

ACADEMIC POLICIES

Student Responsibility

To earn a degree or diploma at Ecumenical Theological Seminary, you will need to follow all the procedures, meet all the general and specific requirements, and abide by all the academic regulations that appear in this catalog. It is your responsibility to learn and follow the requirements, policies, and procedures affecting your program.

You should normally follow the program requirements in effect at the time of your first registration at ETS. You may, however, apply for graduation using the requirements of any later catalog in effect while you attended the Seminary, as long as it is not more than six years old.

You should consult your program director and/or your advisor regularly to verify that all degree or diploma requirements are being met in a timely fashion. Prior to graduation you will need to complete an application for graduation. This application must be signed by your advisor and submitted to the Registrar by the required date posted on the yearly calendar.

Academic and Personal Integrity

The seminary maintains high standards for integrity in academic work and in community relationships. Given these standards, ETS cannot overlook failures of personal integrity in members of the seminary community and will deal with them on a personal basis.

The faculty at ETS expects that the academic work you submit will be your own. Without this presumption, the work of our community loses vision, meaning and purpose. As a result, while you are expected to consult the works of others in the formulation of your own submitted work, it is vitally important to document such sources in a manner consistent with the principles of academic honesty expected of all members of a scholarly community.

Plagiarism is the use of another person's spoken or written words, ideas, concepts, programs, opinions, models, theories, results, graphs, charts, art work, drawings, photographs, video, or any other intellectual property, whether by quoting, summarizing, or paraphrasing without giving proper credit to the author of the material being used. Plagiarism may be avoided by using a style manual such as the MLA 5th edition, APA 5th edition, or Turabian 6th edition.

It is the policy at ETS that a documented case of academic dishonesty, notably of plagiarism, may be cause for a conference with your instructor, faculty advisor and the Dean and could lead to failure of the course or dismissal from the Seminary.

Dismissal

In keeping with its mission as an educational community dedicated to preparing women and men for ministry, ETS reserves the right to dismiss a student for unsatisfactory academic standing or progress, and/or for other reasons which affect the welfare of the individual student or the seminary community.

Readmission

If after dismissal you wish to re-enter the Seminary, you will need to submit your request to the program Director who will bring your request to the Admissions Committee.

Academic Appeals

If you have a grievance in such areas as final grades or academic dishonesty, that appeal is made to the Vice President for Academic Affairs who will appoint a committee consisting of faculty and students to review the case. Copies of the appeal procedure are available in the office of the Vice President for Academic Affairs.

Grading:

Grading for the Doctor of Ministry Program:

Pass
No Pass

Students who receive a No Pass must complete the required work before the following Emergent Week. Two No Pass grades are cause for dismissal.

Grading for the Masters Programs and the Urban Ministry Diploma Program:

Grades are symbols that indicate the degree of mastery of course objectives. Grades do not necessarily reflect the quantity of effort put into learning the material, but rather serve as a measurement of your performance and results. The grading system, the significance of grades, and the numerical value of honor points follow:

Letter Grade	Grade Points	Description
A	= 4.0	Outstanding Performance
A-	= 3.7	
B+	= 3.3	
B	= 3.0	Adequate Performance
B-	= 2.7	
C+	= 2.3	
C	= 2.0	Inadequate Performance
C-	= 1.7	
D	= 1.0	
F	= 0	Failing/No Credit

Academic Probation for Masters Level Programs

If your grade point average falls below a 3.0 you will be notified and placed on academic probation. The probationary period may not exceed one year. You will be removed from probationary status after you have completed two successive quarters, or 4 courses with no grade below a D-. If you receive two “D” grades at any time during your studies, this will be considered as unsatisfactory and you will be dismissed from the masters program in which you are enrolled.

Admissions

The academic programs at Ecumenical Theological Seminary are open to all students, full or part time, who fulfill the admissions requirements for the specific program to which they are applying. ETS is a diverse community in its student body, its faculty and its staff. In keeping with our mission, ETS is an equal opportunity educational institution and does not discriminate in its educational programs.

Specific admission requirements vary from program to program. These are described in detail in the appropriate program sections of this catalog. You will be notified in writing of your official acceptance into an academic program at ETS.

Transfer of Credit in Masters Level Programs

Some credits in related disciplines earned at another institution may be accepted for credit in your ETS program on a case by case basis. Previous credits earned must be at the same academic level and must have covered the same material. The maximum number of transfer credits allowed for each program is listed with the information specific to each academic program at ETS. Generally the following criteria are used:

- An official transcript from the institution must be in your file.
- The grade for the course must be judged to be satisfactory.
- The course must be approved for transfer by the Director of the program
- The date of the completion of the course normally must fall within a six-year limit.

Registration

Since the academic program schedule of ETS is set in advance, it is possible for you register early. After your yearly meeting with your advisor, (best scheduled early in the Fall) you are able to register for the entire year, thus saving yourself the registration fee applicable at the time of regular registration. Registration dates (including dates for early registration) are posted on the yearly calendar.

Registration materials are mailed to each student well in advance of registration. You may register by mail, online, or in person. You are responsible to check the calendar for dates in order to avoid incurring a late fee.

Adding/Dropping Courses

If you wish to change your registration, you may add or drop courses during the first week of classes each quarter. A completed Drop-Add Form signed by you and your advisor must be submitted to the Registrar. There is a processing fee for each course added or dropped.

Withdrawal

If you find after the drop/add period that you are not able to complete a course due to extenuating circumstances (i.e. family tragedy, geographical move), you may withdraw from a course by submitting a completed Withdrawal Form to the Registrar, signed by you and your professor.

Academic Credit and Grading

Credit and grades for courses vary with each program at ETS. Specific information is listed in the program section of this catalog. Grades are mailed to those currently enrolled at the completion of the term.

Credit for Life Experience in Masters Level Programs

Some applicants for ministry programs have years of ministerial/pastoral experience without the cognitive components of a formal course. It may be possible within some programs to translate such pastoral experience into a portfolio that would be equivalent to certain courses. Specific information is listed in the student manual for your program.

Petition for a Grade of Incomplete

If you have successfully completed the majority of work in a course, but for some serious reason you are unable to complete the course requirements on time, you may petition your instructor for a grade of "I" (incomplete). The work for an Incomplete must be submitted to your instructor by the end of the following quarter. Forms for Incompletes are available online or outside the Registrar's office and must be filled out and signed by you and your instructor prior to the end of the quarter for which you are requesting the incomplete.

Tutorial Option for Masters Level Programs

Occasionally you may need a class that is not listed in the current schedule. It may be possible to take such a course as a Tutorial. A Tutorial requires regular meetings with a professor and sufficient outside work to meet the requirements for a 4 quarter hr class.

This method of gaining credit is offered only in very rare circumstances and must be approved by both the professor and the Program Director. Application for Tutorials are available outside the Registrar's office or online.

Independent Study for Masters Level Programs

Independent Study is a method of earning credit for material not listed in the catalog. Independent Study is intended for students who want to expand their knowledge in a certain area. The study is directed by a faculty person. An Independent Study must be approved by both the professor and the Program Director. Applications for Independent Study are available outside the Registrar's office or online.

Audit

You may choose to audit a class for enrichment. (Audit fees are listed in fee section.) To audit a class, you must obtain the permission of the instructor, register for the class and pay the audit fee, and agree to complete assignments negotiated with the instructor.

Commencement

Degrees and diplomas are awarded at the annual ETS Commencement. These will be awarded only after requirements for graduation have been met.

Transcripts

Permanent records of your progress as an ETS student are kept in transcript form and maintained in the office of the registrar. Transcripts must be requested in person or in writing. (Law prohibits telephone requests.) Written requests should include the name under which you took the courses, your address, the dates of your attendance at ETS and the name and address of the person to whom the transcript should be sent. The charge for an official transcript is \$5.00. Transcript request forms are available online or outside the Registrar's office.

Confidentiality of Student Records

ETS recognizes the necessity of confidentiality of student records and complies with The Family Educational Rights and Privacy Act (FERPA) that specifies the rights of students with respect to their educational records. Those rights are:

- The right to inspect and review your educational records on 45 days notice.
- The right to request the amendment of records you believe are inaccurate or misleading.
- The right to require consent to disclose personally identifiable information except to the extent that FERPA authorizes disclosure without consent.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by ETS to comply with the requirements of FERPA. FERPA administrative address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, D.C. 20202-4605

The following is considered public information unless the registrar is notified in writing of exceptions: Name of student, local address, phone number(s), email address, name of spouse, photograph, place of birth, program in which enrolled, confirmation of current status, academic awards received, most recent college attended, degrees awarded and religious affiliation.

Due to Federal Legislation we are REQUIRED to submit to any armed forces official your name, birthdate, and phone number.

FINANCIAL INFORMATION

Seminary Costs

Tuition and fees, books and supplies, transportation and child care should all be included as you calculate the cost of your seminary education.

Developing a Plan

As you prepare to enroll in seminary, it will be necessary to adequately plan for seminary costs. There are a number of resources that you may draw on: personal and family funds, church funds, denomination funds, seminary scholarship funds and other awards from outside the seminary, employer tuition reimbursement, employment opportunities (including Ministry Practicum), Federal Student Loans and the Michigan Alternative Student Loan Program.

All students are strongly encouraged to ask for tuition assistance from their local church, denomination and other, secular resources. Students may wish to include a copy of the ETS Annual Report when requesting funds from local churches, denominations, or employers. This report may be obtained from the ETS website. The Financial Aid Officer maintains funding resource information and can guide the student in funding research.

Tuition and Fees

Changes in tuition and fees take effect each August 1 at the start of the academic/fiscal year. Tuition/fees for the 2007-2008 academic year are listed below. An updated fee schedule is available from the Controller's office annually. While every effort is made to contain costs, all fees are subject to change without notice.

Tuition

Doctor of Ministry Program	
Annual program fee	\$3,600
Master's Level Programs (MDiv, MA, Certificate in Theological Studies)	
Tuition per credit for academic credit	\$ 295
Tuition per credit for audit	\$ 100
Urban Ministry Diploma Program	
Tuition per credit for academic credit	\$ 130
Tuition per course for Audit	\$ 286

**Additional fees are listed on Tuition and Fees Chart for 2007-2008.*

Payment

ETS Offers Payment Arrangements

For payment arrangements here at ETS students should go on line at the web-site www.etseminary.edu. Enrolling on line is simple, secure, and easy. Connect to the e-Cashier Web page. This 3-month payment plan is thru FACTS Tuition Management Co. Students must have a student I.D. number to participate in this 3-month payment plan. Your Student ID will be sent to you in your admissions letter or available from the Registrar.

For Doctoral Ministry Students only, students will be able to register on line with FACTS for a 12-month payment plan. Students must have a student I.D. number to participate in the 5 month payment plan and must enroll by the end of July for the August Emergent Week or the end of December of the January Emergent Week for this payment plan.

If you do not elect our payment plan, the balance of tuition is due in full before the first day of class. Payments may be charged, using MasterCard or Visa. Checks should be made payable to Ecumenical Theological Seminary (ETS). All tuition and fees are payable in U.S. currency.

Registration for courses is not complete until students have paid the necessary fees or made a satisfactory arrangement with the Financial Aid/Student Accounts Office. ETS will not release grades or transcripts, until all charges for a given quarter are paid in full. Diplomas and official transcripts will be issued only when the student is in good standing regarding all financial obligations to ETS.

Refunds

Students who must drop classes may be entitled to a partial refund. Students should notify the Registrar's Office in writing of the intent to drop an ETS class. The institutional refund policy for regular courses is found on the ETS website.