



7301 Germantown Avenue, Philadelphia, PA 19119

Office of the Registrar

Telephone: 215-248-6305 or 1-800-286-4616, ext. 6305

FAX: 215-248-7315

E-mail: registrar@ltsp.edu

June 2008

GRADUATE SCHOOL (STM, DMIN, PHD, GENERAL STUDIES) FALL SEMESTER 2008–09 REGISTRATION

*[Students not yet formally admitted to a degree program should use the
"Non-Matriculant and Auditor Enrollment" set.]*

THE FALL REGISTRATION DEADLINE IS FRIDAY, JULY 25

Registration now is for Fall Semester only. Materials for later terms will be re-issued with any applicable updates at a later date.

WHAT YOU WILL NEED:

- This memorandum
- Enrollment Form
- Course Registration Form (or PhD Registration Form)
- Course schedule for 2008–2009, both Graduate School offerings and first professional courses eligible for upgrade to graduate credit

ADDITIONAL DOCUMENTS YOU MAY NEED:

- Detailed *prospectus* for the Fall one-week intensive course
- Housing and Meals Request Form
- Independent Study Registration Form. Note that you need **also** to register via the regular Course Registration Form, referenced above.
- Credit Card Charge Authorization Form
- Notice of Intent to Graduate in May 2009, to be submitted by January 5, if applicable. Eligible students are those who hope to complete all degree requirements by May 15 or who will have completed coursework at LTSP and wish to receive a certificate of study.

REGISTRATION PROCEDURES

Make sure your student account is paid up. **Your registration will not be processed** unless you have prior clearance from the Business Office. If clearance is not obtained prior to the registration deadline, the late registration fee will apply.

Registration by mail. Send registration form to "Registrar's Office" at the address shown above. Registrations *must be postmarked* by the July 25 deadline to avoid the \$50 late registration fee.

FAX registrations. Registration forms may be faxed to 215-248-7315; note "Registrar's Office" on any cover sheet. FAX is used at your own risk; we assume no responsibility for registrations that do not arrive by the July 25 deadline.

Late registration after July 25 is possible with payment of a \$50 late fee until the late registration deadline on September 10. Late registration for the Fall intensive course is technically possible until the first class day, but note the requirements of advance reading/preparation for this course, noted on the prospectus.

If you are planning to graduate in May 2009 (degree or certificate):

- File the Intent to Graduate form (available at http://www.ltsp.edu/academic/course_info.html) no later than January 5, 2009.
- Remember the February 2, 2009, deadline for submission of completed theses and projects. These will be forwarded by the Registrar to your readers. [Or notify the Registrar if you deliver your thesis/project into readers' hands yourself.]
- If your thesis or project is not yet registered, use the registration form found in your STM Thesis Guide or D.Min. Project Manual (see <http://www.ltsp.edu/academic/advanced.htm#current>).

If you are an STM or DMin student, please read and understand the following, which is presented here because it may affect your registration plans for the coming year.

PROGRAM CONTINUATION AND PROGRAM EXTENSION

Program Continuation is necessary to remain on the active roll in a given year if you do not complete **one** of the following academic steps during the prior academic year (August through June):

1. Completion of at least one course for academic credit either at LTSP or elsewhere applicable to the student's degree program. If you complete course work at another institution for transfer into an LTSP program, you should arrange for an official transcript to be sent directly from that institution to the LTSP Registrar upon receipt of a final grade.
2. Filing of an STM Thesis Proposal or Oral Examination Registration or DMin Project Registration.

Continuation requests must be submitted each Fall following an academic year in which you have not completed either 1 or 2 above, and a **\$200 Program Continuation Fee will be assessed to your student account.**

Program Extension is necessary for any student wishing to remain on the roll who exceeds the six-year limit for completion of the STM or DMin degree programs. In both programs the maximum period within which the degree may be earned is six years **from inception of study**. If 2008–2009 will be year #7 or greater since beginning your studies, you will be asked to file a request for program extension (incurring a \$275 Program Extension Fee) prior to the Fall Semester 2008–09. In order to avoid incurring this fee in Fall 2009–10, if it has been six or more years since you began studies, you will need to graduate in 2009, complete requirements for 2010 graduation by August 31, 2009; or withdraw from the program.

Each of these program actions (Program Continuation and Program Extension) separately requires **both** the required fee **and** a formal request. Program Extension additionally requires Faculty approval. A student may face either one or both of these actions. **If both, two separate fees will be due.**

REGISTRATION CHANGES

Once your initial registration has been filed, you may *add* or *change* courses (or switch between credit and audit) at any time through the late registration (drop/add) deadlines below without penalty. You may *drop* a course (if not adding another) through the late registration deadline with payment of a **\$20 cancellation fee**. Notify the Registrar's Office **in writing** via fax, mail, e-mail, or the *Change of Registration* form available in the Registrar's Office.

The Fall registration change (drop/add) deadline is at 4:30 pm on Wednesday, September 10, for the Fall Semester (Monday, October 13, for the Fall intensive).

Dropping a course after the drop/add deadline is subject to the rules of the Withdrawal Policy (see below).

TUITION AND PAYMENT

Tuition and all applicable fees become payable upon registration, as shown in the fee schedule. If you cannot pay in full at the time of registration, you are strongly advised to plan a schedule for payments that will pay the entire balance by the prescribed term penalty date (October 15 for the Fall Semester). Any unpaid account balances as of this date will be subject to a 10% penalty.

- Payment may be submitted with registration to the Registrar's office. Later payments are to be made directly to the **Business Office**,
- Checks should be made payable to "LTSP".
- If you wish to make payments via Mastercard or Visa, you should complete the **Credit Card Charge Authorization form**, found at http://www.ltsp.edu/forms/forms_depository.htm.

STM- and DMin-level students who are pastors or members of ELCA congregations can assume automatic tuition assistance in the amount of \$280 per unit. Other fully admitted students taking at least two courses in a semester at the STM/DMin level may be eligible for Seminary tuition assistance upon demonstration of need. If you intend to apply for Seminary grant aid and/or for a federally subsidized Stafford Loan, be sure to contact the Financial Aid Officer, Mr. Louis Bugno, as soon as possible (215-248-6301 or lbugno@ltsp.edu). You will be required to fill out a Free Application for Federal Student Aid (FAFSA) to receive any financial assistance.

Your registration will not be processed without clearance from the Business Office. If clearance is not obtained prior to the registration deadline, appropriate late fees will be assessed, regardless of when form is submitted.

REGISTRATION NOTES

DESIGNATED GRADUATE SCHOOL COURSES are shown in the accompanying schedule with suffix "G" in the course number and the notations **GRAD** or **PHD** in the left margin. Such courses are offered in three formats:

- **One-week intensive courses** typically include advance preparation, one full week (Monday–Friday) of on-campus classroom time, and follow-up papers, presentations, on-line work, and/or a follow-up class session.
- **Full-semester courses** (Fall and Spring Semesters) are offered once a week for one 13-week semester.
- **Distance learning courses** (Fall and Spring Semesters) are generally asynchronous (but within the semester) and may include on-line, CD-rom, and/or videotape formats.

Please note the following enrollment restrictions:

- 600-level courses are open to all STM and DMin students.
- 700-level courses are open only to DMin students.
- 800-level courses are open only to PhD students or to STM students who have completed at least 4 courses with a 3.3 or higher GPA or who have the permission of the Director of Graduate Education.
- 900-level courses are open only to PhD students.

COURSE UPGRADES: All other courses shown are **First-Professional Courses**, many of which are available for **upgrade for advanced-level credit** to STM and DMin students. Most such courses are offered once a week for one 13-week semester. The Faculty has established the following **expectations for upgrade of first professional courses:**

- Courses for upgrade will normally be first-professional elective courses (full-unit courses at the 300-level or higher).*
- A graduate student normally should not take more than two such courses in a graduate degree program.
- Upgraded courses may not have been used for credit toward another degree.
- The faculty of the curricular area and the Dean must approve such upgrades before the course is taught.
- Upgrades are appropriate only in courses that are taught by faculty with a PhD degree or nearing the completion thereof.
- The faculty member must send notification of additional requirements to the Director of Graduate Education: at least 10 books in the bibliography and the equivalent of a 30–35-page paper.

*Particular students (especially ELCA "Lutheran Year" students) may need some introductory-level courses to meet the special requirements of their programs. Please consult your advisor or Director of Graduate Studies David Grafton (215-248-6347 or dgrafton@ltsp.edu) as to the suitability of taking these courses for upgrade to advanced-level credit.

COURSES FOR UPGRADE AT MORAVIAN THEOLOGICAL SEMINARY

Additional courses, particularly in the area of pastoral care, are available for upgrade at Moravian Theological Seminary. Details are available by direct contact with that institution: phone 610-861-1516; website www.moravianseminary.edu; e-mail verdiquinn@moravian.edu. Note that tuition for these courses is paid to Moravian at Moravian rates.

WITHDRAWAL FROM COURSES

After the registration change deadline (see above), you may request the Dean to permit you to withdraw from a course without prejudice up to the midpoint of any semester or term (Friday of all one-week intensives; Tuesday, October 21, for all full-semester Fall courses). A withdrawal by the midpoint is recorded on your transcript as a "W" and is not included in calculation of your grade point average.

A withdrawal from a course **after** the midpoint of a semester or term—regardless of the reason—is recorded as an "F" (failure) unless you have a "passing" record in that course and the Dean permits the course to be recorded as an "audit" or a "retroactive withdrawal." It is your responsibility to petition the Dean in writing for such action.

REFUNDS FOR WITHDRAWALS

Courses for credit: In cases of withdrawal (see above), dismissal, suspension, or leave of absence, tuition will be refunded on a prorated basis up to the midpoint of the semester or term, but there will be **no refunds** after the midpoint of the term (this includes "retroactive withdrawals," per above). The refund policy applies only to courses taken for credit.

Audited courses: There are no refunds for withdrawal from audit registrations after the term has begun.

COURSE EXTENSIONS (INCOMPLETES)

Each instructor is entitled to formulate his/her own policy regarding whether or not extensions will be granted, under what conditions, and for how long. That policy is to be clearly stated in the course syllabus. If the instructor agrees to give a student an extension, a date should be chosen for the extended deadline when the instructor will be available to receive and evaluate the coursework.

In no event may the extended deadline for completion of coursework by advanced-level students be more than six months beyond the end of the term or semester for which the course is registered. In the cases of one-week intensive courses and terms of less than one month's duration, the end of the semester/term is defined as the last date set by the instructor for the regular submission of coursework. Requests for extensions beyond six months after the end of a semester/term must be submitted in writing to the Dean and will be approved only in extreme circumstances when clear need is demonstrated.

Whether within the limits of a semester/term or according to the conditions of an extension, assignments are due on the date(s) set by the instructor. The instructor has sole discretion to set penalties for failure to submit work on time within the limits of a semester/term. When the instructor has granted an extension beyond the end of the semester/term, any assignment received after its extended due date shall receive the grade of F.

When in any semester/term a student receives grades of I, indicating extensions beyond the limits of that semester/term, in more than two courses, except for valid medical reasons made previously known to the Dean, the student shall not be allowed to register for courses in the following semester/term except with the express permission of the Dean.

HOUSING

There is a limited amount of guest housing available to students attending classes at the seminary. See the housing/meals request form for information on available accommodations and weekly rates. Submit your housing request form with your course registration. Housing is on a first come/first serve basis.

Questions concerning overnight accommodations should be addressed to Sara Calderón (215-248-7384 or scalderon@ltsp.edu).

MEALS

All persons taking classes at LTSP are invited to take meals at the Refectory. Meals may be purchased via the housing/meals request form or by advance purchase of meal tickets from Enrollment Services at the Brossman Learning Center at the cost of \$6.50 per meal. Breakfast and lunch are served Monday through Friday, dinners Monday through Thursday. Please note that persons without tickets are required to pay for meals by check at the Refectory.

Additionally, vending machines are available in the Brossman Center, which includes a lounge area for students. The Graduate School office also has a listing of local eating establishments close to campus.

VEHICLE REGISTRATION

All students who plan to drive onto campus are required to register their cars with Campus Security and pay a \$40/term vehicle registration fee (\$15 for a single intensive course). Registration confers the right to park on campus, though actual parking spaces are not guaranteed. If you plan to drive to the campus, please contact campus security (215-248-7502) for a Vehicle Registration Form. You will be notified of the need to have your photograph taken for a photo ID, if you do not have one, in order to receive your parking decal.

A map of the campus and directions to the campus may be found at <http://www.ltsp.edu/campus/campus.htm>.