites but does not cover all expenses incurred by the Seminary for commencement and the graduation process.
- **Late Fee:** A Late Fee will be assessed at a rate of \$100.00 on balances not resolved in full by the posted payment due date on the student's e-bill.
- **Project Supervisor Fee:** Students enrolled in the Master of Arts (Ministry & Leadership) and the Master of Arts in Religion programs are charged a Major Project Supervisor Fee once the student is registered for their Capstone course.
- **Doctor of Ministry Fees:** In addition to tuition, Doctor of Ministry students are charged the Technology Fee one time each semester. A Major Project Consultation Fee and/or Major Project Advisor Fee may also be charged when appropriate. See also Doctor of Ministry Program, Section 16.
- **Course fees may be charged for certain courses as announced and/or when Course Packets are required.** Payment of Tuition and Fees: Tuition bills for the Fall Semester are typically available in the early summer months (based on course registration information), and the payment due date is noted on the student's e-bill. Tuition bills for the Spring Semester will be made available as early as November, with payment due date noted on the student's e-bill. Students are expected to make payment-in-full for tuition and fees by the stated due dates.
- Every student registered for a course will be financially responsible for tuition for the course.
- Lancaster Theological Seminary will not impose any penalty, including the assessment of the late fees, the denial access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's ability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the VA under Chapter 31 and 33.

Payment Plan Options: Students are eligible to enroll in a payment plan via the Student Accounts Portal in AMOS under the following guidelines:

- The payment plan for each semester has a cost of \$35.00 and is due at the time of enrollment.

- The number of payments in any plan will depend on when the user signs up. Students who sign up for a payment plan AFTER the first payment due date will automatically be placed on the next available plan.
- All students who desire a payment plan must enroll via the Student Accounts Portal in AMOS.
- Moravian Student Accounts can charge up to a \$100.00 late fee if the payment plan is delinquent after our standard semester payment due date for the Fall/Spring semester.
- Student Accounts reserves the right to deem a student ineligible to enroll in a future payment plan if that student has any history of payment plan delinquency. Students will be notified at the conclusion of any given term via their Moravian email account if they are deemed ineligible for a future term.
- Past due balances are not eligible for payment plans, nor are they permitted to be rolled into a future term payment plan. Submitting Payments: All online payments must be made via the Student Accounts portal via AMOS. Check and cash payments are accepted in person.

Mailed check and money order payments can be mailed to the following address:

Student Accounts
Moravian University
1200 Main Street
Bethlehem, PA 18018

A check or money order must have the student's 6-digit Moravian ID# on the check memo or enclose the e-bill stub to help determine which student's account to apply payment to.

Past Due Accounts: Only students whose seminary accounts are up to date are considered in good financial standing, except as noted under the Payment Plan Options. A student who has a past due balance owed will be placed on Hold and will be unable to:

- Register for additional or future term classes;
- Receive diplomas or participate in commencement;
- Issued official transcripts;
- Receive grades.

Financial Mentoring Available: Lancaster Seminary has engaged financial mentors who are available to assist students in creating a plan for payment and for future financial planning. The seminary reserves the right to assign a financial mentor to students whose accounts are seriously past due. Students may also be required to complete the seminary's educational offerings related to finances and stewardship as available. To request a financial mentor, contact Cheryl DeMarco at 717-290-8743 or e-mail to cdemarco@lancasterseminary.edu.

Tuition Adjustment Refund Policy: Students who submit the REGISTRATION CHANGE to drop courses or submit a Request for Leave of Absence or Notice of Withdrawal to leave seminary studies prior to the end of a semester may be eligible for an adjustment of tuition charges. If the adjustment results in a credit balance, the student may be entitled to a refund based on the date the appropriate signed form or notice is received, according to the following schedule:

- 100% Tuition Refund if appropriate signed form or notice is received by the Registrar
 - Terms 1, 2, 3, and DMin (10 weeks each) - Before end of day 8 of Term
 - 3-credit Intensive Course - Prior to 3rd class meeting
 - 2-credit Intensive Course - Prior to 2nd class meeting
 - 1- or 1.5-credit Intensive Course - Prior to 2nd class meeting
- 50% Tuition Refund if appropriate signed form or notice is received by the Registrar

- Term 1, 2, 3 and DMin (10 weeks each) - Before end of day 16 of Term
- 3-credit Intensive Course - Prior to 4th class meeting
- 2-credit Intensive Course - Prior to 3rd class meeting
- 1- or 1.5-credit Intensive Course - Prior to 3rd class meeting
- Online or Hybrid courses as determined by the Associate Dean
- No tuition refund for courses that have been completed or for dropped courses or withdrawals for which the appropriate signed form or notice is received by the registrar after the end of the 50% Tuition Refund period.
- Master of Divinity and Master of Arts (Ministry and Leadership) students on the flat-fee billing will not receive a refund for dropping a single course but will be able to re-enroll in the course at a later time without additional charge.
- Lancaster Seminary Scholarship may also be adjusted.
- Student Activity Fees and Technology Fees are non-refundable.
- Registration-related fees may be pro-rated.

Tuition Adjustment for Leave of Absence, Military Leave of Absence, Separation or Withdrawal

- If a student leaves Seminary study prior to the student's completion of a semester, the student may be eligible for an adjustment of tuition.
- If the adjustment results in a credit balance, the student may be entitled to a tuition refund, which shall be calculated by the registrar based on the date the Request for Leave of Absence or Notice of Withdrawal form is received, according to the schedule in Section 6.6.
- If applicable, Lancaster Seminary scholarship awards may be adjusted.
- If applicable, return of Stafford Loan Title IV Funds will be determined according to federal guidelines.

Reimbursement for Clinical Pastoral Education (CPE). Students paying on a per-credit basis who register for CPE are charged tuition at the regular Lancaster Seminary tuition rate. Students need to contact the Field Education Coordinator to begin the reimbursement process. (See also Registration Policies and Procedures, Section 5.)

- At the request of the student registered for CPE, the Seminary will cover the site fee only, not to exceed five hundred dollars (\$500.00).
- Any other fees charged by the site are not eligible for reimbursement.
- The Seminary cannot prepay CPE fees.

Financial Aid at Lancaster Seminary: Lancaster Seminary provides financial aid to eligible students in the form of Lancaster Seminary Scholarships and Federal Stafford Loans. If an eligible student wishes to be considered for financial aid, s/he must submit a Financial Aid Application to the Financial Aid Office each academic year.

- Financial Aid Application Deadline: Prior to May 15 of each year, returning students who wish to be considered for seminary scholarships for the next academic year must complete the Free Application for Federal Student Aid (www.fafsa.ed.gov) and submit it to Lancaster Seminary along with the Financial Aid Renewal Request (FARR) form. Both the FAFSA and the FARR form are used to determine eligibility for both Lancaster Seminary Scholarships and federal Stafford loans (if applicable). Prospective students must comply with all instructions from the Office of Admissions and Financial Aid to be considered for scholarship assistance for the following academic year.
- Eligibility for Lancaster Seminary Scholarships: To be eligible for Lancaster Seminary scholarship funds, a student must be
 - seeking a degree or certificate AND

- registered for a minimum of six (6) credits per semester, AND
- making satisfactory academic progress (Section 8) and
- be responsible members of the Seminary community (Section 9).
- A student shall not be deemed ineligible to receive financial aid on the basis of having received a WF in any previous term.
 - In some instances, the student must demonstrate financial need
 - Students awarded Lancaster Seminary scholarships are required to
 - attend three (3) financial education classes of a maximum of 1.5 hours each (no academic credit).
 - Waivers will be considered on a case by case basis by the Financial Aid Officer and the Associate Dean of the Seminary.

Lancaster Seminary Scholarships: Tuition scholarships are generally available to Lancaster Seminary students who meet the eligibility requirements. The amount of funds available for Seminary allocation to students varies each year. Scholarships are awarded as long as funds are available.

- Scholarships will be awarded for a maximum of 75 attempted credits for MDiv students, a maximum of 52 attempted credits for MA(R) students or a maximum of 48 attempted credits for MAML students.
- Scholarships may be need-based and/or merit-based.
- Some scholarships may require specific criteria.
- Scholarship amounts may be adjusted according to the number of credits for which the student has registered.
- Lancaster Seminary scholarship funds cannot be applied to classes taken at other seminaries or institutions.

Federal Stafford Loans: Lancaster Theological Seminary participates in the Federal Family Education Loan (Title IV) Program. Based on federal guidelines, graduate and professional students are only eligible to receive unsubsidized loans, which are non-need based loans guaranteed by the government and made through the U.S. Department of Education. The student is responsible for all interest payments accrued with unsubsidized loans. For students who have earned their bachelor's degree prior to enrollment, the Stafford borrowing maximum allowed by the federal government for your seminary studies is \$20,500 per academic year. These funds, by law, must be disbursed in two equal amounts, near the start of the first semester and the start of the second semester. Students may not receive a check from the business office from their student loan funds until after all bills with Lancaster Theological Seminary have been paid for the semester in which such loan funds are disbursed. For questions about the total cap on student loans, deferment of your previous student loans, or any other such details, contact the Office of Admissions and Financial Aid.

- MDiv, MA(R) and MAML students enrolled for a minimum of six (6) credits per semester and all DMin students are eligible to apply for Stafford Loans.
- Fall Semester Certification: returning students should apply by May 15; new students should apply as soon as they are accepted if they have not already done so in conjunction with the admissions process. At the latest, this application should be completed no later than one month prior to entrance.
- Spring Semester Certification: new or returning students who did not apply in the Fall semester should apply by December 1 for timely spring disbursement.
- Students who apply by the stated dates and are certified to receive federal Stafford loans to be received on the Seminary's disbursement dates for each semester will not be assessed the Deferred Payment Fee.

- Students who apply after the beginning of the semester for which they are requesting loans may be automatically assessed the Deferred Payment Fee.
- A student who has \$50,000 or more of prior student loan debt will be required to meet with the Financial Aid Counselor prior to acceptance.
 - Any previous default action must be resolved before admission is finalized. Financial Aid Officer will provide information as needed, but it will be the student's responsibility to clear the default.
 - A student who has any outstanding balance to Lancaster Seminary at the time of registration for the next semester will be unable to register for additional classes or receive transcripts, diplomas or grades. (See also Past Due Accounts).
 - Exit Counseling Requirement: Exit counseling with the coordinator of financial aid is required on or before the last day of attendance when a student ceases to be enrolled at least half-time or discontinues studies.
- A loan recipient who leaves study for any reason is required to notify her/his lender promptly.
- Graduating students should schedule their exit counseling sessions not later than the first day of April of the year of graduation.
- Completion of Exit Counseling is required to be cleared for graduation.
- Students who complete studies in December or January must complete exit counseling before the last day of attendance.
- The Seminary notifies the NSLDS (National Student Loan Database System) within 30 days of a student's leaving Seminary studies or dropping below half-time enrollment.
- The effective date of leaving Seminary studies is determined by federal guidelines.

Return of Title IV Funds for Stafford Loan Borrowers: For Stafford loan borrowers who leave the seminary, return of Title IV Funds will be determined according to federal guidelines. If a student has completed more than 60% of the payment period, he or she is considered to have earned 100% of the Title IV loan aid received for the payment period. In this case, no funds need to be returned to the Title IV aid programs. If a student withdraws before completing more than 60% of the payment period, the amount of any Title IV loan aid the student received for the period must be recalculated to reflect the portion of the period completed prior to leaving studies. The unearned Title IV loan aid for the percentage of the payment period not completed must be returned to the applicable Title IV program. Return of the Title IV Funds will be distributed in the following order: [Note: Lancaster Theological Seminary students are eligible for Unsubsidized Federal Stafford Loans only.]

1. Unsubsidized Federal Stafford Loan
2. Direct Unsubsidized Stafford Loan
3. PLUS loans received on behalf of the student
4. Direct PLUS loans received on behalf of the student
5. Other Title IV grant or loan assistance

Transfer of Credits

The Seminaries welcome applications from students who have completed coursework at other institutions and who hope to transfer their outside credit into the current program requirements at our school. Moreover, current students may want to supplement their Seminary enrollment with concurrent coursework from other schools (e.g. theology or history in a student's denomination or religious tradition) and apply that toward program requirements.

In considering coursework for transfer credit, the Seminaries will accept only graduate-level courses taken at:

- schools accredited by the Association of Theological Schools (ATS), or
- schools accredited by an institutional accreditor currently recognized by the US Department of Education.

Additionally, transfer credit will only be considered for courses in which a student has received a grade of:

- C or higher for Masters level courses, and
- B or higher in Doctoral studies.

Lastly, any transfer credit awarded would only be effective within 10 years of the student's eventual date of graduation. For example, a student admitted in 2005 and awarded transfer credit for coursework taken in 2002 would need to graduate prior to 2012. Otherwise the 2002 coursework will become null and void in 2012.

If outside coursework is judged sufficiently equivalent, transfer credit may be awarded for specific required courses of the current curriculum. If judged sufficiently rigorous and topically relevant but ill-matched to anything in the current course catalog, transfer credit may be awarded toward elective hours.

Up to half of the credits required in the student's program of study may be granted on the basis of transfer credits (e.g., not more than 39 credits may be granted in a 78 credit program). Students may transfer credits from a degree completed at the Seminary into another degree program at the Seminary, provided the transfer credits from the first degree will be earned within 10 years of graduation from the second degree. The degree requiring the fewest number of credits is used to determine how many credits can be transferred. Up to half of the credits from the degree requiring the fewest number, can be transferred — either in or out. (e.g. a student completed the 78 credit MDiv and now wants to take the 60 credit MACC. The 60 credit MACC requires the fewer number of credits, so up to half can be transferred into it - or 30 credits from the MDiv.)

Withdrawal from the Seminary

In addition to the University's [Withdrawal from the University](#) policy, the seminaries carry additional requirements for their students.

Re-Admission. After the withdrawal process has been completed, students may need to reapply to be considered for readmission. Former students who did not complete their program(s) of study should begin by completing a [Reinstatement Request Form](#) to signal their intent to resume study. The Admission & Standing committee will review all such requests and, after reviewing the student's prior coursework and other circumstances, will notify the student with a final decision.

Due to institutional changes that may have occurred between the date of withdrawal and the date of return, former students who are readmitted will be subject to whatever policies, curricula, etc. are in place at the time of return.